

# The Corporation of the Township of South Algonquin

## Regular Council Meeting November 5, 2025

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

## AGENDA

### REGULAR COUNCIL MEETING

Wednesday, November 5, 2025 9:00 a.m.

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

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

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

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

Chi-miigwetch, All my relations

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

**Moved by:**

**Seconded by:**

**Res. # 25-**

THAT: Council for the Corporation of the Township of South Algonquin adopts the Agenda as circulated for the Regular Council Meeting of November 5, 2025.

6. Disclosure of Pecuniary Interest or a General Nature Thereof
7. Petitions, Delegations and/or Presentations: Jeff Muzzi & Cameron McRae RE: Request to Reconsider Resolution # 25-560 Moratorium on Aerial Spraying.
8. Minutes of Previous Meetings (s)
  - Adopt the Minutes of the Regular Council Meeting of October 1, 2025

**Moved by:**

**Seconded by:**

**Res. # 25-**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Regular Council Meeting of October 1, 2025 as circulated.

- Adopt the Minutes of the Human Resources/Administration/Public Relations Committee Meeting of October 15, 2025

**Moved by:**

**Seconded by:**

**Res. # 25-**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Human Resources/Administration/Public Relations Committee Meeting of October 15, 2025 as circulated.

- Adopt the Minutes of the Emergency Services Committee Meeting of October 16, 2025

**Moved by:**

**Seconded by:**

**Res. # 25-**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Emergency Services Committee Meeting of October 16, 2025, as circulated.

9. Committee, Staff and/or Councillor Reports
10. Business Arising from the Minutes
11. Unfinished Business
12. Correspondence – Action Items
13. Correspondence – Information Items
14. New Business
  - Councillor Florent – Notice of Motion:  
Reconsider Resolution No. 25-560 regarding the Moratorium on Aerial Spraying, to be presented for consideration at the November 5, 2025 Council Meeting.
15. Motions of Council
16. By-Laws
17. Resolution to Move into a “Closed Session” : None
18. Adjournment

**Moved by:**

**Seconded by:**

**Res. # 25-**

THAT: Council for the Corporation of the Township of South Algonquin adjourns the Regular Council Meeting of November 5, 2025 at \_\_\_\_\_.

# DELEGATION REQUEST FORM

Schedule "A" Procedural By-law 20-622

TO BE A DELEGATION AT A REGULAR COUNCIL OR COMMITTEE MEETING you must complete this form, in its entirety and submit it to the office no later than 1:00 p.m. seven days prior to the meeting at which you wish to be heard. Council agendas are finalized the Thursday prior to the meetings. The CAO/Clerk-Treasurer reserves the right to designate the request to the appropriate meeting upon review of the completed form.

**APPLICANT INFORMATION:**

FIRST NAME: Cameron LAST NAME: McRae

TITLE/ORGANIZATION (if applicable): Bancroft Minden Forest Company

SPOKESPERSON(S): Jeff Muzzi

NUMBER OF PEOPLE EXPECTED TO BE IN ATTENDANCE: 2 Jeff and Cam

MAILING ADDRESS:  
51 Hastings Street, Bancroft, On K0L 1C0

TELEPHONE NO. [REDACTED] E-MAIL: [REDACTED]

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

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

If you are seeking a specific action or decision please explain:  
Seeking a reverse on moratorium on aerial spraying

Is this a time sensitive issue: yes  no

Do you have supporting documentation: yes  no

If yes: Please ensure documentation is attached or has been forwarded to [clerk@southalgonquin.ca](mailto:clerk@southalgonquin.ca) with the application. Please provide a copy of materials used in your presentation, if any, to the Clerk. Materials provided prior to the meeting will be circulated to Council/Committee for their review before the meeting. Please be advised all materials including your name form part of the Public Record.

Signature:  

Date: October 20 2025



# Glyphosate in Forest Management

Bancroft Minden Forest Company Inc.



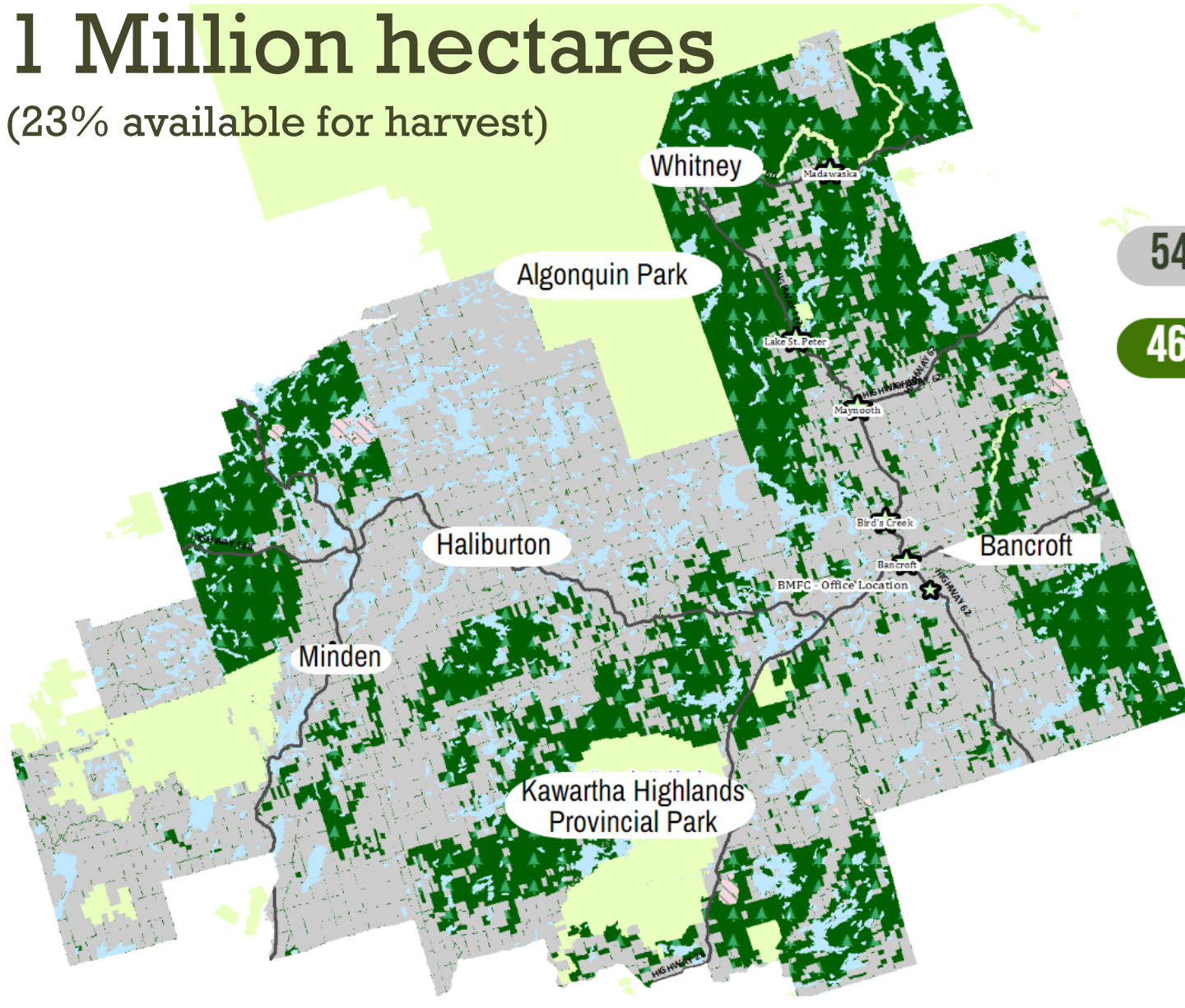
# Intro to the Bancroft Minden Forest Company

- Private organization owned by the forest industry of the area in South-Central Ontario.
- Staffed and incorporated in the late 90's to conduct forest management activities on Crown land.
- Hold the sustainable forest license (SFL) to harvest forest resources within the Bancroft Minden Forest MU.
- Shareholder-based Corporation owned by 9 sawmills and 12 independent logging companies.
- Shareholders responsible for: harvest & access (road) operations and marketing their own forest products.
- SFL staff responsible for: preparing forest management plans, monitoring our Shareholder's operations for compliance, renewing the forest and gathering forest information for the Province.



# 1 Million hectares

(23% available for harvest)



## Bancroft Minden Forest

54%

Private land (586,846ha)

46%

Crown land (461,094ha)

- 240,321 ha available for timber production
- 2,000 ha harvested/year (<1% of forest)

# Operation Averages

- 2,000 ha/yr harvested
- 52 ha planted/year
- 1,052 ha/yr tending (brush saw, stand improvement, herbicide)



# Silviculture by Forest Type

- Tolerant hardwoods – sugar maple, beech, ash, basswood
  - Naturally regenerate through selection harvesting (1/3 removal)
- Intolerant Hardwoods – poplar, white birch
  - Naturally regenerate rapidly after harvesting
- Oak – red oak
  - Natural regeneration with some planting and some tending
- Spruce – white and red spruce
  - Regeneration mainly through planting and tending
- Pine – white pine, red pine, jack pine
  - Regeneration mainly through planting with periodic tending

Average volume contribution over the past 25 years



TOL: Tolerant Hardwood

**44%**



BW: White Birch

**6%**



PO: Poplar

**33%**



SPF: Spruce, Pine, Fir

**4%**



PWR: White & Red Pine

**13%**



OC: Other Conifer

**1%**



# What is tending?

- Tending is like weeding, just as you would do in your garden
- After harvest, new sunlight opens opportunity for all kinds of new growth
- With slower growing fire origin species like white pine regular tending is critical to the survival of the planted seedlings
- Weed control is also managed before planting with careful site preparation



# Weed Control Methods

- Mechanical site preparation
  - needs to be done carefully to avoid site damage
- Brush saws
  - high risk of injury, carbon monoxide poisoning, resprouting after treatment
- Prescribed fire
  - Risk of fire escape, damage to property, etc
- Sheep
  - requires large numbers, don't eat all the weeds, bring disease to wildlife
- Brush mats
  - expensive, cumbersome, not very effective
- Herbicides
  - negative perception by public, some weed species are resistant



# Herbicides

- Most commonly used is Glyphosate
- Primarily used for agriculture (80% of all use) mainly for weed control, sometimes sprayed directly on crops resistant to it
- Been in use for agriculture since 1971
- Used in forestry for weed control since 1976
- Most studied herbicide on the market
- In 2017 a comprehensive review of studies on glyphosate use and impacts was done in Canada – “Health Canada’s proposed findings were that, when used according to the label instructions, products containing glyphosate are not expected to pose risks of concern to human health or the environment.”
- <https://www.canada.ca/en/health-canada/services/consumer-product-safety/reports-publications/pesticides-pest-management/fact-sheets-other-resources/glyphosate.html>



# Health Concerns

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- Cancer

- Some studies involving high exposure rates show carcinogenic effects
- International Agency for Research on Cancer (IARC) – Group 2A probably carcinogenic to humans
- Group 2A also includes eating red meat, or doing shift work
- Gasoline Group 1 (highest risk group)

- Gut biome

- Some studies show it can cause an imbalance in healthy versus unhealthy gut bacteria, but inferred from high exposure scenarios
- Does not bioaccumulate

# Risk vs Hazard

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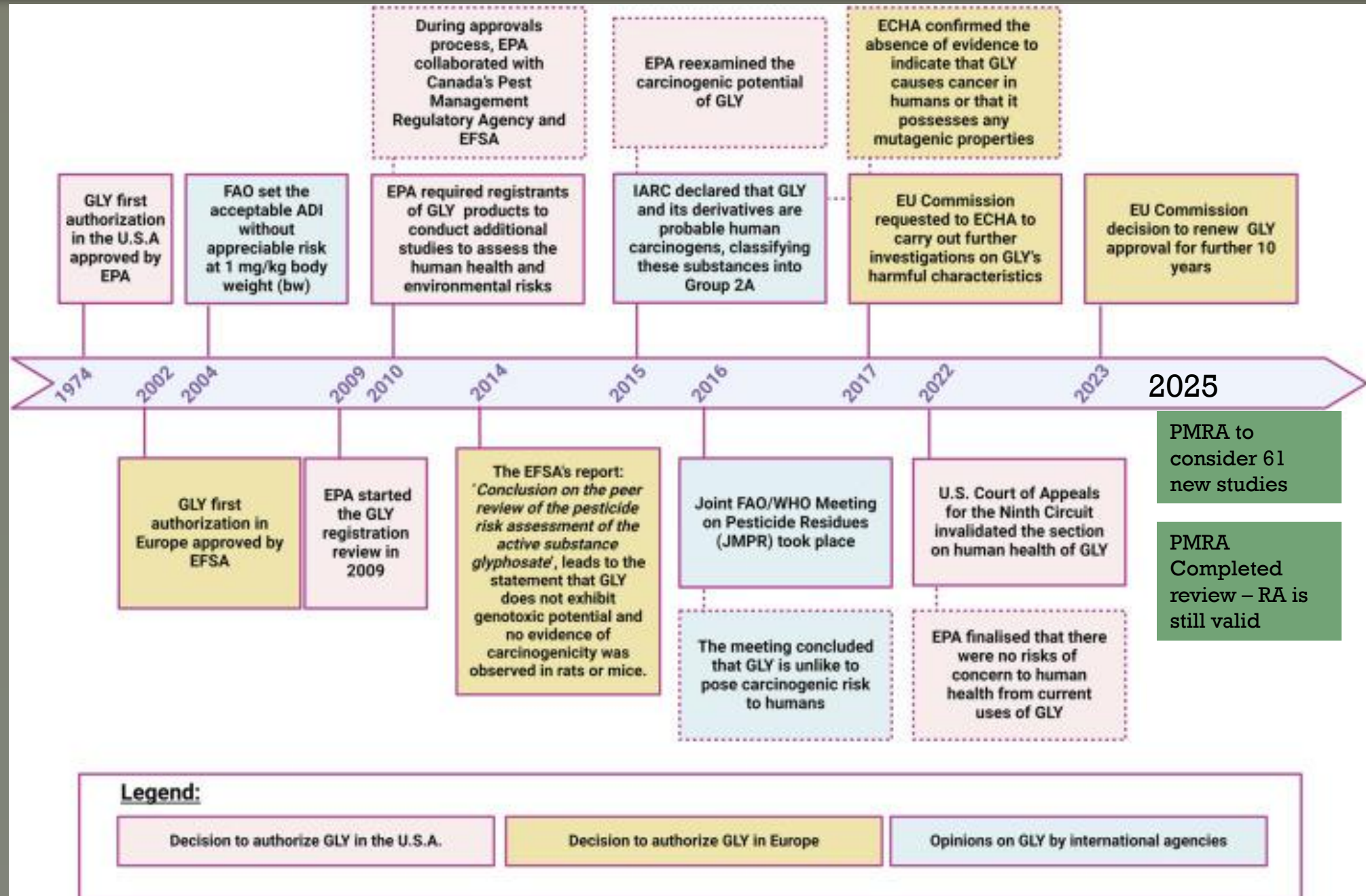
- IARC uses a **hazard** assessment - “Can this chemical cause cancer?”
- Health Canada uses a **risk** assessment - “How likely is it that this chemical will be harmful under any circumstances that may be reasonably expected to occur?”
  - “Residues of this herbicide in corn might cause cancer, but only if an individual consumed 242 pounds of it every day for more than 50 years, so its use on corn poses little risk to consumers.”

Dr. Vickie Tatum - NCASI

# Risk in the Environment

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- Fate in Soil
  - Binds strongly to soil particles so virtually no leaching from the application site
  - Glyphosate in soil is readily degraded by soil microbes: In field studies, the half-life of glyphosate in soils has been reported to range from 1.2 to 197 days with an average of 32 days.
- Fate in water
  - is essentially the same as in soil: adsorption to suspended or bottom sediments followed by microbial degradation
- Fate in forest plants
  - Can persist in plant roots into the next growing season but concentrations are very low
  - Taken in from foliage, not roots



# Aerial Spray Operation

- BMFC has only conducted one aerial spray operation in its operating history.
- Areas tended by BMFC with herbicides are typically in remote areas away from human habitation
- Buffers are applied on all waterbodies (minimum 60 metres) and on any significant value i.e. trap cabin, species at risk (min 120 meters)
- Spray 3-5 liters of product per hectare
- Follow label requirements
  - Spray only when wind < 10 km/hour
  - Temperature < 24°C
  - Humidity > 50%
- Roads are blocked during spray with signs posted after spray

# Herbicide

Here is a summary of the number of hectares reported each year for chemical treatment.

It is separated out by the following categories:

CHEMA - Aerial Spray - Tending

CHEMG - Ground application - Tending

SIPCHEMG - Ground Application - Site Prep

Sum of HECTARES	AR_YR										
TRTMTHD1	2012	2015	2016	2017	2018	2019	2020	2022	2023	2024	Grand Total
CLCHEMA									155.7		155.7
CLCHEMG	15.2	76.1	46.2	56.8	59.0	133.6	642.0	288.9	123.5	241.6	1,682.7
SIPCHEMG			14.6					44.9	84.6	32.6	176.7
<b>Grand Total</b>	<b>15.2</b>	<b>90.7</b>	<b>46.2</b>	<b>56.8</b>	<b>59.0</b>	<b>133.6</b>	<b>686.9</b>	<b>444.6</b>	<b>208.0</b>	<b>274.2</b>	<b>2,015.1</b>

# Who to Believe?

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- You can find whatever you want on the internet
- Conspiracy theories, “science”, very realistic AI
- Do you believe Health Canada, the EPA, the EU?
- All say glyphosate is safe when used according to directions
- As forest managers, we use the best available, peer reviewed science

# Conclusion

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- We manage forests depending on their forest type – not large-scale converting hardwoods to softwoods for lumber
- In some stands, we use herbicides as a tool to help get the desired outcome
- Our plans are all public so people can see for themselves

Encourage everyone to drive/walk around the Bancroft Minden forest and pay attention to everything you see. These forests have a long history of active forest management, including the use of Glyphosate, and are healthy, diverse, forests.

# Questions?

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**October 1, 2025**

**COUNCIL MEETING – MINUTES**

On Wednesday, October 1, 2025, the Council for the Corporation of the Township of South Algonquin held a Regular Hybrid Council Meeting via Zoom and in Chambers, which was streamed to YouTube.

In Chambers:

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

Staff: Bryan Martin, CAO/Clerk-Treasurer  
 Tracy Cannon, Deputy CAO/Deputy Clerk-Planner  
 Steve Ronholm, Works Superintendent

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

Mayor LaValley called the meeting to order at 9:02 a.m.

**2. ROLL CALL:** All Present

**3. LAND ACKNOWLEDGEMENT**

Mayor LaValley took a moment to recognize yesterday's National Truth and Reconciliation Day.

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

**5. ADOPTION OF THE AGENDA**

**Moved by: Councillor Siydock      Seconded by: Councillor Florent      Res. # 25-569**

THAT: Council for the Corporation of the Township of South Algonquin adopts the Agenda as circulated for the Regular Council Meeting of October 1, 2025.

**-Carried-**

**6. DISCLOSURE OF PECUNIARY INTEREST OR A GENERAL NATURE THEREOF:**

None

**7. PETITION, DELEGATION AND/OR PRESENTATIONS:** None

**8. MINUTES OF PREVIOUS MEETING**

**Moved by: Councillor Collins      Seconded by: Councillor Pigeon      Res. # 25-570**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Regular Council Meeting of September 3, 2025 as circulated.

**-Carried-**

**Moved by: Councillor Florent      Seconded by: Councillor Pigeon      Res. # 25-571**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Asset Management Committee Meeting of September 17, 2025 as circulated.

**-Carried-**

**Moved by: Councillor Rodnick      Seconded by: Councillor Florent      Res. # 25-572**

THAT: Council for the Corporation of the Township of South Algonquin adopts the minutes of the Waste Management Committee Meeting of September 17, 2025 as circulated.

**-Carried-**

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

**M&L Parks & Recreation Committee**

M&L Parks and Recreation Committee Minutes of August 12, 2025 and Agenda of September 9, 2025 were provided in the Council package.

Councillor Florent verbally reported;

- Attendance was down some from last year's Fall Fun Fair. However, there was a lot of events throughout the area. Did have some attendance from people outside the community.
- Twenty-three tables have already signed up for the November 2<sup>nd</sup> Sale Your Wares.
- The walking trail in Madawaska is expected to be completed by the end of this week. The Works Department will place a waste bin.

#### **Request to Purchase Shore Road Allowance**

T. Cannon, Deputy CAO/Deputy Clerk-Planner provided a written report in the Council package for four Shore Road Allowance requests. A resolution for each was provided in the Motions of Council section of the Council package.

23 Windmill Point Lane; SRA.2025-001

50 Galeairy Lake Road; SRA.2025-002

72 Galeairy Lake Road; SRA.2025-003

79 Galeairy Lake Road; SRA.2025-004

#### **Whitney Recreation Committee**

Whitney Recreation, Agenda & Minutes of September 10, 2025 were provided in the Council package.

Councillor Kuiack verbally reported:

- October 24<sup>th</sup> Comedy Night is being cosponsored with Senior Active Living. The evening will feature two shows; one for seniors, which includes a dinner. The second show will be opened up to the rest of the Community.
- Flowers are cleaned up for Fall. Preparing for Christmas decorating.

#### **Major Lake Road Resurfacing Project Tender Results and Options**

Steve Ronholm, Works Department provided a written report included in the Council package.

Verbally reported:

- Recommendation is Option 1 of the staff report and a resolution will be presented in the Motions of Council portion of the meeting.
- Now that dollar amounts have been confirmed, staff will arrange a meeting with Ontario Parks to discuss funding to pave the sections of Major Lake Road that are within Algonquin Park in 2026.
- Asphalt needs repair at the entrance of the parking lot to Madawaska Complex. Staff will look into getting it repaved while the pavers are there.

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

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

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

- Resolution #08-489: Related Resolution to Wind Turbine Motion

#### **13. CORRESPONDENCE-Information Items Received and Filed;**

- Cassellholme Board of Management, RE: Minutes of July 17, 2025
- Feedback Received from a Visitor at J.R. Booth Park
- Renfrew County & District Drug Strategy
- Nipissing Counts 2025 a Point-in-Time Enumeration
- Upper Ottawa Valley OPP- Killaloe Detachment Board Report

#### **14. NEW BUSINESS:** None

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

**Moved by: Councillor Florent      Seconded by: Councillor Pigeon      Res. # 25-573**

THAT: Council for the Corporation of the Township of South Algonquin authorizes staff to proceed with Option 1 of the Works Department's report circulated in the Council package pertaining to resurfacing of Major Lake Road.

**-Carried-**

**The following resolution was revised and presented as below.**

**Moved by: Councillor Florent      Seconded by: Councillor Rodnick      Res. # 25-574**

WHEREAS wind-powered energy companies have recently shown renewed interest in establishing operations within the Township of South Algonquin; and

WHEREAS the Township previously enacted a resolution in 2008 (Res.08-489) implementing a ten (10) year moratorium on wind power energy projects, which has since lapsed;

NOW THEREFORE BE IT RESOLVED that Council for the Corporation of the Township of South Algonquin hereby declares a new ten (10) year moratorium on wind power energy projects within the Township.

AND FURTHER THAT, in the event of any pressure or directive from the Provincial or Federal Government regarding the installation of wind power energy projects within the Township of South Algonquin, the Council for the Corporation of the Township of South Algonquin hereby declares itself to be an unwilling host.

Recorded Vote:

- Councillor Siydock – Against
- Councillor Rodnick – For
- Councillor Pigeon – Against
- Councillor Kuiack – Against
- Councillor Florent – For
- Councillor Collins – Against
- Mayor LaValley – For

**-Defeated-**

Council took a short recess

**Moved by: Councillor Pigeon      Seconded by: Councillor Kuiack      Res. # 25-575**

THAT: Council for the Corporation of the Township of South Algonquin authorizes staff to proceed with the request to purchase the Shore Road Allowance in front of PLAN M345 LOT 22 PCL;21613 NIP, Sabine Ward, locally known as 23 Windmill Point Lane adjacent to McKenzie Lake.

**-Carried-**

**Moved by: Councillor Collins      Seconded by: Councillor Siydock      Res. # 25-576**

THAT: Council for the Corporation of the Township of South Algonquin authorizes staff to proceed with the request to purchase the Shore Road Allowance in front of CON 6 PT LOT 6 PT LOT 7 PT;BLOCK A M463 PART 1 RP;36R6634 PCL 17978 PCL 26461, Airy Ward, locally known as 50 Galeairy Lake Road adjacent to Galeairy Lake.

**-Carried-**

**Moved by: Councillor Kuiack      Seconded by: Councillor Rodnick      Res # 25-577**

THAT: Council for the Corporation of the Township of South Algonquin authorizes staff to proceed with the request to purchase the Shore Road Allowance in front of CON 6 PT LOT 6 PCL 17883 NIP, Airy Ward, locally known as 72 Galeairy Lake Road adjacent to Galeairy Lake.

**-Carried-**

**Moved by: Councillor Kuiack      Seconded by: Councillor Rodnick      Res # 25-578**

THAT: Council for the Corporation of the Township of South Algonquin authorizes staff to proceed with the request to purchase the Shore Road Allowance in front of CON 6 PT LOT 6 PCL 16758 NIP, Airy Ward, locally known as 79 Galeairy Lake Road adjacent to Galeairy Lake.-

**Carried-**

**Moved by: Councillor Florent      Seconded by: Councillor Pigeon      Res # 25-579**

THAT: Council for the Corporation of the Township of South Algonquin declares the 2001 Volvo G740VHP Motor Grader surplus and for it to be listed for sale on Gov. Deals.

**-Carried-**

**16. BY-LAWS:**

**Moved by: Councillor Collins                      Seconded by: Councillor Florent                      Res. # 25-580**

**THAT:**

- 1) By-Law 2025-846 to adopt a Burning By-Law
- 2) By-Law 2025-847 to Confirm the Proceedings of Council

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

**-Carried-**

**Moved by: Councillor Siydock                      Seconded by: Councillor Florent                      Res. # 25- 581**

**THAT:**

- 1) By-Law 2025-846 to adopt a Burning By-Law
- 2) By-Law 2025-847 to Confirm the Proceedings of Council

**BE READ A THIRD TIME AND PASSED**

**-Carried-**

**17. CLOSED SESSION: None**

**18. ADJOURNMENT:**

**Moved by: Councillor Siydock                      Seconded by: Councillor Florent                      Res. # 25-582**

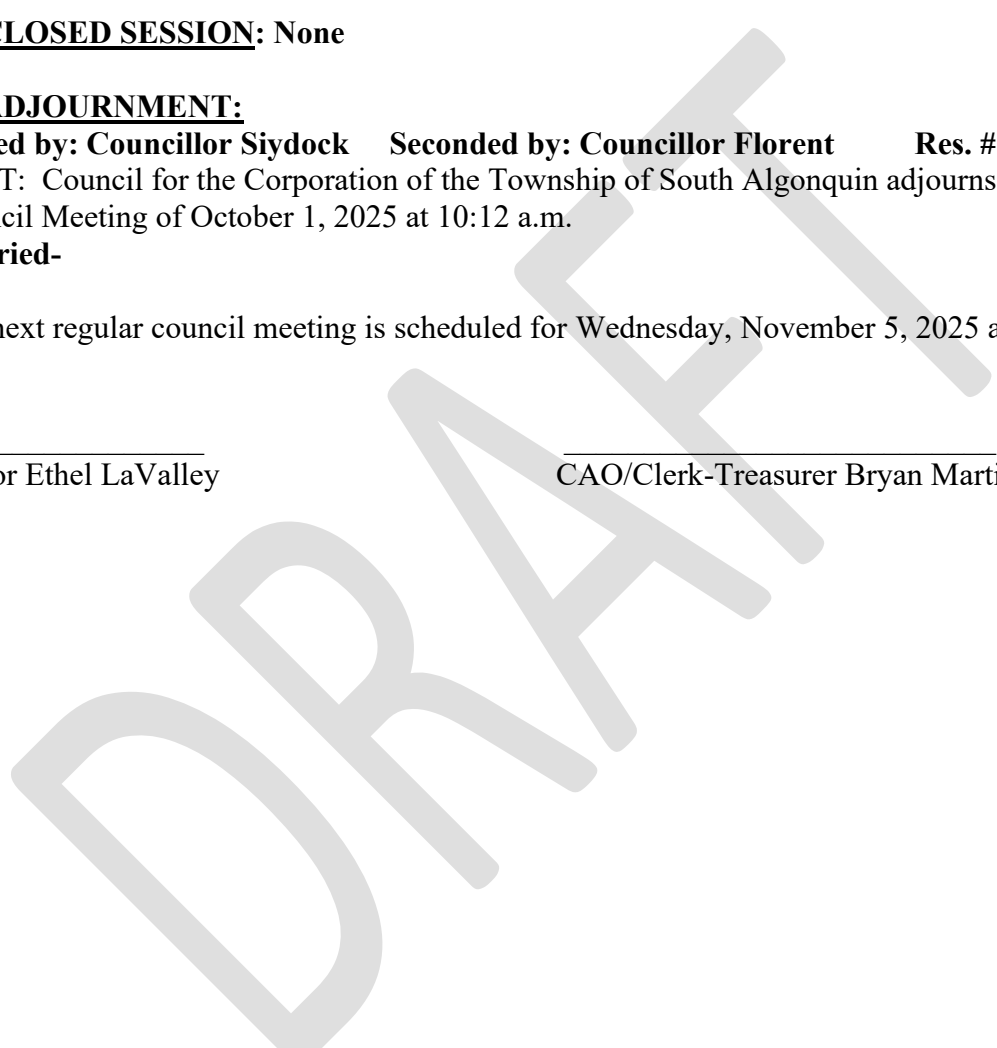
**THAT: Council for the Corporation of the Township of South Algonquin adjourns the Regular Council Meeting of October 1, 2025 at 10:12 a.m.**

**-Carried-**

The next regular council meeting is scheduled for Wednesday, November 5, 2025 at 9:00 a.m.

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

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



**October 15, 2025**

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

On Wednesday October 15, 2025 the Human Resources, Administration & Public Relations Committee held a hybrid meeting livestreamed to Youtube.

**In Chambers:**

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

**Township Staff Present:**

Bryan Martin, CAO, Clerk-Treasurer  
 Tracy Cannon, Deputy CAO/Deputy Clerk-Planner  
 Aurel Thom, Fire Chief/CEMC  
 Charlene Alexander, CEO/Head Librarian/Grant Writing  
 Jennifer Baragar, Deputy Treasurer  
 Steve Ronholm, Works Superintendent  
 Michael Anderson, CBO/BLEO

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

Councillor Florent, acting as Chair for the Committee while Councillor Collins participated via Zoom, called the meeting to order at 9:19 a.m.

**ROLL CALL :** All present

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

**ADOPTION OF THE AGENDA**

**Moved by: Councillor Kuiack**

**Seconded by: Councillor Rodnick**

To adopt the agenda of October 15, 2025 as circulated.

**DISCLOSURE OF PECUNIARY INTEREST or a GENERAL NATURE THEREOF:**

Councillor Kuiack & Councillor Pigeon RE: Item # 9 of the Agenda- Draft Short-Term Rental Licencing By-Law & Fees.

**STAFF REPORTS:**

**Charlene Alexander, CEO/Head Librarian/Grant Writing**

Library Report, Minutes of June 24<sup>th</sup>, 2025 and the Grant Writing Report were circulated in the package.

- Charlene will investigate having a photography by night session in the winter.

**Aurel Thom, Fire Chief/CEMC**

Monthly Fire Report/CEMC Report were circulated in the package.

- The Fire Department currently assists with EMS calls involving shortness of breath when EMS response time exceeds 15 minutes. The DNSSAB agreement is up for renewal, and this matter will be reviewed further.
- Recruitment for a Deputy Fire Chief at Madawaska Station will not be pursued at this time, as it has been determined that the position is not currently required.

**Jennifer Baragar, Deputy Treasurer**

Expense/Income Report and a draft Capital Reinvestment Policy was circulated in the package.

- Department heads were present to answer any questions of Committee pertaining to the Expense/Income Report.
- The Capital Reinvestment Policy will be presented to Council at the next Regular Council Meeting.

**COUNCIL REPORT**

A Financial Planning to Meet the Asset Management Shortfall was provided in the package from Councillor Kuiack

- Committee members and staff will submit their written recommendations on addressing the Asset Management shortfall for inclusion in the agenda package for the December 17th committee meeting.

**UNFINISHED BUSINESS:**

Councillor Kuiack exited the meeting & Councillor Pigeon

**Draft Short-Term Licencing By-Law & Fees**

- The Short-Term Licencing By-Law will be presented at the next Regular Council Meeting for consideration.
- A resolution regarding the application, licencing, and inspection fees will be presented at the next Regular Council Meeting for inclusion in the Schedule of Fees By-law as follows.
  - Application Fee: \$200
  - Fire Inspection Fee: \$200
  - Building Inspection Fee: \$250
  - Initial Licence Fee: \$700
  - Annual Licence Fee: \$500 (in good standings)
  - Fire Re-Inspection (if deficiencies identified) Fee: \$200
  - Complaint-Based Fire Inspection Fee: \$200
  - Building Re-Inspection (if deficiencies identified) Fee: \$200
  - Complaint-Based Building Inspection Fee: \$200
  - Change of Use (if applicable) Fee: \$150
- The by-law and fees will be reviewed after a full year of implementation.

Councillor Kuiack & Councillor Pigeon came back into the Chambers.

**NEW BUSINESS:****Draft Unreasonable Behaviour Policy**

- The Unreasonable Behaviour Policy will be presented to Council at the next Regular Council Meeting for consideration.

**Official Naming and Opening of Trail in Madawaska**

- Official name of the trail will be “Roundhouse Trail” and the grand opening will be held October 31, 2025 at 2:00 p.m. A resolution will be brought forward at the next Regular Council Meeting for consideration.

**ADJOURNMENT:**

**Moved by: Councillor Rodnick**

**Seconded by: Councillor Siydock**

To adjourn the Human Resources, Administration & Public Relations Meeting of October 15, 2025 at 11:10 a.m.

\_\_\_\_\_  
Councillor J. Florent

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

**TOWNSHIP OF SOUTH ALGONQUIN**

**EMERGENCY SERVICES COMMITTEE MEETING – MINUTES**

On Thursday, October 16, 2025 the Emergency Services Committee held a hybrid meeting.

**Council Present:**

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

Regrets: Councillor Rodnick

**Township Staff Present:**

Bryan Martin, CAO/Clerk-Treasurer  
 Aurel Thom, Fire Chief/CEMC  
 Tracy Cannon, Deputy CAO, Deputy Clerk-Planner, CEMC Alternate  
 Mike Anderson, CBO/BLEO  
 Taya McKay, Administrative Assistant/Accounting Clerk

**Guests:**

Jason Courneyea, Fire Captain  
 Emily Zilney, Paramedic  
 Jeffery Warren, EMO Field Officer-Zoom

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

Councillor Siydock, Chair of the Emergency Services Committee called the meeting to order at 9:02 a.m.

**ROLL CALL and INTRODUCTIONS:**

**LAND ACKNOWLEDGEMENT**

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

**ADOPTION OF THE AGENDA**

**Moved by: Councillor Florent**

**Seconded by: Councillor Kuiack**

To adopt the Emergency Services agenda of October 16, 2025 as circulated.

**DISCLOSURE OF PECUNIARY INTEREST or a GENERAL NATURE THEREOF:**

**None**

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

Aurel Thom presented the 2025 Emergency Management Tabletop Exercise that included the below scenario;

- Severe weather event, downburst/possible tornado.
- Power lines down on main line that crosses hwy. 60, 8 km east of Whitney.
- Trees on power lines to Wallace substation, McKenzie Lake area.
- Several towers also down on north and south side of Hwy. 60
- Hydro estimating several days with no Hydro, having to replace the multiple towers.
- Dickens ward only one with power.
- McKenzie Road, Paplinskie Road. and McGuey Road have significant wash outs. (all municipal roads)
- Aylen Lake road is covered in trees for 2 km. (eastern end of Township)
- Reports of multiple houses with significant damage!

**Key takeaway:**

- Formal process for staffing evacuation centres in emergency situations.
- Education for residents, especially those using oxygen, on the importance of alerting the

Fire Department to their oxygen needs.

**ADJOURNMENT:**

**Moved by: Councillor Collins**

**Seconded by: Mayor LaValley**

To adjourn the Emergency Services Committee Meeting of October 16, 2025, at 10:21 a.m.

\_\_\_\_\_  
Councillor Laurie Siydock

\_\_\_\_\_  
Tracy Cannon, Deputy CAO/Deputy Clerk-Planner

DRAFT

**COUNCIL MEETING**  
**November 5, 2025**

**COMMITTEE/STAFF REPORTS:**

- 1) M&L Parks and Recreation, RE: Agenda of October 14, 2025 and Minutes of September 9, 2025.
- 2) Whitney Recreation, RE: Agenda of November 4, 2025 and Minutes of October 14, 2025.

**CORPORATION OF THE  
TOWNSHIP OF SOUTH ALGONQUIN**

**AGENDA**

**Murchison & Lyell Parks and Recreation Committee**

Tuesday October 14, 2025 at 7:00 pm.  
At the Madawaska Community Hall

1. Call meeting to order.
2. Reading & approval of the Agenda plus any additions.
3. Approval of September 9th, 2025 minutes and any amendments.
4. Business arising from minutes.
5. Reports: a) Councillor's Report.  
          b) Sharon Florent: Fall Fun Day  
          c) Financial Report- Balance at the end of September 2025 \$xxxxx

**New Business.**

6. Performance Measurement – Event tracking sheet for September 2025.
7. Resolutions.
8. Discussion on Snow-cone machine.
9. Kids' Club- October 15<sup>th</sup>.
10. Halloween Night candy giveaway.
11. Fall/Christmas Sell Your Wares. November 2<sup>nd</sup>. Workers and bakers?
12. Christmas decorating at the Hall.
13. Budget finalizing.
14. Kids' Christmas Party.
15. Adjournment.

Next meeting Tuesday November 11th, 2025 at 7:00 pm at the Madawaska Community Hall.

**Murchison & Lyell Parks and Recreation Committee of South Algonquin  
Minutes for the meeting of Tuesday September 9<sup>th</sup>, 2025 at 7p.m.**

Members present: Terry Levean, Sharon Florent, Kathy Foote, Fiona Girouard, Rosemary Shalla and Tammy Stoneman.

Regrets: Nadia Pruett.

Council Representative: Councillor Joe Florent.

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

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

**Motion # 25 -2025**

Moved by: Kathy Foote. Seconded by: Tammy Stoneman.

"To accept the agenda and any amendments or additions."

Carried

3. **Approval and Adoption of August 12<sup>th</sup>, 2025 minutes and any amendments.**

**Motion # 26 - 2025**

Moved by: Tammy Stoneman. Seconded by: Kathy Foote.

Carried

4. **Business arising from minutes:** None.

5. **Reports:** a) Councillor Florent informed us that Fibre Wifi installation is still on track for starting on schedule for Madawaska. Construction on Major Lake Road of the culvert changing is coming well. On September 4<sup>th</sup> a meeting was had looking for explanations of why some trails off of Ayleen Lake Road are being closed. They are saying that the trails and the river, in some areas, are being damaged by ATVs and some motor bikes being used too ruggedly and with little care for the water damage happening. This will not affect the B trail because the MNRF owns that trail. The walking trail behind the rink will be started in the next two weeks. Tom & Mick Murray Park received a permit to expand the parking lot at the boat launch there. b) No committee reports this month. c) Financial Report: Balance at the end of August was \$11,755.80.

6. **Performance Measurement:** There weren't any events that needed tracking sheets done for.

7. **Resolutions:** None.

8. **Fall Fun Fair:** Planning is coming along nicely.

9. **Fall/Christmas Sell Your Wares:** Posters are out in the community and online.

10. **Kids' Club Reboot:** The next Kids' Club will be October 15<sup>th</sup> from 6:30 to 8pm.

11. **Halloween Night Candy Hand out:** Discussion will continue at the October meeting..

12. **Budget requests for 2026:** Sharon Florent will come back to the October meeting ready for more discussion.

13. **Winter programs discussion for the rink this winter:** Tammy Stoneman requested a possibility for a Senior Skating schedule and Men's hockey, maybe. She will come back to us in October with more information. There will also be an exercise class scheduled for Thursday evening, if possible.


14. **Adjournment:**

**Motion #27-2025**

Moved by: Kathy Foote. Seconded by: Tammy Stoneman.

"Motion to adjourn the meeting at 8 pm."

Next meeting – Tuesday October 14<sup>th</sup> 2025 at 7pm at the Madawaska Community Hall tyhig/

Chair   
Terry Levean

Secretary   
Sharon Florent

## Whitney Recreation Meeting Agenda

Nov 4<sup>th</sup>, 2025, 6:30pm, Bob's office

We acknowledge that we are gathered on unceded land of the Algonquin people and that we are living in harmony with all.

1. Welcome, Land Acknowledgment

2. Approval of Agenda

3. Approval of minutes

4. Financial reports

5. Update on grants

6. EVENTS

Nov 9 Christmas market,

November 28, Christmas Tree Lighting, activities, music, volunteers

December 14, Breakfast with Santa and Parade

Safe food handling course

7. New business

Youth grant opportunity

Volleyball, Pickleball what to do for the winter

Recruitment of board members

Duties of board members, outdoor sign, township newsletter, facebook posts, booking cc, financial reporting, minutes, storage room, canteen purchases and sales, flowers, event pmrs

8. Next Meeting: December 2 or 9

9. Adjournment

## Whitney Recreation Meeting Minutes

October 14, 2025, 6:30pm, LSBuilding

We acknowledge that we are gathered on unceded land of the Algonquin people and that we are living in harmony with all.

Present: Gloria, Laurie, Theresa, Joan, Lynn, Joe, Kim

Regrets: Adam

1. Welcome, Land Acknowledgment

2. Approval of Agenda

3. Approval of minutes

4. Financial reports:

Oct 2, \$78,974.53, the Fish and Game club has \$3,800 to donate from last year.

Future purchases for Beautification will come out of regular recreation monies.

Summary of funds committed: \$50k for rink resurfacing, \$40k for accessible playground, \$1,200 rubber mats, \$3,750 dishwasher. We need to raise about \$10k more to keep up with our financial commitments.

25K playground equipment paid for by township.

5. budget requests for 2026: due by October 31<sup>st</sup> to Jennifer Baragar, suggested items

- \$5,000 stove replacement
- \$1,000 ceiling fan in kitchen
- \$3,000 baffles, volunteers to create
- \$3,000 range hood
- \$5,000 to close in bar using rollup door and close roll up door in kitchen, staff to do the work
- \$200, fatigue mats
- \$1500 for equipment/hall rental
- \$1,000 for paint, and have volunteers help
- \$5,000 blackout curtains estimated
- make washrooms accessible for outdoor use, reconfigure hallway
- outdoor digital sign

6. Review of the fall Fair. Profit of \$953.05, Stay with scarecrow theme, add more food contests, keep children's games, have food contests around 2pm, stay with food, maybe do our own bar. We need more volunteer participation to manage the workload.

Also need help with flowers around town, watering, dead heading, planting and putting them to rest in the fall.

## 7. EVENTS

September 20, Touch a truck co-sponsorship with school – if we do again as a joint venture we will need help inside as there was a mess to clean up. Ask township for a checklist of end of rental procedures, AND ask for a damage deposit.

Oct 24 Comedy night, bar volunteers Adam, Dana, Lynn

Oct 31, Joan and Theresa to hand out candy. Theresa purchased chocolate bars and chips. Will also use leftover canteen candy.

Nov 9 Christmas market, Kim in charge of 13 vendors, Theresa the food. Laurie, Lynn, Joan, Theresa to make chili. Bob has beans and Joe will arrange for ground beef.

November 28 Christmas Tree Lighting, deferred to next meeting

December 14 Breakfast with Santa and Parade, Kim to organize parade, Theresa and Bob for breakfast. We will not be handing out chocolate santas or candies at breakfast. Just what is in the parade. Also no gifts.

9. New business – Volleyball, Pickleball - Discussion deferred to future meeting, several ideas were suggested but nothing confirmed.

Texting Etiquette – none before 9am and none after 8pm. Ask if a decision or action is needed or help requested. Trying to reduce the number of group texts.

10. Next Meeting – November, 2<sup>nd</sup> @ 6:30pm @ Bobs office

11. Adjournment @ 8:30pm

**COUNCIL MEETING**  
**November 5, 2025**

**ACTION: None**

**COUNCIL MEETING**  
**November 5, 2025**

**CORRESPONDENCE RECEIVED FOR INFORMATION:**

- 1) Solicitor General; RE: Ontario Provincial Police (OPP) Cost Recovery Model Review.
- 2) Cassellholme Board of Management Meeting Minutes of August 28, 2025
- 3) St. Francis Valley Healthcare Foundation Emergency Department Redevelopment and Enhancement Update
- 4) Updates to Ministry of the Environment, Conservation and Parks' Compliance Policy – Potential for Low-Risk Incident Referrals to Municipalities
- 5) Andrew Michel Letter to Council; RE: Unreasonable Behaviour Policy

**Solicitor General**

Office of the Solicitor General  
 25 Grosvenor Street, 18<sup>th</sup> Floor  
 Toronto ON M7A 1Y6  
 Tel: 416 326-5000  
 Toll Free: 1 866 517-0571  
 Minister.SOLGEN@ontario.ca

**Solliciteur général**

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 Minister.SOLGEN@ontario.ca



132-2025-3641  
**By email**

September 26, 2025

Dear Heads of Council and Chief Administrative Officers of OPP-Policed Municipalities:

The Ministry of the Solicitor General has undertaken a review of the Ontario Provincial Police (OPP) cost recovery model. I would like to extend my gratitude for your participation and input into this process.

I am writing to inform you that because of the review, regulatory amendments have been made to Ontario Regulation 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police under the *Community Safety and Policing Act, 2019*. These amendments are in effect and will inform the 2026 annual billing statement to be issued shortly.

Firstly, an 11 per cent cap is established on the increase in policing costs owed by municipalities for the 2026 calendar year when compared to 2025, excluding the costs related to any service enhancements.

Secondly, a new discounts table will be established in regulation and will apply to the 2026 billing year and going forward. This new discount table introduces a lower eligibility threshold to receive a discount. Municipalities will now receive calls for service and overtime discounts when they are three or more standard deviations from the average calls for service weighted time to property count ratio, rather than the current regulatory threshold of five standard deviations.

The amendments have been approved by Cabinet and have been filed with the Registrar of Regulations. They will be accessed publicly online through the [e-Laws page](#) – and will be available here within the next few business days.

The preparation of 2026 annual billing statements is underway and statements are targeted for release in November 2025.

As we undertook this review, we heard loud and clear that greater clarity, predictability and stability in the OPP cost recovery model, and associated billing statements, is critical to municipalities as annual budget processes are undertaken. These amendments were contemplated, and ultimately decided upon, based on those concerns and the direct feedback that we heard from OPP-policed municipalities.

Page 2

Should you have any questions about the regulatory updates, please reach out to [solgeninput@ontario.ca](mailto:solgeninput@ontario.ca).

Please direct any questions about your annual billing statements to the Crime Prevention and Community Support Bureau at [opp.municipalpolicing@opp.ca](mailto:opp.municipalpolicing@opp.ca).

Thank you again for your partnership.

Sincerely,



The Honourable Michael S. Kerzner  
Solicitor General

c: Mario Di Tommaso, O.O.M.  
Deputy Solicitor General, Community Safety  
Ministry of the Solicitor General

Thomas Carrique, C.O.M.  
Commissioner, Ontario Provincial Police

**THURSDAY, AUGUST 28, 2025**

**MINUTES**

**Date:** Thursday, August 28, 2025

**Location:** Cassellholme Garden Room

**Board Members:** Dave Mendicino, Chair  
 Michelle Lahaye – Vice Chair  
 Mark King  
 Robert Corriveau  
 James (Jim) Bruce  
 Peter Chirico

**Staff:** Angie Punnett, Administrator  
 Billy Brooks, Chief Financial Officer  
 Anita Brisson, Project Manager  
 Camille Bigras, QI Director  
 Tiffany Chapman – Secretary

**Regrets:** Chris Mayne

**Guests:** Monique Peters, Family Council  
 Johanne Brousseau (Zoom)

	ITEM	ACTION
<b>A. CALL TO ORDER</b>		
	<p><b>MEETING RECORDED</b></p> <p><i>“Moved by Michelle Lahaye and seconded by Peter Chirico that the meeting be called to order at 5:00 p.m.”</i></p> <p><b>Res. #095-25</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>1. Approval of Agenda</b>		
	<p><i>“Moved by Robert Corriveau and seconded by Peter Chirico that the Board approved the Agenda for this meeting, as presented.”</i></p> <p><b>Res. #096-25</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>2. Conflict of Interest</b>		
	<p><i>“Moved by Jim Bruce and seconded by Michelle Lahaye that no Board Members present have declared a conflict of interest.”</i></p> <p><b>Res. #097-25</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

### 3. Approval of Minutes

#### 3.1 Approval of the Minutes of the Regular Board Meeting held on July 17, 2025

*“Moved by Michelle Lahaye and seconded by Robert Crriveau that the minutes of the Regular Board Meeting, held on July 17, 2025, be adopted as presented.”*

**Res. #098-25**

**Carried**

### 4. New Business

#### 4.1 MLTC Funding Advocacy

Letter in Package

Conversation with MLT-CSF Funding they were not prepared and didn't fully understand

Billy & Angie to reach back out and follow up

Deputy Minister Brian Pollard left the position

Regroup and go back at it

No feedback from the City of North Bay

### 5. Redevelopment

#### 5.1 Construction Update (Anita Brisson)

Report in package

Slide show presented at meeting regarding potential dated for move in

Who is covering the cost is still in question

Anita to provide update in the coming weeks if hardware is secured for the grab bars

November 2 has been secured with movers

### 6. Operations

#### 6.1 Operations Update

Update in package

Pharmacy packages for renewal sent out and (3) believed to be returned

#### 6.2 Financial Report – Q2 LTC & Q1 CSS

Report in package.

Billy presented.

*“Moved by Peter Chirico and seconded by Robert Corriveau that the Board approve Cassellholme's year-to-date operating budget-to-actual results for the period ending June 30, 2025 (corresponds to pages 7-9)”*

**Res. #099-25**

**Carried**

*“Moved by Mark King and seconded by Robert Corriveau that the Board approve the redevelopment capital budget to actual results from commencement to June 30, 2025, noting the currently forecasted capital levy estimates (corresponds to Pages 10-11)”*

**Res. #100-25**

**Carried**

*“Moved by Michelle Lahaye and seconded by Peter Chirico that the Board approve the 2025-26 Community Support Services Q1 year-to-date budget to actual results as presented (corresponds to pages 12-13)”*

**Res. #101-25**

**Carried**

**7. IN - CAMERA**

45

**Guests left the Meeting**

*“Moved by Jim Bruce and seconded by Robert Corriveau that the Board proceed to an In-Camera session at 5:55p.m.”*

**Res. #102-25**

**Carried**

**7.1 Approval of the In-Camera Minutes – dated July 17, 2025  
In-Camera Motion - Res. #103-25**

**7.3 Confidential Matter – Legal Matter  
Anita Brisson Left the Meeting**

**7.4 Personnel Matter  
Mark King Left the Meeting**

**7.2 Confidential Matter – Governance**

*“Moved by Michelle Lahaye and seconded by Peter Chirico that the Board approve the In-Camera session to be adjourned at 6:20 p.m.”*

**Res. #104-25**

**Carried**

**B. CORRESPONDENCE**

**B.1. Ministry Inspection Public Report – June 9-13, 2025**

**C. REQUEST FOR FUTURE AGENDA ITEMS**

No items noted

**D. DATE OF NEXT MEETING**

Thursday, September 25, 2025 – Cassellholme Garden Room – 5:00 p.m.

**E. ADJOURNMENT**

*“Moved by Peter Chirico and seconded by Robert Corriveau that the meeting be adjourned at 6:22 p.m.”*

**Res. #105-25**

**Carried**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

August 22, 2025

**Subject: Cassellholme Redevelopment Update – August 22, 2025**

## **Construction Activity - Percon**

### **Highlights:**

Phase 00 - Work complete.

Phase 1-A – Work complete

Phase 1-B sequencing remains unchanged from the previous report.

Updated milestones have been coordinated with Cassellholme and are as follows:

- Final architectural review - week of September 1-12<sup>th</sup>, 2025
- Documentation submission to the Ministry of Long-Term Care (MOLTC): TBD Pending (Sept 12 target)
- Change Directive 3, grab bar resolution and final architectural review.
- Cassellholme NEW Move-in: Start – October 29, 2025, Finish November 2, 2025.

Current occupancy risks:

- Change Directive 3 - revision to stair light fixtures
- Fold down grab bars fix
- Exist stair levels – awaiting final MJA review
- Fire exit doors – locks/latches/seals

PHASE 1-B

- Deficiency corrections, on all floors
- Final paint in stairs
- Installation of TV mounts, drapes, etc.
- BAS programming and commissioning

PHASE 2 – Revised schedule to be provided

- Site services preparation and installation
- Construction fence alignment
- Demolition planning
- PC 162 - Stairwell Signage Revision - work is in progress

Significant work over the last weeks. MJA doing 1<sup>st</sup> quality review of ground floor completed. Final reviews to be conducted Sept 5-12<sup>th</sup>. Ministry documents to be submitted based on final reviews. Plan for virtual on-site meeting then in-person inspection for

September. Ministry to then provide any deficiencies, then CH home clean to commence prior to move in dates. Employee training to commence after ministry documents to be submitted, indicating partial occupancy.

**Transition Planning Highlights**

An updated summary is attached for reference.

**Change Order Log** - Please see the attached

**Budget Update** – To be provided separately, W. Brooks

Action	Sub Actions	Due Date
	<p>Notice of Total Completion checklists submitted June 29; Total Completion documents to be submitted July 16;</p> <p>Actual Total Completion - SEPT 12 package(signed checklists and signed attestation of Note of Actual Total Completion for each checklist):</p> <p>A. Pre-Occupancy Design Manual Checklist                      B. Operational Readiness                      i. Environmental Checklist                      ii. Dietary Checklist                      iii. Nursing Checklist</p> <ul style="list-style-type: none"> <li>•Occupancy Permit or equivalent notification from the Local Building Department - OUTSTANDING</li> <li>•Ontario Fire Marshal or local fire department approved (i.e. stamped or signed) fire plan -SUBMITTED</li> <li>•Electrical Safety Authority certificate-SUBMITTED</li> <li>•Fire alarm verification certificate-SUBMITTED</li> <li>•Resident-staff communication and response system verification certificate-SUBMITTED</li> <li>•HVAC Balancing Report/Verification -SUBMITTED</li> <li>•TSSA Certificate for any elevators -SUBMITTED</li> <li>•A satisfactory inspection report from a Public Health Inspector indicating that the kitchen and/or serveries-SUBMITTED</li> <li>•A completed Cold Chain Maintenance Inspection Report from a Public Health Inspector or Public Health Nurse identifying compliance with vaccine storage and handling requirements-SUBMITTED</li> <li>•A verification letter or certificate that the generator has been tested-SUBMITTED</li> <li>•Verification letter by a lighting specialist or lighting engineer confirming the lighting level in all areas of the LTC home are in compliance- OUTSTANDING</li> <li>•A verification letter by the project's mechanical engineer confirming the cooling system provided for the LTC home is in compliance- OUTSTANDING</li> </ul>	
Total Completion Checklist - Ministry Submissions	Ministry target inspection after Sept 12	2025-09-12
Art Fundraising		ongoing
Wood at mill for purpose	ideas have been noted and small WG; including Creative Industries - WG to assemble once individuals are available	ongoing
Outdoor Space	gazebos for ground level installed; balcony furniture purchased	July
<b>P1 Move</b>		
HCR - Movers	Biweekly meetings in progress; mockup date TBD; Move will commence on Oct 29; Patient move on the 2nd; Action register created and begin purging where ever possible so it is not all left to the end	2025-11-02
Resident Communication	Monthly communications provided next communication for room placement to began and rooms will be identified by August	ongoing
Furniture delivery	Furniture on site and final placement ongoing	2025-08-29
<b>IT</b>		
ID Access Card	To breakdown internal processes for profiles, roles, access; program the system and print the cards for implementation; to begin the printing process in September as staffing is determined priority	ongoing
Phone & TV System	Finalized and TV packages confirmed; Purchased of TVs in June and mounting completed	
Digital Menus/Boards	S/W - Mealsuite being implemented by CH management and TVs, and mounts purchased; to be placed in September	
<b>Bed Allocation - Indigenous and Speciality</b>		
Bed Application - Licencing	Continue to have discussions with OH and Ministry on next steps	ongoing
<b>Support Services</b>		
Building Ready	kitchens, med rooms, soap, clinical office furniture, pandemic supplies, balcony furniture, medications, linens, food, laundry flow, elevator usage and timing, housekeeping and cleaning	ongoing
Appliances	ordered and placement by mid July - final install September	2025-09-12
Storage Areas and supplies	carts on site; inventory to be place prior to resident move	October
Inventory Management Solution and Process	ordered 3rd party solution and to be implemented by September	September
<b>Emergency Response</b>		
Fire plan	completed July 14; Medsled placement July; training ongoing	July
P2 Parking	Need to begin discussions and planning for start of P2 parking (winter 2026); options to be discussed with SLT	Winter 2026
<b>Staff Training Plan</b>		
Detailed Breakdown	Training to commence 3rd week of July with online videos and on floor training; simulated on unit training to commence in June to provide expectations of flow and effectiveness	September





150	150	112			123	Radiant heater piping enclosures	Coordination	Approved	14-Mar-24	22-Apr-24	22-May-24	\$9,624.86	\$9,624.86
151	151	113			119	Revisions to Resident Washrooms to Accommodate Plumbing Drain	Coordination	Approved	22-Apr-24	22-Apr-24	29-Apr-24	\$5,564.06	\$5,564.06
152	152R1	114			126	Revisions to water room door hardware	Coordination	Approved	20-Mar-24	07-May-24	23-May-24	\$8,929.80	\$8,929.80
156	156	116R			121	Revision to handrails and base bumpers	Coordination	Approved	02-May-24	01-May-24	07-May-24	\$14,213.38	\$14,213.38
153	153				129	Revision to cabinet locks	Owner Requested	Approved	24-Apr-24	24-Apr-24	24-May-24	\$1,540.57	\$1,540.57
154	154			193	Delete Sprinkler Control Valve	Cost Saving	Approved	01-May-24	24-Apr-24	07-May-24	(\$500.00)	(\$500.00)	
158	158	117			124	Add temporary heat trace system to pipes at underside of server 2078 & 2086	Coordination	Approved	08-Apr-24	08-May-24	15-May-24	\$21,541.30	\$21,541.30
157	157	118			128	Phase 1 - Roof level sun control outrigger support	Coordination	Approved	11-Apr-24	06-May-24	24-May-24	\$29,342.14	\$29,342.14
160	160	119R			132	Kill switch for Ground Floor Server 1067	Coordination	Approved	13-May-24	30-May-24	06-Jun-24	\$2,971.10	\$2,971.10
159	159				125	Revise millwork pulls	Cost Saving	Approved	10-May-24	10-May-24	23-May-24	(\$4,132.80)	(\$4,132.80)
163	163	120			133	Additional exit signs at double egress doors	Coordination	Approved	29-May-24	11-Jun-24	23-Jul-24	\$22,341.00	\$22,341.00
162	162	121R			134	Add end enclosures to sneeze guards	AHI	Approved	03-Jun-24	12-Jun-24	23-Jul-24	\$10,373.00	\$10,373.00
		122				Brick support at level 2 balcony/roof	Coordination	Pending					
					130	Delay Claim Settlement	Delay Claim	Approved	04-Jun-24	04-Jun-24	06-Jun-24	\$317,200.00	\$317,200.00
148	149				131	Additional cubicle curtains Phase 2	Coordination	Approved	17-Apr-24	17-Apr-24	29-May-24	\$10,670.00	\$10,670.00
		123				Replace damaged trees by winter salt at highway	Site Condition	Cancelled	08-Jul-24	19-Jul-24		\$34,672.55	
168	168R	124			138	Circuiting and clarifications for pumps P6, P7, P20 & P21	Coordination	Approved	18-Jul-24	09-Aug-24	29-Aug-24	\$1,821.60	\$1,821.60
167	167				136	Revision to hardware on doors 1018a, 1030b, 1165	Coordination	Approved	22-Jul-24	22-Jul-24	29-Jul-24	\$1,056.00	\$1,056.00
169	169R	125			137	Revision to soffit detail at 1064 & 1075	Coordination	Approved	22-Jul-24	07-Aug-24	14-Aug-24	\$5,908.76	\$5,908.76
		126				Add hot water recirculation line to washers	Design Improvement	Cancelled	22-Jul-24		11-Sep-24		\$0.00
		127			140	Generator shore power circuit	Coordination	Approved	07-Aug-24	03-Sep-24	19-Sep-24	\$6,043.40	\$6,043.40
		128			141	Revision to 5th floor Dining Windows & exhaust duct	Coordination	Approved	13-Aug-24	09-Sep-24	19-Sep-24	\$20,700.61	\$20,700.61
		129			142	Rework roof drain above 5th floor balcony	Coordination	Approved	19-Aug-24	11-Sep-24	19-Sep-24	\$4,275.35	\$4,275.35
175	175R	130R			143	Revised - Insulation tie-in at temporary wall to curtainwall	Coordination	Approved	19-Sep-24	24-Sep-24	03-Oct-24	\$5,417.50	\$5,417.50
171	171		135		139	Credit for revisions to PRV valves from SI#135	Cost Saving	Approved	18-Jul-24	15-Aug-24	29-Aug-24	(\$4,964.00)	(\$4,964.00)
		131				Revised - Gas detection in generator room #6011	Regulatory Change	Pending	06-Nov-24				
		132			144	Water room drywall revision	Coordination	Approved	19-Sep-24	29-Sep-24	04-Oct-24	\$1,045.44	\$1,045.44
				137		Clarification to handrail corners	Coordination	Approved	24-Jul-24				
				138		Composity Slab Crack remediation	Coordination	Approved	14-Sep-24				
				142		Ductwork revisions at Chapel 1027	Coordination	Approved	12-Sep-24				
				141		Revised - Location of Electrical Panel in Janitor Rooms	Coordination	Approved	01-Oct-24				
				143		Revision to bulkheads at corridor 1032	Coordination	Approved	17-Sep-24				
		133			146	Revision to balcony ceiling panels at tapered beams	Owner Requested	Approved	21-Oct-24	22-Oct-24	29-Oct-24	\$0.00	\$0.00
			144R(2)			Revised (2) - Temporary link connection details	coordination	Approved	16-Oct-24				
			145			Clarification to boiler breaker feeds and temp link heaters	coordination	Approved	08-Oct-24				
			146			Revise rating at column 12.1-F	coordination	Approved	10-Oct-24				
	177		141R		145	Reframing and hardware revision relative to SI#141R	coordination	Approved	08-Oct-24	15-Oct-24	21-Oct-24	\$1,364.66	\$1,364.66
			147			Clarification to typical windows drainage	coordination	Approved	22-Oct-24				
181	181	134			147	Add Handrails to link	Architect omission	Approved	20-Nov-24	20-Nov-24	20-Nov-24	\$5,268.77	\$5,268.77
				148		Clarification to shaft bottom closure location	coordination	Approved	30-Oct-24				
				149		Clarification to penthouse glycol tank wiring	coordination	Approved	06-Nov-24				
				150		Revision to fireplace hearth stone in 5115	coordination	Approved	19-Nov-24				
				151		Cancelled: Miscellaneous Structural Clarifications	coordination	Approved	02-Apr-25				
180R			144R2		148	Temporary Link Connection details	coordination	Approved	15-Nov-24	02-Dec-24	10-Dec-24	\$10,226.30	\$10,226.30
				152		Revisions breakers and raceway at IT Room 6003	coordination	Approved	20-Nov-24				
					149	Gas detection controller in generator room 6011	coordination	Approved	02-Dec-24	02-Dec-24	10-Dec-24	\$3,942.40	\$3,942.40
				153		Austco Nurse Call alert info	coordination	Approved	09-Dec-24				
				154		Revised FHC location main floor phase 1	coordination	Approved	11-Dec-24				
			135		152	Modify alternating tread ladder construction in penthouse	coordination	Approved	12-Dec-24	30-Jan-25	07-Feb-25	\$5,830.00	\$5,830.00
				155		Revision to dryer surround opening dimensions	coordination	Approved	06-Jan-25				
					150	Add Handrails to link (2nd part)	coordination	Approved	17-Dec-25	15-Dec-25	20-Dec-25	\$4,548.50	\$4,548.50
			136		151	Temporary cladding at lounge bump-out to existing construction	coordination	Approved	06-Jan-25	30-Jan-25	13-Jan-25	\$12,562.00	\$12,562.00
				156		Revisions 2 Clarification to gypsum ceilings in stairwells	coordination	Approved	11-Mar-25				
				157		Clarification to balcony soffit heights	coordination	Approved	14-Jan-25				
				137		Provide cricketed backslope insulation between ERV#1 and MUA#2	Percon	Approved	15-Jan-25	30-Jan-25	07-Feb-25	\$1,650.00	\$1,650.00
				138		Provide keypad locksets on Resident laundry room doors	Owner Requested	Approved	16-Jan-25	30-Jan-25	07-Feb-25	\$4,455.00	\$4,455.00
				139		Cancelled - Provide range hood in gathering space kitchen 5116a	Owner Requested	Approved	11-Mar-25				
				140		Millwork revisions for site coordination issues	coordination	Approved	22-Jan-25	30-Jan-25	07-Feb-25	\$1,670.35	\$1,670.35
				158		Furr-out around FA panel in Med room 1070	coordination	Approved	30-Jan-25	11-Mar-25	25-Mar-25	\$1,247.07	\$1,247.07
				159		Revision to ceilings bulkheads in corridor 5082 and 5099	coordination	Approved	03-Mar-25				
				160		Revised - Ceiling height in corridor 5081	coordination	Approved	30-Jan-25				
				141		Modify stainless steel count 2078	coordination	Approved	10-Feb-25	05-Mar-25	13-Mar-25	\$0.00	\$0.00
				161		Revision to fireplace hearth stone in 5115	coordination	Approved	12-Feb-25				
				192	142	Revised counter support at M60 under counter fridge	Owner Requested	Approved	12-Feb-25	11-Mar-25	25-Mar-25	\$2,694.91	\$2,694.91
	193R1	143			165	Temporary Cladding of columns exposed to exterior in P1	coordination	Approved	12-Feb-25	08-Apr-25	15-Apr-25	\$10,961.13	\$10,961.13
				162		Revision to shower floor drains for sheet flooring	coordination	Approved	12-Feb-25				
				194R1	144	Modify rated wall at Room 5115 to suit piping	coordination	Approved	25-Mar-25	25-Mar-25	25-Mar-25	\$4,923.41	\$4,923.41
					163	Revisions to door frame protection	coordination	Approved	01-Feb-29				
					164	Revised 2: Relocate Shower room storage cabinets	coordination	Approved	24-Mar-25				
				145		Cancelled: Add LCD Austco annunciator displays for nurse call in P1	coordination	Approved	15-Apr-25				
				165		Clarifications on IT room 6003 panel terminations and rack equipment locations	coordination	Approved	25-Feb-25				
	196	146			162	Horizontal cable management and access control data drop	coordination	Approved	24-Feb-25	01-Apr-25	01-Apr-25	\$4,105.20	\$4,105.20
				166		Drywall bulkhead control joint locations	coordination	Approved	03-Mar-25				



Board of Management Meeting  
August 28, 2025

### CLINICAL SERVICES – Mel Cross, RN, Acting Director of Care

This July reporting period has been marked by an ongoing commitment to resident safety, process improvement and staff stabilization. Clinical operations remain steady. Our collective efforts remain centered on delivering holistic, resident-focused care that supports quality of life and clinical excellence.

#### Critical Incidents

Since our last report, we have had 8 critical incidents during the month of July.

- ❖ **Outbreak:** 1 incident
- ❖ **Alleged Resident-Resident Abuse:** 2 incidents
- ❖ **Alleged Staff-to-Resident Abuse:** 1 incident
- ❖ **Fall with Injury:** 1 incident
- ❖ **Written Complaint Regarding Resident:** 1 incident
- ❖ **Alleged Visitor-to-Resident Abuse:** 1 incident
- ❖ **Environmental Hazard:** 1 incident

#### Details & Follow-up:

- ❖ **Outbreak:**
  - Respiratory outbreak on the 3<sup>rd</sup> floor. Total number of affected residents was 9 (70 resident unit). Initiated July 16<sup>th</sup>, ended Aug 8<sup>th</sup>.
- ❖ **Alleged Resident-Resident Abuse:**
  - In each of these instances there was no physical harm to the residents involved. Each resident was assessed; care plans were updated to help mitigate future risk.
- ❖ **Alleged Staff-to-Resident Abuse:**
  - It was perceived a new probationary staff member used excessive force with a resident. This staff member was permanently removed from the workplace after investigation.
- ❖ **Fall with Injury:**
  - Resident received appropriate assessment and care. Subsequently transferred to hospital for additional assessment and treatment. Care plan updated.
- ❖ **Written Complaint:**
  - Amicable resolution achieved after investigation and follow-up between family and the team.
- ❖ **Alleged Visitor-to-Resident Abuse:**
  - It was alleged a family member's conduct towards a resident was perceived to be abusive and was therefore reported. Care plan was updated. Supervised visits were initiated.

❖ **Environmental Hazard:**

- Loss of potable water during construction in our new building. This was planned and prepared for, as such there was no harm to residents. Total duration 7.5 hrs.

### Other Clinical Updates

❖ **Staffing & Leadership Updates**

We are pleased to welcome our new IPAC Manager, who brings a wealth of knowledge and a fresh perspective to our infection prevention and control practices. In the coming weeks, we will be interviewing for an IPAC Assistant/Clinical Educator. Filling these key positions will further strengthen our clinical department by enhancing our IPAC processes, ensuring continued compliance with ministry requirement, and providing front-line support to improve knowledge, skills and abilities across the team.

We are continuing to work closely with the CUPE union to finalize our line selection process in preparation to move into our new building.

The RN's and the Clinical Leadership team have completed our leadership training with Jayne Harvey. Our Clinical Leadership team has continued to work closely with our RN Supervisors as we work to bolster leadership skills within the Home.

❖ **Clinical Practice**

We continue to work closely with our Medical Director and have been able to update some processes and streamline care provision for our residents. Our registered staff will have the opportunity to engage in an educational session with our Medical Director later next month with the aim being End-of-Life Care.

### Looking Ahead

- ❖ We continue to work closely with our staff in leadership positions helping to refine their leadership skills.
- ❖ Striving to refine our education process with the goal to reach more staff more efficiently and provide high quality learning opportunities.
- ❖ Ongoing recruitment for outstanding positions.
- ❖ Continued focus on building our team's resilience and capacity as we strive to realign our staffing with the needs of our residents.
- ❖ We have partnered in kind with a research group out of the Toronto Metropolitan University. This research project's aim is to Build Psychological Safety in Long Term Care: Strengthening Equity & Trauma-Informed Organizational Capacity to Support Workforce Mental Health & Well-being.

### STAFFING/STUDENTS – Tiffany Chapman, HR Coordinator

#### Students

- ❖ CTS & Canadore PSW Students placement/preceptorship complete – hired 3
- ❖ Living Classroom on last week of placement

#### July 2025

- ❖ Hired: 6 total (2 PSWs, 1 CSS PSW, 1 Housekeeper, 1 FSW, 1 IPAC Manager)
- ❖ Terminated/Resigned/Retired: 15 Total (6 PSWs, 1 CSS PSW, 4 FSWs, 2 RPN, 1 Admin, 1 Nurse Practitioner)

#### Vacancies as of August 21, 2025

- ❖ PSW Vacancies: 5 temporary part-time & 4 permanent part-time
- ❖ RPN Vacancies: 1 permanent part-time, 3 temporary full-time, and 1 perm FT
- ❖ RN Vacancies: N/A
- ❖ Dietary Vacancies: 3 permanent part-time & 8 temporary part-time
- ❖ Housekeeping Vacancies: 2 permanent part-time & 5 temporary part-time
- ❖ Activities Vacancies: 2 permanent part-time & 1 permanent part-time DP PSW
- ❖ CSS Vacancies: 3 permanent part-time PSWs & 1 temp part-time PSW

#### New Build

- ❖ Lines created and amended as per conversation with Union
- ❖ Lines to be posted 2<sup>nd</sup> week of September for selection process

### HOUSEKEEPING & NUTRITION & FOOD SERVICES – Trina Milne, Manager

- ❖ Housekeeping department- staff to fill out complete clean sheets. This is a quality improvement tool to help keep track of the rooms that are complete cleaned and also assists as an audit tool to help educate staff of items that need to be cleaned.
- ❖ Currently reviewing Meal Suite menu to make any necessary changes. The systems menu is different than what we are currently used to. Each diet, texture and recipes need to be reviewed before implementing.
- ❖ New laundry chemicals that were installed July 8, 2025 have made an improvement of cleanliness of the clothing and linens. Currently monitoring how much of the chemical we are going through so we stay within the budget.

### SPIRITUAL CARE/VOLUNTEER/ACTIVITY LEAD – Tracy Davis, Spiritual and Wellness Coordinator

- ❖ Over the past month, I have continued to support residents, families, and staff through spiritual care—offering one-on-one visits, facilitating group reflection or prayer as appropriate, and being present during times of transition or grief.
- ❖ As the Volunteer Coordinator, I have maintained regular communication with our volunteers, coordinated their schedules, and supported recruitment efforts to fill key roles. During recent outbreak periods, volunteers have not been on-site in accordance with infection control protocols, but I've remained in contact to keep them engaged and informed for a smooth return once restrictions are lifted.

*Compassionate care for life's journey.*

- ❖ In the absence of the Activity Lead, I have stepped in to ensure continuity of daily programming and events, helping maintain meaningful engagement and quality of life for residents.
- ❖ I continue to attend care conferences to contribute to residents' holistic care planning and assist with RAI assessments, offering input from both a spiritual care and activity engagement perspective.
- ❖ Additionally, I provide palliation education to all new hires as part of general staff orientation. This includes an overview of our palliative care approach, practical end-of-life support strategies, and the role of emotional and spiritual care for residents and families.
- ❖ This past month, we also held a special memorial service to honour and remember the **44 residents who have died here since January 2025**. It was a meaningful and heartfelt gathering. The **Family Council** attended and played a vital role in supporting the event, offering their presence and assistance to help ensure it was a thoughtful and respectful tribute to those we've lost.

### CLINICAL QUALITY ASSURANCE – Kathryn MacDonald, RN, Manager of Clinical Quality Assurance

#### Fall Prevention Update

- ❖ Training and Staff Education
  - Fall prevention training sessions continue to be held.
  - Summer holidays and staff coverage challenges required flexibility, but ongoing education and coaching have continued.
- ❖ Fall Statistics July
  - Total falls in July: 80, an increase from the previous month. Procedure enhancements continue to be applied with the goal of reducing falls.
  - Two residents accounted for eight or more falls each; individualized strategies are in place to address their specific needs.
- ❖ Fall Prevention Initiatives
  - Fall Wall implemented: visual display of fall statistics for staff awareness and engagement.
  - Planning to implement 4P rounding strategy: staff will proactively assess Pain, Position, Placement, and Personal needs during interactions with residents.
  - Considering a Fall Prevention Day in the fall to promote awareness, and staff engagement.
  - I remain availability on site for support during falls to ensure best practices are followed, care plans are adhered to, and all potential strategies for prevention are reviewed.
- ❖ Emergency Room visits
  - Hospital transfers: Only 3 in July, a significant improvement compared with 5 last month and 9 in July last year, demonstrating enhanced resident care and monitoring.

*Compassionate care for life's journey.*

- ❖ Quality Committee
  - Call for committee members has been launched with the goal of realigning the committee to better support resident outcomes.
- ❖ Redevelopment Impact
  - Optimism remains high that ongoing redevelopment will further support fall prevention efforts by improving unit design and resident safety.

Thank you for your ongoing support of our care programs and quality initiatives.

### RESIDENT FAMILY NAVIGATOR – Alysia Loyer

- ❖ **Admissions:** Nine (9) new permanent admissions & two (2) short stay respite.
- ❖ Over a dozen tours provided
- ❖ Education about Cassellholme
- ❖ Accepting many new seniors onto our waitlist

Looking forward to what the fall will bring!

### INFECTION CONTROL – Hannah Bryant, IPAC Manager

#### **New Information:**

Ellen Whittaker retired in July and Hannah Bryant replaced her as IPAC. IPAC assistant and clinical educator job positing went up.

#### **Audits:**

Hand hygiene observations for the 4 Moments for HH are ongoing as usual.

#### **Outbreaks:**

One respiratory outbreak. July 16<sup>th</sup> to August 8<sup>th</sup>. 25-day duration. Human Metapneumovirus detected.

#### **Immunization**

The collection of staff Measles immunization is ongoing and continues to go well.

#### **IPAC Construction Audits**

Audits that have been completed recently were in the ceilings above the shower and tub rooms. It had to be inspected twice due to the first time not meeting IPAC standard. Audits strived to be completed on the same day that Percon advises that the area has been cleaned, to prevent delays.

### COMMUNITY SUPPORT SERVICES – Cheryl Hamilton, CSS Manager

- ❖ CSS has been on a steady pace over the past few months.
- ❖ We have had an increase of 5 PSW's over the past year which has allowed us to bring our Assisted Living numbers up to 42-44 clients.

*Compassionate care for life's journey.*

- ❖ We have a PSW whom we just learned is leaving CSS, so we are in the process of interviewing candidates and have received a limited number of resumes so are hoping for a good candidate.
- ❖ We lost 2 other PSW's recently due to resignations (1 retired early and 1 moved south) and have had 2 on sick leave along with summer vacations, so staffing has been an unreal challenge with many working double shifts and lots of OT to replace these staff.
- ❖ Things have settled over the past week or so. We have had an ongoing challenge of PSW interest in the community and finding suitable candidates, even with students.
- ❖ We have had challenges with a number of Assisted Living clients being hospitalized all at the same time over the summer months, which means a drop in client hours and we cannot replace clients until we know they cannot come home.
- ❖ We are fully staffed in our Home Help Homemaking program and it continues to see a very lengthy waitlist for services.
- ❖ We are looking at ways to use OH funding in different ways to perhaps increase our capacity to serve more Respite clients but unsure if this will be feasible with OH.
- ❖ We continue to receive many referrals for all programs. Our Home Help Homemaking program has the longest waitlist of well over 700 clients waiting for services.
- ❖ The Cassellhome Van has been seeing some increased repair bills but is running efficiently and is a very busy service.
- ❖ MOW in Mattawa is running well, as is our Lawn Maintenance program with a private contractor.
- ❖ Will soon be securing a contractor for the upcoming snow removal season.
- ❖ No major health and safety issues at this time.
- ❖ All in all, CSS is operating smoothly and with no significant concerns at this time.



September 19, 2025

The Township of South Algonquin  
 Jackie Wilson  
 7 Third Ave, PO Box 217  
 Whitney, Ontario K0J 2M0

Dear Mayor & Council,

We are pleased to share the latest update on the Emergency Department redevelopment and enhancement of ambulatory care services, a project made possible by your extraordinary support.

Phase 1 construction is well underway on the 6,000 square foot addition for the new emergency department and is on track for completion ready for summer. The process of purchasing equipment for the new space has also begun, ensuring that the department will be fully outfitted and ready to serve the community once construction is complete.

Once finished, the state-of-the-art emergency department will feature:

- A dedicated isolation room with negative air pressure
- An enclosed ambulance entrance inside a secure garage
- A dedicated area for mental health care
- A new trauma area to enhance emergency response
- Enhanced patient privacy, including a new triage area and self-contained exam rooms
- And more!

Following this, Phase 2 will focus on the 6,600 square foot renovation of the ambulatory care space, which is expected to take approximately one year to complete.

Throughout construction, St Francis Memorial Hospital continues to provide essential services to patients.

Your generosity has brought this vision to life and ensures that everyone in our community will continue to have access to high-quality, patient-centred care for years to come.

We look forward to keeping you updated as the project progresses and to celebrating the completion of this vital community resource, a testament to the generosity and commitment of donors like you.

With deepest appreciation,

Erin Gienow; Executive Director  
 St Francis Valley Healthcare Foundation  
[erin@sfvhfoundation.com](mailto:erin@sfvhfoundation.com)  
 613-756-3045 ext 333

Greg McLeod, Chief Operating Officer  
 St. Francis Memorial Hospital  
[McleodG@sfmhosp.com](mailto:McleodG@sfmhosp.com)  
 613-756-3045 ext 231

P.S. Please see the attached update from St. Francis Memorial Hospital for further details.





September 9<sup>th</sup>, 2025

## **St. Francis Memorial Hospital Emergency Redevelopment Project Update**

The redevelopment project for the St. Francis Memorial Hospital Emergency Department and Ambulatory Care is well underway and is on time and on budget.

The project began in March 2025, and several milestones have been reached already. The foundation and cinder block walls for the new addition are in place, and the roofing is close to completion. The propane lines for the hospital as well as the gazebo were relocated to ensure that SFMH can continue operations of the helipad.

Over the next few months, there will be a lot of work happening, some of which will be visible on the outside of the building, and some that will be happening on the inside.

On the outside of the building the following will occur:

- The western embankment of the property will be reinforced to ensure the helipad is stable and operational
- The base layer asphalt will be installed around the new addition
- Access and connections will be installed within the new addition

Work that you may notice if you are inside the building include:

- The link between the hospital and medical building will be closed for less than a week to open a connection for future use.
- Some of the second-floor windows will be changed so that they align with the roofing height of the new addition and will allow patients to be able to continue to see the outdoors

Sullivan and Son Inc. as well as the affiliated subcontractors are making excellent progress. Thus far, the quality of the project is already evident.

**Ministry of the Environment,  
Conservation and Parks**

Drinking Water and Environmental  
Compliance Division, Northern Region  
Timmins District, North Bay Office  
191 Booth Road, unit 16-17  
North Bay ON P1A 4K3  
Tel.: 705 497-6865  
Fax: 705 497-6866

**Ministère de l'Environnement, de la Protection de  
la nature et des Parcs**

Division de la conformité en matière d'eau potable  
et d'environnement, Direction régionale du Nord  
District de Timmins, Bureau de North Bay  
191, rue Booth, Unité 16-17  
North Bay ON P1A 4K3  
Tél. : 705 497-6865  
Télééc. : 705 497-6866

(sent by e-mail only)

**Date: September 26, 2025**

**Re: Updates to Ministry of the Environment, Conservation and Parks' Compliance Policy – Potential for Low-Risk Incident Referrals to Municipalities**

On June 4, 2025, the Government of Ontario [announced updates](#) to the Ministry of the Environment, Conservation and Parks' [compliance policy](#). [A notice outlining the decision can be found here](#). These changes will allow the ministry to focus on higher-risk events, such as spills that could harm human health, while referring low-risk incidents that do not impact human health or the environment, such as construction noise, via referral to more appropriate regulatory authorities, including municipalities. Further details on the new incident referral assessment process can be found in section 4.2 of the updated compliance policy.

The updates to the compliance policy will clarify roles and responsibilities between the ministry and municipalities to avoid duplication and reduce burden on the regulated community by simplifying compliance oversight for low-risk activities. These changes will strengthen collaboration between the ministry and municipalities, while also improving service for members of the public by clarifying which regulator is responsible for responding to an incident.

Listed below are types of complaints that the ministry will typically consider for referral to municipalities:

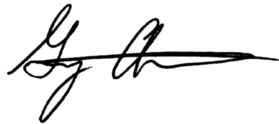
1. Odours - Reports of odours from restaurants, food preparation, construction/demolition/maintenance activities, vehicles, or residential sources.
2. Noise - Reports of noise from air conditioning and heating, vehicles, residences, pets, construction activities, music festivals and outdoor events.
3. Dust - Reports of general or road dust resulting from development or construction/demolition sites, stone cutting, or complaints of off-site dust generated from a neighbour's construction activities.
4. Waste - Reports of littering, abandoned vehicles, and small quantities of solid non-hazardous waste dumping.
5. Water – Reports of discharges to municipal sewers, oil leaking from vehicles to roadway/sewers, and problems with private ponds.

-2-

**Please note:** if a low-risk incident persists long term escalates to a community-level concern, or becomes linked to health impacts, the ministry will re-evaluate the risk and may take further action. Additionally, if a municipality lacks the capacity to carry out compliance and enforcement activities for a referred incident, the ministry may intervene if the risk level is deemed sufficiently high.

Should you have any questions or wish to discuss further, please feel free to contact me via email at [greg.ault@ontario.ca](mailto:greg.ault@ontario.ca) or by phone at 705-492-4673.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Ault', with a long horizontal flourish extending to the right.

Greg Ault  
Manager, Timmins District  
Drinking Water and Environmental Compliance Division  
Ministry of the Environment, Conservation and Parks

**Township of South Algonquin**  
7 Third Ave. PO Box 217  
Whitney, Ontario, K0J 2M0  
[clerk@southalgonquin.ca](mailto:clerk@southalgonquin.ca)

Saturday, October 25, 2025  
**Via: Email**

**Attention: Council**

**Subject: Request for Council to Reconsider the “Unreasonable Behaviour Conduct” By-law**

Dear Mayor and Council,

I'm writing as a long-time resident and business owner who has always tried to participate respectfully in local government. I'm very concerned about the Township's new *Unreasonable Behaviour Conduct* By-law (2025). I have sought legal advice about the Bylaw from Wade Poziomka at Ross & McBride LLP, but I am writing to you at this time in my personal capacity to help you understand the impact that the Bylaw will have on me, and others who are similarly situated. My genuine goal is to promote understanding so you can see the impact of the Bylaw from the perspective of individuals with disabilities. I also am sharing my perspective as a resident of South Algonquin and a concern around freedom of speech, expression and our ability to criticize decisions we do not agree with.

The proposed Bylaw builds in a lot of subjectivity, specifically around the terms vexatious and frivolous. It gives examples however to help clarify. One of those examples of unreasonable behaviour is “*refusing to accept the decision*”. A significant number of residents in South Algonquin will have disabilities, some of those will be invisible. The symptoms of some mental health disabilities are a need for clarification, and expression of emotion differently. Building in subjectivity but using examples which could outright have a negative impact on individuals with disabilities, ought to be avoided. That is the danger with bylaws of this nature.

Moreover, in a democratic community, residents are allowed to disagree with staff or council decisions, to ask questions, and to advocate for change. People should be able to criticize a decision and refuse to accept it. That's part of healthy civic life, not misconduct.

I won't belabour the point, but to highlight one other example, the Bylaw identifies “*causing distress to staff*” as an example of unreasonable behaviour. This is highly subjective, but I would also note that individuals with disabilities (autism spectrum disorder for example) may communicate in a manner that could cause distress to staff because they may not have function within the social norms that some may expect, but it is entirely unavoidable. I would encourage you to think about universal design and not placing unnecessary barriers, through the use of examples and subjectively, before residents with disabilities.

The subjectivity and open wording make it difficult for residents to know what is or isn't allowed.

When laws are written this way, people naturally become afraid to speak up or ask questions—not because they're being rude, but because they worry about being labelled “unreasonable” or facing limits on communication. That uncertainty can have a chilling effect on open discussion and public participation.

I submit that this by-law isn't necessary. If someone's behaviour ever truly crosses a line, the police already have the authority to deal with it impartially under existing law. Involving municipal staff in such a situation risk creating confusion, inconsistency, and fear.

Any rule that allows restrictions on a person's participation should also provide notice and a fair chance to respond before action is taken. That's how trust and accountability are built between a government and its people. This is procedural fairness – and it is necessary in municipal governance, especially given the potential consequences identified in the proposed Bylaw.

I'm writing this in good faith because I care about this community and believe that fairness, transparency, and open communication are what keep small towns strong. I am asking that you be mindful of the *Human Rights Code* and the *Charter*. I hope Council will take these concerns seriously and reconsider this by-law before it moves forward.

Thank you for your time and consideration.

**Sincerely,**  
Andrew Michel



# COUNCIL MEETING

## November 5, 2025

### By-Laws:

**Moved by:**

**Seconded by:**

**Res. # 25-**

THAT:

- 1) By-Law 2025-848 to adopt Short-Term Rental Licencing
- 2) By-Law 2025-849 to adopt a Capital Investment Policy
- 3) By-Law 2025-850 to adopt an Unreasonable Behaviour Policy
- 4) By-Law 2025-851 to Confirm the Proceedings of Council

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

**Moved by:**

**Seconded by:**

**Res. # 25-**

THAT:

- 1) By-Law 2025-848 to adopt Short-Term Rental Licencing
- 2) By-Law 2025-849 to adopt a Capital Investment Policy
- 3) By-Law 2025-850 to adopt an Unreasonable Behaviour Policy
- 4) By-Law 2025-851 to Confirm the Proceedings of Council

BE READ A THIRD TIME AND PASSED

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

**BY-LAW 2025-848**

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 Township of South Algonquin.

### **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
- 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 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. **“Licensee”** means a person who holds a licence or is required to hold a licence under this by-law.
- p. **“Licensee Code of Conduct & Acknowledgment”** means the document attached in Schedule "C" that prescribes the roles and responsibilities of the Licensee, 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 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 STR to be operated while their licence is suspended or revoked.
- 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.

## **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. 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, 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 post the following information 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 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 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 or the licence, whichever is the higher requirement.
- 5.9.** Every Owner, Licencee and Agent of a 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.

### **Recycling and Garbage**

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

- 5.16.** 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.
- 5.17.** Any change to the DRP must be provided to the Municipality in writing within forty-eight (48) hours of the change.

- 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.
- 5.19.** The DRP must be designated by the Owner in writing as part of the application process.
- 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”).

## **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 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 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) 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.
  - 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.
  - 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.
  - i) 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 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.

**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 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 the Licence Issuer or the applicant abandoning the application:

- a. 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

- b. 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:
  - a) January 30<sup>th</sup> of the year following the date of the issuance of the licence;
  - b) On the date of sale or transfer of the property or premises; or
  - c) On the date of revocation of the licence 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 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 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 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 to the property under the Building Code Act or the Fire Protection and Prevention Act;
  - d) the septic system 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.

## **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 Council meeting, for the purpose of holding a hearing of the appeal, and the applicant or licencee 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 Council under this By-law.
- 8.6. If the owner/agent fails to appear at the appointed time for their appeal hearing, the licencee 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.** 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.
- 10.5.** Any person who contravenes an order under this By-law is guilty of an offence.
- 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" "F" and "G" shall be deemed to form part of this by-law.

**SECTION 13 - AUHORITY**

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

**READ A FIRST AND SECOND TIME on NOVEMBER 5, 2025.**

\_\_\_\_\_  
Ethel LaValley – Mayor

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

**READ A THIRD TIME, PASSED AND ENACTED on NOVEMBER 5, 2025.**

\_\_\_\_\_  
Ethel LaValley – Mayor

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

By signing this by-law, Mayor LaValley has granted approval and will not exercise the power to veto this by-law under Strong Mayor Powers.

**THE TOWNSHIP OF SOUTH ALGONQUIN**

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

**NON-PERMITTED AREAS**

**NIL**

**THE TOWNSHIP OF SOUTH ALGONQUIN**

**SCHEDULE "B" TO BY-LAW 2025-848  
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		
<b>Address:</b>		<b>Unit:</b>
<b>Town:</b>	<b>Property Roll Number:</b> 4801-_____ -0000	
<b>Property Zoning:</b>	<input type="checkbox"/> R1	<input type="checkbox"/> R2 <input type="checkbox"/> SR <input type="checkbox"/> LSR <input type="checkbox"/> RU
<b>Type of Dwelling:</b> <input type="checkbox"/> Single Detached <input type="checkbox"/> Semi Detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> Secondary Dwelling		
<b>Number of existing bedrooms:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 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 <input type="checkbox"/> 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) <input type="checkbox"/> Airbnb <input type="checkbox"/> VRBO <input type="checkbox"/> Facebook <input type="checkbox"/> Kijiji <input type="checkbox"/> Booking.com <input type="checkbox"/> Cottages in Canada <input type="checkbox"/> Other: _____		
Property Owner/Applicant Information		
<i>(if there is more than one owner, please provide a list of all owners)</i>		
<b>Property Owner Name:</b>		
<b>Business Name (if applicable):</b>		
<b>Corporate Number (if applicable):</b>		
<b>Mailing Address:</b>		
<b>Town:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>Telephone:</b>	<b>Email:</b>	
Agent/Applicant's Information (if applicable)		
<i>(Owner Authorization Form must be completed if applicant is not the owner of the property)</i>		<input type="checkbox"/> same as property owner
<b>Authorized Agent Name:</b>		<b>Unit:</b>
<b>Town:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>Telephone:</b>	<b>Email:</b>	

**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 :**

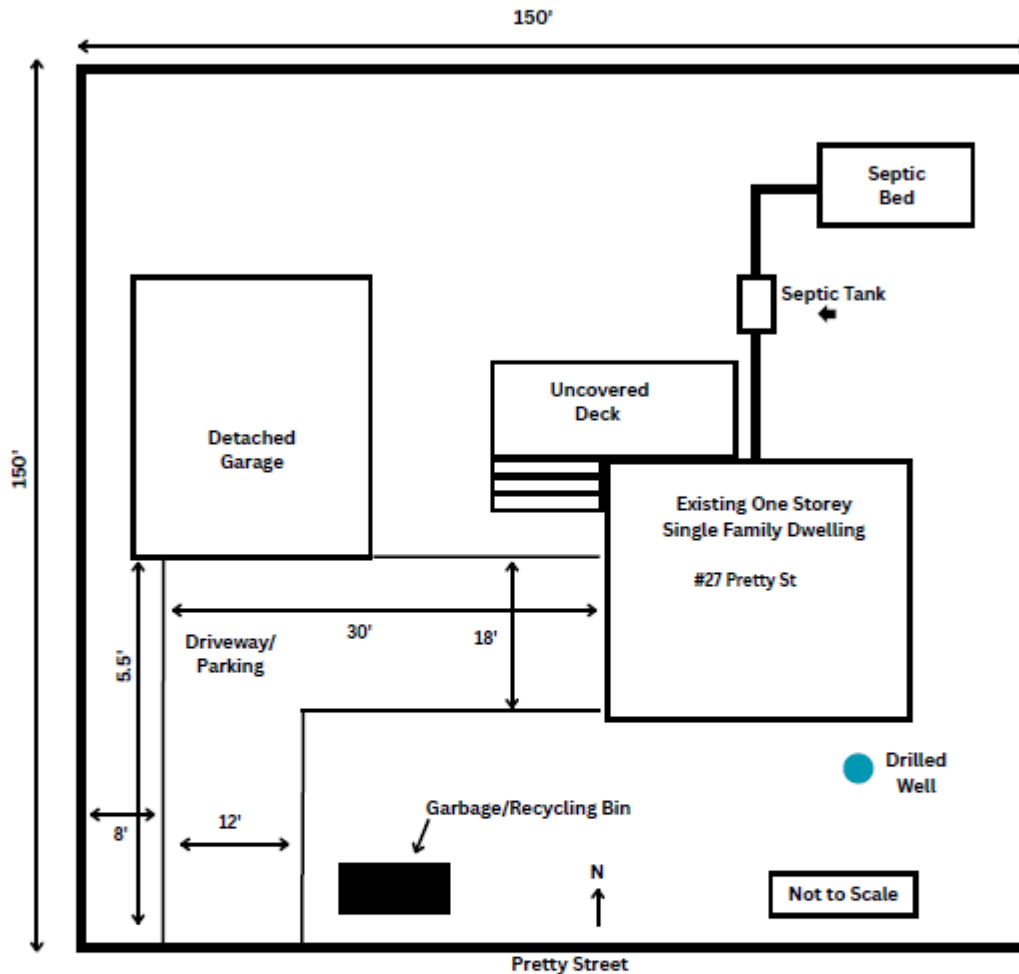
- accurate measurements and labeling of ALL approved sleeping spaces, rooms, hallways, common spaces
- location of entrances/exits, windows
- location of Smoke/CO detectors, fire extinguishers
- noting fire escape routes

**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 2025-848 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.
  - 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.

- 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 Licencees are responsible for informing the Municipality, in writing of any changes to insurance immediately and changes to any other 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 Licencee 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 Licencee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Licencee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Licencee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Licencee: \_\_\_\_\_ Date: \_\_\_\_\_

## THE TOWNSHIP OF SOUTH ALGONQUIN

### SCHEDULE "D" TO BY-LAW 2025-848 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 2025-848  
Short-Term Rental Licencing By-law**

**PART I Provincial Offences Act**

<b>ITEM</b>	<b>Column 1 SHORT FORM WORDING</b>	<b>Column 2 PROVISION CREATING OR DEFINING THE OFFENCE</b>	<b>Column 3 SET FINES</b>
<b>1</b>	Operate an STR without a valid licence	Section 4.1	\$1000.00
<b>2</b>	Fail to comply with an order made by Public Health	Section 4.4	\$400.00
<b>3</b>	Fail to ensure that renters comply with code of conduct or legislation	Section 4.7	\$400.00
<b>4</b>	Rent a guest room not identified as approved for an STR licence	Section 4.8	\$400.00
<b>5</b>	Rent a trailer as a STR	Section 4.9	\$400.00
<b>6</b>	Post an STR licence on an unlicensed property	Section 4.12	\$400.00
<b>7</b>	Alter a STR licence	Section 4.13	\$400.00
<b>8</b>	Remove a posted order	Section 4.14	\$600.00
<b>9</b>	Fail to post required information	Section 5.5	\$150.00
<b>10</b>	Fail to provide complete information package	Section 5.6	\$100.00
<b>11</b>	Fail to include licence number in advertisements	Section 5.7	\$150.00
<b>12</b>	Park in area not identified as for parking.	Section 5.10	\$250.00
<b>13</b>	Park on private property in an area not designated for parking	Section 5.10	\$50.00
<b>14</b>	Fail to provide proof of suitable adequate water.	Section 5.11	\$250.00
<b>15</b>	Fail to appropriately store waste	Section 5.15	\$150.00
<b>16</b>	Fail to remove waste in an appropriate timeline	Section 5.16	\$150.00
<b>17</b>	DRP fail to respond	Section 5.19	\$300.00
<b>18</b>	Fail to update information	Section 6.4	\$50.00
<b>19</b>	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 2025-848, a certified copy of which has been filed.

**THE TOWNSHIP OF SOUTH ALGONQUIN**

**SCHEDULE "F" TO BY-LAW 2025-848  
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.
4. 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. 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.

<b>TABLE 1</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Infraction</b>	<b>Reference</b>	<b>Demerit Points (P.O.N., Part III)</b>	<b>Demerit Points (Confirmed Order)</b>
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
Allowing insurance to expire	STR By-law	3	7
Fail to provide an information package	STR By-law	2	5
Obstruct an Officer	Power of Entry By-law	7	15

**THE TOWNSHIP OF SOUTH ALGONQUIN  
SCHEDULE "G" TO BY-LAW 2025-848  
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:** \_\_\_\_\_

---

**For Office Use Only**

**Date Received:** \_\_\_\_\_

**Licence No.:** \_\_\_\_\_

**Staff Initials:** \_\_\_\_\_

**CORPORATION OF THE TOWNSHIP  
OF SOUTH ALGONQUIN**

**BY-LAW NO. 2025-849**

**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 5<sup>TH</sup> DAY NOVEMBER 2025

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

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

READ A THIRD TIME AND PASSED THIS 5<sup>TH</sup> DAY NOVEMBER 2025

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

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

By signing this by-law, Mayor LaValley has granted approval and will not exercise the power to veto this by-law under Strong Mayor Powers.

## 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: <b>Capital</b> Reinvestment Policy	DEPARTMENT: <b>Finance</b>

## 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		

# CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

## BY-LAW NO. 2025-850

### **Being a By-Law to Rescind Previous Policy Passed by By-Law 19-589 and to Adopt a New 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 municipality under this or any other Act 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** the Township of South Algonquin is committed to providing professional, respectful, and timely service to all members of the public, and aims to address inquiries, requests, and complaints in a consistent and equitable manner; and

**WHEREAS** vexatious, frivolous, or unreasonable persistent requests may compromise the Municipality's ability to deliver high-quality services in a timely and efficient manner, and as such, may require the Municipality to impose limitations on contact with individuals or groups who meet the criteria outlined in this policy;

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

1. That the Unreasonable Behaviour Policy, attached hereto as Schedule "A" and forming part of this By-law, is hereby adopted.
2. That By-law No. 19-589 and any policy previously adopted thereunder are hereby repealed.
3. That this By-law shall come into force and take effect upon the date of its passing.

**READ A FIRST AND SECOND TIME this 5<sup>th</sup> day of November, 2025.**

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

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

**READ A THIRD TIME AND PASSED AND ENACTED this 5<sup>th</sup> day of November, 2025.**

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

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

By signing this by-law, Mayor LaValley has granted approval and will not exercise the power to veto this by-law under Strong Mayor Powers.

<b>Township of South Algonquin Corporate Policy</b>			
<b>DEPARTMENT:</b> Corporate Services			<b>POLICY #:</b>
<b>POLICY:</b> Unreasonable Behaviour Conduct Policy			
<b>DATE:</b> 2025	<b>REV. DATE:</b>	<b>REL. BY-LAW:</b> 2025-850	<b>PAGE #:</b> 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.

**CORPORATION OF THE  
TOWNSHIP OF SOUTH ALGONQUIN  
BY-LAW NO. 2025-851  
BEING A BY-LAW TO CONFIRM  
THE PROCEEDINGS OF COUNCIL**

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

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

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

**November 5, 2025**

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

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

READ A FIRST AND SECOND TIME on November 5, 2025.

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

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

READ A THIRD TIME, PASSED AND ENACTED on November 5, 2025.

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

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

By signing this by-law, Mayor LaValley has granted approval and will not exercise the power to veto this by-law under Strong Mayor Powers.