



# AGENDA

## ASSET MANAGEMENT COMMITTEE MEETING

**November 21, 2024**

**Immediately following the Committee of Adjustment Meeting**

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

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

Open Meeting/Call to order

1. Additions / Amendments to the Agenda
2. Adoption of the Agenda
3. Disclosure of Pecuniary Interest or a General Nature Thereof
4. Petitions, Delegations and/or Presentations:
  - Michelle Glabb, Director of Employment and Social Services and Melanie Shaye, Chief Administrative Officer (CAO) of District Nipissing Social Services Administration Board (DNSSAB) – Ontario Works Employment Services Transformation
5. Staff Reports:
  - Charlene Alexander, CEO/Head Librarian/Grant Writing
    - Library Report
    - Minutes of September 17th
    - Grant Writing Report
  - Steven Ronholm, Works Superintendent
    - Works Department Report
    - Fleet & Equipment Summary
  - Aurel Thom, Fire Chief/CEMC
    - Monthly Fire/ CEMC Report
6. Unfinished Business
  - Draft Noise By-Law & Comments
  - Update EV ChargeON Program
7. New Business
  - Waste Task Force Recommendations
  - Draft Grants & Subsidy Policy
  - Draft Communication Policy
8. Adjournment

**NOTE: Submissions received from the public, either orally or in writing, may become part of the public record.**

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

Next regular library meeting will be on November 19th at 7 pm at the Whitney branch and via zoom.

**2025 Subscription Renewals Completed:**

- Ontario Parks Passes
- Access Copyright License
- Overdrive Subscription
- 2024-25 Public Library Operating, Pay Equity (PLOG/PE)

**Canadian Museum of Nature:** We have six passes available between the library branches.

**Astronomy in Action Program:** Partnering with both local schools (to use the gymnasium) and Madawaska Valley Public Library (to cut down on costs) to bring a curated planetarium dome program. Tentative date June 5<sup>th</sup>. I intend to apply for a grant to cover these costs through the Community Futures Local Initiative Program, opening April 1<sup>st</sup>, 2025. If the grant is not successful, the library will use reserved funds.  
<https://www.astronomyinaction.com/>

**Training:** Charlene Alexander and Cynthia Haskin have completed a 6-week training course to prepare for the Inter Library Loan program migration from VDX web-based platform to Resource Sharing for Groups web-based platform.

**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 September/October 2024**

	Whitney		Madawaska	
	September	October	September	October
Head Count	190	201	108	125
Circulation	556	522	83	88
Computer users	42	26	15	19
Inter Library Loans	16	16	1	0
New Members	1	0	0	0
Print/fax/copy	25	22	8	13
Reference/Reader's Advisory	50	63	9	20
Tech/media/software support	20	8	5	3
Programs/school/daycare visits headcount	12	44	0	0
Non-members users	16	11	29	29
Over drive users combined	18	13		
Overdrive circulation	174	183		

**Township of South Algonquin Public Library**  
**Minutes of the Meeting Held**  
September 17<sup>th</sup>, 2024, 7pm Whitney Branch/Zoom

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

**Land Acknowledgement:** Vicki Forward

**Call to Order:** 7:04 pm

**1 Motion # 202422**

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

**2 Motion # 2024-23**

Moved by – Elaine Hare Seconded by – Rose Jessup /To approve the minutes of June 18<sup>th</sup>, 2024 / Carried

**3 Report of the Chair:** Thanked Sarah Ennor and the entire Board for filling in for her when she was unavailable.

**4 Business Arising from the Minutes**

**4.1 Budget 2025:** Increase Books by \$1000 to \$7000, Increase by \$1600 to \$5100 Supplies/Programming for 2 x multi-function laser printers.

**4.2 Programming 2025:** Spring – Medicinal Plant Walk/Christine McRae \$425, Fall – Book Talk/Adam Shoalts \$565, Paint Night Series with Kelsey Fuller price to be determined, four craft events/Brendia Drew 12 hours approx. \$300.

**4.3 Presentation about Ontario snakes and turtles:** Seventy-Eight attendees, a mix of local families, visiting families and tourists. Very well received with positive feedback.

**4.4 Linda Hutsell Manning:** September 4 at 6:30 PM. 5 attendees.

**5 New Business:**

**5.1 Canadian Museum of Nature:** We have partnered with the Nature Card program and have received six family admission passes; this will renew annually.

**5.2 2024-25 Public Library Operating, Pay Equity (PLOG/PE):** The annual application has been submitted.

**5.3 OLS Virtual Conference:** Staff: Wednesday, October 23, 2024, 9:45 AM-5:00 PM. Board Members: Thursday, October 24, 2024, 6pm-9pm Cynthia Haskin will cover the Whitney branch while Charlene attends the conference.

**5.4 ILL Migration from VDX platform to Resource Sharing for Groups (RS4G):** ILL User staff training: September 23 – October 11<sup>th</sup>. The new platform goes live on November 12<sup>th</sup>. **Staff Training on Reports: December TBD**

**5.5 International Dyslexia Association Ontario (IDA) Microgrant:** An application was submitted. We were declined as preference was given to first time applicants.

**5.6 Community Futures Development – Local Initiatives Program.** Intake is ongoing with projects being completed by March 31st, 2025. Next intake round then begins in April. This is a repeating grant, and groups may put in more than one application at a time for different projects. This can be used for capital and non-capital costs; they will contribute up to \$3500 for project costs and may consider larger amounts on a case-by-case basis. These must be new projects/programs/events. They are incredibly open to providing funds for programming and public events.

**6 Reports**

**6.1 Finance:** Bank Statements June, July, and August

**6.2 Librarian Reports:**

**6.3 Council Report:**

**7 Governance**

**8 Governance Committee:** Will meet to discuss review of Township policies. MOU – goal is to complete by the end of 2025.

**9 Governance Training:** All board members have completed the AODA training

**10 Policy:** Governance committee to meet to discuss review of Township policies. MOU – goal is to complete by the end of 2025.

**11 Programming**

**12 8.1 School visits:** two classes, biweekly      **Daycare Visits:** occasional

**13 In-Camera/Our of Camera:** none

**14 Next Meeting:** October 15<sup>th</sup>, 2024, 7pm Madawaska Branch/Zoom

**15 Motion # 2024-24**

**16** Moved by – Elaine Hare Seconded by – Rose Jessup /To adjourn 8:47pm    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.
  - Communicating with program rep, Dustin Turner regularly.
  - **Application Due:** November 13th. Received a deadline extension of November 30th
  - **Currently awaiting:**
    - 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. **Application Submitted:** October 24<sup>th</sup>. **Expected Response:** February 2025

### 4. Community Futures Local Initiatives Grant

- **Status:** Completed and submitted both applications on October 23<sup>rd</sup>.
- **Funder responded on October 29<sup>th</sup>:** Requested quotes, photos & descriptions of the community centres and detailed plans regarding the First Use of the Smart TV's from each Recreation Committee.
- **On October 29<sup>th</sup>, I emailed requests for this information. I am awaiting responses.**
  - **Madawaska Recreation:** Application for an 84-inch smart TV with wall mount.
  - **Whitney Recreation:** Application for an 84-inch smart TV with wall mount.

### 5. Summer Student Grant

- **Status:** Application period opens November 18, 2024, and will close on December 19, 2024
- I have created a CGOS account and have been linked to the Township account for access.

### 6. Celebrate Canada

- **Status: Application deadline November 21, 2024**
- I have created an account on the Heritage Canada website and have been linked to the Township account using CGOS.
- Our profile is in draft mode until I can upload the direct deposit information (which I received on November 13<sup>th</sup>) The Heritage Canada website is currently offline for maintenance.
- Once I can gain access, I will be able to access the application and complete submission.



## **Committee Report for November 2024 Meeting – Public Works & Roads Department**

Date: Thursday November 21<sup>st</sup>, 2024

Submitted by: Steven Ronholm, Public Works Superintendent

### **1 - ROAD OPERATIONS:**

- **GRADING UPDATE:**
  - **November 2024 Update** – 2 Full Grades were completed on all township roads from beginning of September 2024 – end of October 2024. Roads are currently all in good shape prior to winter freezeup. Spot grading of any roads with minor potholes will be completed on any days going forward with above 0C temperatures to ensure roads are in best shape possible before 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. Main areas of focus for patching are Hay Creek Road, Major Lake Road & Nipissing Road. Roads are now in decent shape prior to winter freezeup.
- **WASHOUTS / BEAVER CONTROL:**
  - Beavers are still active. Routine beaver control being completed as required.
  - Additional Beaver Deceivers were installed at Aylen Lake Dam & Mainline at McKenzie Lake in October 2024 and seem to be working well in the troublesome areas.
  - Backhoe was out in October 2024 to bust beaver dams along old 127, Madawaska Street, McKenzie Lake and Aylen Lake to drain out built up water areas due to beaver dams.
- **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, Henry Coghlan Road, Aylen Lake, Gafney Road.
  - Upto end of October 2024 the works department has performed 28 HPDE Culvert Replacements including locations on Hay Creek Road, Gafney Road (Aylen Lake), North Mckenzie Lake Road, Henry Coghlan Road

- Ditching Operations in 2024 include areas on Hay Creek Road in Whitney, Madawaska Avenue in Whitney, North Mckenzie Lake Road, Henry Coghlan, Dunne’s Road, Dave Bowers Road, Nipissing Road
  - October 2024 – Culverts were installed on Airy Road, McKenzie North Road & Hentry Coghlan Road in October 2024.
- **2024 BRUSHING OPERATIONS:**
    - The Works Department have self-performed approximately 10km of Brushing this season including the following locations:
      - Moonlight Bay Road, North Ayleen 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 18km. Brushing will continue throughout this season while weather permits to achieve 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.
    - November 2024 Planned Brushing operations (weather permitting) include:
      - Recently Approved Walking Trail in Madawaska
      - Gafney Road
- **2024 RE-GRAVELLING PROGRAM:**
    - To date this season the works department have self-performed placement of approximately 3000t of Granular A throughout various Township Roads upto end of September 2024 (200 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, McKenzie North Road
    - Approximately 500t of Granular A was placed on McKenzie Lake Road in October 2024 which concluded 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 October 2024 and covered regularly as per requirements under our ECA
- Regular site cleanup of C&D Material ongoing at both landfill sites

- 3<sup>rd</sup> Annual Scrap steel pickup completed in October 2024
- 3<sup>rd</sup> Annual Tire Pickup completed in October 2024
- 3<sup>rd</sup> Annual Electronics Pickup Completed in October 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 10<sup>th</sup>, 2024 at the Lester Smith building costs have been since received from GFL and were under forecasted budget
- Upcoming Works: Rental Dozer from Crosstown Construction occurred in October 2024 to complete our annual site cleanup at both Airy and Lyell Landfills in preparation for Winter 2024/2025
- Annual Capacity Surveys and grade checks for each landfill site is booked to occur in November 2024 from JP2G Consultants
- Blue Box Municipal Report was submitted to RPR (Resource Productivity and Recovery Authority) on October 15<sup>th</sup>, 2024. This report outlined the current collection strategies / logistics in the Township of South Algonquin which is step 1 requirement of the Province's taking over the current recycling program as of January 2026.

### **3 – WINTER SAND / SALT UPDATE**

- October 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
- Public Winter Sand boxes in Whitney & Madawaska were filled in October 2024 in preparation for winter

### **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**

- **October 2024 Update** – All drainage improvements on Hay Creek Road completed in Summer of 2024
- **Next steps:** Tender to be drafted & 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.

**Cannot seem to get a firm answer or response from Ontario Parks for having the issue addressed. May have to have a meeting setup to push the issue and have a resolution made.**

3. **8X20FT SEACAN CONTAINERS FOR YARD** – Completed (on budget)
4. **2<sup>ND</sup> 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 3000t (200 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.
8. **REPLACEMENT OF FAILED RETRO-REFLECTIVITY SIGNAGE** – Failed signage on Aylen Lake Road will be replaced in November 2024.

• **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** – Unit was installed at medical center on Wednesday October 16<sup>th</sup>, 2024.

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

1. **Gazebo in Whitney** – Demolition of Existing Gazebo took place in October 2024. New Sonotubes / foundations for the new Gazebo were installed and poured in October 2024. Material for new Gazebo was ordered and construction of new Gazebo started the week of November 11<sup>th</sup> and expected to be finished by the end of the month.
2. **Playground Equipment in Whitney** – Have not received grant from Hydro One
3. **Dock Replacements** – Completed
4. **Parking Improvements at Aylen 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 15<sup>th</sup>, 2024
- **October 2024 Update** – Failed Retro-reflectivity signage on Aylen Lake will be replaced in November 2024. 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 were closed down after Thanksgiving Weekend in preparation for winter.
- **Docks** – All docks except for the main dock at Aylen Lake were removed in October 2024. The main dock at Aylen will remain in place until just before freezeup occurs (end of November expected removal date).
- **Outdoor Privies** – Tall Privies except for Whitney Dam & JR Booth Park were closed after Thanksgiving Weekend. The remaining Privies will be shutdown by the end of November.
- **Grass** – Kubota zero-turn was cleaned, fluids changed, deck oiled and stored away in seacan for winter during the month of October 2024.

## **8 EQUIPMENT MAINTENANCE / NOTES**

- Tandem #7
  - i. October 2024 Update – No new issues to note mechanically. Truck was undercoated in September 2024 and is ready for plow season (Spinner & Wing Installed in October 2024).
  - ii. October 2024 - Fuel gauge recently reported not to be working. Repair will be scheduled in the upcoming week at Murray Brothers.
  - iii. October 2024 - E-Test was completed in November 2024 prior to license renewals in December 2024
- Tandem #27
  - i. October 2024 - No new issues to note mechanically. Truck was undercoated in September 2024 and is ready for plow season (Spinner & Wing Plow Installed in October 2024).
  - ii. October 2024 - Please note that annual maintenance on this truck is well under last seasons
- Tandem #33
  - i. October 2024 – Annual Safety completed and nothing major was required. Truck has since been undercoated and is ready for plow season (spinner and wing installed in October 2024).

- ii. November 2024 – Truck is currently at Murray Brothers having some work completed on the sanding crossbelt (new driveshafts, bearings & sprockets)
- F-150 Pickup (#29)
  - i. October 2024 – No new issues to note. Truck has been undercoated.
  - ii. October 2024 – Routine Oil Change completed on truck.
- F-150 Pickup (#30)
  - i. October 2024 – No new issues to note. Truck has been undercoated.
  - ii. October 2024 – Routine Oil Change Completed
- 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 preparation for this winter
  - ii. November 2024 – Annual Safety booked for November 25<sup>th</sup>, 2024.
- F-550 Pickup (#34)
  - i. September 2024 – No new issues to note. Truck has been undercoated. Spare set of V-Plow cutting edges received in September 2024 in preparation for this winter.
  - ii. October 2024 – Sander & Spinner Installed in October 2024 in preparation for winter. Annual safety is booked for November 21<sup>st</sup>, 2024, while there the winter tires will be installed and a routine oil change completed on this vehicle.
- Garbage Compactor
  - i. 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).
  - ii. October 2024 – New set of rear tires to be installed on the truck on Monday November 18<sup>th</sup>, 2024. No new issues to note with this truck.
- Float Trailer
  - i. November 2024 – Annual safety to occur in November 2024.
- Utility Trailer
  - i. October 2024 – Trailer has been undercoated. Trailer will require new decking which will be installed during this winter.
- Grader
  - i. October 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 / FINANCIAL SUMMARY / GRANTS**

- 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.
- 2025 Annual budget – Preliminary Transportation, environmental, recreation, facilities budget line items completed in October 2024 and submitted to Jen for compiling into overall budget
- 2024 Budget to Date - Overall budgets spent to date upto the end of October 2024 in the transportation & environmental services for 2024 are under the expected amount

for this point in the season and are currently on target to result in a small surplus by the end of the year.

- NOHFC Grant – Charlene currently working on grant application for resurfacing of outdoor rink in Whitney. Quotations will be received in November 2024 and provided to Charlene to ensure that the application for the grant is completed and submitted by the deadline.

## **10 SAFETY UPDATE:**

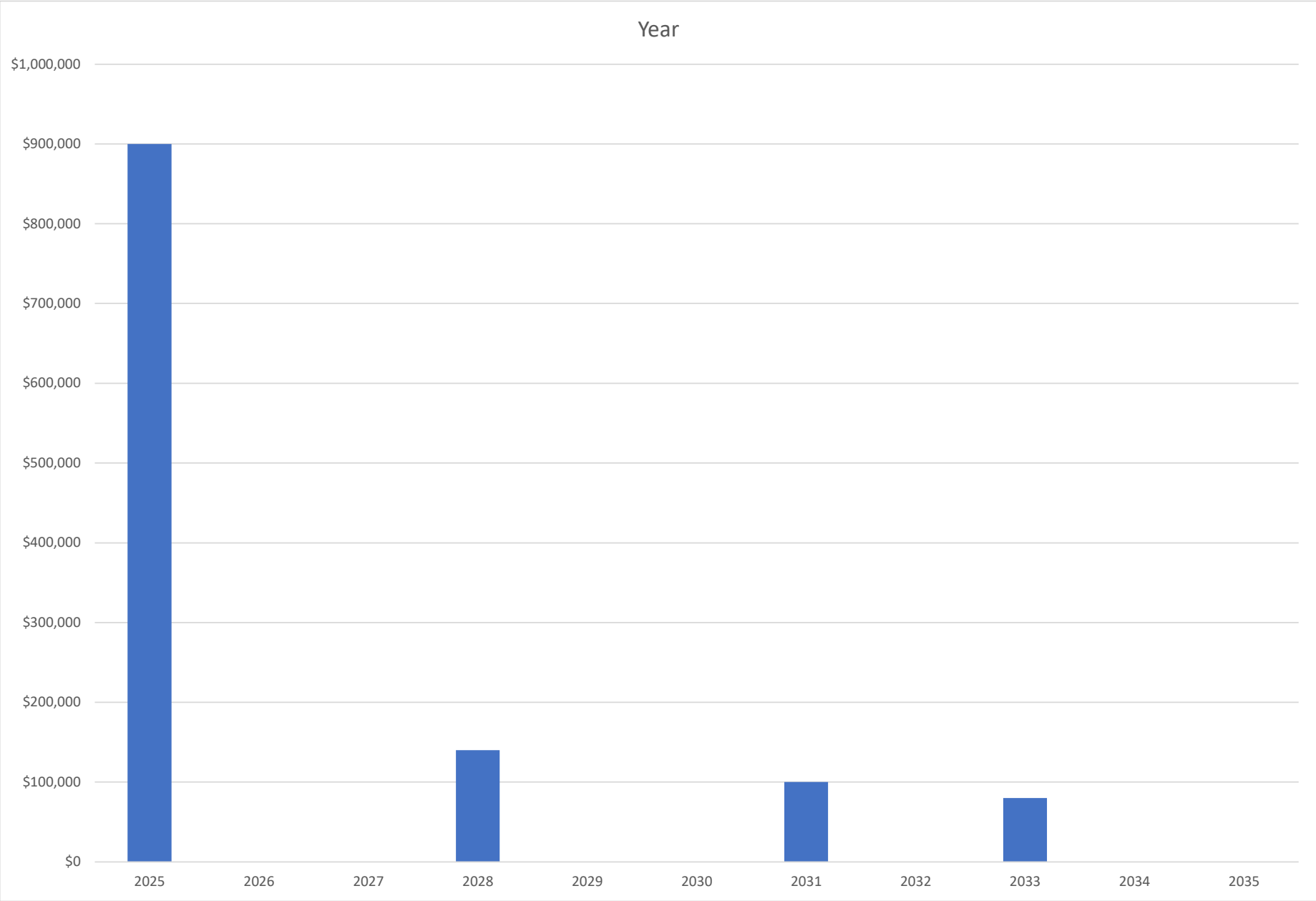
- Incidents
    - i. No new incidents to report in October 2024
  - Annual inspections completed on all Township fire extinguishers in June 2024 by Dion
  - Bi-annual inspection of range hood at M&L Hall completed in June 2024 by Dion
  - Employee Training
    - i. Future Courses: Working at Heights, Traffic Control Refresher Course this winter, Propane Handling Course
    - ii. Steamer will be fired up in November 2024 to ensure working properly prior to upcoming winter season.
  - Additional concrete blocks were acquired in October 2024 and installed around the propane tanks & fuel tank outside the WFD in order to meet TSSA Requirements for barricades.
  - PPE Inventory – Additional gloves, safety glasses and other PPE ordered and delivered to the yard in October 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**
    - Applications for Part-time rink attendants for this winter were acquired in October / November 2024 and positions for both outdoor rinks have been filled.
    - A few applications for an additional DZ Plow operator for this winter have been received and currently under review. Position will be filled in November 2024 in preparation for commencement of 7-day schedule which will commence once winter conditions begin.

WORKS DEPARTMENT - FLEET & EQUIPMENT SUMMARY							
	Asset Description	Current Value Replacement	Estimated Lifespan	Current Age	Remaining Lifespan	Annual Contribution to Reserves for Replacement	Notes
Pickups	2020 - 1/2t Pickup	\$70,000	8	4	4	\$8,750	<p>***In terms of annual reserves for replacement of the loader can plan to replace with a better used grader at time of replacement. A good used loader would be around \$150k to purchase. Which if is the case would revise the annual reserve amount to \$7500</p> <p>***In terms of annual reserves for replacement of the grader can plan to replace with a better used grader at time of replacement. A good used grader would be around \$150k to purchase. Which if is the case would revise the annual reserve amount to \$7500</p> <p>***Replace same time as 3/4t Pickup</p> <p>***Replace same time as 2t Pickup</p> <p>***Already taken into consideration on Tandem Line Item</p> <p>***Already taken into consideration on Tandem Line Item</p> <p>***Already taken into consideration on Tandem Line Item</p>
	2020 - 1/2t Pickup	\$70,000	8	4	4	\$8,750	
	2023 - 3/4t Pickup	\$80,000	10	1	9	\$8,000	
	2021 - 2t Pickup	\$100,000	10	3	7	\$10,000	
Tandems	2008 Tandem Plow Truck	\$350,000	15	16	-1	\$23,333	
	2018 Tandem Plow Truck	\$350,000	15	6	9	\$23,333	
	2021 Tandem Plow Truck	\$350,000	15	3	12	\$23,333	
Waste Equipment	2014 Rear Loader Garbage Compact	\$250,000	10	10	0	\$25,000	
Heavy Equipment	1990 John Deere Loader	\$275,000	35	34	1	\$7,857	
	2014 CAT 430 Backhoe	\$250,000	30	10	20	\$8,333	
	2019 Link Belt Excavator	\$225,000	30	5	25	\$7,500	
	2001 Volvo Grader - Madawaska Yard	\$350,000	20	23	-3	\$17,500	
Trailers	2019 Utility Trailer for Pickups	\$10,000	20	5	15	\$500	
	2020 Float for Tandem Trucks	\$40,000	20	4	16	\$2,000	
Misc. Summer Equipment	Thompson Water Steamer	\$20,000	20	20	0	\$1,000	
	Kubota Mower for Grass	\$10,000	10		10	\$1,000	
	Water Tank for Back of Tandem Truck	\$30,000	20		20	\$1,500	
	Weed-Eater (x2)	\$300	5		5	\$60	
	Chainsaws (x4)	\$3,500	8		8	\$438	
Misc. Winter Equipment	2021 Sander for 2t Truck	\$15,000	10	3	7	\$1,500	
	2023 8.5ft Western MVP3 Plow	\$15,000	8	1	7	\$1,875	
	10.5ft Western MVP3 Plow	\$18,000	8	3	5	\$2,250	
	2008 One-Way & Wing Plow for #7	\$0	20	16	4	\$0	
	2018 One-Way & Wing Plow for #27	\$0	20	6	14	\$0	
	2021 One-Way & Wing Plow for #33	\$0	20	3	17	\$0	
	One-Way & Wing Plow for Spare	\$0	20		20	\$0	
Rink Equipment	Zamboni for Whitney Rink	\$10,000	20		20	\$500	
	Honda Track Snowblower for Whitney Rink	\$7,500	15		15	\$500	
	2023 Ariens Snowblower for Madawaska	\$4,000	15	1	14	\$267	
	Spare Honda Snowblower for Backup	\$7,500	15		15	\$500	
<b>TOTAL</b>		<b>\$2,910,800</b>				<b>\$185,579.64</b>	
<b>Annual Contributions Required to Reserves to Maintain Current Fleet &amp; Equipment (note: does not take into consideration inflation or resale value of used equipment)</b>						<b>\$185,579.64</b>	

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	Asset Description	Current Value Replacement	Estimated Lifespan	Current Age	Remaining Lifespan	Annual Contribution to Reserves for Replacement	Notes
Pickups	2020 - 1/2t Pickup	\$70,000	8	4	4	\$8,750	
	2020 - 1/2t Pickup	\$70,000	8	4	4	\$8,750	
	2023 - 3/4t Pickup	\$80,000	10	1	9	\$8,000	
	2021 - 2t Pickup	\$100,000	10	3	7	\$10,000	
Tandems	2008 Tandem Plow Truck	\$350,000	15	16	-1	\$23,333	
	2018 Tandem Plow Truck	\$350,000	15	6	9	\$23,333	
	2021 Tandem Plow Truck	\$350,000	15	3	12	\$23,333	
Waste Equipment	2014 Rear Loader Garbage Compactor	\$250,000	10	10	0	\$25,000	
Heavy Equipment	1990 John Deere Loader	\$275,000	35	34	1	\$7,857	***In terms of annual reserves for replacement of the loader can plan to replace with a better used grader at time of replacement. A good used loader would be around \$150k to purchase. Which if is the case would revise the annual reserve amount to \$7500
	2014 CAT 430 Backhoe	\$250,000	30	10	20	\$8,333	
	2019 Link Belt Excavator	\$225,000	30	5	25	\$7,500	***In terms of annual reserves for replacement of the grader can plan to replace with a better used grader at time of replacement. A good used grader would be around \$150k to purchase. Which if is the case would revise the annual reserve amount to \$7500
	2001 Volvo Grader - Madawaska Yard	\$350,000	20	23	-3	\$17,500	
Trailers	2019 Utility Trailer for Pickups	\$10,000	20	5	15	\$500	
	2020 Float for Tandem Trucks	\$40,000	20	4	16	\$2,000	
Misc. Summer Equipment	Thompson Water Steamer	\$20,000	20	20	0	\$1,000	
	Kubota Mower for Grass	\$10,000	10		10	\$1,000	
	Water Tank for Back of Tandem Trucks	\$30,000	20		20	\$1,500	
	Weed-Eater (x2)	\$300	5		5	\$60	
	Chainsaws (x4)	\$3,500	8		8	\$438	
Misc. Winter Equipment	2021 Sander for 2t Truck	\$15,000	10	3	7	\$1,500	
	2023 8.5ft Western MVP3 Plow	\$15,000	8	1	7	\$1,875	***Replace same time as 3/4t Pickup
	10.5ft Western MVP3 Plow	\$18,000	8	3	5	\$2,250	***Replace same time as 2t Pickup
	2008 One-Way & Wing Plow for #7	\$0	20	16	4	\$0	***Already taken into consideration on Tandem Line Item
	2018 One-Way & Wing Plow for #27	\$0	20	6	14	\$0	***Already taken into consideration on Tandem Line Item
	2021 One-Way & Wing Plow for #33	\$0	20	3	17	\$0	***Already taken into consideration on Tandem Line Item
	One-Way & Wing Plow for Spare	\$0	20		20	\$0	***Already taken into consideration on Tandem Line Item
Rink Equipment	Zamboni for Whitney Rink	\$10,000	20		20	\$500	
	Honda Track Snowblower for Whitney Rink	\$7,500	15		15	\$500	
	2023 Ariens Snowblower for Madawaska Rink	\$4,000	15	1	14	\$267	
	Spare Honda Snowblower for Backup	\$7,500	15		15	\$500	
<b>TOTAL</b>		<b>\$2,910,800</b>				<b>\$185,579.64</b>	
<b>Annual Contributions Required to Reserves to Maintain Current Fleet &amp; Equipment (note: does not take into consideration inflation or resale value of used equipment)</b>						<b>\$185,579.64</b>	

**WORKS DEPARTMENT - FLEET & EQUIPMENT - LONGTERM REPLACEMENT PLAN**

	Asset Description	Current Value Replacement	Estimated Lifespan	Year of Purchase	Current Year	Current Age	Remaining Lifespan	Year of Replacement	Notes
Pickups	2020 - 1/2t Pickup	\$70,000	8	2020	2024	4	4	2028	From our CVOR Records there are on average around 40,000km put on annually on this vehicle. That being said if we expect to get 300,000km on this vehicle if properly maintained the vehicle should get a life expectancy of 8 years
	2020 - 1/2t Pickup	\$70,000	8	2020	2024	4	4	2028	From our CVOR Records there are on average around 40,000km put on annually on this vehicle. That being said if we expect to get 300,000km on this vehicle if properly maintained the vehicle should get a life expectancy of 8 years
	2023 - 3/4t Pickup	\$80,000	10	2023	2024	1	9	2033	From our CVOR Records there are on average around 25,000km put on annually on this vehicle. That being said if we expect to get 250,000km on this vehicle if properly maintained the vehicle should get a life expectancy of 10 years
	2021 - 2t Pickup	\$100,000	10	2021	2024	3	7	2031	From our CVOR Records there are on average around 25,000km put on annually on this vehicle. That being said if we expect to get 250,000km on this vehicle if properly maintained the vehicle should get a life expectancy of 10 years
Tandems	2008 Tandem Plow Truck	\$350,000	15	2008	2024	16	-1	2023	From our CVOR Records there are on average around 15,000km put on annually on this vehicle. That being said if we expect to get 300,000km on this vehicle if properly maintained the vehicle should get a life expectancy of 15 years
	2018 Tandem Plow Truck	\$350,000	15	2018	2024	6	9	2033	From our CVOR Records there are on average around 15,000km put on annually on this vehicle. That being said if we expect to get 300,000km on this vehicle if properly maintained the vehicle should get a life expectancy of 15 years
	2021 Tandem Plow Truck	\$350,000	15	2021	2024	3	12	2036	From our CVOR Records there are on average around 15,000km put on annually on this vehicle. That being said if we expect to get 300,000km on this vehicle if properly maintained the vehicle should get a life expectancy of 15 years
Waste Equipment	2014 Rear Loader Garbage Compactor	\$250,000	10	2014	2024	10	0	2024	From our CVOR Records there are on average around 30,000km put on annually on this vehicle. That being said if we expect to get 300,000km on this vehicle if properly maintained the vehicle should get a life expectancy of 10 years
Heavy Equipment	1990 John Deere Loader	\$150,000	35	1990	2024	34	1	2025	There are currently 13000hr's on the loader meaning on average 400hr's are put on the machine annually since new. An estimated lifespan of 15000hr's will be used for the loader
	2014 CAT 430 Backhoe	\$250,000	30	2014	2024	10	20	2044	There are currently 3000hr's on the backhoe meaning that there is on average 300hr's put on the machine annually. That being said an expected lifespan of 30 years for the backhoe will be used.
	2019 Link Belt Excavator	\$225,000	30	2019	2024	5	25	2049	There are currently 2000hr's on the machine meaning there are on average 400hr's put on the machine per year. The average lifespan on a piece of equipment like this is around 12,000hr's meaning we should have a life expectancy of around 30 years on the machine
	2001 Volvo Grader - Madawaska Yard	\$150,000	20	2001	2024	23	-3	2021	There are currently 18000hr's on the Township Grader which is higher than average than the estimated lifespan on a grader. That being said, replacement of the grader should be considered in the near future.
Trailers	2019 Utility Trailer for Pickups	\$10,000	20	2019	2024	5	15	2039	
	2020 Float for Tandem Trucks	\$40,000	20	2020	2024	4	16	2040	
<b>TOTAL</b>		<b>\$2,445,000</b>							







## MONTHLY FIRE REPORT TO COUNCIL

Reporting Date: October / November 2024

### Training / Courses

- **Oct. 15** – Monthly training in Whitney, Chimney fires.
- **Oct. 22** – Monthly training in Madawaska, Chimney Fires. Jason C. came to do training.
- **Nov. 5** – Monthly meeting in Whitney, put away wildland fire equipment.
- **Nov. 12** – Meeting in Madawaska, put away wildland fire equipment.

### Calls / Responses

- **Oct. 16** – Received a call from Haliburton MNRF, to inform me there was a fire on an island on Drizzle Lake. I was told it was their call, and they would be attending the scene first thing in the morning. **Called @ 17:07**
- **Oct. 17** – MNRF called and informed me the fire on Drizzle Lake was extinguished, it was burning underground. **Called @13:41**
- **Oct. 13** - Fire call at Lake of Two Rivers Beach in Algonquin Park, a family was starting a fire in the parking lot because all the spots were taken at the beach I assume. I called Northern 911 and cancelled, and called the Duty Officer at the gate. They went to investigate the situation! **Paged @ 18:02**
- **Oct.21** – Fire call, possible brush fire, resident had emailed me about burning and also had a permit to burn, immediately cancelled the call. **Paged @ 18:29**
- **Oct. 22** – Tire fire on a transport at intersection of Hwy. 523 and Hwy. 60., fire was out upon our arrival. We put water on the rim and cooled it down, the driver moved the transport to the trailer parking at the community centre. The service truck was not coming until the following morning. Invoice submitted to MTO, awaiting approval. **Paged @ 21:29**
- **Nov. 4** – False alarm call at 139 Galeairy Lake Road. **Paged @ 07:21**
- **Nov. 8** - False alarm call at 139 Galeairy Lake Road. **Paged @ 16:58**



THE TOWNSHIP OF  
**SOUTH ALGONQUIN**

- **Nov. 8** – Fire call near Bat Lake in Algonquin Park, tree on hydro lines and on fire. The incident was never found, Hydro One was informed that we did have a call around that area. **Paged @ 21:03**
- **Nov. 10** – Sensor alarm going off at 29426 Hwy 60, was never paged out. Key holder checked and everything was ok. I received the email for information purposes, to say the call did come in to Northern 911.
- **Nov 13** – tree on fire 843 Victoria Lake Road, called Haliburton MNRF to let them know. Fire season is over but they still want to know, when we found it I sent coordinates to them and it was confirmed that it was Crown Protection Area. We put the fire out and they were coming in the morning to check it as well. **Paged @ 15:51**

#### Complaints / Concerns

- Received an email from a resident, requesting information on the Fire Department and our coverage. The insurance company told the person there was no fire coverage in South Algonquin. I sent her a google map with the station on it, their property and the dry hydrant location on Reid Lane. I gave them a brief description of our equipment and capabilities.

#### Upcoming Events

- **Dec. 4** - Quarterly meeting of the Renfrew County Fire Chiefs association at Pembroke Fire Department.
- **Nov. 13** – Meeting at Madawaska Community Hall with MTO regarding the bridge replacement.

#### Correspondence / Other

- **Oct. 24** – Online with MTO, regarding the proposed bridge replacement of 2 bridges on Hwy. 60 in Madawaska.
- **Oct. 30** – Battleshield completed work on truck in Whitney, had a bad vacuum leak. Still waiting on a part for a truck in Madawaska, it is a faulty relief valve on pump.
- **Nov. 11** – Laid a wreath for the Remembrance Day ceremony.
- **Nov. 12** – Attended the second fire drill for the fall semester at the School.
- **Nov. 13** – Meeting at Madawaska community hall, MTO information session.
- Looked into cancelling the land line at fire hall in Madawaska, Hy-Tec is using it for the alarm system. It can be switched over to cell service, need to update the key pad and equipment in building. That is the only reason to have a phone in there, it is never used.



They gave me the costing for this and I have put into my budget. I also asked about codes when you come in to shut off the alarm, every person can have their own pin #, I was thinking this way you can monitor who comes in and out. Also when someone leaves, they would not have access anymore.

- **Nov. 2** – Changed the fire rating signs throughout the township, fire season ends on October 31<sup>st</sup> every year.
- Brian Forsythe has resigned, he has sold his house and is teaching in Renfrew County now.

## EMERGENCY MANAGEMENT

Have to get training sign offs for the emergency control group, and also need to do our tabletop exercise. Then I can finish off the township compliance package, I will have to see Tracy for some guidance. Just to make sure I am going in the proper direction!

I attended Madawaska Valleys tabletop two weeks ago, to see how they coordinated their meeting. Chief Quade offered his time if I have any questions also.

C. Alexander has submitted an application for a grant that the EMO had put out, I applied for a Generator and Heat pump system for the Lester Smith Building. This would make it a suitable evacuation center, as well as a cooling/heating area in case of a power outage or an extreme heat situation. Adam got me the quotes that we submitted.

# 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 or 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.
- g) Mining or quarry operations.

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.

DRAFT



**ALGONQUIN ACCOMMODATIONS INC.**  
Box 339, 29614 Highway 60,  
Whitney, On, K0J 2M0

613-637-1220  
OFFICE@ALGONQUINPARK.COM

## **Without Prejudice**

Monday, October 21, 2024  
Delivered Via: Email

Township Of South Algonquin  
7 Third Ave.  
Whitney, Ontario, Canada

██████████  
Algonquin Accommodations Inc.

**Attention:** Mayor LaValley, Councillors Kuiack, Siydock, Pigeon, Rodnick, Collins, Florent & CAO

## **Subject: Concerns Regarding the Draft Noise and Nuisance By-law**

Please accept the following feedback for consideration on the proposed noise bylaw.

### **1. Name**

The current name of the by-law is misleading because the law addresses both noise and nuisances more broadly.

### **2. Zoning**

There was mention during the meeting that the bylaw is zone-specific, but it is unclear how this determination is made. Clarity in this regard will allow businesses and property owners to proactively determine if they are regulated and maintain compliance.

### **3. Nuisances - Odours**

The Township of South Algonquin does not offer municipal sewer service, which means every rate-payer with a bathroom uses septic systems. The process of pumping a septic can result in **temporary and unavoidable odours**. Businesses who pump more often may be at a higher risk of complaints simply as a regular and reasonable part of their operations. Furthermore, businesses also utilize portable restrooms for events or other purposes. These are essential for businesses and the environment and can require regular pumping, which can result in short-term odours.

### **4. Dust**

Construction activities inherently generate dust, which is often unavoidable. While construction is permitted during the hours of 7am-11pm, the nuisance dust provision could be used to halt important construction projects or even routine activities like driving on private roads or laneways at any hour.

### **5. Light**

The bylaw does not appear to exempt passive lighting such as a back door light. The lack of distinction between types of lighting could burden the township with unnecessary complaints about light pollution, even when no actual harm is caused.



**ALGONQUIN ACCOMMODATIONS INC.**  
Box 339, 29614 Highway 60,  
Whitney, On, K0J 2M0

613-637-1220  
OFFICE@ALGONQUINPARK.COM

#### **6. Practicality of Enforcement**

The by-law primarily targets night-time activities, yet the by-law officer typically works weekdays. It is unclear how the township plans to enforce this by-law outside of the by-law officer's working hours, at what cost, and what proof that there was an infraction will be required. While sound can be objectively measured, enforcement of the bylaw seems to be entirely subjective which raises questions about fairness in application.

**7. The proposed fine schedule presents a significant gap between \$250 and \$10,000, with no clear stages in between.** It is unclear how the township plans to enforce this without a more structured process, and what measures will be in place for public education or issuing warnings prior to fines. The lack of clarity raises concerns about the fairness and proportionality of enforcement.

Could council please consider the following suggestions?

1. **Clarify which zoning areas the by-law applies to** (residential, commercial, industrial, etc.), and provide clear guidance on how the by-law is enforced across different zones. Consider exempting commercial and industrial zoned properties from this by law.
2. **Rename the by-law to better reflect its scope** (e.g., "Noise & Nuisance By-law") or **separate the noise and nuisance regulations** into two distinct by-laws for clarity.
3. **Remove "odours" from the prohibited list** or add exemptions for septic system and portable bathroom pumping to avoid penalizing necessary maintenance activities.
4. **Amend the light provision** to distinguish between harmful and harmless light sources, or remove the light provision entirely to prevent unnecessary complaints about reasonable lights, such as backdoor porch lights.
5. **Refine the dust provision** to prevent it from hindering necessary construction projects or routine daytime activities, such as driving on private roads or laneways.
6. **Consider adding objectively measurable criteria for sound infractions.**
7. **Clarify the fine schedule with staged penalties**, including a first stage focused on public education and warnings prior to enforcement.

Sincerely,

Algonquin Accommodations Inc

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**From:** [Richard Shalla](#)  
**To:** [Bryan Martin](#); [Tracy Cannon](#); [mayor@township.southalgonquin.on.ca](mailto:mayor@township.southalgonquin.on.ca)  
**Subject:** Noise By Law  
**Date:** Monday, October 28, 2024 7:37:45 PM

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Mayor and Council

I have reviewed the Noise By Law, and have forwarded a concern to Tracy regarding conflicting noise restriction times, even though the By Law has touched on many noises, however I feel the following should be included.

I have owned a home in Whitney for 50yrs, and the most annoying noise has been the barking, whimpering of dogs all day and night at times and over the complete weekend. There was a dog kennel in town for yrs located next to the location of the Dream Catcher property and the dogs could be heard where I live, during the day and night. When a business came to council requesting permission to construct what they said was going to be a noise controlled kennel on Hay Creek Rd and received approval from council, the dogs could be heard throughout the community at most times at all hours of the day and night.

I have did my best to be a good neighbour, but when a dog would be left out from 6;00am to noon and then for hours in the afternoon, that barked continuously, whimpering etc. and a good natured neighbour would take it in at times, when it got unbearable, it was much appreciated.

I could mention dog related issues, however Council and Staff live in the community and must be aware of such issues.

Therefore, I would like Council to consider including the noise from barking/whimpering of dogs not be allowed at Any Time. and if the township is going to prosper, all other noises should not be allowed between 11:00pm to 6 or 7 am the following day.

Council should be aware that many fund raiser's for Fire Halls, Recreation, Supporting Persons in need after emergency, etc. all entailed dances that could be heard throughout the communities, and were accepted that may have generated noise into the am. hours many times. and somehow discretion is necessary if the township is going to continue to have community spirit and morale etc.

Thanks

Richard

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

# Waste Management Task Force Report

Meeting Dates – October 3, 2024

October 21, 2024

Members – Joan Kuiack (lead), Vance Florent, Gabriela Hairabedian, Kelly Nicholas, Jason Courneyea, John Pollak, Richard Shalla, Bryan Martin - CAO, Councillor Joe Florent, Councillor Shawn Pigeon, Tracy Cannon- Deputy CAO/Planner

Agenda – **Review Waste Management** – Collection

Goals

- Extend use of landfill sites
- Develop Level of Service
- Find efficiencies in Operational Processes – collection only
- Explore options for Commercial Bins
- Establish indicators to monitor changes

Background

Strategic Plan – Master Planning – Monitoring and Planning of Landfill Sites

Vehicle and Equipment Replacement Plan

Service Delivery – Investigate and Pursue Recycling Transition

Garbage Collection Service Levels Options

2024 Budget - proposed \$67,000 revenue generation from Commercial Bins was removed from budget with hopes to look at the whole waste management process. This led to a deficit using reserves to make up the shortfall in taxation year.

During the Strategic Plan development, Wayfinders used several comparators showing us as the highest cost per household for environmental services.

Council asked staff to proceed with quotes for an operational view - we choose to not continue once pricing was received. This operational review would have included waste management.

Waste Management Task Force was suggested consisting of three business owners, three residents and three councilors.

Analysis

Reviewed Comparators as per Strategic Plan development – Discussion on yr 2022 as outlier

Data reviewed – see tables below

Waste Truck	Age - 10 yrs (2014)	Km – 300K	Approximately 30,000km per yr. Condition of vehicle – fair If down for repair – use of other equipment = more manpower, time and increase risk of injury (multiple lifting)		
	2020	2021	2022	2023	2024 - Sept
Diesel Fuel	\$16,457.87	\$21,498.65	\$33903.46	\$26328.42	\$16913.14
Repairs	\$30554.32	\$21,320.89	\$27839.88	\$44776.85	\$18072.28

South Algonquin		Based on 2022 numbers			
Population	1055				
Households	1245				
Land Area /sq km	894				
	2020	2021	2022	2023	2024 - Sept
Environmental Services - Revenue	\$25,873.37	\$25,464.8	\$35,671.85	\$38,456.26	\$16,912.86
Environmental Services –Expenses	\$270,742.01	\$272,398.63	\$460,498.07	386,532.15	\$246,990.23
Environmental Services - Total Exp	\$244,868.64	\$246,933.83	424,826.22	348,075.89	\$230,077.37
Cost per Household/yr	\$196.69	\$198.34	\$341.23	\$280.	
% Tax Levy – for ES			6.1%	7.4%	

Reviewed Waste **Roadside Collection** routes during Off Peak and Peak seasons using streaming and colored route map to visualize

Residential pickup – multiple bags, contain both waste and recyclables

Schools and Rec Centers – question arose if recycling is done – some provincial schools ask pupils to take waste home.

Discussed –Feasibility of Transfer Stations in various locations.

Discussed history of **Recycling**

- Implemented throughout township on an voluntary basis a few years ago - during implementation where was no idea of uptake from community members or volumes that would be generated
- Ontario Waste Diversion Program Stewardship Program – with cost associated to be picked up by province (2026)
- Number of bins per landfill site (3)
- No roadside pickup – must take to landfill site
- Little or no public education since recycling implemented



## Commercial Bins collection

- Emptied during residential pickup
- During peak season can be emptied 2 to 3 times during week (although may only be ¼ to ½ full)
- Many commercial bin sites do not recycle and a combination of wet and recycle waste noted
- Some commercial bin owners allow non- residents to place garbage in bins
- Questionable if hazardous wastes are going into bins at industrial sites

## Things we do know

We may become more efficient, but the cost savings may not be enough to see a big difference.

Would be difficult to mandate recycling as this would require township to supply an alternative method of collection

No one wants to make hard decisions, whether community members or councilors.

Budget and process will stay the same while we make any changes

Waste will continue to be picked up with maybe slight changes to the routes,

## Recommendations to the Waste Management Committee

1. Investigate collection routes to be more efficient -
  - a. Investigate the peak season dates – may be able narrow the weeks (May long weekend to Thanksgiving) If needed change days of week for all collection of Aylen and Mackenzie Lake residence if doing a Sunday/Stat Holiday
2. Develop indicators for tracking volumes – both residential pickup and commercial bins along with recycling. These indicators should be meaningful to what we are wanting to achieve and not just a make work process. # of Recycling Bins pickup/month, Volume of roadside collection per area, # of times commercial bins owners request another pickup
3. Contact recycling company to investigate the cost of recycling bins at certain business locations at their own cost (restaurants, accommodation, etc.)
4. Encourage local businesses to implement their own recycling program this could also be extended to local schools. Provide support to businesses for implementation
5. Do high overview of potential transfer sites (McKenzie and Aylen) – what it would entail, estimated cost, etc.
6. Investigate a bag tag system – cost per bag, number of bags allowed per week, type of bag (clear). If implementing a bag tag system for residential then a commercial tipping fee would need to be determined.
7. Promote and educate the community about recycling – have an educational display board made up for each community center as Christmas is fast approaching many more would see it. If we are looking at stewardship program in 2026. We should be promoting and encouraging more?

8. To be more cost effective – separate cardboard and paper from general recycling into one bin. This would take up less space in the bin and potentially allow more collected.
9. Look at the possibility of separating cans – could we as a township be able to sell instead of recycling company?
10. If continuing with present service delivery recommend Commercial bins tipped once weekly. If more is required a fee will be charged. If commercial businesses require more bins, it will be up to the individual business to purchase. May also promote recycling at these businesses
11. Committee to investigate the development of a Waste Management Master Plan. This would give the council and staff a clear direction to work towards and maintain our landfill sites, etc for future generations. Most plans cover a 30-year period It will also give direction to make hard decisions going forth. – Most members of the task force do not agree to do this at present. Would staff be able to provide one using other townships as comparators?
12. Committee to investigate a waste audit - what is going into our landfill
13. Using nearby townships as comparators prepare a chart asking:
 

<ol style="list-style-type: none"> <li>i. Recycle program</li> <li>ii. Recycle schedule/pickup</li> <li>iii. Garbage program</li> <li>iv. Garbage schedule</li> <li>v. Garbage limits (number of bags)/week</li> </ol>	<ol style="list-style-type: none"> <li>vi. Garbage bags (clear)</li> <li>vii. Cost/bag (tag)</li> <li>viii. Commercial bin tipping</li> <li>ix. Commercial bin tipping fee</li> </ol>
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14. Develop a timeline for implementing changes

Task Force has agreed to meet again in a few months to review progress and data .

Jp2g No. 17-6043D

October 21, 2024

Township of South Algonquin  
P.O. Box 217  
7 Third Avenue  
Whitney, ON K0J 2M0

Attn Bryan Martin, CMMIII  
CAO/Clerk Treasurer

**Re Waste Transfer Sites (WTS)**

Dear Bryan:

It is understood that the Task Force is contemplating this establishment of waste transfer sites throughout the municipality to replace or become part of the current waste collection program.

Waste transfer sites, similar to waste disposal sites require an Environmental Compliance Approval (ECA) issued by the MECP. A waste transfer site (WTS) is used for the purpose of transferring waste from one vehicle to another vehicle for transportation to a waste disposal site or processing facility.

**Legislative Requirements**

While it is assumed the WTS would simply include a container or containers for waste and possibly containers for blue box recyclables the activity is regulated under the Environmental Protection Act RSO 1990, Chapter E19 and an ECA is issued under Section 27. Ontario Regulation 255/11 Applications for Environmental Compliance Approvals sets out the prescribed requirements. In reference to the Guide to Applying For An Environmental Compliance Approval Sections 5.7 and part of 5.8 apply, Section 5.9 only if waste is stored outside and not contained however, if there is a potential for spills the MECP may ask for stormwater management. The guidelines are included in **Attachment 1**.

In addition, the WTS location and operation must comply with the Municipal By-Laws.

**Operation Problems**

In 2017/2018 the Township residents established a number of illegal WTS to store waste for collection by the municipal garbage truck. The results of an unsupervised and uncontrolled access WTS included:

- deposit of bulky waste (furniture, mattresses and C&D waste) in the container or outside;
- deposit of household waste outside the container as it was either full or the resident did not put it in the bin;
- use of the site by out of Township residents or contractors;
- complaints which required municipal staff to clean up between scheduled pick ups; and
- odours and attracting wildlife



**Ottawa**  
1150 Morrison Dr., #410  
Ottawa, ON, K2H 8S9  
T: 613-828-7800  
Ottawa@jp2g.com

**Pembroke**  
12 International Dr.  
Pembroke, ON, K8A 6W5  
T: 613-735-2507  
Pembroke@jp2g.com

**Arnprior**  
16 Edward St. S., #211  
Arnprior, ON, K7S 3W4  
T: 613-626-0780  
Arnprior@jp2g.com



**Establishment of WTS Locations**

To effectively select the most appropriate location(s) for WTS, certain evaluation criteria should be established to equally compare the options:

- ownership
- site size
- accessibility
- number of users
- ease of site development
- approval requirements

We would the recommend that the municipality conduct a public consultation program to comment on the preliminary selection of WTS locations and operational options.

The preferred location will require:

- a Design and Operations (D&O) Report
- fencing and a gate
- supervision when the site is open to the public
- established operating hours to service the local area

**Proposed Cost**

The initial cost would be a WTS Feasibility Study \$10,000.00 which would select WTS locations, a preliminary design, estimate development and operational costs, and compare to the existing waste collection system. The cost per WTS may be as follows:

D&O Report	\$ 4,000.00
ECA Application	\$ 2,500.00
MECP Application Fee	\$ 1,400.00
Site Preparation	\$ 5,000.00
Fencing and Gate	\$15,000.00 - \$20,000.00
Bins	\$10,000.00 - \$15,000.00
Signage	\$ 500.00

Trusting this is satisfactory.

Yours truly,

**Jp2g Consultants Inc.**

Kevin Mooder, MCIP RPP  
Manager | Environmental Services

## **ATTACHMENT 1**

## 5.7 Waste transfer stations

A waste transfer station is defined as a waste disposal site used for the purpose of transferring waste from one vehicle to another for transportation to another Waste Disposal Site. At a waste transfer station, only waste of the same type may be bulked/consolidated.

**Tip:** If the proposed facility includes any processing activity then you must refer to the application requirements for a waste processing site described in Part C, "5: Waste disposal sites" of this guide.

Under Ontario Regulation 101/07 of the EAA, you must comply with an environmental screening process if more than 1,000 tonnes of residual waste per day (on an annual average) is transferred from a proposed waste transfer station for final disposal. For more information, see the regulation and Guide to environmental assessment requirements for waste management projects (<https://www.ontario.ca/page/guide-environmental-assessment-requirements-waste-management-projects>).

In addition to the specific information related to waste transfer stations that you provide in the ECA application, you must include the following:

- Design and Operations Report
- Stormwater Management Report

## 5.8 Design and Operations Report for waste transfer stations

A design and operations report for waste transfer stations describes the site design, environmental control measures, monitoring, daily operations and maintenance, contingency measures, and site closure and includes an assessment of all aspects of the facility and its potential for environmental impacts. If you operate a waste transfer station site your design and operations report must be current at all times and if you submit an application to amend an ECA you must include an updated version of the report if the report changes as a result of the application. At a minimum, a design and operations report for waste transfer stations must include:

1. Site plan/location map that shows:

- topography
- total area of the site and site zoning
- land use, official plan designation and zoning of the surrounding area including:
  - the nearest residence
  - the proximity of residential areas
  - the nearest well
  - the nearest occupied industrial or commercial building
- location and dimensions of all buildings, waste storage areas, bermed areas, on-site roads, access routes, unloading areas, loading areas and tanks, site fencing, paved areas, pollution control devices, property lines, etc.

2. Details of the site fencing, security, hours of operation, days of operation and the number of days to be open per year.

3. Details of facility maintenance and inspection, staff training and the qualifications of senior staff supervising operations on site.

4. A description of the type and origin of the waste to be accepted and, for subject waste (defined in Ontario Regulation 347 R.R.O. 1990) the description must include the waste class(es) and characteristic(s). Subject wastes will require registration in accordance with Ontario Regulation 347 R.R.O. 1990.

5. A schematic diagram showing the flow of waste through the site.

6. A description of the waste screening procedures, including waste inspection and analytical testing.

7. The maximum amount of waste that will be received at, and transferred from, the site on a daily and annual basis.

8. The maximum amount of waste to be stored on-site at any one time, the maximum storage duration, a description of the method of storage and the design of the storage facility.

9. A detailed calculation justifying the maximum on-site storage.

- suitable document control and records that indicate appropriate document approval and that track all changes that have been made to the previously approved versions

If the waste transfer station will receive and store liquid industrial waste or hazardous waste you must include the following additional requirements in your design and operations report:

16. Details of the design of the drums, storage tanks and other storage areas including:

- specific tank locations
- identification of tanks for each ministry-prescribed waste class number and description

17. Storage tank specifications including:

- tank dimensions
- maximum volume
- volume monitoring device
- venting
- type and gauge of material
- type of assembly
- tank foundation
- piping and coating to prevent chemical leakage and corrosion

18. Detailed identification of the waste segregation program on the site plan, including:

- A description of the waste segregation program and explanation of how the storage tanks and storage areas are situated to prevent incompatible waste from coming in contact through a spill or other means.

19. Details of piping layout and pump locations.

20. A calculation showing that the design and capacity of the berms required around the tanks, the containment area surface design, and the drainage sump capacity are consistent with the ministry's Guidelines for environmental protection



10. A list of sites where you will dispose of waste, including confirmation that the receiving site is approved to accept the waste.
11. Assessment of noise impacts and mitigation (facility and truck traffic), including the anticipated truck traffic volume.
12. Monitoring and control programs for, at a minimum:
  - noise
  - odour
  - litter
  - dust
13. Decommissioning plan for eventual closure, addressing procedures related to equipment/buildings, dismantling and demolition, site restoration and final residue disposal.
14. Emergency operation and contingency plans including, at a minimum:
  - the preparation for, prevention of, response to, and recovery from an environmental emergency such as spills, potential fire, explosions, power outages, flooding and other possible emergencies
  - requirements for staff training related to emergency procedures
  - equipment requirements and availability
  - company and ministry notification procedures
15. Procedures for:
  - recordkeeping, including waste classifications and the rates and volumes of waste managed at the site
  - how waste is transported/managed onto the site, stored, or otherwise managed on-site and during shipment off-site
  - reporting to the ministry, including any monitoring results, spills, volumes and types of wastes received and processed
  - labelling of storage containers, areas and vehicle routes within the site
  - monitoring programs and procedures

measures at chemical and waste storage facilities

(<https://www.ontario.ca/page/guidelines-environmental-protection-measures-chemical-and-waste-storage-facilities>).

- The details of the berms and base of the storage area must be provided, including dimensions, material and permeability, taking into consideration the nature of the waste material.
- A written statement from a professional engineer indicating the storage facility complies with the above guideline. Any variation from the guideline must be specified and justified by the engineer.

### **5.9 Stormwater Management Report for waste transfer stations**

A stormwater management report for waste transfer stations is required for those waste transfer stations that include provisions for the outside storage of waste or discharge from inside the building to outside. This information will be used to assess potential impacts offsite, for example, on the nearest waterbody. At a minimum, this must include a detailed plan of stormwater management, including:

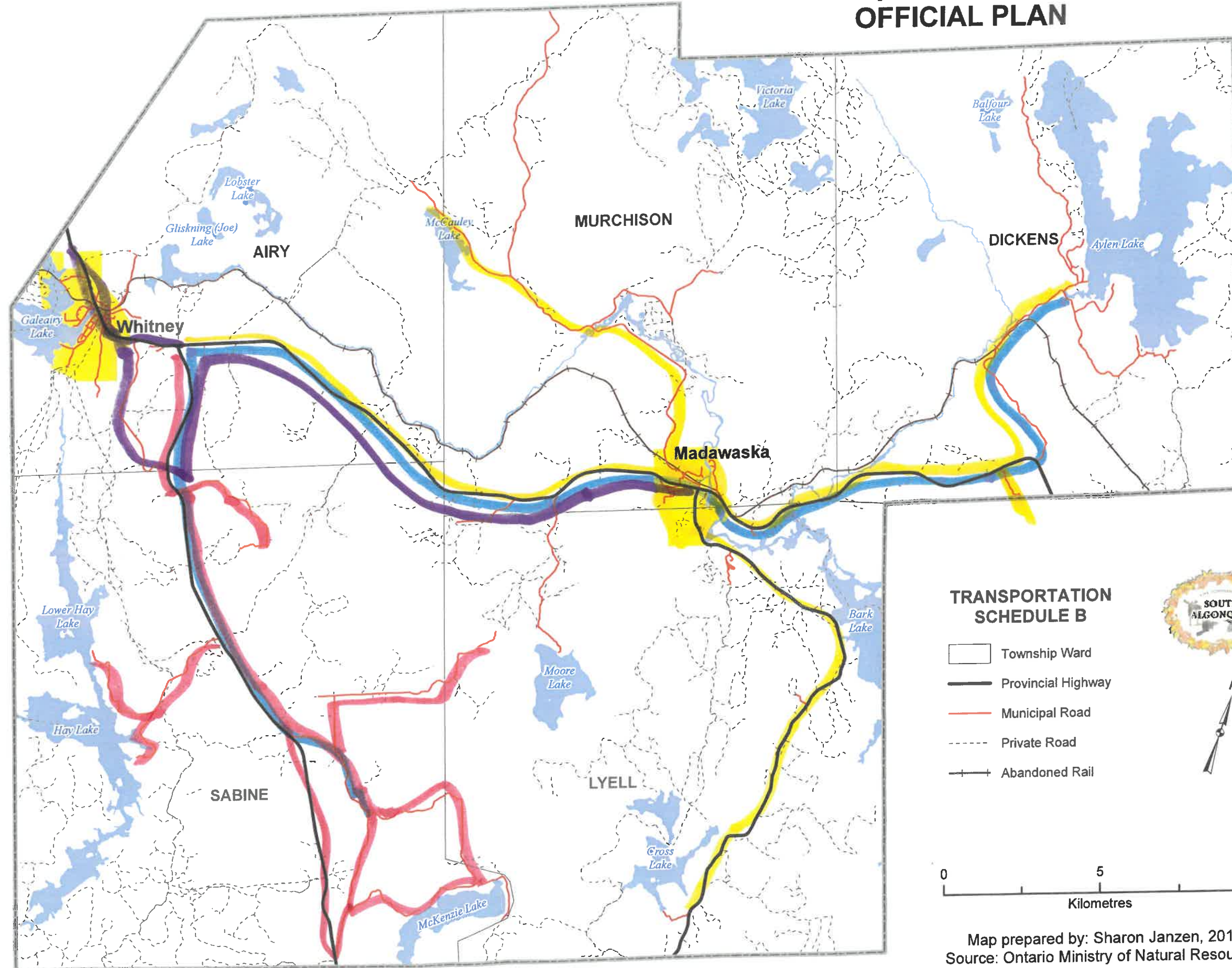
- a description of the nature of the interaction of the waste with rainwater, which should include considerations of volumes of stormwater runoff and storage;
- surface elevations indicating the direction of drainage and a description of all discharge locations;
- impact prevention and monitoring plans, which should include a discussion of management of rainwater contaminated with liquid industrial or hazardous wastes; and
- an assessment of the need for approval as an activity under OWRA section 53, or reference to an existing approval or application for approval for such an activity.

As well, you must include with your ECA application for a waste transfer station written approval from the local municipality for any discharges to the sanitary sewer and you must indicate the predicted effluent quantity and quality for this discharge.

### **5.10 Waste processing sites**

A waste processing site is a site that manages or prepares waste for subsequent reuse or disposal. Waste processing sites include any waste disposal sites (other than final

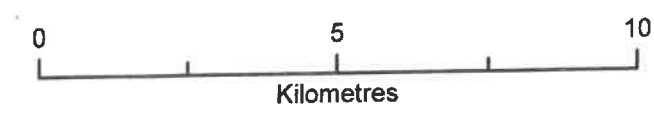
# Township of South Algonquin OFFICIAL PLAN



— Sunday-peak season.  
— Tues.  
— Wed.  
— Thurs.

## TRANSPORTATION SCHEDULE B

- Township Ward
- Provincial Highway
- Municipal Road
- Private Road
- Abandoned Rail



Map prepared by: Sharon Janzen, 2012  
 Source: Ontario Ministry of Natural Resources

<b>Township of South Algonquin Corporate Policy</b>			
<b>DEPARTMENT:</b> Corporate Services			<b>POLICY #:</b>
<b>POLICY:</b> Grant Policy			
<b>DATE:</b> Nov 2024	<b>REV. DATE:</b>	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 5

## Grants & Subsidy Policy

(for all non-profit organizations)

### 1. Purpose

- 1.1. The Township of South Algonquin, through its Municipal Council, fully supports and encourages the activities of Community Groups.
- 1.2. The purpose of the Township of South Algonquin’s Grants/Subsidy Program is to provide support to facilitate and ensure effective citizen involvement in Community events relevant to improving the well-being of citizens and contributing to the quality of life in the Community.

### 2. Goal

- 2.1. The primary goal of the Municipal Grant and Subsidy Program is to monitor and respond to Community needs and to promote local identity by encouraging Community participation.
- 2.2. Groups or associations, which contribute to the enrichment of Community life, will be considered for grants or subsidization, within the limits of available financial resources.
- 2.3. It is the aim of the Municipal Council to assess all requests objectively and equitably.
- 2.4. The policy statements and operating procedures of this grant process will be subject to annual review and amended as required.
- 2.5. The Corporation of the Township of South Algonquin will not contribute to deficits or make up funding shortfalls resulting from programs or events of any kind, which were undertaken without prior consultation and approval from the Township of South Algonquin

### **3. General Policy Guidelines**

- 3.1. Only South Algonquin groups and/or organizations are to be considered for financial assistance and requests from individuals will not be considered.
- 3.2. Municipal assistance will be made available for South Algonquin volunteer non-profit groups/organizations that:
  - a) Show evidence of organizational and fiscal responsibility
  - b) Are “not for profit”
  - c) Have a leadership group
  - d) Demonstrated evidence of Community support by showing evidence of volunteer involvement
- 3.3. Under normal circumstances, only one request per organization is to be considered in a fiscal year.
- 3.4. All programs, projects and undertakings should be consolidated in one request.
- 3.5. Each applicant for financial assistance will be required to complete a grant application form.
- 3.6. All completed applications must be to the satisfaction of the CAO and will be processed expediently and presented to Committee with the recommendation of the CAO as to, if any, subsidies should be given.
- 3.7. The applicant organization must utilize the funding granted within the fiscal year, on the sole purpose for which it was awarded.
- 3.8. The Municipal Council has the final decision on all financial assistance items.
- 3.9. If the group doesn't fit into this policy, staff will inform Council of the group's request.
- 3.10. South Algonquin service clubs and charitable organizations may be provided with the use of Community facilities for charitable fund-raising purposes once per year at a reduced rental rate.
- 3.11. Eligible clubs and organizations must file a written request with the CAO at least sixty (60) days prior to the event. The CAO shall review the request and approve or deny it based on the policy affiliation. If the CAO is in doubt as to where the affiliation may lie, then he /she will bring it to the next Committee meeting for discussion.

- 3.12. Assistance if applicable will be given in the form of Municipal services in kind.  
E.g.: The limit will be set at a maximum of \$200.00 for Community Events for services in kind or will be as the current year budget permits.
- 3.13. The rental of Community facilities for use under a Special Occasions Permit shall not be eligible for a reduced rental rate unless the event is deemed by the Council to be a Community event, as per council guidelines.
- 3.14. The Municipal Council is particularly interested in supporting developmental programs and projects of a special nature. Projects that will be highly considered shall serve an outstanding need in the Community and will not compete with any other service provider. The applicant will demonstrate that the project will impact on the quality of life in the Community. If the project is likely to be continuing, it must be capable of becoming self-sufficient. Assistance may be available by way of services in kind
- 3.15. In case where assistance is given to a group or organization for the purchase of equipment or supplies; it should be noted that all such supplies or equipment should remain the property of the Municipality should the group in question dissolve.
- 3.16. Assistance to groups to effectively conduct their activities would be considered, i.e. community center youth subsidy. Municipal assistance in this category could take the form of equipment, facilities, services, and staff assistance.
- 3.17. The granting of assistance in any year is not to be regarded as a commitment by the Township of South Algonquin to continue such assistance in future years. Assistance shall be determined annually on the applicant's merits. All groups and organizations will be encouraged to become self-sufficient.

Township of South Algonquin Corporate Policy			
<b>DEPARTMENT:</b> Corporate Services			<b>POLICY #:</b>
<b>POLICY:</b> Communication Policy			
<b>DATE:</b> Nov 2024	<b>REV. DATE:</b>	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 5

## Communications Policy

### 1. Purpose

The purpose of this policy is to provide communication that is transparent, accessible, clear, open, accurate and timely. Communication, both incoming and outgoing, is vital for the successful management of the Township of South Algonquin policies, programs, services and initiatives.

The Policy provides a platform where citizens will know where to find information on their local government and ensures that all municipal communication, both online and in print, has a clearly recognized, unified and consistent identity.

### 2. Policy Overview

The mayor is the official spokesperson on behalf of the Council, and the CAO is the official spokesperson for all operational matters.

Co-operation and co-ordination between departments, between Council and the Administration is necessary to better serve and inform the public and ensures that municipal policies, programs, services and initiatives are consistently reflected in the information and messages communicated to the public.

### 3. General Communication Guidelines

Information on the Township's policies, programs, services and initiatives should be available to the public in a variety of formats, ways and means of communication, subject to the available resources and as follows;

- a) The Corporate Logo will be displayed on all external and internal communications;
- b) Information is provided to the public by trained and knowledgeable employees;
- c) Service is timely and within 48 hours of the date and time of the event and that it is courteous and efficient for the majority of the public to locate;
- d) Published information is provided in plain language;
- e) Published in English
- f) A record of any published information is maintained in accordance with the records retention by-law and the published information includes the publication date.

The Administration, depending on the type of communication, will provide approved information in the following forms: print communication as a tax bill insert, poster posted in local businesses and agencies, brochures, published in the local newspaper, mail-outs, online on the website and on the available social media resources and mass electronic distribution including residents electronic Townsuite portal.

#### **Confidentiality**

In all communications, spokespersons and departments must comply with all legislated requirements regarding access and disclosure of information including the Townships routine disclosure and active dissemination policy and The *Municipal Freedom of Information and Protection of Privacy Act*.

#### **Copyright**

Departments must comply with the *Copyright Act* and ensure that the ownership rights associated with works subject to copyright are fully respected in all communications.



#### 4. Municipal Website and Social Media

The primary source for official information for the citizens of the Township is through the Municipal Website [www.southalgonquin.ca](http://www.southalgonquin.ca) and its residents portal at <https://eservices.southalgonquin.ca/>

These Website are utilized to access information on the Township 's policies, programs, services and initiatives, and will:

- maintain up to date information to assist citizens in their business with the Township;
- contain information to facilitate communication between the public, Council and staff;
- contain a calendar of municipal meetings and events open to the public;
- contain Council information such as agendas and minutes of official meetings;
- provide news and announcements relevant to the community;
- not be a forum for commenting on municipal issues and services, it is a tool to share information.

Specific individuals of the Township, as assigned by the CAO will utilize social media in an official capacity to insure that, as with all communications activities, communications through social media channels are accurate, consistent and professional. The primary goals for the use of social media are as follows:

- increase the awareness of municipal policies, programs, services and initiatives;
- increase existing corporate communication methods and processes;
- provide an additional means through which the Township communicates with citizens and stakeholders;
- distribute time-sensitive information quickly;
- promote / increased awareness of information, news, announcements, events, services, programs.

Currently, the Township of South Algonquin has a presence on Facebook:

**Facebook Page:** Township of South Algonquin

### **Third Party Links**

The Website or Social Media pages may contain links to other websites to provide convenience for the visitor; inclusion of the link does not imply endorsement by the Corporation and the Township. If the Township allows a third-party link it must open in a new web browser.

The Township will consider posting external links or information on its website or Social Media pages if the information is:

- An official government website (municipal, regional, provincial, federal);
- A government-funded agency or board;
- A Township affiliated organization;
- An organization receiving Township or Community funding;
- Service clubs operating in the Township who perform services, or work that benefits the community;
- A charitable organization with a registered charitable number operating within the Township;
- A Township Business;
- A major community attraction as determined by the Township;
- A professional association;
- A company that has tendered to do work in the Township;
- Artist-in-residence, and artists commissioned by the Township to create and/or display public art;
- Regulatory authorities (e.g. Ministry postings, Provincial and Federal advertising).

The Township will not consider posting external information on its website or Social Media pages to:

- Business websites that are not part of the Township.
- Political parties and campaigns

The Township reserves the right to post the criteria listed above or refuse to post any external links on its website or Social Media pages or to delete links already posted on its site at any time, without notice.

### **Removing External Information:**

External links will be removed by the Township without notice if, but not limited to, any of the following conditions apply:

- The site's original information has been altered and the context of the information has changed;
- The site no longer meets the conditions listed above for acceptable external links;
- In the Township 's sole opinion, the information on the site becomes inaccurate and/or not trustworthy;
- Page formatting, lengthy downloading items or intrusive advertising make accessing information difficult;
- The link returns a "not found" error for more than 72 hours;
- The link promotes, exhibits, illustrates or manifests hate or obscene/pornographic/sexual content of any kind;
- The site and content do not comply with municipal, provincial or federal legislation.

### **Requesting External Link Information:**

Requests to add an external link to the Township 's Website or Social Media pages, according to the criteria listed above, are to be submitted by email for consideration through [info@southalgonquin.ca](mailto:info@southalgonquin.ca) or in person at the municipal office.

- All sites may be reviewed by municipal staff to ensure that, in the sole opinion and discretion of the Township, there is no harmful information, slander or incorrect information displayed.
- The decision on whether to add, remove or deny an external link on the municipal website will be made by the CAO.

## **Community Calendar of Activities and Events**

Municipal staff will post information regarding activities, programs, meetings, events and festivals organized by the Township on its website. The Township reserves the right to post any additional events it deems to be in the community's best interest.

The Township will consider submission to the Township website if the event is open to the general public, occurs within the boundaries of the Township and meets one of the following criteria:

- Organized or funded by another order of the government;
- Organized by a government-funded agency or board;
- Organized by a Township's affiliated group;
- Organized by an organization identified as eligible for the Township community grant;
- Funded in full, or in part, by the Township;
- Organized by a charitable organization with a registered charitable number and operating within the Township.
- Organized by a service club operating within the Township performing work that benefits South Algonquin residents.
- Organized by a business improvement area for general promotional purposes.
- Located in a facility owned or leased by the Township.

Event submissions are to be made directly through the calendar itself, must be accompanied by name and contact information of an individual from the event organizing committee. Anonymous postings of events will not be published.

Events submitted by the public will not be published on the Township website if they:

- Are commercial in nature and, in the staff's opinion, are attempting to advertise, promote or sell products or services for an individual or an individual business.
- Promote, exhibit, illustrate or manifest hate or obscene/pornographic/sexual content of any kind.
- Do not comply with municipal, provincial or federal legislation.

## **5. Newsletters**

Township Newsletters may include items of general interest as deemed appropriate by the Township including, Council information, news, new or information related to policy, program, service or initiative, or to promote a special event and more.

The CAO shall review and approve any newsletter before distribution.

Municipal Newsletters shall be mailed twice (2) per year to ratepayers with the tax bills. An electronic version of the newsletter will also be posted on the Township Website and Social Media pages as deemed appropriate.

## **6. Media Relations, News Updates and Press Releases**

Corporate communications and/or departmental communicators shall ensure that media requests, particularly for interviews or technical information, are directed to knowledgeable employees designated as spokesperson(s) for the Township. Any media requesting information for interviews must submit questions prior to interview.

News updates and press releases shall be posted on the 'New and Noteworthy' section found on the homepage of the Website regarding municipal announcements, services, policies, and/or other information deemed acceptable by the Administration.

The media play an important role in providing information to the public on matters of civic interest; therefore, news or a formal press release may be sent to local media as deemed appropriate by the Administration. The issuance of a press release does not guarantee publication.

Council and related staff may have the opportunity to see media releases in advance prior to submission to the local news outlets; however, in the event of an urgent situation affecting public health, safety or danger to persons or property, staff will make every attempt to distribute the media release as soon as possible, as outlined in the Municipal Emergency Plan.

## **7. Emergency Communications**

The Emergency Plan details the protocol for Emergency Media communications