



**Municipality of
Magnetawan**

LICENCE AGREEMENT

PROCEDURE FOR THE PLACEMENT OF DOCKS ON UNOPENED ROAD ALLOWANCE

Authorized Under By-law #2025-

1) Application

The Applicant completes the application for the Licence Agreement and submits the non-refundable fee as per the current Fees and Charges By-law. An application shall include a site sketch (to scale) showing the proposed location of the dock in relation to the Unopened Road Allowance, setbacks from abutting lot lines and the location of the Applicant's property. Applicants are encouraged to contact property owners who abut the subject Unopened Road Allowance at the shoreline before submitting the Application, informing those owners of the intent to install a dock.

2) Eligibility Criteria

Council may approve applications based on the following:

- i. The Applicant for a Licensing Agreement must be an owner of land abutting the Unopened Road Allowance and is no further than 500 meters (drawn as a straight line) to the waterline of the Unopened Road Allowance which is subject to the Application;
- ii. The Applicant shall have legal road access (Municipally maintained roads and/or registered right-of-way) to the Applicants lands;
- iii. There is no presence of Environmental Protected lands on the Unopened Road Allowance or at the shoreline;
- iv. The maximum dimension of an approved docks is set by Council;
- v. The subject Unopened Road Allowance is not subject to an existing Licensing Agreement for the same purpose;
- vi. Any further condition(s) as Council deems appropriate.

3) Notice

Staff shall contact property owner(s) abutting the Unopened Road Allowance where the proposed dock is to be located regarding the Application and will invite those owner(s) to provide written or oral comments on the Application.

4) Public Council Meeting re: By-law

During an open Council meeting, Council will review the Application and draft Agreement. Depending on the complexity of the Unopened Road Allowance location and any public comments received, a Staff Report may or may not accompany the Application.

If Council is in favor of the Application, a Support in Principle Resolution will be passed during the public meeting. At a future meeting a By-law authorizing the agreement will be passed at a future meeting of Council.

If Council is not in favor, the Application will be denied or deferred. Council is under no obligation to approve an Application and the decision of Council is final.

5) Communication to Applicant Following Public Council Meeting:

If Council was not in favour of the application and no Support in Principle Resolution was passed, Staff provide the Applicant with the denied/deferred Resolution with next steps if any.

If Council is in favour of the Application, Staff will forward a copy of the Support in Principle Resolution and draft agreement to the Applicant. At this time the Applicant will be required to provide the deposit as per the current Fees and Charges By-law. Applicants are advised all costs associated with the Application are to be borne by the Applicant including any required surveying and or legal fees.

The Applicant will return the signed Agreement with all required documentation required as per the draft Licence Agreement, including but not limiting to Section 7.

6) Municipal Execution of Agreement

With the signed Agreement and required documentation returned to the Municipality, Staff will execute the Agreement on behalf of the Municipality. A fully executed Agreement will be returned to the Applicant permitting the installation of a dock as per the Agreement stipulation.