



AGENDA

HUMAN RESOURCES/ADMINISTRATION/PUBLIC RELATIONS COMMITTEE MEETING

October 15, 2025

**Immediately following the Committee of Adjustment
Meeting & Public Hearing**

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

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

1. Open Meeting/Call to order
2. Roll Call
3. Additions/Amendments to the Agenda
4. Adoption of the Agenda
5. Disclosure of Pecuniary Interest or a General Nature Thereof
6. Petitions, Delegations and/or Presentations:
7. Staff Reports:
 - Charlene Alexander, CEO/Head Librarian/Grant Writing
 - Library Report
 - Minutes of June 24th, 2025 Board Meeting
 - Grant Writing Report
 - Aurel Thom, Fire Chief/CEMC
 - Monthly Fire/ CEMC Report
 - Jennifer Baragar, Deputy Treasurer
 - Expense/Income Report
 - Capital Reinvestment Policy
8. Council Report:
 - Councillor Kuiack
 - Financial Planning to Meet the Asset Management Shortfall
9. Unfinished Business
 - Draft Short-Term Rental Licencing By-Law & Fees
10. New Business
 - Draft Unreasonable Behaviour Policy
 - Official Naming and Opening of Trail in Madawaska
11. Adjournment

**Township of South Algonquin Public Library - Charlene Alexander
Report – October 2025**

Next library meeting: October 28th, 2025, 7pm Madawaska Branch/Online

Programming:

School Visits: Two classes have started bi-weekly visits.

Upcoming Virtual Author Talks:

- **Finding My Way with Nobel Peace Prize Laureate Malala Yousafzai**
Bestselling Author and Education Activist Wednesday, October 22nd at 7:00 PM EDT
- **Courtly Intrigue and Whispers as Weapons with Historical Fiction Queen Philippa Gregory**
Bestselling Author of The Other Boleyn Girl and Leading Voice in Historical Fiction Wednesday, October 29th at 2:00 PM EDT
- **Community, Power, and the Search for Indigenous Identity with Award-Winning Journalist Joseph Lee**
Author of the Debut Memoir Nothing More of This Land Wednesday, November 5th at 2:00 PM EST
- **The Search for Truth and the Persistence of Love Across Time with Novelist Amanda Peters**
Bestselling Author and Winner of the 2024 Andrew Carnegie Medal for Excellence in Fiction Thursday, November 13th at 7:00 PM EST

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

Social media: We continue to grow our social media presence (Facebook & Instagram) and consistently post. The website is updated frequently.

Library Statistics	Whitney		Madawaska	
	August	September	August	September
Head Count	195		185	
Circulation	538		212	
Computer users	17		29	
Inter Library Loans	10		0	
New Members	3		1	
Print/fax/copy	14		14	
Reference/Reader's Advisory	102		37	
Tech/media/software support	20		4	
School/Daycare headcount	12		0	
Program headcount	0		0	
Non-members users	18		53	
Over drive users combined	15		0	
Ove drive E book Circulation combined	119			
Seed Library	2		3	

Township of South Algonquin Public Library
Minutes of the Meeting Held
June 24th, 2025, 7pm Whitney Branch/Online

Attendees: Rose Jessup, Councillor Laurie Sydock, Vicki Forward, Sarah Ennor, Jeff Bowman

Staff: Cynthia Haskin, Charlene Alexander **Regrets:** Elaine Hare

Land Acknowledgement: Charlene Alexander

Call to Order: 7:05 pm

1. Motion # 2025-21

Moved – Jeff Bowman Seconded – Rose Jessup /To approve the agenda/Carried

2. Motion # 2025-22

Moved – Jeff Bowman Seconded – Rose Jessup /To approve the minutes of **May 27th, 2025**/Carried

3. Report of the Chair: Thanked the CEO for her work on organizing the Astronomy in Action program.

Thanked Jeff Bowman for his years of service to the Library Board.

4. Business Arising from the Minutes

- 4.1. **Dental Hygiene Clinic:** Free dental screening for children, provided by Renfrew County Health Unit.
Whitney branch July 16th from 10 – 2.

5. New Business: none

6. Reports

6.1. **Finance:** Review of the May bank statements. \$3433.28

6.2. **Librarian Reports:** Reviewed and discussed reports.

6.3. **Council Report:** no report

7. Governance

7.1. **Policy:**

Motion # 2025-23

Moved – Jeff Bowman Seconded – Sarah Ennor /To approve the updated Ontario Parks Day-Use Vehicle Permit Lending Program policy/Carried

7.2. **Strategic Planning/Strategic Doing:**

8. Programming

8.1. **School Visits:** Two classes, bi-weekly **Daycare Visits:** Occasional

8.2. **Adam Shoalts Event:** Sunday April 19th, 2026.

9. Correspondence: none

10. Any Other Business: none

11. In-Camera/Out of Camera: none

12. Next Meeting: September 23rd, 2025, Madawaska Branch/Online

13. Adjournment

Motion # 2025-24

Moved by – Sarah Ennor Seconded by – Jeff Bowman /To adjourn 8:10pm Carried.

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

1. Fire Prevention Grant – Cancer Prevention Equipment 2025

Status: Approved January 29, 2025

Approved Amount: \$16,460.90

Project Update: PPE and equipment purchased and in use.

Next Steps: Awaiting financials to complete final report due **December 15, 2025**

2. Seniors Community Grant

Status: Approved June 6, 2025

Approved Amount: \$10,863

Project Updates:

Excursion 1: Ottawa War Museum with lunch – completed, forty-eight attendees, positive feedback.

Excursion 2: Bala Cranberry Festival with breakfast – scheduled October 17, 2025

1. NOHFC Grant – Resurfacing the Lester Smith Rink

Status: Awaiting Provincial Announcement

Amount: \$200,000 (plus \$49,000 Recreation contribution)

Project Timeline: Work scheduled for March–June 2026

2. Workplace Development Program – NOHFC

Status: Awaiting Provincial Announcement

Amount: \$35,000

Project: One Community Development Intern position

Next Steps: Awaiting agreement. Proposed project timeline: **September 2025 – September 2026**

3. Enabling Accessibility Fund – Lester Smith Accessible Playground

Status: Approved

Amount: \$121,749 (plus \$40,000 Recreation contribution)

Next Steps: Recreation Committee to finalize equipment selection and vendor.

4. Rural Development Grant (ROD)

Status: Application due September 24, 2025

Project: Boat Launch & Trails Masterplan Development

Next Steps: Application submitted

5. Skills Development Fund

Status: Application due October 1, 2025

Project: DZ licensing training for three Works Department employees and four firefighters

Next Steps: Application submitted

6. Fire Prevention Grant – Cancer Prevention Equipment (2026 Application)

Status: Application due September 30, 2025

Project: Install decontamination showers at Whitney Fire Hall and Washer/Dryer Madawaska Fire Hall

Next Steps: Application submitted

7. Canada Summer Student Grant 2026

Status: The next application period is expected to commence in November.

8. Celebrate Canada (Canada Day Funding) 2026

Status: The next application period is expected to commence in November.

9. OTF Capital Grant – Privy Accessibility Upgrades

- **Status:** The next application period is expected to commence in February.
-

Options for Certification training for volunteer fire fighters

1. Skills Development Fund 2026

Status: Next funding cycle opens August 2026

Next Steps: Keep grant on radar.

2. Community Emergency Preparedness Grant 2026

Status: Opened September 16th Deadline October 28th. As recipients of 2025 funding, our organization is not eligible to apply for 2026.

Next Steps: Keep grant on radar for 2027 funding cycle if project is still required.



MONTHLY FIRE REPORT TO COUNCIL

Reporting Date: Sept. 11, - Oct. 7, 2025

Training / Courses

- **Sept. 16th** – Training in Whitney, Vehicle checks, run all small engines, charged small batteries on equipment.
- **Oct. 7th** - Training in Whitney, Vehicle checks. Discussion on vehicle logbooks and future training, online courses through OFM. They have added 40-hour training for FF1, this is a free course. Still need to do the hands on in house!
- **Sept. 23rd** – Training in Madawaska, vehicle checks and checked all radios for issues.

Calls / Responses

- **Sept. 14th** – EMS assist, Madawaska, patient having shortness of breath. **Paged @ 19:26 hrs**
- **Sept. 15th** – EMS assist, Madawaska, patient unconscious. **Paged @ 17:07 hrs**
- **Sept. 18th** – EMS assist, Whitney, Hwy 60 & 127, patient shortness of breath. **Paged @ 21:22 hrs**
- **Sept. 20th** – EMS assist, Whitney, shortness of breath. **Paged @ 21:13 hrs**
- **Sept 27th** – EMS assist, Madawaska, patient with shortness of breath. **Paged @ 10:09 hrs**
CALLED OFF
- **Sept. 28th** – Grass fire on the trail to Fish Lake, this is located on Aylen Lake corner on Hwy. 60. I informed MNRF and informed them that we were attending, it was a campfire left unattended. MNRF informed me later that it was a Crown protection area and sent me their report showing that. **Paged @ 15:22 hrs**

Complaints / Concerns

- Truck 534, radio does not work.

Upcoming Events





- **Oct. 15th** – Fire drill @ the school @ 13:00 hrs
- **Oct. 15th** – Committee meeting @ Township office.
- **Oct. 16th** – Emergency Management tabletop exercise @ 9:00
- 2 trucks from Madawaska scheduled for safeties this month.
- **FIRE PREVENTION WEEK Oct. 5th – 11th.**

Correspondence / Other

- **Sept. 25th** – Semi annual compressor service, conducted by SPI. Compressor we use for filling our breathing apparatus!
- **Sept. 26th** – Call from dispatch about a fire at Coghlan Lake, I called MNRF in Haliburton. Over the phone and from caller details, it was determined it was a Crown protection area.
- **Sept 28th** – Call for EMS assist @ Lake of Two Riveras campsite, I informed Dispatch we do not respond to those calls. Cancelled our page immediately!
- **Sept. 30th** - Charlene submitted our OFM grant application
- **Oct. 1st** – Councilor Florent and I attended the wake of retired Fire Chief Terry McHale from Douglas.
- Fire fighters, Jason Courneyea, Lance and Emily Zilney has completed an online Legislation 101 course. This is a prerequisite for many OFM courses. Lance and Emily also completed the Hazardous materials awareness online training.

EMERGENCY MANAGEMENT

- **Sept. 11th** – Teams meeting with AFFES, their 3-month weather predictions. They are predicting about the same as last winter!
- **Oct. 2nd** – Capital Sector Meeting held @ Nepean Sportsplex, I attended on Teams.
- **Oct. 16th** – Emergency Management tabletop exercise @ 9:00



Township of South Algonquin
Period From January 01,2025 To December 31,2025

Expense / Income Report - By Account

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Account	Name	Budget	Actual	Available	% Used
14-1102-0000	Municipal Tax	2,788,752.00	2,782,616.83	6,135.17	99.78
14-1104-0000	Municipal Tax Supplemental	0.00	18,233.55	(18,233.55)	0.00
14-1106-0000	PIL Tax Supplemental	0.00	585.50	(585.50)	0.00
14-1200-0000	Interest On Taxes	35,000.00	29,365.59	5,634.41	83.90
14-1202-0000	English Public Education Tax	0.00	342,122.84	(342,122.84)	0.00
14-1204-0000	English Public Education Tax PIL	0.00	2,431.05	(2,431.05)	0.00
14-1206-0000	English Public Educ. Tax Supplemental	0.00	2,811.02	(2,811.02)	0.00
14-1208-0000	English Public Educ. Tax Supplemental PIL	0.00	86.55	(86.55)	0.00
14-1302-0000	English Seperate Education Tax	0.00	45,347.62	(45,347.62)	0.00
14-1304-0000	English Seperate Education Tax PIL	0.00	338.31	(338.31)	0.00
14-1308-0000	English Seperate Educ. Supplemental PIL	0.00	7.53	(7.53)	0.00
14-1402-0000	Not Directed Education Tax	0.00	78,359.89	(78,359.89)	0.00
14-1404-0000	Not Directed Education Tax PIL	0.00	4,113.42	(4,113.42)	0.00
14-4000-0000	Taxes - Other	0.00	2,828.12	(2,828.12)	0.00
15-1005-0000	Payment In Lieu	101,016.00	107,384.51	(6,368.51)	106.30 **
15-2100-0000	OMPF Unconditional Grant	1,146,200.00	859,650.00	286,550.00	75.00
15-2503-0000	Provincial Grants - Transportation	818,270.00	178,950.44	639,319.56	21.87
15-2506-0000	Provincial Grants - Recreation	3,900.00	0.00	3,900.00	0.00
15-2600-0000	Fees - Roads Own Fees (Entrance)	5,000.00	25,701.25	(20,701.25)	514.03 **
15-2605-0000	Fees - Non Operational Park Maintenance	10,000.00	10,575.58	(575.58)	105.76 **
15-2610-0000	Fees - Aggregate Licenses	4,500.00	3,752.96	747.04	83.40
15-2810-0000	Ontario Grants - Policing/ Fire	50,341.00	48,546.88	1,794.12	96.44
15-2850-0000	Fire Department Fees	20,000.00	2,852.50	17,147.50	14.26
15-2900-0000	Fees - Garbage Disposal	25,000.00	12,644.19	12,355.81	50.58
15-2960-0000	Fees- Garbage Collection	0.00	1,200.00	(1,200.00)	0.00
15-2970-0000	Grant - Hazardous Waste	4,200.00	286.85	3,913.15	6.83
15-3000-0000	Fees & Grants - Rec - Canada	2,400.00	124,769.00	(122,369.00)	5,198.71 **
15-3100-0000	Fees - Recreation	1,000.00	1,350.00	(350.00)	135.00 **
15-3102-0000	Fundraising Revenue - Recreation	15,000.00	17,875.51	(2,875.51)	119.17 **
15-3200-0000	Grants Library-Ontario	6,464.00	0.00	6,464.00	0.00
15-3300-0000	Fees - Library	0.00	75.00	(75.00)	0.00
15-3400-0000	Fees - Administrative - Gen Government	2,500.00	28,649.69	(26,149.69)	1,145.99 **
15-3500-0000	Fees - Services Gen Government	50.00	57.75	(7.75)	115.50 **
15-3550-0000	General Govt. Grants	3,900.00	2,408.00	1,492.00	61.74
15-3600-0000	Licences & Permits	1,000.00	852.52	147.48	85.25

Township of South Algonquin
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Account	Name	Budget	Actual	Available	% Used
15-3620-0000	Dog Licence & Dog Fees	100.00	95.00	5.00	95.00
15-3700-0000	Building/Demolition Permits	35,000.00	27,866.00	7,134.00	79.62
15-3750-0000	Septic Permits	15,000.00	9,175.00	5,825.00	61.17
15-3800-0000	Rent - Resource Ctr	4,800.00	6,223.44	(1,423.44)	129.66 **
15-3802-0000	Provincial- Seniors Community Grant	0.00	9,434.00	(9,434.00)	0.00
15-3810-0000	Rent - Recreation	6,000.00	7,160.97	(1,160.97)	119.35 **
15-3830-0000	Rent and Expenses- Medical Centre	16,200.00	8,816.00	7,384.00	54.42
15-4000-0000	Investment Income - General	80,000.00	66,157.57	13,842.43	82.70
15-4010-0000	Investment Income - Recreation	4,000.00	2,199.49	1,800.51	54.99
15-4015-0000	POS - Online Credit Card revenues	2,000.00	1,483.03	516.97	74.15
15-4020-0000	Investment Income - Library	0.00	83.93	(83.93)	0.00
15-4050-0000	Investment Income - Gas Tax	2,500.00	1,795.34	704.66	71.81
15-4100-0000	Sale Of Land-Shoreline Rd Allowances	5,000.00	400.00	4,600.00	8.00
15-4110-0000	Planning Applications	15,000.00	16,423.91	(1,423.91)	109.49 **
15-6000-0000	Rent and Expenses Ambulance/Helipad	29,000.00	23,000.00	6,000.00	79.31
15-7850-0000	MNRF Fire Agreement	21,580.00	26,580.27	(5,000.27)	123.17 **
15-9000-0000	Gas Tax Grant (CCBF)- Federal	76,750.00	34,551.39	42,198.61	45.02
15-9000-0201	Transfers from Reserves to Protection	50,000.00	0.00	50,000.00	0.00
15-9000-0202	Transfer from Reserves to Transportation	477,260.00	0.00	477,260.00	0.00
15-9000-0206	Transfer from Reserves to Recreation	17,500.00	0.00	17,500.00	0.00
16-2000-0400	Council Honorarium	78,000.00	57,340.00	20,660.00	73.51
16-2000-0405	Council Special Meetings	20,000.00	10,594.50	9,405.50	52.97
16-2000-0450	Council C.P.P.	2,800.00	1,608.48	1,191.52	57.45
16-2000-0470	Council E.H.T.	1,850.00	1,324.81	525.19	71.61
16-2000-0500	Council Conferences/Seminars	25,000.00	15,018.51	9,981.49	60.07
16-2000-0710	Council Travel	5,000.00	3,950.58	1,049.42	79.01
16-2000-0800	Council Telephone	300.00	175.58	124.42	58.53
16-2000-0820	Council Supplies	2,000.00	22.51	1,977.49	1.13
16-3000-0400	Admin Salaries And Wages	375,000.00	307,288.63	67,711.37	81.94
16-3000-0440	Administration E.I.C.	6,000.00	5,932.28	67.72	98.87
16-3000-0450	Administration C.P.P.	16,500.00	15,797.07	702.93	95.74
16-3000-0460	Administration W.S.I.B.	13,000.00	10,417.60	2,582.40	80.14
16-3000-0470	Administration E.H.T.	7,500.00	5,485.61	2,014.39	73.14
16-3000-0480	Administration Omers	38,500.00	32,098.56	6,401.44	83.37
16-3000-0490	Administration Other Benefits	45,000.00	37,712.17	7,287.83	83.80

Township of South Algonquin
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Account	Name	Budget	Actual	Available	% Used	
16-3000-0500	Economic Development	24,000.00	0.00	24,000.00	0.00	
16-3000-0600	Admin Repairs To Building	3,500.00	2,650.56	849.44	75.73	
16-3000-0603	Repairs to Medical Centre	1,000.00	865.79	134.21	86.58	
16-3000-0640	Administration Insurance	19,265.00	18,861.84	403.16	97.91	
16-3000-0655	Administration Heating Propane	3,000.00	2,055.07	944.93	68.50	
16-3000-0660	Administration Hydro	3,200.00	2,211.12	988.88	69.10	
16-3000-0661	Resource Ctr Hydro	2,400.00	1,891.82	508.18	78.83	
16-3000-0670	Administration Cleaning	2,000.00	404.65	1,595.35	20.23	
16-3000-0680	Administration Radio	150.00	136.84	13.16	91.23	
16-3000-0690	Admin Lease/Software Agreements	65,000.00	59,735.74	5,264.26	91.90	
16-3000-0700	Administration Advertising	1,500.00	0.00	1,500.00	0.00	
16-3000-0710	Administration Travel	7,000.00	5,920.00	1,080.00	84.57	
16-3000-0720	Administration Assoc. Fees	4,500.00	4,680.17	(180.17)	104.00	**
16-3000-0730	Admin Conferences/Staff Traini	8,500.00	9,168.23	(668.23)	107.86	**
16-3000-0800	Administration Telephone	5,000.00	3,616.14	1,383.86	72.32	
16-3000-0810	Admin Office- Postage/Equipment	8,000.00	4,008.30	3,991.70	50.10	
16-3000-0811	Administration Staff Appreciation	2,000.00	103.00	1,897.00	5.15	
16-3000-0814	Bow Club Levy	2,500.00	2,500.00	0.00	100.00	
16-3000-0820	Administration Office Supplies	9,500.00	5,671.69	3,828.31	59.70	
16-3000-0830	Administration Audit	30,250.00	(7,918.04)	38,168.04	(26.18)	
16-3000-0840	Tax Sales/ Admin. Legal	25,000.00	24,289.64	710.36	97.16	
16-3000-0850	Administration Consultants/ Contractors	36,500.00	28,506.42	7,993.58	78.10	
16-3000-0900	Admin Bank Charges & Interest	7,000.00	5,130.95	1,869.05	73.30	
16-3000-0920	Administration Write Off	1,500.00	811.69	688.31	54.11	
16-3000-0940	Admin Capital Expenditures	14,900.00	0.00	14,900.00	0.00	
16-3000-0950	Administration Donations	2,500.00	3,551.50	(1,051.50)	142.06	**
16-3000-0970	General Gov Contributions To Reserve	36,925.00	0.00	36,925.00	0.00	
16-3200-0600	Ambulance Service Repairs To Building	3,500.00	348.82	3,151.18	9.97	
16-3200-0640	Ambulance Service Insurance	369.00	368.28	0.72	99.80	
16-3200-0650	Ambulance Service Heating	4,000.00	3,326.34	673.66	83.16	
16-3200-0660	Ambulance Service Hydro	2,500.00	2,955.59	(455.59)	118.22	**
16-3200-0690	Ambulance Service - rent/lease agreement	250.00	121.98	128.02	48.79	
16-3300-0400	Fire Dept Salaries & Wages	100,000.00	67,520.40	32,479.60	67.52	
16-3300-0440	Fire Dept E.I.C.	1,500.00	1,201.59	298.41	80.11	
16-3300-0450	Fire Dept C.P.P.	4,400.00	2,948.11	1,451.89	67.00	

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Account	Name	Budget	Actual	Available	% Used	
16-3300-0460	Fire Dept W.S.I.B.	8,800.00	5,792.43	3,007.57	65.82	
16-3300-0470	Fire Dept E.H.T.	2,100.00	1,331.23	768.77	63.39	
16-3300-0480	Fire OMERS	6,000.00	4,725.72	1,274.28	78.76	
16-3300-0490	Fire Dept Other Benefits	5,500.00	8,007.38	(2,507.38)	145.59	**
16-3300-0510	Clothing MFD/WFD (<\$1000)	2,500.00	0.00	2,500.00	0.00	
16-3300-0530	Fire Dept Small Tools	1,000.00	280.80	719.20	28.08	
16-3300-0540	Fire Dept Licences & Permits	250.00	30.00	220.00	12.00	
16-3300-0600	Fire Dept Repairs To Building-MFD	3,000.00	1,165.92	1,834.08	38.86	
16-3300-0601	Fire Dept Repairs to Building-WFD	3,000.00	1,246.14	1,753.86	41.54	
16-3300-0610	Fire Dept Fleet- Repairs	10,000.00	11,313.00	(1,313.00)	113.13	**
16-3300-0615	Fire Dept Equipment- Annual Servicing	8,000.00	11,797.43	(3,797.43)	147.47	**
16-3300-0620	Fire Dept-Gas & Oil	3,000.00	904.55	2,095.45	30.15	
16-3300-0640	Fire Dept Insurance	19,069.00	19,068.28	0.72	100.00	
16-3300-0650	Fire Dept Heating-MFD	3,000.00	2,252.72	747.28	75.09	
16-3300-0651	Fire Dept Heating-WFD	3,500.00	2,700.34	799.66	77.15	
16-3300-0660	Fire Dept Hydro-MFD	3,000.00	2,695.90	304.10	89.86	
16-3300-0661	Fire Dept. Hydro-WFD	2,500.00	2,955.42	(455.42)	118.22	**
16-3300-0670	Fire Dept Cleaning	200.00	241.02	(41.02)	120.51	**
16-3300-0680	Fire Dept Radios	2,500.00	2,162.20	337.80	86.49	
16-3300-0690	Fire Dept Rental/Lease Agreeeme	8,000.00	5,502.61	2,497.39	68.78	
16-3300-0700	Fire Dept Advertising	100.00	0.00	100.00	0.00	
16-3300-0710	Fire Dept Travel	2,000.00	1,983.66	16.34	99.18	
16-3300-0720	Fire Dept Association Fees	750.00	130.08	619.92	17.34	
16-3300-0730	Fire Dept Conference/Training-MFD/WFD	9,000.00	7,900.84	1,099.16	87.79	
16-3300-0740	Fire Prevention Materials	500.00	480.31	19.69	96.06	
16-3300-0800	Fire Dept-Telephone-MFD	1,000.00	661.87	338.13	66.19	
16-3300-0801	Fire Dept-Telephone-WFD	1,000.00	362.34	637.66	36.23	
16-3300-0810	Fire Dept Office Postage-MFD/WFD	200.00	0.00	200.00	0.00	
16-3300-0820	Fire Dept Supplies-MFD/WFD	3,000.00	1,274.50	1,725.50	42.48	
16-3300-0940	Fire Dept Capital Expenditures	88,731.00	49,795.39	38,935.61	56.12	
16-3350-0750	Policing Requisitions	322,380.00	188,400.86	133,979.14	58.44	
16-3500-0400	Bylaw/Animal Control Salaries/Wages	750.00	104.46	645.54	13.93	
16-3500-0440	Bylaw/Animal Control EI	20.00	3.61	16.39	18.05	
16-3500-0450	Bylaw/Animal Control CPP	40.00	3.05	36.95	7.63	
16-3500-0460	Bylaw/Animal Control W.S.I.B.	20.00	74.20	(54.20)	371.00	**

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16-3500-0470	Bylaw/Animal Control E.H.T.	10.00	42.94	(32.94)	429.40	**
16-3500-0480	Bylaw/Animal Control Omers	60.00	229.90	(169.90)	383.17	**
16-3500-0690	Bylaw Animal Control Rental/Lease Agree	3,000.00	2,757.85	242.15	91.93	
16-3500-0820	Bylaw/Animal Control Supplies	0.00	460.21	(460.21)	0.00	
16-3800-0400	Building Inspection Wages	100,000.00	75,435.20	24,564.80	75.44	
16-3800-0440	Building Inspection E.I.C.	1,100.00	1,507.27	(407.27)	137.02	**
16-3800-0450	Building Inspection C.P.P.	4,300.00	4,244.85	55.15	98.72	
16-3800-0460	Building Inspection W.S.I.B.	3,500.00	2,403.57	1,096.43	68.67	
16-3800-0470	Building Inspection E.H.T.	2,000.00	1,368.52	631.48	68.43	
16-3800-0480	Building Inspection Omers	11,000.00	7,424.49	3,575.51	67.50	
16-3800-0490	Bldg Inspection Other Benefits	9,600.00	7,576.40	2,023.60	78.92	
16-3800-0510	Bldg Inspect. Clothing Allowan	0.00	150.00	(150.00)	0.00	
16-3800-0640	Building Inspection Insurance	2,432.00	2,432.00	0.00	100.00	
16-3800-0690	Bldg.Insp.Rental/Lease Agreeeme	1,830.00	1,849.03	(19.03)	101.04	**
16-3800-0710	Building Inspection Travel	0.00	508.20	(508.20)	0.00	
16-3800-0720	Bldg.Insp.Association Fees	400.00	0.00	400.00	0.00	
16-3800-0730	Bldg.Insp.Conferences/Training	700.00	1,098.19	(398.19)	156.88	**
16-3800-0750	22-01 Ford Escape Fuel	4,000.00	2,461.93	1,538.07	61.55	
16-3800-0760	22-01 Ford Escape Maintenance & Licence	3,000.00	1,519.74	1,480.26	50.66	
16-3800-0800	Building Inspection Telephone	500.00	216.13	283.87	43.23	
16-3800-0810	Bldg.Insp.Office Expense/Posta	300.00	129.73	170.27	43.24	
16-3800-0820	Building Inspection Supplies	300.00	0.00	300.00	0.00	
16-4000-0400	Roads Salaries And Wages	450,000.00	322,906.57	127,093.43	71.76	
16-4000-0440	Roads E.I.C.	8,600.00	6,623.22	1,976.78	77.01	
16-4000-0450	Roads C.P.P.	22,000.00	16,957.28	5,042.72	77.08	
16-4000-0460	Roads W.S.I.B.	16,000.00	11,171.50	4,828.50	69.82	
16-4000-0470	Roads E.H.T.	9,000.00	6,397.64	2,602.36	71.08	
16-4000-0480	Roads Omers	40,000.00	31,006.29	8,993.71	77.52	
16-4000-0490	Roads Other Benefits	35,000.00	34,423.90	576.10	98.35	
16-4000-0510	Roads Clothing /Safety Gear	2,000.00	1,500.00	500.00	75.00	
16-4000-0530	Roads Small Tools (>250)	1,500.00	710.91	789.09	47.39	
16-4000-0540	Roads Licences & Permits	1,500.00	888.00	612.00	59.20	
16-4000-0600	Roads Garage Maintenance & Repairs	5,000.00	3,131.83	1,868.17	62.64	
16-4000-0640	Roads Insurance	39,888.00	40,051.85	(163.85)	100.41	**
16-4000-0650	Roads Heat-Propane Madawaska Garage	12,500.00	8,696.85	3,803.15	69.57	

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16-4000-0660	Roads Hydro- Public Works MTO Garage	8,000.00	5,529.65	2,470.35	69.12
16-4000-0680	Roads Radios	3,500.00	1,124.74	2,375.26	32.14
16-4000-0690	Roads Rental/Lease Agreement	5,500.00	3,048.44	2,451.56	55.43
16-4000-0700	Roads Advertising	2,000.00	561.72	1,438.28	28.09
16-4000-0710	Roads Travel/Accomodations	2,000.00	279.97	1,720.03	14.00
16-4000-0720	Roads Association Fees	1,050.00	911.35	138.65	86.80
16-4000-0730	Roads Conferences/Training	7,500.00	7,848.56	(348.56)	104.65 **
16-4000-0800	Roads Telephone	1,100.00	806.27	293.73	73.30
16-4000-0810	Roads Office Expense-Postage	750.00	333.64	416.36	44.49
16-4000-0820	Roads Supplies	6,500.00	7,090.88	(590.88)	109.09 **
16-4000-0821	Roads - Safety Supplies	2,000.00	1,283.92	716.08	64.20
16-4000-0822	Water Sampling	880.00	737.26	142.74	83.78
16-4000-0940	Roads Capital Expenditures	1,312,280.00	184,684.07	1,127,595.93	14.07
16-4000-0962	Civic Addressing & 911	1,000.00	70.13	929.87	7.01
16-4000-0970	Roads Contributions To Reserve	72,500.00	0.00	72,500.00	0.00
16-4000-1100	Roads Bridges & Culverts (>3m Dia.)	4,000.00	1,106.85	2,893.15	27.67
16-4000-1210	Roads Grass Mowing	7,500.00	7,280.94	219.06	97.08
16-4000-1220	Roads Brushing & Tree Trimming	5,000.00	1,526.40	3,473.60	30.53
16-4000-1231	Maint. Drainage Pipe & Accessories	100.00	0.00	100.00	0.00
16-4000-1240	Catch Basin/Curb/GutterCulvertCleaning	1,000.00	0.00	1,000.00	0.00
16-4000-1320	Roads Hardtop Patching	6,500.00	6,289.70	210.30	96.76
16-4000-1330	Roads Winter Sand Sweeping	2,000.00	2,408.13	(408.13)	120.41 **
16-4000-1430	Roads Loose Top Dust Control	65,000.00	74,619.07	(9,619.07)	114.80 **
16-4000-1450	Maintenance Gravel	1,000.00	4,485.94	(3,485.94)	448.59 **
16-4000-1560	Roads Sand/Salt Materials	45,000.00	40,721.40	4,278.60	90.49
16-4000-1600	Roads Safety Devices/Barcades/signs	5,000.00	2,442.62	2,557.38	48.85
16-4000-1701	Helipad	200.00	0.00	200.00	0.00
16-4000-1821	Roads Reconstruction Program	60,000.00	61,754.55	(1,754.55)	102.92 **
16-4000-2146	2008-Tr#7 Yellow Tandem- Fuel	11,500.00	7,065.54	4,434.46	61.44
16-4000-2148	2008-Tr#7 Yellow TandemMaintenance & Lic	10,000.00	9,563.13	436.87	95.63
16-4000-2194	2020-Tr#29-Ford F150 Halfton- Fuel	7,500.00	4,242.03	3,257.97	56.56
16-4000-2196	2020-Tr#29-Ford F150- Maintenance & Lic	3,500.00	1,356.60	2,143.40	38.76
16-4000-2197	2020-Tr#30-Ford F150 Halfton- Fuel	7,500.00	4,312.49	3,187.51	57.50
16-4000-2199	2020-Tr#30-Ford F150- Maintenance & Lic	3,500.00	857.73	2,642.27	24.51
16-4000-2208	Backhoe #26 Fuel	5,000.00	1,322.76	3,677.24	26.46

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16-4000-2209	Backhoe #26 Maintenance	5,000.00	3,605.53	1,394.47	72.11
16-4000-2210	2018-Tr#27 Red Plow- Fuel	15,500.00	11,224.02	4,275.98	72.41
16-4000-2211	2018-Tr#27 Red Plow- Maintenance&Lic	30,000.00	27,490.82	2,509.18	91.64
16-4000-2214	2021-Tr#33 Int'l Plow- Fuel	15,000.00	10,139.00	4,861.00	67.59
16-4000-2215	2021-Tr#33 Int'l Plow- Maintenance & Lic	20,000.00	15,409.10	4,590.90	77.05
16-4000-2218	2021-Tr#34 Super Duty- Maintenance & Lic	10,000.00	5,245.13	4,754.87	52.45
16-4000-2219	2021-Tr#34 Super Duty- Fuel	12,500.00	8,731.71	3,768.29	69.85
16-4000-2220	2023-Tr#37 Ford 3/4ton- Fuel	7,500.00	5,732.35	1,767.65	76.43
16-4000-2222	2023-Tr#37 Ford 3/4ton-Maintenance& Lic	3,500.00	1,064.00	2,436.00	30.40
16-4000-2316	2001 #16 Grader- Fuel	12,500.00	7,806.90	4,693.10	62.46
16-4000-2318	2001 #16 Grader- Maintenance	20,000.00	16,837.93	3,162.07	84.19
16-4000-2322	Sander Spreader #35- Maintenance	1,500.00	0.00	1,500.00	0.00
16-4000-2330	Excavator #31 Fuel	7,500.00	2,276.64	5,223.36	30.36
16-4000-2332	Excavator #31 Maintenance	5,000.00	3,238.40	1,761.60	64.77
16-4000-2620	Steamer #13- Fuel & Maintenance	1,500.00	662.10	837.90	44.14
16-4000-2640	Small Equipment (\$250-\$5000)	3,500.00	1,191.60	2,308.40	34.05
16-4000-2641	Small Equipment- Maintenance	1,500.00	658.13	841.87	43.88
16-4000-2642	Small Equipment- Fuel & Oil	1,000.00	1,263.87	(263.87)	126.39 **
16-4000-2650	2020 Float Trailer #32- Maintenance	1,000.00	(147.57)	1,147.57	(14.76)
16-4000-2651	UtilityTrailer #28- Maintenance	750.00	381.88	368.12	50.92
16-4200-0660	Street Lighting - Hydro	10,000.00	7,837.74	2,162.26	78.38
16-4200-0960	Street Lighting -Repairs	5,000.00	2,939.35	2,060.65	58.79
16-4600-0400	Garb Collect Salaries & Wages	84,000.00	60,233.44	23,766.56	71.71
16-4600-0440	Garbage Collection E.I.C.	2,000.00	1,381.21	618.79	69.06
16-4600-0450	Garbage Collection C.P.P.	4,600.00	3,357.35	1,242.65	72.99
16-4600-0460	Garbage Collection W.S.I.B.	2,500.00	2,082.03	417.97	83.28
16-4600-0470	Garbage Collection E.H.T.	1,650.00	1,150.05	499.95	69.70
16-4600-0480	Garbage Collection Omers	5,700.00	4,850.29	849.71	85.09
16-4600-0490	Garbage Collect Other Benefits	7,550.00	3,989.31	3,560.69	52.84
16-4600-0510	Garb.Coll-Clothing Allowance	500.00	183.11	316.89	36.62
16-4600-0640	Garbage Collection Insurance	1,907.00	1,907.00	0.00	100.00
16-4600-0680	Garbage Collection Radio	150.00	136.84	13.16	91.23
16-4600-0700	Garbage Collection Advertising	1,000.00	383.60	616.40	38.36
16-4600-0810	Garb Coll Office Expense-Posta	550.00	331.03	218.97	60.19
16-4600-0820	Garbage Collection Supplies	500.00	1,780.80	(1,280.80)	356.16 **

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16-4600-2121	Garbage Compactor-#23 Diesel Fuel	27,000.00	15,691.17	11,308.83	58.12
16-4600-2123	Garbage Compactor-#23 Repairs/servic	35,000.00	10,566.80	24,433.20	30.19
16-4650-0400	Garbage Disposal Salaries/Wage	50,000.00	34,694.89	15,305.11	69.39
16-4650-0440	Garbage Disposal E.I.C.	1,200.00	778.73	421.27	64.89
16-4650-0450	Garbage Disposal C.P.P.	2,800.00	1,788.08	1,011.92	63.86
16-4650-0460	Garbage Disposal W.S.I.B.	1,500.00	1,160.06	339.94	77.34
16-4650-0470	Garbage Disposal E.H.T.	1,000.00	662.98	337.02	66.30
16-4650-0480	Garbage Disposal Omers	2,000.00	1,711.10	288.90	85.56
16-4650-0510	Garb Disp Clothing Allowance	300.00	0.00	300.00	0.00
16-4650-0540	Garb Disp Licences & Permits	0.00	1,001.13	(1,001.13)	0.00
16-4650-0600	Garb Disp Repairs To Building	500.00	198.43	301.57	39.69
16-4650-0650	Garbage Disposal Heating	1,000.00	550.83	449.17	55.08
16-4650-0680	Garbage Disposal Radio	150.00	136.84	13.16	91.23
16-4650-0690	Hazardous Waste Disposal	15,000.00	11,301.21	3,698.79	75.34
16-4650-0700	Garbage Disposal Advertising	500.00	152.64	347.36	30.53
16-4650-0810	Garb Disp Office Expense-Posta	0.00	41.00	(41.00)	0.00
16-4650-0820	Garbage Disposal Supplies	4,000.00	1,734.99	2,265.01	43.37
16-4650-1000	Garbage Disp Site Maintennace-Mat/Equip	5,000.00	70.97	4,929.03	1.42
16-4650-1821	Gbd-Airy Landfill Site(Mon/Con	22,625.00	16,747.62	5,877.38	74.02
16-4650-1822	Gbd-Mad.Landfill Site(Mon/Con)	24,875.00	14,020.24	10,854.76	56.36
16-4650-1825	Shredding Initiative	37,500.00	45,545.32	(8,045.32)	121.45 **
16-4650-1830	Garbage Recycling Service	25,000.00	13,334.66	11,665.34	53.34
16-4650-2511	Garb Disposal Loader Gas #6	5,000.00	2,482.85	2,517.15	49.66
16-4650-2513	Garb Disposal Loader Repairs/servi	6,000.00	4,499.50	1,500.50	74.99
16-4700-0400	Rural Storm - Wages and Salaries	20,000.00	6,797.35	13,202.65	33.99
16-4700-0440	Rural Storm - E.I.	400.00	156.17	243.83	39.04
16-4700-0450	Rural Storm C.P.P.	900.00	316.79	583.21	35.20
16-4700-0460	Rural Storm - W.S.I.B.	550.00	232.47	317.53	42.27
16-4700-0470	Rural Storm - E.H.T.	400.00	134.24	265.76	33.56
16-4700-0480	Rural Storm - OMERS	1,500.00	502.97	997.03	33.53
16-5000-0640	Health Services Insurance	1,197.00	1,196.64	0.36	99.97
16-5000-0816	Hospital Donation	5,000.00	5,000.00	0.00	100.00
16-5110-0990	Renfrew County Health Unit	27,205.00	20,403.72	6,801.28	75.00
16-5200-0600	Resource Centre Building Repairs	0.00	6,283.88	(6,283.88)	0.00
16-5200-0640	Resource Centre Insurance	258.00	257.04	0.96	99.63

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16-5500-0990	District Social Services Admin. Board	595,674.00	446,809.50	148,864.50	75.01	
16-5600-0600	Repairs to Seniors Building	500.00	455.12	44.88	91.02	
16-5600-0640	Seniors Centre Insurance	1,612.00	1,611.36	0.64	99.96	
16-5600-0655	Seniors Centre - Heat	2,700.00	2,055.03	644.97	76.11	
16-5600-0660	Senior's Centre - Hydro	2,000.00	1,579.07	420.93	78.95	
16-5600-0950	SALC - Funding	5,500.00	5,500.00	0.00	100.00	
16-5600-0990	Casselholme Levy	109,054.00	90,878.30	18,175.70	83.33	
16-5600-1000	Seniors Grant Expenses	0.00	6,544.37	(6,544.37)	0.00	
16-6000-0400	Recreation Salaries And Wages	74,000.00	94,451.92	(20,451.92)	127.64	**
16-6000-0440	Recreation E.I.C.	1,800.00	2,200.74	(400.74)	122.26	**
16-6000-0450	Recreation C.P.P.	3,600.00	5,215.46	(1,615.46)	144.87	**
16-6000-0460	Recreation W.S.I.B.	2,200.00	3,277.66	(1,077.66)	148.98	**
16-6000-0470	Recreation E.H.T.	1,500.00	1,885.20	(385.20)	125.68	**
16-6000-0480	Recreation Omers	4,000.00	4,824.33	(824.33)	120.61	**
16-6000-0530	Recreation Small Tools	500.00	23.38	476.62	4.68	
16-6000-0600	Recreation Repairs To Building-Madawaska	4,000.00	2,191.60	1,808.40	54.79	
16-6000-0601	Maintenance/Repairs- privies	4,000.00	916.75	3,083.25	22.92	
16-6000-0602	Recreation Repairs to Building-Whitney	4,000.00	1,219.70	2,780.30	30.49	
16-6000-0603	Rec Repairs/Maintenance Rink Madawaska	500.00	0.00	500.00	0.00	
16-6000-0604	Rec Repairs/Maintenance Rink Whitney	500.00	0.00	500.00	0.00	
16-6000-0605	Flood Lighting- Hydro	800.00	543.56	256.44	67.95	
16-6000-0610	Recreation Repairs Equip Madawaska	500.00	0.00	500.00	0.00	
16-6000-0611	Recreation RepairsEquip-KubotaMower	800.00	2,005.20	(1,205.20)	250.65	**
16-6000-0612	Recreation-Repairs Equip Whitney	500.00	142.46	357.54	28.49	
16-6000-0621	Recreation Gas/Oil Kubota	750.00	293.91	456.09	39.19	
16-6000-0622	Recreation-Gas & Oil- Whitney -Zamboni	600.00	936.57	(336.57)	156.10	**
16-6000-0640	Recreation Insurance	14,982.00	14,981.76	0.24	100.00	
16-6000-0641	Insurance - Trestle	1,788.00	1,787.40	0.60	99.97	
16-6000-0642	Insurance - Boat Launch	5,242.00	5,242.00	0.00	100.00	
16-6000-0650	Recreation Heating Madawaska	5,000.00	4,123.54	876.46	82.47	
16-6000-0652	Recreation Heating Whitney	4,000.00	2,529.85	1,470.15	63.25	
16-6000-0660	Recreation Hydro Madawaska	4,200.00	3,851.35	348.65	91.70	
16-6000-0662	Recreation Hydro Whitney	3,000.00	2,293.08	706.92	76.44	
16-6000-0670	Recreation Cleaning Supplies Madawaska	1,000.00	403.53	596.47	40.35	
16-6000-0672	Recreation Cleaning Supplies Whitney	1,000.00	678.68	321.32	67.87	

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16-6000-0690	Recreation Rental/Lease Agreeem	100.00	0.00	100.00	0.00
16-6000-0700	Recreation Advertising	600.00	0.00	600.00	0.00
16-6000-0710	Recreation Travel	3,400.00	1,299.42	2,100.58	38.22
16-6000-0730	Recreat Conferences/Training	600.00	82.00	518.00	13.67
16-6000-0800	Recreation Telephone	3,000.00	2,164.39	835.61	72.15
16-6000-0810	Recreat Office Exp-Postage-Madawaska	200.00	2.15	197.85	1.08
16-6000-0812	Recreation Office Exp-Postage-Whitney	0.00	17.78	(17.78)	0.00
16-6000-0820	Recreation Supplies-Madawaska	2,500.00	146.87	2,353.13	5.87
16-6000-0821	Recreation Beaches	10,000.00	0.00	10,000.00	0.00
16-6000-0822	Recreation Supplies Whitney	3,200.00	767.14	2,432.86	23.97
16-6000-0823	Fundraising Expenses- Whitney	0.00	9,442.74	(9,442.74)	0.00
16-6000-0824	Fundraising Expenses- M & L	5,000.00	4,912.38	87.62	98.25
16-6000-0920	Recreation Programming	3,500.00	0.00	3,500.00	0.00
16-6000-0940	Recreation Cap Exp- M&L Rec	30,000.00	16,434.27	13,565.73	54.78
16-6000-0942	Recreation Cap Exp-Whitney Rec	7,500.00	6,231.34	1,268.66	83.08
16-6000-0950	Recreation Maintenance to Playgrounds	26,500.00	9,181.32	17,318.68	34.65
16-6000-0960	Recreation Grant Expenses	0.00	3,020.00	(3,020.00)	0.00
16-6000-1809	Dock Lighting- Hydro	550.00	390.49	159.51	71.00
16-6000-1810	Dock/Boat Launch Maintenance	7,500.00	3,791.00	3,709.00	50.55
16-6100-0400	Library Salaries And Wages	75,000.00	56,286.72	18,713.28	75.05
16-6100-0440	Library E.I.C.	2,000.00	1,307.58	692.42	65.38
16-6100-0450	Library C.P.P.	4,000.00	3,033.08	966.92	75.83
16-6100-0460	Library W.S.I.B.	2,500.00	1,947.67	552.33	77.91
16-6100-0470	Library E.H.T.	1,500.00	1,110.51	389.49	74.03
16-6100-0480	Library OMERS	6,000.00	5,054.01	945.99	84.23
16-6100-0540	Library Licences & Permits	110.00	0.00	110.00	0.00
16-6100-0590	Library Books	7,000.00	5,817.39	1,182.61	83.11
16-6100-0600	Library Repairs To Building	2,000.00	455.86	1,544.14	22.79
16-6100-0640	Library Insurance	2,669.00	2,668.68	0.32	99.99
16-6100-0650	Library Heating	1,500.00	965.37	534.63	64.36
16-6100-0660	Library Hydro	2,800.00	2,697.14	102.86	96.33
16-6100-0670	Library Cleaning	0.00	11.62	(11.62)	0.00
16-6100-0690	Library Rental/Lease Agreement	1,000.00	705.18	294.82	70.52
16-6100-0700	Library Advertising	300.00	0.00	300.00	0.00
16-6100-0710	Library Travel	300.00	0.00	300.00	0.00

Township of South Algonquin
Period From January 01,2025 To December 31,2025

Expense / Income Report - By Account

Printed: 10:45:06AM 10/07/2025

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Account	Name	Budget	Actual	Available	% Used
16-6100-0730	Library Conferences/Training	500.00	371.09	128.91	74.22
16-6100-0800	Library Telephone	3,600.00	2,752.36	847.64	76.45
16-6100-0810	Library Office Expense-Postage	175.00	0.00	175.00	0.00
16-6100-0820	Library Supplies	5,100.00	2,849.88	2,250.12	55.88
16-6300-0000	Planning & Development (Official Plan)	30,000.00	1,284.42	28,715.58	4.28
16-6300-0400	Planning Wages & Salaries	15,000.00	3,522.97	11,477.03	23.49
16-6300-0440	Planning EIC	250.00	93.89	156.11	37.56
16-6300-0450	Planning CPP	900.00	235.06	664.94	26.12
16-6300-0460	Planning WSIB	650.00	376.61	273.39	57.94
16-6300-0470	Planning EHT	400.00	218.11	181.89	54.53
16-6300-0480	Planning OMERS	2,000.00	1,173.39	826.61	58.67
16-6300-0490	Planning Other Benefits	2,000.00	0.00	2,000.00	0.00
16-6300-0690	Planning Rental/Lease Agreement	2,200.00	1,848.99	351.01	84.05
16-6300-0700	Planning - Advertising	1,500.00	0.00	1,500.00	0.00
16-6300-0710	Travel/Accommodations/Meals	2,000.00	0.00	2,000.00	0.00
16-6300-0720	Planning Association Fees	500.00	0.00	500.00	0.00
16-6300-0730	Planning Conferences/Training	1,000.00	0.00	1,000.00	0.00
16-6300-0820	Planning Supplies	500.00	258.84	241.16	51.77
16-6300-0840	Planning Legal	2,000.00	1,193.47	806.53	59.67
16-6300-0850	Planning Consultants	15,000.00	13,323.26	1,676.74	88.82
16-6300-0990	MPAC fees	42,211.00	31,657.74	10,553.26	75.00
16-7350-0000	English Public School Transfer	0.00	314,497.63	(314,497.63)	0.00
16-7400-0000	English Separate School Transf	0.00	39,090.18	(39,090.18)	0.00
16-8000-0000	Penny Rounding Account	0.00	(0.01)	0.01	0.00
Income Totals:		\$ 5,902,183.00	\$ 4,978,275.79	\$ 923,907.21	84.35
Expense Totals:		\$ 5,902,183.00	\$ 3,843,360.21	\$ 2,058,822.79	65.12
Grand Totals:		\$ 0.00	\$ 1,134,915.58	\$(1,134,915.58)	0.00

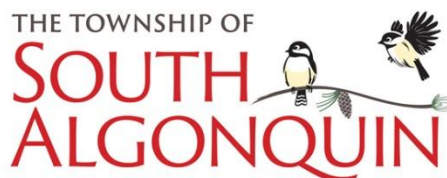
Note: The items marked with ** are over budget

STAFF REPORT

Meeting Date: October 15, 2025

Agency: Township of South Algonquin

Staff Contact: Jennifer Baragar



Agenda Title: Capital Reinvestment Reserve Policy

Agenda Action: Recommend passing of Policy & By-Law November 5, 2025

Recommendation

That Council adopt the Reinvestment Reserve Policy, which includes an annual 5.2% capital tax rate increase.

Background

The goal of the Township's Capital Reinvestment Policy is to establish guiding principles for financing future capital expenditures in a manner that balances the Township's infrastructure investment needs with affordability considerations for taxpayers.

On July 2, 2025, Council passed Resolution #25-546 to accept the Watson & Associates Asset Management Financial Plan. The plan identified that a 7.7% annual tax rate increase would be required to fully fund the renewal of municipal assets. An alternative scenario presented within the plan recommended a 5.2% annual tax rate increase.

Staff will work to mitigate the resulting funding shortfall by actively pursuing grants and other alternative revenue sources.

Analysis

Adopting this policy provides staff with clear direction regarding the management of reserves and long-term financial planning for capital renewal.

The policy also aims to create a smoothing effect on annual taxation, reducing volatility and promoting predictability for taxpayers.

Fiscal Impact

The proposed Capital Reinvestment Policy incorporates a 5.2% annual tax rate increase over a five-year period starting in 2026.

Over that term, the policy is projected to generate approximately \$839,370 in additional revenue to support future capital expenditures.

Consultations Finance Staff

Attachments Policy Document is attached to the proposed By-law.

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

BY-LAW NO. 2025-xxx

BEING a By-Law to establish a Capital Reinvestment policy for the Township of South Algonquin.

WHEREAS section 224(d) of the Municipal Act states it is the role of Council to ensure that administrative practices and procedures are in place to implement the decisions of Council.

AND WHEREAS the Township of South Algonquin desires establishing a Capital Reinvestment policy, which will ensure appropriate Financial Controls are in place

AND WHEREAS Council of the Corporation of the Township of South Algonquin deems it expedient to adopt a Capital Reinvestment Policy

Therefore, the Council of the Township of South Algonquin enacts as follows:

- 1. That** the Capital Reinvestment Policy, attached hereto and forming part of this By-Law be adopted
- 2. That** this By-law shall come into force and effect on the day of its passing.
- 3. That** any other By-Law antedating this By-Law is hereby repealed.

READ A FIRST & SECOND TIME THIS 5TH DAY NOVEMBER 2025

Ethel LaValley , Mayor

Bryan Martin, CAO Clerk /Treasurer

READ A THIRD TIME AND PASSED THIS 5TH DAY NOVEMBER 2025

Ethel LaValley , Mayor

Bryan Martin, CAO Clerk /Treasurer

CAPITAL REINVESTMENT POLICY

POLICY MANUAL	POLICY NO. FIN-008-02 Revised: FIN-008-01
FOR: Township of South Algonquin	EFFECTIVE DATE: November 5, 2025
SUBJECT: Capital Reinvestment Policy	DEPARTMENT: Finance

RECOMMENDATION

That Council adopt a Capital Reinvestment Policy to aid in the long-term tangible capital asset renewal. AND further that Council adopts a 5.2% Levy increase each year to fund the Capital Reserves.

PURPOSE

The goal of the Township's Capital Reinvestment Policy is to establish guiding principles for financing future capital projects in a way that addresses infrastructure investment needs, ensures affordability for taxpayers, and supports long-term rural economic development by maintaining the reliable services that attract residents and businesses.

GLOSSARY

Capital Levy – The amount of money raised through taxation that is transferred to the capital fund or reserves to be used to help pay for the cost of capital projects.

Debt – Any obligation for the payment of money. The Township considers debt to consist of debentures, cash loans from financial institutions, capital leases, debenture financing approved through By-Law for which no debt has yet been issued, debenture financing approved through the capital budget for which no By-Law has yet been established, outstanding financial commitments, loan guarantees and any debt issue by, or on behalf of the Township, including mortgages, debentures or demand loans.

Long-term Debt – Any Debt for which the repayment of any portion of the principal is due beyond one year.

Municipal Levy – The amount of money raised through taxation by the Township for the purposes of funding operating costs as well as the Capital Levy.

POLICY STATEMENTS

1. The Township shall increase the Municipal Levy by a minimum of 5.2% per year for each of the next five years (2026 to 2030 inclusive), with the 5.2% increase being added to the Capital Levy.
2. The increase in the Capital Levy shall only be used for the following purposes:
 - a. To fund capital expenditures.
 - b. To increase reserve balances in order to finance future capital expenditures; or
 - c. To finance the annual costs associated with long-term debt issued in connection with capital projects.
3. This policy will be reassessed upon renewal of the comprehensive Asset Management Plan and recommendations will be brought forward at that time for the future funding requirements of the plan.

Year	Annual Increase	Capital Reserve Contribution (Cumulative)
2026	\$ 151,299.20	\$ 151,299.20
2027	\$ 159,166.76	\$ 310,465.96
2028	\$ 167,443.43	\$ 477,909.39
2029	\$ 176,150.49	\$ 654,059.88
2030	\$ 185,310.31	\$ 839,370.19
Calculation based on 2025 MPAC Weighted Property Assessment Values		

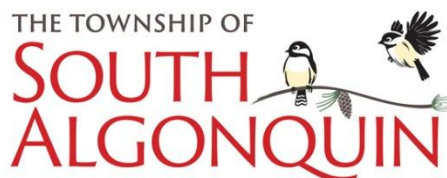
Councillor Report

Meeting Date: Committee Meeting October 15, 2025

Agency: Township of South Algonquin

Contact: Joan Kuiack

Agenda Title: Councillor Report



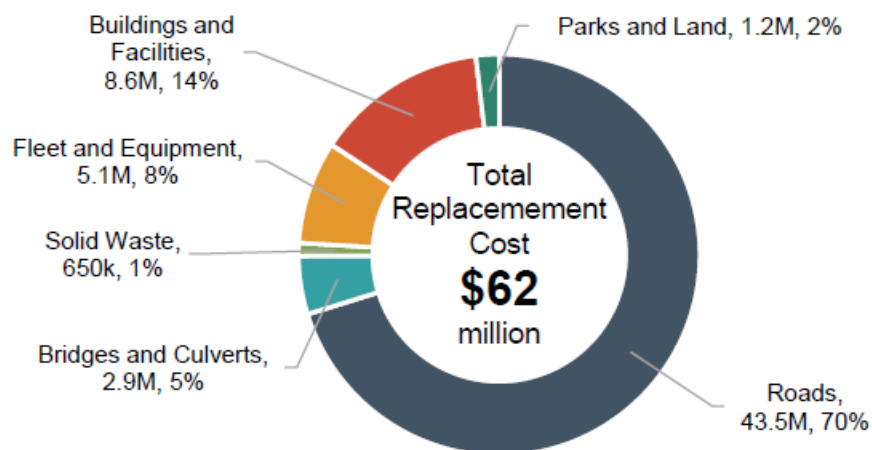
Financial Planning to meet the Asset Management Shortfall

Background

Provincial Government legislation stated all municipalities must have an Asset Management Plan in place and a Financial Plan by 2025. We were successful in accomplishing this and on June 18th the company Watson and Associates provided us with a Financial Strategy to ensure we meet our asset management obligations.

Total Asset replacement cost as of 2025 was approximately \$62 million

Replacement Cost Breakdown



During the presentation two options were presented.

Annual tax increase of 7.7% (this would fully meet the demands)

Annual tax increase of 5.2% (with need to find the shortfall)

Council at the time of presentation voted for the annual tax increase of 5.2% with the plan to find efficiencies and grants to offset approx. 2.3 million over a 10-year period.

I have attempted to bring this back to the table for discussion. It is my hope this report will start the dialogue needed. In my opinion, this is far too complex and pressing to leave it for budget talks.

Some general information

1620 taxpayers

1% increase = \$29096

Human Resources - Although wages make up a large percentage of our operational budget our staff complement is already at its lowest.

Annual Fees or services we must pay for - we have no negotiating ability and will only assume these rates will increase yearly. TOTAL \$1.1 million

OPP - \$322,380

DNSSAB - \$595,674 (Social Services, Ambulance, Kidz Castle)

RCDHU - \$27,205

Casselhome - \$109,054

MPAC – \$42,211

In my view, two areas we need to dwell down on are revenue and expense. Below are my suggestions or ideas.

To increase revenue:

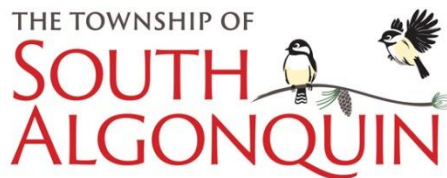
1. Increase investment opportunities and interest rate
2. Increase in the number of taxpayers
3. Review schedules of fees
4. Increase rental space to current market value.

To decrease expenses/find cost efficiencies

1. Service Delivery review was completed by KPMG in 2021. Some of the suggestions have been implemented, others have not. Do we need to review these or have another Operational/Organizational review done? Feedback received this was not a complete review
2. Reduce services – the highest impact would be to look at other means of waste collection
3. Parks/Boat Launches – we now have several throughout the township and upkeep of these are taxing the works department.
4. Council composition – reducing by 2 and keeping the ward system (although two-like wards would need to be merged for voting).
5. Review level of services – ensure we are meeting the standard. Roads, fire are examples

October 15, 2025

Draft Short-Term Rental Licencing By-Law



Recommendation:

THAT the Committee direct staff to present the draft Short-Term Rental Licencing By-law to Council for consideration at an upcoming regular Council meeting;

AND THAT the Committee determine the structure of the application fee, licencing fee, and inspection fee;

AND THAT the Committee establish the frequency of Building and Fire Inspections.

Background:

The draft Short-Term Rental Licencing By-law has received legal review, and the comments provided by legal counsel have been incorporated into the attached draft.

The fine schedule has been reviewed with input from the Attorney General – Ontario Public Service, and their recommendations have also been incorporated into the schedule of the draft bylaw.

Analysis Building and Fire Department Inspections:

A determination of appropriate fees will need to be established for both Building Department and Fire Department inspections, as well as the frequency of inspections.

Direction is required on whether inspections will be:

- Required only upon initial application, with ongoing spot inspections conducted periodically or as complaints arise, or
- Required annually as a condition of licence renewal.

Fire Department and Building Department inspections are typically charged independently from the licencing fee. This separation ensures that each department recovers its own costs related to staff time, travel, and follow-up visits.

Building Department fees are higher than Fire Department fees because building-related inspections may involve additional components such as septic system reviews, property file searches, or code compliance verification, resulting in greater staff time.

Below are examples of fees:

Fire Department Fees

Description	Fee (\$)	Notes
Initial Fire Safety Inspection (Short-Term Rental)	\$200.00	Required prior to issuance of licence.
Fire Re-Inspection (if deficiencies identified)	\$200.00	Charged for each additional visit required.
Complaint-Based Fire Inspection	\$200.00	For re-inspections when complaint is received.

Building Department Fees

Description	Fee (\$)	Notes
Building Inspection (Short-Term Rental – Initial)	\$250.00	Required prior to issuance of licence,
Building Re-Inspection (if deficiencies identified)	200.00	Charged for each additional visit required.
Complaint-Based Fire Inspection	\$200.00	For re-inspections when complaint is received.
Change of Use (if applicable)	\$150.00	From current Schedule of Fees By-Law

Alternatives:

1) Implement fees as outlined in the tables above.

This option would ensure cost recovery for both departments. Recommendation to review fees after a full year of implementation.

2) Base fee amounts to hourly;

Council may wish to adjust the fees based on actual inspection time for each inspection, and staffing resources.

3) Include inspection fees within the application fee, with the licence fee payable upon satisfactory completion of all required inspections.

This option would streamline the initial application process by consolidating inspection costs upfront while ensuring that a licence is only issued once all inspection requirements have been successfully met. This option would simplify administration but reduce transparency regarding departmental cost recovery and may not reflect actual inspection workload.

Analysis Application and Licencing Fees:

Short-Term Rental (STR) fees vary significantly across the Province. Fee structures differ based on local enforcement models, administrative costs, and inspection requirements. However, the majority of municipalities implement both an application fee and a separate annual licencing fee to ensure cost recovery and effective program administration.

- Application Fees: Generally range from approximately \$60 to \$750, depending on the municipality and property type and if inspection fees are included in application fee or separately charged.
- Licencing Fees: Generally range from approximately \$190 to \$3,000.
- Additional Costs: Some municipalities may charge for inspections, re-inspections, or late renewals.
- Principal vs. Secondary Residences: Fees may vary based on whether the STR is the owner's principal residence or their secondary residence.

Alternatives:

1) Establish Separate Application and Licencing Fees

Applicants would pay an application fee at the time of submission to cover administrative processing, staff review. A licencing fee would then be collected once the application is approved. No portion of the fees would be refunded if the application is denied or withdrawn.

This option provides transparency and ensures that administrative costs are recovered, even if a licence is not issued.

2) Combine Application and Licencing Fees into a Single Fee

A single, all-inclusive fee could be charged at the time of application to simplify administration. This option reduces complexity but may result in additional staff time if applications are withdrawn or denied. A refund policy would need to be established, specifying a percentage of the fee that may be returned to the applicant should the licence not be issued.

6) Offer a Reduced Licenced Renewal Fee

Establish a lower annual renewal fee for existing licence holders in good standing, as initial vetting and inspections are already complete.

This encourages compliance and timely renewals while maintaining fairness.

7) Implement a Short-Term (6-Month) Licencing Fee

Offer a 6-month licence instead of an annual licence, with a fee set at approximately 50–60% of the annual licence fee. This approach may be suitable for seasonal operators, part-time rental properties, or properties primarily rented during peak tourist months.

Conclusion:

As this will be a new program for the Township, it is recommended that a comprehensive review of the licencing and inspection fees be undertaken after one full year of implementation. This review will help determine whether the established fees accurately reflect the actual administrative and enforcement costs, ensure cost recovery for the municipality, and identify any necessary adjustments to improve the program's efficiency and fairness.

Attachments:

- Draft Short-Term Rental Licencing By-Law
- Fee Comparison (circulated at the July 16, 2025 meeting)

THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

BY-LAW 2025-

**BEING A BY-LAW TO LICENCE AND REGULATE SHORT-TERM RENTAL
ACCOMMODATION IN THE TOWNSHIP OF SOUTH ALGONQUIN**

WHEREAS Section 8 of the Municipal Act, 2001 provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the Municipal Act, 2001 provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS Section 10(2) of the Municipal Act, 2001 provides that a single tier municipality may pass by-laws respecting business Licencing;

AND WHEREAS Section 151 of the *Municipal Act, 2001* provides that a municipality may provide for a system of licences with respect to a business and may prohibit the carrying on or engaging in the business without a licence; refuse to grant a licence or to revoke or suspend a licence; impose conditions as a requirement of obtaining, continuing to hold or renewing a licence; impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence; and licence, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it;

AND WHEREAS Section 434.1 of the Municipal Act permits a municipality to impose a system of administrative penalties and fees as an additional means of encouraging compliance with its by-laws;

AND WHEREAS Section 436 of the Municipal Act permits a municipality to pass by-laws providing that the municipality may enter on lands at any reasonable time for the purpose of carrying out an inspection to determine compliance with by-laws, directions, orders, and licence conditions;

AND WHEREAS Section 23.1 of the Municipal Act as amended, authorizes a municipality to delegate its powers and duties;

AND WHEREAS Council has enacted a Zoning By-law amendment under the provisions of the Planning Act, RSO 1990 CP13, as amended, which defines short-term rental accommodations [and](#); establishes areas of permitted use within The Township of South Algonquin;

AND WHEREAS the Council of The Township of South Algonquin deems it expedient to licence and regulate short-term rental accommodations being operated in The Township of South

Algonquin

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

SECTION 1 - SHORT TITLE

1.1. This By-law shall be known as the “Short-Term Rental Licencing By-law”.

SECTION 2 - APPLICATION

2.1. The provisions of this By-law shall apply to all properties in the prescribed zones in The Township of South Algonquin ~~Comprehensive Zoning By-Law~~.

Commented [TF1]: if you limit the application to only property zoned for STR, this by-law will not apply to any STR that is not properly zoned. what if you have a legal non-conforming use? Or an illegal use that you want to deal with using provisions of this by-law?

SECTION 3 - DEFINITIONS

In this By-law:

- a.** “**Agent**” means a person duly appointed in writing by an owner to act on their behalf.
- b.** “**Applicant**” means the person applying for a licence or renewal of a licence under this by-law.
- c.** “**Bed and Breakfast Establishment**” ~~holds the same meaning as contained in the Municipal Zoning By-law as amended means a detached dwelling or part of a detached dwelling which is used or maintained for the accommodation of the travelling or vacationing public, in which the owner resides and supplies lodgings with or without meals for hire or pay but does not include a group home.~~
- d.** “**Building**” means a structure occupying an area greater than 10 square metres and consisting of any combination of walls, roof and floor or any structural system serving the function thereof, including all associated plumbing, works, fixtures and service systems. This definition shall also include a private sewage system.
- e.** “**Chief Building Official**” (CBO) means the person appointed by the Council of the Municipality under the Building Code Act, S.O. 192, c 23 as amended, as the Chief Building Official or the person who is appointed to act in that capacity during their absence.
- f.** “**Clerk**” means the Clerk of the Municipality, or any person designated by the Clerk.
- g.** “**Council**” means the elected council of The Township of South Algonquin.
- h.** “**Designated Responsible Person**” (DRP) means the owner or agent assigned in writing by the owner or licensee of the STR, who shall be at least 18 years of age, to ensure that a

Commented [TF2]: if this is the same definition as in the Zoning By-law you can just reference that by-law - that way if it changes in the ZBL this by-law does not need to change

Commented [I43R2]: DONE

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licenced STR is operated in accordance with the provisions of this By-law, the licence and all applicable laws.

- i. **“Dwelling Unit”** holds the same meaning as contained in the Municipal Zoning By-law as amended and additionally, for the purpose of this by-law, a dwelling unit does not include a tent, trailer, mobile home or a room or suite of rooms in a boarding house, rooming house, a hotel, motel or a motor home.
- j. **“Guest Room”** means a room offered for rent in a STR.
- k. **“Hosted Property”** means a Short-Term Rental in a dwelling or premises that has the owner residing at the property as their principal residence and is on-site while it is being used as a Short-Term Rental.
- l. **“Non-Permitted Area”** means a geographic area which has been deemed by Council to not allow the operation of Short-Term Rentals.
- m. **“Owner”** means a person who is holding title on the Premises where the short-term rental is located, and ownership has a corresponding meaning.
- n. **“Licence”** means the licence issued under this by-law as proof of licencing under this By-law.
- o. **“Licencee”** means a person who holds a licence or is required to hold a licence under this by-law.
- p. **“Licencee Code of Conduct & Acknowledgment”** means the document attached in Schedule "C" that prescribes the roles and responsibilities of the Licencee, including but not limited to: behavioural expectations as they relate to non-disturbance of neighbours; compliance with applicable Municipal by-laws; and adherence to the provisions of this By-law.
- q. **“Licence Issuer”** means the person or persons provided the authority by the Municipality as to issue a Licence under this By-law.
- r. **“Municipality”** means the Corporation of The Township of South Algonquin.
- s. **“Officers”** means a person appointed by the Council of The Township of South Algonquin to enforce this By-Law.
- t. **“Person”** means an individual, a corporation, an association, a partnership, and includes a licensee or an applicant for a licence under this By-law as the context requires.
- u. **“Premises”** means any place which is being used as a short-term rental.
- v. **“Renter” or “Renters”** means the person or persons responsible for the rental of a

short-term rental by way of concession, permit, lease, licence, rental agreement, or similar arrangement, whether written or verbal.

- w. **“Renter Code of Conduct”** means the document, attached in Schedule "D", that prescribes the roles and responsibilities of the guest(s) and owner(s) and/ or operator(s) of STRs, including but not limited to behavioural expectations as they relate to non-disturbance of neighbours; compliance with Municipal By-laws; and adherence to the provisions of this By-law;
- x. **“Short-Term Rental”** (STR) means the use of a Residential Dwelling Unit or Secondary Dwelling Unit as a place of accommodation, temporary residence, or occupancy by way of concession, payment of a monetary fee, permit, lease, licence, rental agreement or similar arrangement for fewer than twenty-eight (28) consecutive calendar days, with on or off-site management/ownership, throughout all or part of the year. Short-Term Rental Accommodation uses shall not mean a motel, hotel, bed and breakfast establishment, camping establishment, tourist camp, or similar commercial accommodation use and does not include a guest cabin, tent, vehicle, recreation vehicle, travel or tent trailer, or boat.
- y. **“Travel Trailer”** means any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or is propelled by a motor vehicle and is capable of being used for the living, sleeping, or eating accommodation of persons on a temporary, transient or short-term basis, even if the vehicle is jacked up or its running gear is removed. Examples include but are not limited to a tent trailer, a camper trailer, a recreational trailer, a fifth wheel, a bus converted into a motor home, a motor home, a truck camper, but does not include a mobile home, modular home or park model trailer.
- z. **“Un-Hosted Property”** means a Short-Term Rental in a dwelling or premises ~~that~~ where the owner does not reside at the property as their principal residence and is not generally on-site while it is being used as a Short-Term Rental.
- aa. **“Zoning By-law”** means the land use by-law enacted by the Municipality under Section 34 of the Planning Act, or a successor thereof, as may be amended from time to time.

SECTION 4 - PROHIBITIONS

- 4.1 No person shall operate or permit the operation of a STR unless they hold a current and valid licence.
- 4.2 No person shall advertise, promote, broker or otherwise offer for rent or lease any STR without a current and valid licence.
- 4.3 No person shall operate or permit a ~~short-term rental~~ STR to be operated while their licence is suspended or revoked.

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- 4.4 No person shall operate a STR in contravention of [this by-law](#), a Provincial Restriction Order or an order made by the Renfrew County and District Health Unit.
- 4.5 No person shall operate or permit the operation of a STR on a property that is not in compliance with the STR licence, and all Municipal, Provincial or Federal Laws.
- 4.6 No person shall operate or permit the operation of a STR on a property that is located within a Non-Permitted Area designated in Schedule “A” of this By-law;
- 4.7 Every Owner, Licencee and Agent shall ensure that renters comply with all conditions of the licence, Renter Code of Conduct attached as Schedule “D” to this By-law, all municipal by-laws, Provincial and Federal Laws.
- 4.8 No person shall rent or permit the renting of any guest room in any structure on the property of a STR other than those that have been identified on the site plan and approved in the licence.
- 4.9 No person shall allow or permit a travel trailer to be used as accommodation or for sleeping accommodation at a licenced STR premises.
- 4.10 No person shall knowingly provide false information on an application for a STR licence.
- 4.11 No person shall give, sell, transfer or otherwise supply a STR licence to any other person.
- 4.12 No person shall post or allow the posting of a STR licence on a property that is not listed on the licence.
- 4.13 No person shall modify or alter or permit the modification or alteration of a STR licence.
- 4.14 No person shall remove an order or placard posted on a premises under this by-law except an officer.

Commented [TF4]: what about orders under this by-law?

Commented [I45R4]: Added

SECTION 5 - ADMINISTRATION AND GENERAL PROVISIONS

- 5.1 The Licence Issuer shall be responsible for the administration of this By-law.
- 5.2 Officers shall be responsible for the enforcement of this By-law.
- 5.3 The maximum number of guests at a premises at any one time shall not exceed 2 guests per bedroom [based on septic capacity and the Ontario Fire Code](#). Persons under the age of two (2) shall not be counted in occupancy count.
- 5.4 The Owner shall maintain a minimum of two million dollars of commercial general liability insurance per occurrence on the premises for property damage and bodily injury,

Commented [TF6]: I am not sure how the Fire Code or Septic Capacity are calculated or applied. it is easier to limit it to 2 per bedroom. if there is a formula or other way to calculate occupancy it needs to be specific in the by-law

Commented [MA7R6]: Septic sizing is based on occupant load, number of bathrooms and number of fixture units. Occupant load is based on two persons per bedroom. The number of bathrooms is a big factor as well. The hurdle for being able to calculate whether the system will accommodate the additional loading would be dependant on the verification of the size of the existing system.

which shall be specific to the operation of the STR accommodation. The required insurance shall be maintained in force and effect for the term of the licence.

- 5.5. Every Owner, Licencee and Agent of a STR shall ~~ensure that post~~ the following information ~~will be posted~~ on the interior of each STR premises, within a maximum of 1m from the main entrance, ~~and which is~~ clearly visible to guests and ~~which information~~ shall also be made available ~~of for~~ inspection ~~upon request by an Officer~~:
- a) a copy of the current licence;
 - b) address of the STR premises;
 - c) name and contact information of STR premises' Designated Responsible Person and other applicable emergency services;
 - d) Emergency Services Statement, only applicable if the type of access to the STR premises is not a year-round maintained public road or is water access only. If this is applicable, the following statement must be posted "Due to this short-term rental premises not being accessible by a year-round maintained public road, emergency response times may be delayed or unavailable to this location in the event of an emergency."
- 5.6. Every Owner, Licencee and Agent of a STR shall ensure that an information package will be available to renters containing the following information:
- a) a copy of the Renter Code of Conduct as attached to this By-law;
 - b) a copy of the approved site plan including parking provisions and waste disposal ~~information~~;
 - c) a copy of the approved floor plans of the STR showing emergency exits and locations of fire extinguishers; and
 - d) quick reference guide for applicable by-laws as prepared by the Municipality.
- 5.7. Every person who posts a short-term rental listing on a short-term rental platform shall include the licence number as set out on the licence issued under this By-law.

Parking

- 5.8. Every Owner, Licencee and Agent of a ~~short-term rental~~STR shall provide ~~the number of~~ parking ~~spaces~~ on the site in accordance with the parking requirements for the applicable zone and permitted use within the Zoning Bylaw ~~and or~~ the licence, whichever is ~~more~~~~the higher requirement~~.
- 5.9. Every Owner, Licencee and Agent of a ~~short-term rental~~STR shall ensure that parking is only permitted where the parking surface is suitable and stable for the parking of vehicles.
- 5.10. No person shall park in any area on the property which is not identified for or suitable for parking.

Water

- 5.11. Every Owner, Licencee and Agent shall ensure; that all water systems within the Premises comply with the public water requirements as set out in provincial law.

Septic/ Sewage

- 5.12. Every Owner, Licencee and Agent shall ensure, that the septic system is approved by the Chief Building Official /Septic Inspector.

~~5.13. Every Owner, Licencee and Agent shall ensure that if an outhouse is being used on premises, that it is installed as per the Ontario Building Code and is in good working order.~~

Commented [MA8]: I do not believe we should allow Earth Pit Privies as an option for a bathroom due to the lack of sanitary cleaning station.

Commented [I49R8]: Removed

Recycling and Garbage

~~5.14-5.13.~~ Every Owner of a STR shall ensure that the Renters are provided with information on the Municipality's Waste Management Program. Licencees and Renters must adhere to applicable municipal waste management by-laws, as amended.

~~5.15-5.14.~~ Every person shall ~~always~~ store garbage and recycling in an enclosed area other than during collection, at which time waste must be contained in appropriate containers for collection.

~~5.16-5.15.~~ Every Owner, Licencee and Agent shall ensure that any garbage produced at the STR is removed from the property on at least a weekly basis.

Designated Responsible Person

~~5.17-5.16.~~ Every Owner, Licencee and Agent of a STR is required to provide to the Municipality the name and contact information of a DRP who can be readily contacted and respond to an emergency or contravention of any Municipal, Provincial or Federal Laws.

~~5.18-5.17.~~ Any change to the DRP must be provided to the Municipality in writing within forty-eight (48) hours of the change.

~~5.19-5.18.~~ Every DRP must respond to the Municipality or Renters when contacted within thirty (30) minutes of an initial contact and must attend the property within sixty (60) minutes of the initial contact by the Municipality or by the Renters if so required.

~~5.20-5.19.~~ The DRP must be designated by the Owner in writing as part of the application process.

~~5.21-5.20.~~ The DRP must provide proof that they are at least eighteen (18) years of age and must complete the Dedicated Responsible Person Consent and Acknowledgment (attached to this By-Law as Schedule "G").

Commented [TF10]: where is this document found?

Commented [I411R10]: Attached

SECTION 6 - LICENCE APPLICATION REQUIREMENTS AND FEES

6.1. One licence shall be allowed for each property.

6.2. Every application for a new licence, or a renewal of an existing licence, shall include:

- a) a completed application in the form prescribed by the Licence Issuer (attached ~~as~~ [reference](#) to this By-law as Schedule “B”)
- b) the following documents, including measurements where necessary:
 - i. site plan of the STR property showing and naming all buildings on the property, location of the septic system and well if applicable, showing designated parking spaces and showing the location of garbage and recycling receptacles;
 - ii. interior floor plan of the STR property noting fire escape routes, fire extinguisher locations, smoke alarm locations, CO detector locations, and the location of approved sleeping spaces;
 - iii. a completed Dedicated Responsible Person Consent and Acknowledgement Form [on a form](#) approved by the Municipality;
 - iv. sufficient information to confirm that all Guest Rooms conform to the standards for a bedroom, as set forth in the Ontario Building Code.
- c) A certificate of insurance demonstrating compliance with the insurance requirements set out in Section 5.4 of this By-law, including but not limited to the fact that the premises is insured as [a short-term rental](#);
- d) proof that the applicant is the owner of the property that the STR is operating on, or is granted permission in writing to apply on the owner’s behalf;
- e) proof that the applicant is at least 18 years of age (in the form of government identification), if the applicant is an individual;
- ~~f) name and contact information of the owner, agent or DRP who can be readily contacted and respond to an emergency or contravention of any Municipal By-law;~~
- ~~g) proof that the applicant, if a corporation, is legally entitled to conduct business in the Province of Ontario, including but not limited to articles of incorporation or other incorporating documents, duly certified by the proper government official or department of the Province of Ontario or Government of Canada.~~
- ~~h) g) in the case of an applicant being a partnership, the names, and addresses of each member of the partnership as well as the name under which the partnership intends to carry on business.~~

Commented [TF12]: is this different from 6.2(b)(iii) above?

Commented [I413R12]: Removed

~~h)~~ for any short-term rental on a septic system, the applicant will be required to provide proof of septic system approval by the Chief Building Official of an installed septic system and its capacity that will support the short-term rental premises.

~~h)~~ payment of the applicable fee as set out in the Municipality's Schedule of Fees By-Law.

- 6.3. Every owner shall inform the Municipality in writing of any changes to the approved information contained within the licence application or any deviation to the approved plans within seven (7) days of such change or deviation. This requirement does not apply to changes related to the Dedicated Responsible Person, which are governed in Section 5.18. This requirement shall also not apply to the requirement to maintain insurance. The owner shall inform the Municipality immediately upon the required policy of insurance expiring.
- 6.4. Every owner of a STR shall annually renew their licence on or before the date prescribed in Section 7.1 of this by-law.
- 6.5. Every owner shall obtain an annual Burn Permit from the Township.

Licence Issuer – Responsibilities

- 6.6. Upon receipt of an application for a licence the Licence Issuer shall receive and review the application and any accompanying documents for completeness. Where the application is incomplete, the Licence Issuer shall advise the Applicant of the deficiencies and no further work shall be done until the application is deemed complete.
- 6.7. Upon receipt of a completed application for a new licence and before a licence application is approved, the application shall be circulated to all applicable agencies and municipal departments for comment.
- 6.8. Upon receipt of a completed application the Licence Issuer ~~will~~ shall contact the applicant to schedule an inspection of the premises and shall ensure the relevant Officers have carried out the necessary inspections to satisfy the Municipality that the premises complies with provisions of this By-law and any other applicable municipal by-laws and or Provincial acts including but not limited to the Zoning By- Law and the Building Code Act, Fire Protection and Prevention Act and the Fire Code ~~Act~~.
- 6.9. Upon receipt of a completed application for a renewal of a licence, along with all required documentation and required fee, the Licence Issuer may contact the applicant to schedule an inspection and may ensure the relevant Officers have carried out the inspections to satisfy the Municipality that the premises complies with provisions of this By-law.
- 6.10. During the application circulation and the inspection process for the purpose of

determining licence eligibility, the applicant shall address/ rectify all concerns or comments received by agencies or municipal departments before a licence may be issued.

- 6.11. The determination of whether a licence application is complete in accordance with this By-law shall be in the sole discretion of the Licence Issuer.
- 6.12. Upon determination by the Licence Issuer that information requirements and all regulatory and by-law requirements of the Municipality are met, [and subject to section 7.8](#), a licence ~~may~~[shall](#) be issued.
- 6.13. In addition to any terms and conditions of a licence imposed by this By-law, the Licence Issuer may impose additional terms and conditions as are necessary in their discretion.
- 6.14. Every licence shall be in a form prescribed by the Municipality.
- 6.15. Issued licences, along with the legal description, civic address and associated owner, agent and responsible person contact information shall be considered public information and shall be posted on the Municipality's website, at the sole discretion of the Municipality.
- 6.16. In the event of a rejection or cancellation of a licence application by ~~either the applicant or the~~ Licence Issuer [or the applicant abandoning the application](#):
- If no physical inspection of the property has taken place up to an 80% refund of the application fee may be issued [at the discretion of the Licence Issuer; or](#)
 - If a physical inspection of the property has taken place no refund of the application fee will be issued.

SECTION 7 - LICENCE VALIDITY, EXPIRY, SUSPENSION & REVOCATION

- 7.1. A licence that has been issued under the provisions of this by-law shall expire on the earliest of the following:
- January 30th of the year following the date of the issuance of the licence;
 - On the date of sale or transfer of the property or premises; or
 - On the date of revocation of ~~the licence by-law~~ by the Municipality.
- 7.2. If a licence were to expire while under suspension, the suspension period shall not be factored in to or extend the expiry period.
- 7.3. If a licence were to expire while it is revoked, but the licence is reinstated through an appeal process [after expiry](#), the expiry date of the original application shall continue to be the expiry date of the licence.
- 7.4. A demerit point system is hereby established for short-term rental licences and demerit points shall be administered in accordance with Schedule "F".
- 7.5. If a licence is under suspension and it is set to expire during that suspension, the

Commented [TF14]: do you mean revocation of the Licence?

Commented [I415R14]: Changed to licence

applicant has the option to apply for a renewal of their licence as per the provisions of this bylaw while suspended. If a renewal is granted, the suspension will stay in effect until the [time suspension](#) has been served. The expiry date of the renewed licence will not change.

- 7.6. If a revoked licence is in appeal, then the licence is considered suspended and can follow the provisions of 7.5.
- 7.7. The Licence Issuer may suspend a licence, as per Schedule “F” of this By-law, or where in relation to a STR:
- a) the owner is indebted to the Municipality in respect of fines, penalties, judgements, or any other amounts owing, including awarding of legal costs, disbursements, outstanding property taxes and late payment charges, against an owner’s property;
 - b) a building permit is opened on the property, and [once suspended the Licence](#) will remain suspended until such a time as the building permit is closed; or
 - c) an order is issued [in relation to](#) the property under the Building Code Act or the Fire Protection and Prevention Act, [and once suspended the Licence will remain suspended until such a time as the order is complied with.](#)
- 7.8. The Licence Issuer may refuse to issue or renew a licence or revoke a licence, as per Schedule “F” of this By-law, or where in relation to a STR:
- a) there are any information or documents submitted for the application that is deemed to be false, incorrect, incomplete, or misleading;
 - b) the [owner applicant or owner](#) is indebted to the Municipality in respect of fines, penalties, judgements, or any other amounts owing, including awarding of legal costs, disbursements, outstanding property taxes and late payment charges, against an owner’s property;
 - c) an order is issued [in relation to](#) the property under the Building Code Act or the Fire Protection and Prevention Act;
 - d) the septic system [requirements are not met](#) ~~is not approved by the Chief Building Official /Septic Inspector;~~ or
 - e) the proposed use of the premises is not permitted by the Zoning By-law.
- 7.9. Where the Licencee’s policy of liability insurance expires, is cancelled, or is otherwise terminated, the applicable Licence shall be automatically suspended effective on the date of such expiration, cancellation, or termination and shall remain so until such insurance has been reinstated.
- 7.10. In the event of a licence suspension or revocation, no refund or other form of recompense will be issued.
- 7.11. Every Owner or Agent that is issued a STR licence under the provisions of this by-law or who are renewing their current licence shall sign a Licencee Code of Conduct and Acknowledgement.
- 7.12. The Owner of the STR shall keep a registry of renters including contact information to be made available for review upon request by the Municipality.

Commented [MA16]: There would need to be information existing for the existing septic to determine.

SECTION 8 - APPEALS

- 8.1. Where the Licence Issuer has denied an Applicant a Licence, a renewal of a Licence, or has suspended or revoked a Licence, the Licence Issuer shall [forthwith](#) inform the Applicant or Licencee by way of written notice setting forth the grounds for the decision with reasonable particulars and shall advise of the right to appeal such decision to Council through a letter of appeal to the Clerk within ten (10) days of [receiving](#) the decision.
- 8.2. The appeal under Section 8.1 of this By-law shall contain the following information:
- (a) reasons for the appeal; and
 - (b) Order Appeal Fee as provided in the Schedule of Fees By-law.
- 8.3. Where no request for an appeal is received in accordance with Section 8.1 of this By-law, the decision of the Licence Issuer shall be final and binding.
- 8.4. Where a request for an appeal is received, in accordance with Section 8.1 of this By-law, the request may be added to the agenda of the next available [Committee Council](#) meeting, for the purpose of holding a hearing of the appeal, and the applicant or licensee shall be provided reasonable written notice thereof.
- 8.5. The provisions of the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 shall apply to all hearings conducted by [Committee Council](#) under this By-law.
- 8.6. If the owner/agent fails to appear at the appointed time for their appeal hearing, the licensee will be charged a "Failure to Appear" fee in accordance with the Schedule of Fees By-law.
- 8.7. After such an opportunity to be heard is afforded to the person, Council shall decide. When making its decision; Council may consider any matter pertaining to this By-law, or other matter that relates to the general welfare, health, or safety of the public. When making its decision, Council may [issue](#), refuse to issue or renew a licence, revoke, suspend, or impose any condition to a licence.
- 8.8. The council's decision is final and binding and shall not be subject to review.

SECTION 9 - ENTRY AND INSPECTIONS

- 9.1. It is the responsibility of the Owner to ensure that all inspections, permits and permissions as they relate to the STR application have been undertaken to ensure that the property and premises are suitable to be used as a STR.
- 9.2. In addition to scheduled inspections conducted during the licence application process, every Officer may at any reasonable time enter on land for the purpose of carrying out an

inspection to determine whether the following are being complied with:

- a) the provisions of this By-law;
- b) a direction or order of the Municipality made under this By-law;
- c) a condition of a licence passed under this By-law; and
- d) a court order made pursuant to Section 431 of the *Municipal Act, 2001*.

- 9.3. Owners of water access only properties must arrange for transportation or be subject to additional fees for required inspections to and from the STR property for officers at their own cost.
- 9.4. A person exercising a power of entry on behalf of a municipality under this By-law shall not enter or remain in any room or place actually being used as a dwelling unless:
- a) the consent of the occupier is obtained, the occupier first having been informed that the right of entry may be refused and, if refused, may only be made under the authority of an order issued under Section 438 of the *Municipal Act, 2001*, or a warrant issued under Section 439 of the *Municipal Act, 2001*;
 - b) an order issued under Section 438 of the *Municipal Act, 2001* is obtained;
 - c) a warrant issued under Section 439 of the *Municipal Act, 2001* is obtained; or
 - d) The delay necessary to obtain an order or warrant under Section 438 or 439 of the *Municipal Act, 2001*, or to obtain the consent of the occupier would result in an immediate danger to the health or safety of any person.
- 9.5. The Municipality's power of entry may be exercised by an Officer, or agent for the Municipality and this person may be accompanied by any person under their direction, including law enforcement services.
- 9.6. During any inspection carried out under this By-law, an Officer may be accompanied by other Township of South Algonquin employees, agents or authorities as deemed necessary.

SECTION 10 - PENALTY AND ENFORCEMENT

- 10.1. Every person who contravenes any provision of this By-Law is guilty of an offence and upon conviction shall be liable to a fine prescribed and recoverable under the provisions of the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended, for each offence committed.
- 10.2. Upon registering a conviction for a contravention of any provision of this By-Law, the Provincial Offences Court may, in addition to any other remedy and to any penalty imposed by this By-Law, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 10.3. No person shall hinder or otherwise obstruct, nor attempt to hinder or obstruct, either directly or indirectly, an Officer, an employee and/or agent of the Municipality in the lawful exercise of a power or duty under this By-Law.

~~10.4. Upon registering a conviction for a contravention of any provision of this By-Law, the Provincial Offences Court may, in addition to any other remedy and to any penalty imposed by this By-Law, make an order prohibiting the continuation or repetition of the offence by the person convicted.~~

Commented [TF17]: duplicate of 10.2

~~10.5-10.4.~~ If the Officer is satisfied that a contravention of this by-law has occurred, the Officer may make an order requiring the person who contravened this by-law to discontinue the contravening activity within a specified time or to take such other corrective action as may be specified in the order. The order shall be served by registered mail to the last known address of the owner or to the address of the STR that is the subject of the order.

~~10.6-10.5.~~ Any person who contravenes an order under this By-law is guilty of an offence.

~~10.7. The Officer may make an order, sent by registered mail to the last known address of the owner of the land, requiring the owner or occupant to be within the time specified in the order to comply with the requirements of the order.~~

Commented [TF18]: duplicate of 10.4

~~10.8-10.6.~~ The Municipality shall recover all costs and expenses associated with actions taken and work done under this By-law in a manner provided by statute, whether by action or by adding the cost to the tax roll and collecting the cost in the same manner as the taxes.

SECTION 11 - SEVERABILITY

11.1. Should a court of competent jurisdiction declare a part or whole of any provision of this By- Law to be invalid or of no force and effect, the provision or part is deemed severable from this By-Law, and it is the intention of *Council* that the remainder survive and be applied and enforced in accordance with its terms to the extent possible under law.

SECTION 12 - SCHEDULES

12.1 Schedules "A", "B" "C" "D" "E" ~~and~~ "F" ~~and~~ "G" shall be deemed to form part of this by-law.

SECTION 13 - AUTHORITY

13.1 This By-law shall come into force and effect on the day of its passing.

READ A FIRST AND SECOND TIME on 2025.

Ethel LaValley – Mayor

Bryan Martin-CAO/Clerk Treasurer

READ A THIRD TIME, PASSED AND ENACTED on , 2025.

Ethel LaValley – Mayor

Bryan Martin-CAO/Clerk Treasurer

DRAFT

THE TOWNSHIP OF SOUTH ALGONQUIN

**SCHEDULE "A" TO BY-LAW
Short-Term Rental Licencing By-law**

NON-PERMITTED AREAS

NIL

Short-Term Rental Licencing By-law

14

THE TOWNSHIP OF SOUTH ALGONQUIN

SCHEDULE "B" TO BY-LAW 2025- Short-Term Rental Licencing By-law

SHORT TERM RENTAL LICENCE APPLICATION FORM

Application Type: ☐ New ☐ Renewal

SECTION A: PROPERTY, OWNERSHIP & APPLICANT INFORMATION

Rental Property Information		
Address:		Unit:
Town:	Property Roll Number: 4801-_____-0000	
Property Zoning: ☐ R1 ☐ R2 ☐ SR ☐ LSR ☐ RU		
Type of Dwelling:		
☐ Single Detached ☐ Semi Detached ☐ Townhouse ☐ Duplex ☐ Triplex ☐ Secondary Dwelling		
Number of existing bedrooms:		
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Other: _____ <i>(maximum number of guests per STR shall not exceed two (2) guests per bedroom. Children under two (2) shall not count in occupancy.)</i>		
Residency of Property Hosted ☐ Un-hosted <i>(means whether the owner lives full-time on-site or not, while it is being used as STR)</i>		
Where will you list your property (check all that apply)		
☐ Airbnb ☐ VRBO ☐ Facebook ☐ Kijiji ☐ Booking.com ☐ Cottages in Canada ☐ Other: _____		
Property Owner/Applicant Information		
<i>(if there is more than one owner, please provide a list of all owners)</i>		
Property Owner Name:		
Business Name (if applicable):		
Corporate Number (if applicable):		
Mailing Address:		
Town:	Province:	Postal Code:
Telephone:	Email:	
Agent/Applicant's Information (if applicable) ☐ same as property owner <i>(Owner Authorization Form must be completed if applicant is not the owner of the property)</i>		
Authorized Agent Name:		Unit:
Town:	Province:	Postal Code:
Telephone:	Email:	

Short-Term Rental Licencing By-law

Dedicated Responsible Person Contact Information

Person who will be contacted by the Municipality or renters at any time and respond to any issue, emergency, or contravention of any Municipal By-laws within 30 minutes of initial contact and who can attend at the property/premises not later than 60 minutes after the initial contact.

☐ same as Property Owner ☐ same as Applicant/Agent
(Dedicated Responsible Person Consent and Acknowledgement Form must be completed if the Applicant/Agent is not the Owner)

Responsible Person Name:

Mailing Address:

Town:

Province:

Postal Code:

Telephone:

Email:

DECLARATION OF THE APPLICANT

By signing below, the applicant (or the applicant through the authorized agent) certifies that:

1. The information contained in this application and other attached documentation is true and accurate to the best of the applicant's knowledge. The applicant further agrees that any false information may result in refusal to issue, suspension, revocation or placement of conditions on any licence.
2. I understand it is my responsibility to ensure that this property is at all times in compliance with all applicable law, including but not limited to the Building Code Act, 1992, the Fire Protection and Prevention Act, 1997, the Electricity Act, 1998, and any regulations made under them.
3. If the Owner is a corporation or partnership, or the Application was submitted by an authorized agent, I have the authority to bind the Owner. (Owner Authorization Form provided)
4. The applicant acknowledges that the application may contain "personal information" as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by The Township of South Algonquin to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about the collection of personal information should be directed to the Municipal Clerk.
5. The applicant is subject to the terms, conditions and regulations set out in By Law Number 2025-____ South Algonquin "A By-Law to Licence and Regulate Short-term Rental Accommodation in The Township of South Algonquin".

Dated this _____ day of _____, 20____.

Name of Applicant: _____

Signature of Applicant: _____

SECTION B: APPLICATION CHECKLIST

The following documentation must be submitted with your complete application:

- ☐ **Proof of Ownership** (examples: property tax bill, MPAC assessment, proof of title)
- ☐ **Owner Authorization Form** (if the applicant is not the owner)
 - Authorization for the applicant to apply on the owner's behalf
- ☐ **Valid Government Identification** (examples: driver's licence, passport, Ontario photo identification card)
 - Proof that the applicant is at least 18 years of age
- ☐ **Corporate Ownership (if the owner is a corporation), please provide one of the following:**
 - Certificate of Status or Corporate Profile Report (Provincial Corporation).
 - Certificate of Compliance or Corporate Profile Report (Federal Corporation)
 - Copy of Articles of Incorporation
- ☐ **List of all property owners** (if more than one)
- ☐ **Floor Plans - must include the following:** (sample provided in application package)
 - interior floor plan of each floor, including basements, with measurements showing and naming all approved sleeping spaces, rooms, hallways, common spaces, entrances/exits, windows, smoke/CO alarms, fire extinguishers
- ☐ **Site Plan - must include the following:** (sample provided in application package)
 - drawing with measurements showing and naming all buildings on the property, location of the septic system and well if applicable, driveways, address, location of garbage/recycling storage, location and size of parking spaces, shoreline frontage and location of docks and or boathouses if applicable
- ☐ **Designated Responsible Person Consent & Acknowledgement Form** (if applicable)
 - Proof that the DRP is at least 18 years of age (Valid Government Identification)
- ☐ **Certificate of Insurance**
 - Demonstrating compliance with Section 5.4 of the STR By-law
- ☐ **Licencee Code of Conduct & Acknowledgement** (signed by Applicant)
- ☐ **Proof of Septic System Approval**
 - Demonstrating compliance with Section 6.2 i) of the STR By-law
- ☐ **Application Fee** (as per the Municipality's Schedule of Fees By-law)
 - Annual Licence Fee
(includes fees for application review process including staff time)

Short Term Rental Licencing By-law Application Package
Sample Floor Plan



Floor Plans must include :

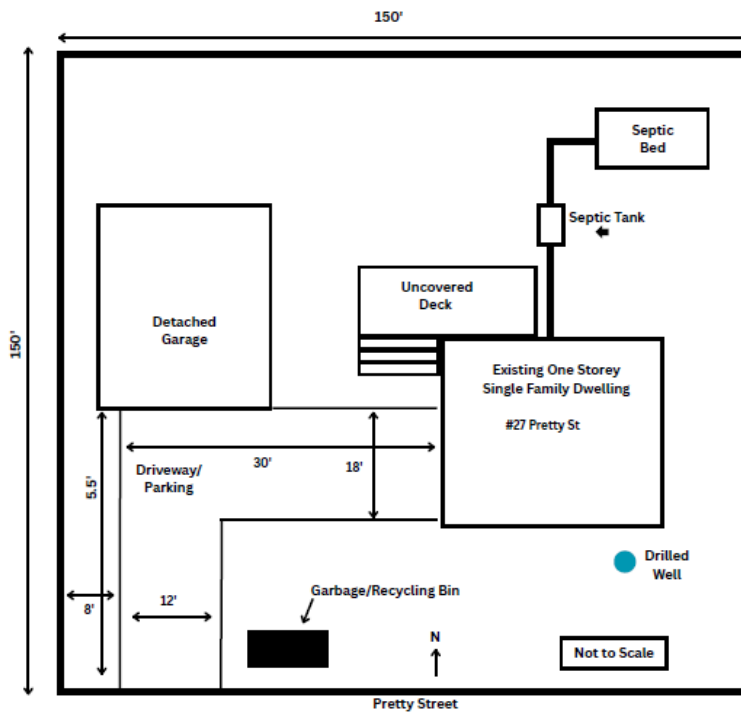
- accurate measurements and labeling of **ALL** approved sleeping spaces, rooms, hallways, common spaces
- location of entrances/exits, windows
- location of Smoke/CO detectors, fire extinguishers
- noting fire escape routes

Occupancy Limits

The maximum number of guest at a premises at any one time shall not exceed 2 guest per bedroom shown on floor plans and based on septic capacity.

Note: Floor plans are required for every storey of premises including basements

Short Term Rental Licencing By-law Application Package
Sample Site Plan



Site Plans must include :

- address of property
- property boundaries
- indication of North
- location, size and use of all buildings on the property, indicating the distance of the buildings from the front, rear and side lot lines
- location of the septic system and well (if applicable)
- driveway, location and size of parking space
- shoreline frontage and location of docks (if applicable)
- location of garbage/recycling storage



THE TOWNSHIP OF SOUTH ALGONQUIN

SCHEDULE "C" TO BY-LAW 2025-____ Short-Term Rental Licencing By-law

LICENCEE CODE OF CONDUCT & ACKNOWLEDGMENT

Rental Address: _____

Name of Licencees: _____

1. The Premises identified above shall be operated and maintained in accordance with the Short-Term Rental (STR) Licencing By-law, and all applicable acts, regulations and other municipal by-laws.
2. All Licencees are responsible for compliance with all other Township of South Algonquin by-laws (including, but not limited to, the following: Property Standards, Clean Yard, Noise By-law, Keeping of Dogs By-Law, Waste Management By-law, Open Air Burning By-law, Parking By-law, etc.).
3. The Licencee will be held responsible for contraventions of any municipal by-law, act or regulation by people found using the Premises, and may be subject to demerit points, fines or other enforcement measures.
4. I understand it is a requirement to post on the interior of the premises, within a maximum of 1m from the main entrance, clearly visible to guests and made available of inspection, the following information:
 - a copy of the Licence, address of the premises, ~~and~~
 - name and contact information of the Designated Responsible Person and other applicable emergency services.
 - emergency service statement if the premise is not accessible by a year-round road or water access
5. I understand it is a requirement to provide the following information to renters:
 - a copy of the Renters Code of Conduct;
 - a copy of the approved site plan including parking provisions and waste disposal [information](#);
 - a copy of the approved floor plans of the STR showing emergency exits and locations of fire extinguishers; and
 - quick reference guide for applicable by-laws as prepared by the Municipality.
6. I understand that the submission of false or misleading information to the Municipality may void an application, cause the current Licence to be revoked or cause a Licencee to be subject to further enforcement measures.
7. I understand that entry and inspection by any Officer or their designate and any accompanied authorities or agent of the Municipality may occur as outlined in the By-law and for the purposes of:
 - a) carrying out any inspection;
 - b) determining compliance with any by-law;
 - c) verifying complaints received under a by-law;
 - d) verifying compliance with an order issued or Licence; or
 - e) requiring a matter or thing be done.

Short-Term Rental Licencing By-law

20

8. I acknowledge that the property address, names and contact information of the associated owner, and/or authorized agent and/or dedicated responsible person will be posted on the Municipality's website. Best practice is to also inform neighbours of the contact person to reach in the event of an issue or concern.
9. The Licensees are responsible for informing the Municipality, in writing of any changes to [insurance immediately and changes to any other](#) ~~the~~ approved information contained within the licence application or any deviation to the approved site and/or floor plans within 7 days of such a change or deviation.
10. The Licensee is responsible for renewing a Licence by forwarding any required application and supporting documents as per the By-law prior to the expiry date of the Licence.

I, _____ having read the above, and the terms of the Short-Term Rental Licencing By-law, I realize that a violation of the Short-Term Rental Licencing By-law may result in the suspension or revocation of the Short-Term Rental Licence for the Premises.

Signature of Licensee: _____ Date: _____

Signature of Licensee: _____ Date: _____

Signature of Licensee: _____ Date: _____

Signature of Licensee: _____ Date: _____

THE TOWNSHIP OF SOUTH ALGONQUIN

SCCHEDULE "D" TO BY-LAW 2025-____ Short-Term Rental Licencing By-law

RENTER'S CODE OF CONDUCT

Purpose of the Code

The Purpose of this code is to inform renters that Short Term Rentals are located in a residential neighbourhood and that all residents have the right to enjoy their properties without being imposed upon by others. It is also meant to inform renters of relevant information for an enjoyable and safe stay.

Objective of the Code

The objective of this Code is to establish acceptable standards of behavior for renters and their guests, and to minimize any adverse social or environmental impacts on their neighbours and neighbourhood; and the Renter acknowledges for themselves and on the behalf of others that they will be occupying a short-term rental accommodation in an area where others reside on a full-time basis.

In providing the acceptable standards, owners and renters are provided with the tools to ensure that they abide by the required standards and avoid penalties, fines and charges.

Guiding Principles

The Guiding Principles for short-term accommodation renters are:

- The premise you are occupying is a home;
- Treat the premise as your own;
- Respect your neighbours and your neighbourhood;
- Leave the premises and property as you found it; and
- Familiarize yourself with the Site Plan to be aware of the premises' property boundaries.

Maximum Number of Renters and Guests

The maximum number of residents, renters and guests (including those not staying overnight) permitted at a Short-Term Rental Accommodation shall be limited to the number posted on the STR licence.

Access and Parking

Property includes parking on a per bedroom basis. Please park all vehicles in the parking spaces indicated in the provided Site Plan. More vehicles than parking spaces are not permitted to park on the property. Parking on the streets is limited to 4 hours and may be prohibited depending on location.

Fire and Occupant Safety

Please practice common fire safety, do not leave fires unattended or burn during the day or during a fire ban. Always have a means to extinguish the fire nearby. For more information on safe fire pits or fire ban notices, visit the Township of South Algonquin webpage.

All short-term rentals must have working smoke detectors and carbon monoxide alarms. If either of these are found to be inoperable, please contact the property owner or designated responsible person to have the issue resolved.

Noise

Municipal By-law and local Police service can respond to noise complaints. Please be sure that no persons make noise which causes a disturbance nor conduct themselves in a way that is likely to disturb the area. Please reference the Municipality's Noise and Nuisance By-law for further information.

Examples of noise that is likely to disturb area residents includes but is not limited to:

- Loud Music
- Outdoor speakers
- Outdoor or backyard gatherings involving excessive noise
- Late evening/early morning disturbances
- Yelling, shouting, singing or conversing loudly
- Revving of engines
- Fireworks

Recycling and Garbage

Please dispose all garbage and recycling to designated area as shown on the provided Site Plan. Ensure that garbage and recycling is properly contained and not overflowing.

Pets

Any dogs that are brought along to visit at the Short-Term Rental are expected to be always kept under care and control and on the property. Dog barking is to be kept to a minimum.

Additional Responsibilities

As a guest of the municipality, it is your responsibility to familiarize yourself with all municipal by-laws. All renters should expect that there is zero tolerance for non-compliance and expect that any contraventions of Municipal By-Laws will result in fines laid.

Adherence to this Renter's Code of Conduct and the requirements in the Short-Term Rental Licencing Accommodation By-Law is expected and required, without exception.

If you would like to learn more about the Municipality's By-Laws, please see the provided quick reference guide of applicable by-laws, or visit the Township of South Algonquin webpage.

THE TOWNSHIP OF SOUTH ALGONQUIN

**SCHEDULE "E" TO BY-LAW 2025-____
Short-Term Rental Licencing By-law**

PART I Provincial Offences Act

ITEM	Column 1 SHORT FORM WORDING	Column 2 PROVISION CREATING OR DEFINING THE OFFENCE	Column 3 SET FINES
1	Operate an STR without a valid licence	Section 4.1	\$1000.00
2	Fail to comply with an order made by Public Health	Section 4.4	\$400.00
3	Fail to ensure that renters comply with code of conduct or legislation	Section 4.7	\$400.00
4	Rent a guest room not identified as approved for an STR licence	Section 4.8	\$400.00
5	Rent a trailer as a STR	Section 4.9	\$400.00
6	Post an STR licence on an unlicensed property	Section 4.12	\$400.00
7	Alter a STR licence	Section 4.13	\$400.00
8	Remove a posted order	Section 4.14	\$600.00
9	Fail to post required information	Section 5.5	\$150.00
10	Fail to provide complete information package	Section 5.6	\$100.00
11	Fail to include licence number in advertisements	Section 5.7	\$150.00
12	Park in area not identified as for parking.	Section 5.10	\$250.00
13	Park on private property in an area not designated for parking	Section 5.10	\$50.00
14	Fail to provide proof of suitable adequate water.	Section 5.11	\$250.00
15	Fail to appropriately store waste	Section 5.15	\$150.00
16	Fail to remove waste in an appropriate timeline	Section 5.16	\$150.00
17	DRP fail to respond	Section 5.19	\$300.00
18	Fail to update information	Section 6.4	\$50.00
19	Fail to keep a registry of renters	Section 5.19	\$100.00

NOTE: The penalty provision for the offences indicated above is Section 10.1 of the By-law 2025-____, a certified copy of which has been filed.

THE TOWNSHIP OF SOUTH ALGONQUIN

SCHEDULE "F" TO BY-LAW 2025- ____ Short-Term Rental Licencing By-law

DEMERIT POINT SYSTEM

1. A demerit point system is established as follows herein together with Table 1 attached to this Schedule. This demerit point system does not preclude the use of options otherwise available to enforce this By-law or any other by-law of the Municipality or Provincial Act or Regulation including, but not limited to, Administrative Monetary Penalties as set out in this By-law and actions pursuant to the Building Code Act, Fire Protection and Prevention Act and the Provincial Offences Act.
2. Demerit points may only be issued for offences relating to a STR.
3. The number of demerit points referenced in Column 3 of Table 1 below will be assessed against a Short-Term Rental in respect of the matter noted in Column 1 upon the following event respecting a contravention:
 - i. the expiry of the period for appealing a fine imposed pursuant to Part I or Part III of the Provincial Offences Act;
 - ii. the expiry of the period for appealing against a conviction in the Ontario Court of Justice;
 - iii. the confirmation of an order; or,
 - iv. the confirmation of an order resulting in Municipal remediation.

~~iv.~~ The demerit points shown in Column 4 of Table 1 shall take effect once the confirmation of an order as noted in subsections (ii) and (iv) has occurred.
4. A Licence may be Suspended for a period of no longer than six months if the total of all demerit points in effect respecting a STR is at least seven (7).
5. A Licence may be Revoked if the total of all demerit points in effect respecting a STR is at least fifteen (15).
6. Notice of the suspension or revocation of a Licence shall be provided in writing to the Owner sent by registered mail.
7. Demerit points shall remain in place until the two-year anniversary of the date on which the demerit points were assessed.

Commented [MA19]: Feel that numbers III and IV can only be enforced pursuant to the expiry of I and II. Should be a explanation for the use of an order in column 4

Commented [I420R19]: Added reference to Column 4 of Table 1

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TABLE 1			
Column 1	Column 2	Column 3	Column 4
Infraction	Reference	Demerit Points (P.O.N., Part III)	Demerit Points (Confirmed Order)
Fire Protection & Prevention Act/ Fire Code	FPPA or Open Burning By-law	3	7
Building Code Act (construction w/o a permit)	BCA	3	7
Contrary to Responsible Animal Ownership By-Law	Responsible Animal Ownership By-Law	2	5
Contrary to Property Standards or Clean Yard	Property Standards or Clean Yard By-law	2	5
Noise and Nuisance By-law infraction	Noise By-law	2	5
Contrary to Waste Management By-Law	Waste Management By-Law	2	5
Operating without a licence	STR By-law	3	7
Number of guests on Premises contrary to licence	STR By-law	3	5
Non-availability of Designated Responsible Person	STR By-law	3	5
Not providing updated information	STR By-law	1	5
Contrary to Site Plan - Parking	STR By-law	1	5
Not posting licence	STR By-law	1	5
Rent property not on licence	STR By-law	5	7
Alter a licence	STR By-law	5	7
Remove a posted order	STR By-law	5	7
Rent for longer than 30 days	STR By-law	3	5
Fail to post the required information	STR By-law	2	5
<u>Allowing insurance to expire</u>	<u>STR By-law</u>	<u>3</u>	<u>7</u>
Fail to provide an information package	STR By-law	2	5
Obstruct an Officer	Power of Entry By-law	7	15

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Commented [MA22R21]: See comment above.

Commented [TF23]: you should add allowing insurance to expire

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**THE TOWNSHIP OF SOUTH ALGONQUIN
SCHEDULE "G" TO BY-LAW 2025- ____
Short-Term Rental Licencing By-law**

Dedicated Responsible Person Consent Form

Property Information

Address of Short-Term Rental: _____

Licence Applicant: _____

Acknowledgement

The undersigned confirm that:

[Name of DRP], _____ has been appointed as the Dedicated Responsible Person for the above property.

The DRP has reviewed and understands all relevant provisions of the Short-Term Rental Licencing Bylaw _____ and agrees to comply with its requirements.

The property owner/applicant authorizes the DRP to act on their behalf in matters related to the operation and enforcement of the short-term rental.

The DRP acknowledges that they are the primary point of contact for Township staff, law enforcement, and the public regarding issues arising from the operation of the STR.

The owner acknowledges that they remain ultimately responsible for ensuring compliance with all Township by-laws and conditions of the licence.

Owner/Applicant Name: _____

Signature: _____ **Date:** _____

Dedicated Responsible Person Name: _____

Signature: _____ **Date:** _____

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For Office Use Only

Date Received: _____

Licence No.: _____

Staff Initials: _____

Short-Term Rental Licencing By-law

Short Term Rental Application Fee Comparison

Township/Municipality	Licensing Fee	Fire Insp.	Building Code	Notes
<i>Kawartha Lakes</i>	<i>Hosted for 6 months \$150.00 Un-hosted 6 months \$750.00 Hosted year round \$300.00 Un-hosted year-round \$1500</i>	\$115.00/Hr for the first occurrence, and increases with each subsequent occurrence	Building code compliance costs for short-term rentals depend on the type of rental	The cost is based on whether the rental is hosted or un-hosted, as well as the number of months it is rented.
<i>East Ferris</i>	<i>3 months \$750.00 5 months \$1000.00</i>	\$69.54/Hr	Included in cost of licences fee	Short Term Rentals may only be operated for a period of up to 3 or 5 months within a given year.
<i>Tiny Township</i>	<i>New/Existing Application fee \$1750.00</i>	\$110.00/Hr	Included in cost for licence fee.	Allows up to 300 short-term rental licences to be issued annually.
<i>North Bay</i>	<i>Appeal Fee \$1,600 Application Fee \$600.00 Application Renewal Fee \$275.00</i>	\$150.00/Hr	Included in Cost of Licence Fee	Standby Fee \$78.00 X # of hours on stan by this fee is charged for time spent by city staff in activities like standard application and renewal process.
<i>West Nipissing</i>	<i>Initial Licensing Fee \$750 Annual Renewal: \$250</i>	\$110.00/Hr	\$200.00/Hr	Obtain license prior to renting all or part of a residential dwelling for up to 28 consecutive days.
<i>French River</i>	Licence Fee: \$1400	\$69.54/Hr	Required cost unknown	Limit of 50 Licence
<i>Trent Lakes</i>	\$350.00 with annual renewal of \$250.00	\$115.00/Hr	Cost included in building inspection	
<i>Ramara</i>	annual licensing fee of \$3,000.00.	\$75.00	Included in building inspection.	

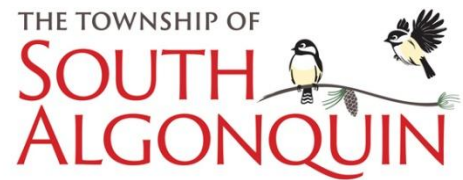
STAFF REPORT

Meeting Date: October 15, 2025

Agency: Township of South Algonquin

Staff Contact: Bryan Martin/Tracy Cannon

Agenda Title: Unreasonable Behaviour Policy



RECOMMENDATION:

That Council for the Corporation of the Township of South Algonquin adopt the updated Unreasonable Behaviour Policy as presented.

BACKGROUND:

In June, staff attended the AMCTO Conference, where unreasonable public behaviour was a key topic. The Ontario Ombudsman's Office strongly encourages municipalities to implement Unreasonable Behaviour Policies to support the appropriate management of such conduct.

Staff initiated a review of the Township's current Unreasonable Behaviour Policy (By-law No. 19-589). Following this review, an updated policy has been drafted.

ANALYSIS:

Under the Occupational Health and Safety Act (OHSA), employers must take all reasonable precautions to protect the health and safety of their employees. This includes developing and maintaining up-to-date policies on workplace violence and harassment.

The updated Unreasonable Behaviour Policy is not intended to replace the existing:

- Client/Customer Code of Conduct and Complaint Procedure Policy, or
- Workplace Violence, Harassment, and Sexual Harassment Policy.

Instead, it is meant to compliment these policies by focusing on a specific category of conduct—unreasonable, frivolous, or vexatious behavior directed at staff or members of Council.

This new policy will provide a clear, consistent, and fair mechanism for managing such behaviour and will support staff and Council in maintaining a safe and respectful environment at:

- Municipal offices,
- Public meetings,
- Township events and facilities, and
- Through digital communication channels (e.g., phone, email, social media).

The policy is not intended to restrict communication between the public and Township representatives, nor to address generally difficult customers. Rather, it targets behaviour that is persistently inappropriate, unreasonable, or obstructive.

Adopting this policy will affirm the Township's commitment to providing equitable, respectful, and safe access to services for all members of the public and a healthy work environment for staff and elected officials.

ALTERNATIVES:

- 1) Forward policy without change to Council for consideration.
- 2) Send the policy back to staff for revisions
- 3) Maintain the current policy

STRATEGIC PLAN:

The plan is silent on adoption of an Unreasonable Behaviour Policy

FISCAL IMPACT:

There are no direct financial implications associated with the adoption of this policy.

CONSULTATION:

The draft policy has been reviewed by legal counsel and is compliant with relevant legislation, including the Occupational Health and Safety Act.

ATTACHMENTS:

1. Draft Unreasonable Behaviour Policy (2025 Update)
2. Current Unreasonable Behaviour Policy – By-law No. 19-589 (for reference)

Township of South Algonquin Corporate Policy			
DEPARTMENT: Corporate Services			POLICY #:
POLICY: Unreasonable Behaviour Conduct Policy			
DATE: 2025	REV. DATE:	REL. BY-LAW:	PAGE #: 1 of 6

Policy Statement

The Corporation of the Township of South Algonquin endeavors to provide exemplary service to all members of the public by addressing service requests and complaints equitably, comprehensively, and in a timely manner.

However, vexatious, frivolous, and/or unreasonably persistent requests can compromise the Township's ability to deliver fair and effective service. In such cases, it may be necessary to limit contact with individuals to ensure that Township resources are used efficiently while maintaining a high standard of customer service and responsiveness.

The Township is also responsible for ensuring a safe work environment for all Township staff and Council members, free from harassment, discrimination, and violence, in accordance with the Occupational Health and Safety Act. This includes maintaining a safe and respectful environment during Council meetings and for all forms of public interaction and communication.

Discriminatory, harassing, or inappropriate behavior toward Township staff or members of Council will not be tolerated under any circumstances. This applies to in-person interactions, written communications, and all digital or social media platforms—particularly when staff or Council are carrying out official duties in the community.

For immediate threats to persons or property, please call 911.

Purpose

The purpose of this policy is to:

- Provide clear guidance to staff in identifying vexatious, frivolous, and/or unreasonable behavior
- Outline the appropriate actions to be taken in such circumstances

- Ensure that all members of the public are treated in ways that are consistent, fair, and reasonable
- Protect Township staff and Council from unreasonable, abusive, or harmful behavior, while continuing to provide responsive service to the community

This policy supports the Township's commitment to maintaining a respectful, inclusive, and professional environment for both staff and the public.

SCOPE

This policy is not intended to deal with generally difficult customers. This policy applies to unreasonable customer behaviour, unreasonably persistent customers and behaviour that is vexatious. Deciding whether a request is vexatious, frivolous or unreasonable is a flexible balancing exercise, taking into account all the circumstances of the case. There is no rigid test or criteria in deciding whether a request is vexatious, frivolous or unreasonable. The key question is whether the request is likely to cause distress, disruption, irritation or create an unreasonable burden on staff resources, without proper or justified cause.

The decision to classify someone's behaviour as unreasonable, or to classify a request as vexatious or frivolous, could have serious consequences for the individual, including restricting their access to Township services.

The decision may be as a result of a repeated pattern of conduct when, on several occasions, a customer engages in one or more of the behaviours or actions identified as unreasonable, frivolous or vexatious. This does not preclude a single significant incident being dealt with under this policy.

Examples of Unreasonable Behaviour

Examples of what might be considered unreasonable behaviour are listed below. The list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category:

- Engaging in aggressive, disrespectful or intimidating behaviours, bullying, harassment or using coarse language while accessing a Township program, service, event or facility;
- Loitering, causing a disturbance or acting under the influence of drugs and alcohol while attending Township premises;
- Engaging in other illegal activity, including theft, violence and vandalism;
- Refusing to specify the grounds of a complaint, despite offers of assistance;
- Changing the basis of the complaint/request as the matter proceeds;
- Denying or changing statements made at an earlier stage;

- Covertly recording meeting and conversations;
- Submitting falsified documents from themselves or others;
- Making excessive demands on the time and resources of staff with lengthy phone calls, repeated emails or repeated letters, and expecting unreasonable response times;
- Refusing to accept the decision;
- Repeatedly arguing points with no new evidence;
- Persistently approaching the Corporation through different routes about the same issue;
- Causing distress to staff, which could include harassment, use of hostile, abusive or offensive language, or an unreasonable fixation on an individual member of staff (in person or online); and/or;
- Making unjustified complaints about staff who are trying to investigate and resolve the issues, and seeking to have them replaced or disciplined.

Examples of Vexatious or Frivolous Requests

Examples of what might be considered to be vexatious or frivolous requests are listed below.

The list is not exhaustive, and for a request to be considered as vexatious or frivolous it is likely that more than one of the examples is relevant:

- Submission of requests for information or answers to questions with a high volume and/or frequency of correspondence;
- Requests for information the requester has already seen, or requests with a clear intention to reopen issues that have already been considered;
- Where complying with the request would impose significant burden on the Corporation in terms of expense, and negatively impact our ability to provide service to others;
- Where the requester states or implies that the request is meant to cause maximum inconvenience, disruption or annoyance;
- Where the request lacks any serious purpose or value. An apparent lack of value would not usually be enough on its own to make a request vexatious or frivolous, but may when considered with other examples; and/or
- Harassing the Municipality and/or staff, which could include very high volume and frequency of correspondence or mingling requests with accusations and complaints.

Before deciding to apply any restrictions, the Township will ensure that:

- a) The request has been dealt with properly and in line with the relevant procedures and statutory guidelines.
- b) Staff have made reasonable efforts to satisfy or resolve the request.
- c) The customer is not presenting new material or information about the situation or that it is not a new request.

Each case will be considered on an individual basis. The decision to classify a customer's behavior as unreasonable or to classify the request as vexatious will be made by the Department Head of the relevant service area in consultation with the CAO/Clerk.

Dealing with the Complaint

Employee

If an employee believes that a request is unreasonable, frivolous or vexatious, the employee should consult with their Department Head, provide any supporting materials and advise the Department Head of the steps that have been taken to resolve the issue, including as appropriate:

- i. The length of time that staff have been in contact with the customer, history of the interactions (where appropriate) and the amount of correspondence that has been exchanged with the customer;
- ii. The number of requests that the customer has brought and the status of each;
- iii. The nature of the customers' behavior; and
- iv. Amount of time that has been consumed and the impact.

Department Head

The Department Head is responsible for reviewing the information provided by staff in a timely manner and confirming that this policy should apply or not. Department Heads may want to contact other Township departments to determine if the customer is contacting multiple Town staff/departments.

The Department Head will:

- i. Review the information provided by staff and determining if the customer's behavior warrants the application of restrictions;
- ii. Work with the staff to determine appropriate restrictions, how to inform the customer of the restrictions and determine a review date for removing, modifying or continuing restrictions;
- iii. Meet with the CAO/Clerk and outline the situation including proposed restrictions, how to inform the customer of the restrictions and determine a review date for removing, modifying or continuing restrictions;
- iv. Ensure that relevant staff are aware of and trained on this policy and any accompanying guidelines and protocols.

CAO/Clerk

Before making a determination to classify a customer's behaviour as unreasonable or to classify a request as frivolous or vexatious the CAO/Clerk must be satisfied that;

- v. The request has been properly investigated;
- vi. Communication with the customer has been adequate; and

- vii. The customer is not attempting to provide new information when contacting staff.

When the decision, in consultation with the CAO/Clerk has been taken to classify a customer's behaviour as unreasonable or to classify a request as frivolous or vexatious, the customer (where possible and appropriate) will receive written notification that:

- Details what action staff have taken and why;
- Explains what it means for the customer's contacts with the Corporation;
- Advises how long the restrictions will last and when the decision will be reviewed; and
- Advises the customer on how they could appeal the restrictions.

Application of Restrictions

Restrictions will be tailored to deal with the individual circumstances and may include one or more of the following (the list is not exhaustive):

- Placing limits on the number and duration of contacts with staff per week or month.
- Offering a restricted time slot for necessary calls.
- Limiting the customer to one method of contact (telephone, letter, email, etc.).
- Requiring the customer to communicate only with one named member of staff.
- Requiring any personal contacts to take place in the presence of a witness and in a suitable location.
- Requiring the customer to make contact by telephone only through a third party e.g. solicitor/ counsellor/ friend acting on their behalf.
- Limiting or regulating the customer's use of Township of South Algonquin services e.g. community centres, access to technology systems.
- Refusing the customer access to any Township of South Algonquin's buildings except by appointment.
- Informing the customer that further contact on the matter of the complaint/request will not be acknowledged or replied to.
- Pursuing Legal actions e.g. issuance of Notice of Trespass.
- Where efforts to resolve matters with the customer have not been successful the case or request may be closed with no further communication with the customer.
- Other actions as deemed appropriate.

Review of Restrictions

When any restrictions are put in place, a review date will be set. This will be based on the circumstances of the case and could be for a period of 3 months or longer depending on the severity of the situation. The status of a customer will be reviewed by the relevant Department Head on or before the review date. The customer (where possible) will be informed of the outcome of the review. Where the Department Head, in consultation with the CAO/Clerk feels the restrictions should continue, the customer will be notified of the reasons and given another date for review.

Dispute

In the event complaints cannot be resolved with the Township, they may be submitted to the Provincial Ombudsman's office.

POLICY ADMINISTRATION AND REVIEW

This policy shall be administered by the CAO/Clerk and will be reviewed every three (3) years or as required based on revisions to corporate practices or Provincial legislation.

DRAFT

**CORPORATION OF THE TOWNSHIP
OF SOUTH ALGONQUIN**

BY-LAW NO. 19-589

Being a by-law to adopt HR Policy ADM 009-00; Unreasonable Behaviour Policy within the Township of South Algonquin

WHEREAS Section 8(1) of the Municipal Act, S.O. 2001, as amended, states that the powers of a Township under this or any other Act shall be interpreted broadly so as to confer broad authority on a Township to enable it to govern its affairs as it considers appropriate and to enhance the Township’s ability to respond to municipal issues; and

WHEREAS The Township of South Algonquin is committed to providing professional and timely service to all members of the public and aims to address inquiries, requests and complaints in the same manner, and

WHEREAS Vexatious, frivolous and/or unreasonable persistent requests may compromise the Municipality’s ability to deliver high quality service in a timely manner. As such, these situations may require the Municipality to put limits on the contact with individuals or groups who meet the criteria of vexatious, frivolous and/or unreasonable as outlined in this policy

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

- 1. The Unreasonable Behaviour Policy as outlined in Schedule "A" and forming part of the by-law is hereby adopted.
- 2. That this by-law will come into force and take effect on its passing.

READ A FIRST AND SECOND TIME this 6th day of March, 2019.

Jane A. E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer

READ A THIRD TIME AND PASSED AND ENACTED this 6th day of March 2019.

Jane A. E. Dumas, Mayor

Holly Hayes, CAO/Clerk-Treasurer

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN				
SUBJECT:	UNREASONABLE BEHAVIOUR POLICY			
TYPE:	ADMINISTRATION		POLICY NO. ADM-09-00	
DATE: February 11, 2019	REVIEW DATE:	FREQUENCY:	REL. BY- LAW: 19-589	# OF PAGES: 3

Purpose:

The Township of South Algonquin is committed to providing professional and timely service to all members of the public and aims to address inquiries, requests and complaints in the same manner.

Vexatious, frivolous and/or unreasonable persistent requests may compromise the Municipality’s ability to deliver high quality service in a timely manner. As such, these situations may require the Municipality to put limits on the contact with individuals or groups who meet the criteria of vexatious, frivolous and/or unreasonable as outlined in this policy.

This policy will guide staff to identify situations that meet the criteria of vexatious, frivolous and/or unreasonable and the associated actions that may be undertaken in such circumstances. The aim of this policy is to contribute to the overall intent of dealing with individuals or groups in ways which are consistent, fair and reasonable while acknowledging that there may be a need to shield staff from unreasonable behaviour.

Scope:

1. Background

This policy is not intended to deal with generally difficult people, but rather, it only applies to unreasonable behaviour and unreasonably persistent requests from the same individual or group.

The decision to classify behaviour as unreasonable, frivolous or vexatious may have serious consequences for the individual or group, including but not limited to restricting access to municipal services.

The decision may be as a result of a repeated pattern of conduct, in which on several occasions, an individual or group engages in one or more of the identified examples of unreasonable behaviour or actions identified as unreasonable, frivolous or vexatious. This does not preclude a single significant incident from being considered under this policy.

2. Examples of Unreasonable Behaviour

For the purpose of this policy, frivolous and vexatious behaviour will be defined as any interaction(s) that are initiated with the intent to embarrass, delay or annoy, or is part of a pattern of conduct by an individual or group.

The list below outlines possible examples of unreasonable behaviour. This list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category.

- a) Refusing to specify the grounds of a complaint,
- b) Changing the basis of the complaint/request as the matter proceeds,
- c) Denying or changing statements made at an earlier stage,
- d) Covertly recording meetings and conversations,
- e) Submitting falsified documents from themselves or others,
- f) Making excessive demands on the time and resources of staff with lengthy phone calls, number of emails to a single or numerous staff, or voluminous requests,
- g) Refusing to accept the decision – repeatedly arguing points with no new evidence,
- h) Persistently approaching the Municipality through different routes about the same issue,
- i) Causing distress to staff,
- j) Making unjustified complaints about staff who are attempting to deal with issues, and/or seeking to have them reprimanded.

3. Examples of Vexatious or Frivolous Requests

The list below outlines possible examples of vexatious or frivolous requests. This list is not exhaustive, nor does one single feature on its own necessarily imply that the request will be considered vexatious or frivolous.

- a) Submission of requests with very high volume and frequency of correspondence,
- b) Requests for information the requester has already seen or clear intention to reopen issues that have already been considered,
- c) Where complying with the request would impose significant burden on the Municipality in terms of expense, and negatively impacting the ability of staff to provide service to other individuals,
- d) Where it appears that the requestor seeks to cause inconvenience, disruption or annoyance through the request,
- e) Harassing the Municipality and/or staff. This could include very high volume and frequency of correspondence, or combining requests with accusations and complaints.

4. Procedure

In order to determine if a request is deemed unreasonable, vexatious or frivolous, staff must follow the process identified below:

- a) Identify the problem
- b) Staff provide recommendations
- c) Council notification and approval
- d) Application of restrictions

a) Identify the Problem

Before deciding to apply any restrictions, the Municipality must ensure that:

- i. The request has been dealt with properly and in line with the relevant procedures and statutory guidelines.
- ii. Staff has made reasonable efforts to satisfy and resolve the request.
- iii. The individual is not presenting new material or information about the situation or that it is not a new request.

Each case will be considered on an individual basis. The decision to classify behaviour as unreasonable or to classify the request as vexatious will be made by the Department Head of the relevant service area in consultation with the CAO/Clerk-Treasurer.

b) Staff Recommendations

If a staff member believes that a request is unreasonable, frivolous or vexatious, the employee should consult with their supervisor, provide supporting materials and advise of the steps that have been taken in attempting to resolve the issue. This should include the length of time that staff has been in contact with the individual or group, history of the interactions, number of requests, nature of the individual or group's behaviour, and amount of staff time that has been consumed and the impact.

The supervisor is responsible for reviewing the information provided by staff in a timely manner and confirming if this policy should apply. The supervisor will review the information provided by staff, determine if the request is unreasonable, vexatious or frivolous, determine the appropriate restrictions, meet with the CAO/Clerk-Treasurer to review recommendations and background, and determine the appropriate method of informing the individual or group.

The CAO/Clerk-Treasurer will review all information provided by staff and will make a determination to classify an individual or group's behaviour as unreasonable or to classify a request as vexatious or frivolous. Determining factors include:

- i. The request has been properly investigated,
- ii. Communication with the individual or group has been adequate,
- iii. The individual or group is not attempting to provide new information when contacting staff.

Following a decision by staff, in consultation with the CAO/Clerk-Treasurer, that an individual or group's behaviour is unreasonable or a request is vexatious or frivolous, the individual or group (where appropriate and possible) will receive written notification that:

- i. Explains what action(s) staff has taken,
- ii. Indicates what restrictions have been applied and how long they will be in effect,
- iii. Advise how the individual or group can appeal the restrictions.

c) Council Notification

Prior to any restrictions being placed on an individual or group, the CAO/Clerk-Treasurer will inform Council of the issue and the details of the restrictions to be applied.

d) Application of Restrictions

Restrictions will be tailored to deal with the individual circumstances and may include one or more of the following (the list is not exhaustive):

- i. Placing limits on the number and duration of contacts with staff per week or month,
- ii. Offering a restricting time slot for necessary calls,
- iii. Limiting the individual or group to one method of communication,
- iv. Requiring any personal contacts to take place in the presence of a witness and in a suitable location,
- v. Requiring the individual or group to make contact by telephone only through a third party (e.g. solicitor, counsellor, friend acting on behalf),
- vi. Limiting or regulating the individual or group's use of the Municipality's services,
- vii. Refusing the individual or group access to municipal buildings except by appointment,
- viii. Informing the individual or group that further contact on the matter of the complaint/request will not be acknowledged or replied to,
- ix. Pursuing legal actions (e.g. Notice of Trespass),
- x. Where efforts to resolve matters with the individual or group have not been successful the case or request may be closed,
- xi. Other actions as deemed appropriate.

5. Review of Restrictions

When restrictions are put in place, a review date will be set. This will be based on the circumstance of the case and could be for a period of three months or longer depending on the severity of the situation. The status of the individual or group will be reviewed by the relevant Department Head on or before the review date. Where the Department Head, in consultation with the CAO/Clerk-Treasurer, feels the restrictions should continue, the individual or group will be notified of the reasons and given another date for review.

6. Dispute

Once the Municipality has communicated the decision, there is no appeal process at the municipal level.

In the event complaints cannot be resolved through the Municipality's complaint process and/or this policy, they may be submitted to the Provincial Ombudsman's office in accordance with the provisions of *Bill 8 Public Sector and MPP Accountability and Transparency Act, 2014*.