Municipality of Magnetawan

AMENDED AGENDA – Regular Meeting of Council

Wednesday, May 1, 2024

1:00 PM

Magnetawan Community Centre

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	OPENING BUSINESS	
	1.1	Call to Order
	1.2	Adoption of the Agenda
	1.3	Disclosure of Pecuniary Interest
3	1.4	Adoption of Previous Minutes
	DEPUTATION	
13		Leah Toth, Secretary Magnetawan Agricultural Society - Donation Request Cabinets Under the Trophy Case
		Aileen Ireland, Alqonquin Fine Foods - Land Use Application - Food Truck Placement
	PRESENTATION	
20		Tim McBride & Alana Valle, Pinchin Ltd. - Annual Monitoring Report Update
		2023 Annual Monitoring Report, Croft Waste Disposal Site
		2023 Annual Monitoring Report, Chapman Waste Disposal Site
		**** Full Pinchin reports are available on the Recycling and Landfill Page on our website at www.magnetawan.com under Annual Reports**
	STAFF QUARTERLY REPORTS	
25		Report from Parks and Maintenance Manager Steve Robinson
	STAFF REPORTS, MOTIONS AND DISCUSSION	
26	2.1	Consent Application - Lorusso - 754 Nipissing Road South
55	2.2	Report from Public Works Superintendent Scott Edwards, Outcome of RFT 2024-01 Gravel (A+B)
56	2.3	Report from Public Works Superintendent Scott Edwards, Outcome of RFP 2024-01 Slurry Seal Surface Treatment
57	2.4	Report from Public Works Superintendent Scott Edwards, Outcome of RFP 2024-02 Surface Treatment (Double Lift Tar & Chip)
58	2.5	Patti Paul, Farmers Market Rent Reduction Request
63	2.6	Correspondence from Cecebe Waterways Association, Magnetawan Centennial Park 2024
65	2.7	Parry Sound Area Community Business & Development Centre Request for Funding & 2023 Financial Statements
89	2.8	Almaguin Highlands Secondary School Graduation Awards Program
90	2.9	District of Parry Sound Municipal Association 2024 Spring Meeting May 17, 2024
92	2.10	Resignation of Sheila Smith from the Magnetawan Library Board
93	2.11	Habitat for Humanity - Request for Boundary Marking Reimbursement
103	2.12	Report from CAO/Clerk Kerstin Vroom, Office Renovations
105	2.13	Report from Deputy Clerk Laura Brandt, 2024 Public Art Project
107	2.14	DRAFT Adopt a Workplace Violence and Harassment Policy
127	2.15	DRAFT Regulate and Prescribe for Open Air Fires
141	2.16	DRAFT Appoint a Deputy Fire Chief - Mark Wignall
142	2.17	Discussion June Council Meeting

MUNICIPAL BOARDS AND COMMITTEE MINUTES

143 3.1 North Bay Parry Sound District Health Unit Board of Health Minutes January 24, 2024, March 6, 2024 & March 11, 2024
171 3.2 District of Parry Sound Social Services Administration Board (DSSAB) Chief Administrative Officer's Report April 2024
193 3.3 Almaguin Highlands Health Centre (AHHC) Minutes April 4, 2024
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199 3.5 Lakeland Holding Ltd. 2024 Q1 Shareholder Update

CORRESPONDENCE

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210 4.2 Municipality of Huron Shores Promptly Resume Assessment Cycle
212 4.3 Municipality of West Perth Conservation Authorities Act
221 4.4 Ontario Land Tribunal (OLT) 1680 Lakeside Trail
242 4.5 Update Lakeland EV Charging Station
243 4.6 Successful Outcome Canadian Heritage Canada Day Grant Funding
244 4.7 Successful Outcome Participaction Community Challenge Grant Funding
246 4.8 Successful Outcome NOHFC Community Events Stream Grant Funding
247 4.9 Successful Outcome Summer Employment Opportunities Program Grant Funding
248 4.10 Request for Proposal RFP 2024-03 Steel Tracked Hydraulic Excavator with Brush Head
272 4.11 Request for Proposal RFP 2024-04 Brush Chipper
288 4.12 Show Your Spirit Magnetawan Video Contest Poster
291 4.13 ICYMI Council Highlights April 10, 2024

ACCOUNTS

292 5.1 Accounts in the amount of $832,340.57

BY-LAWS

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315 6.2 Regulate and Prescribe for Open Air Fires
329 6.3 Appoint a Deputy Fire Chief - Mark Wignall

CONFIRMING BY-LAW AND ADJOURNMENT

330 7.1 Confirm the Proceedings of Council and Adjourn

Municipality of
Magnetawan

COUNCIL MEETING MINUTES
April 10, 2024
1:00 pm

The meeting of the Council of the Corporation of the Municipality of Magnetawan was held at the Magnetawan Community Centre on Wednesday March 13, 2024, with the following present:

Mayor Sam Dunnett
Deputy Mayor John Hetherington
Councillor Bill Bishop
Councillor Jon Hind
Councillor Brad Kneller

Staff: CAO/Clerk Kerstin Vroom and Deputy Clerk Recreation and Communications Laura Brandt were present for the entire meeting. Deputy Clerk Planning and Development Erica Kellogg was present for her respective sections in the meeting.

OPENING BUSINESS

1.1 **Call to Order**
The meeting was called to order at 1:00 p.m.

1.2 **Adoption of the Agenda**
RESOLUTION 2024-84 Bishop-Kneller
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adopts the agenda as presented.
Carried.

1.3 **Disclosure of Pecuniary Interest**
Mayor Sam Dunnett stated that should anyone have a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

1.4 **Adoption of the Previous Minutes**
RESOLUTION 2024-85 Kneller-Hetherington
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adopts the minutes of the Councils on March 13, 2024, at 10am and Mrach 13, 2024, at 1pm as copied and circulated.
Carried.

DRAFT

PROCLAMATION

Moose Hide Campaign & Stop Gender Based Violence

RESOLUTION 2024-86 Hind-Bishop

WHEREAS the Moose Hide Campaign is an Indigenous-led, grassroots movement of men, boys and all Canadians standing up to end violence against women, children and all those along the gender continuum;

AND WHEREAS the Moose Hide Campaign was founded along the 'Highway of Tears' in British Columbia in response to the injustices and violence faced by many women and children in Canada, particularly those who are Indigenous;

AND WHEREAS Intimate Partner Violence (IPV) is at epidemic proportions across Canada with more than 4 in 10 women having experienced it in their lifetime, and this reality is worse for Indigenous women who are twice as likely to experience violence from their current or former partners;

AND WHEREAS the Moose Hide Campaign has distributed over five million moose hide pins that each spark five conversations about issues of violence against women, children and all those along the gender continuum;

AND WHEREAS wearing the moose hide pin demonstrates a commitment to honour, respect and protect the women and children in your life, end gender-based violence and take meaningful action towards reconciliation with Indigenous peoples;

AND WHEREAS participation in the Moose Hide Campaign is a concrete action for all citizens to address the legacies of colonization, residential schools and the reality of more than 1,200 missing or murdered women in Canada;

AND WHEREAS engagement with the Moose Hide Campaign aligns with the United Nations Declaration on the Right of Indigenous Peoples (UNDRIP), the Truth and Reconciliation Commission's Calls to Action, and the Calls for Justice of the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG2S+);

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality proclaims May 16, 2024 as Moose Hide Campaign Day.

Carried.

PLANNING ACT MEETING

Zoning By-law Amendment Application – Goodjohn – 1388 Ahmic Lake Road

RESOLUTION 2024-87 Bishop-Hetherington

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan recesses the regular meeting to hold a public meeting pursuant to Sections 34 of the Planning Act to consider a Zoning By-law Amendment Application described as:

- *Concession 3 and 4 PT Lots 19 & 20 Croft, commonly known as 1388 Ahmic Lake Road (Goodjohn) seeking to refine the boundary of the Environmental Protection Zoning following the submission of an Environmental Impact Study.*

Carried.

RESOLUTION 2024-88 Kneller-Hetherington
WHEREAS the Council of the Municipality of Magnetawan receives the report of Patrick Towns and Jamie Robinson, Planners MHBC Planning, for a Zoning by-law Amendment Application from John Jackson (Agent) for Mark Goodjohn – Lot 19 & 20 Concession 3 & 4, Municipally known as 1388 Ahmic Lake Road Municipality of Magnetawan to refine the Environmental Protection (EP) Zone boundary following the submission of an Environmental Impact Study (EIS) by FRI Corp;
AND WHEREAS the EIS outlines recommended mitigation;
NOW THEREFORE BE IT RESOLVED THAT Council defers a decision on this matter until the mitigation recommendations are completed.
Carried.

RESOLUTION 2024-89 Kneller-Hetherington
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adjourns the Planning Act public meeting and returns to the regular meeting.
Carried.

STAFF QUARTERLY REPORTS
RESOLUTION 2024-90 Bishop-Hetherington
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the Staff Quarterly Reports from the Department Heads as presented for information only.
Carried.

STAFF REPORTS, MOTIONS AND DISCUSSION
2.1 **Consent Application – McIlroy – Part Lots 69 & 70 Con B Spence**
RESOLUTION 2024-91 Hind-Kneller
WHEREAS the Municipality of Magnetawan has received a request to support an application for consent to create an easement located off Nelson Lake Road which is a Municipally maintained road, Magnetawan (McIlroy) 4944 040 0060270000). The property is legally described as Part Lots 69 and 70, Con B Township of Spence hereinafter referred to as "the Lands";
WHEREAS the Municipal planning consultant has provided a report in support of the application with conditions;
NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan supports in principle the consent application for the Lands, which is valid only for a period of six (6) months; subject to the following conditions:

- *That the foregoing conditions be fulfilled within two years of the notice of decision of the Planning Board;*
- *Draft Reference Plan to be approved by the Municipality prior to registration;*
- *Two (2) true certified paper copies of the registered plan and an electronic version for the proposed severed parcel delineating the road right of way be prepared by an Ontario Land Surveyor with a certification that it is a true copy be provided to the Municipality for review and approval which conforms substantially with the application as submitted;*
- *Draft copy of the deeds (with all schedules) to be approved by the Municipality prior to registration;*

- *A copy of the original executed transfer (deed) with all schedules be provided to the Municipality;*
- *Payment of all taxes, municipal legal fees, planning fees and fees as per the current Fees and Charges By-law, Park Land Dedication By-law and all other fees associated with the processing of this application;*
- *That the Applicant receive confirmation of a suitable entrance from the Municipality of Magnetawan;*
- *Confirmation from the North Bay Mattawa Conservation Authority (NBMCA) that the proposed Severed and Retained Lots can be adequately serviced by individual on-site septic systems.*

Carried.

2.2 **Consent Application – Stevenson – 46 Thompson Road**

RESOLUTION 2024-92 Kneller-Hind

WHEREAS the Municipality of Magnetawan has received a request to support an application for consent for creation of one new lot located at 46 Thompson Road which is a municipal road, Magnetawan(Stevenson 4944 010 0031080000). The property is legally described as Con B Lot 91 Township of Chapman hereinafter referred to as "the Lands";

WHEREAS the Municipal planning consultant has provided a report in support of the application with conditions;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan supports in principle the consent application for the Lands, which is valid only for a period of six (6) months; subject to the following conditions:

- *That the foregoing conditions be fulfilled within two years of the notice of decision of the Planning Board;*
- *Draft Reference Plan to be approved by the Municipality prior to registration;*
- *Two (2) true certified paper copies of the registered plan and an electronic version for the proposed severed lot be prepared by an Ontario Land Surveyor with a certification that it is a true copy be provided to the Municipality for review and approval which conforms substantially with the application as submitted;*
- *Draft copy of the deeds (with all schedules) to be approved by the Municipality prior to registration;*
- *A copy of the original executed transfer (deed) with all schedules be provided to the Municipality;*
- *That the applicant establish separate potable water supplies to service the residential building on the proposed severed lot and retained lot;*
- *Payment of all taxes, municipal legal fees, planning fees and fees as per the current Fees and Charges By-law, Park Land Dedication By-law and all other fees associated with the processing of this application;*
- *That the Applicant receive confirmation of a suitable entrance from the Municipality of Magnetawan;*
- *That a Zoning By-law Amendment be submitted to rezone to demonstrate the existing development and the proposed lots comply with the Zoning By-law and all applicable legislation and Building Code as applied;*

- *Confirmation from the North Bay Mattawa Conservation Authority (NBMCA) that the proposed Severed and Retained Lots can be adequately serviced by individual on-site septic systems;*
- *That the applicant apply for and be approved for all required building permits for the retained and proposed severed lot;*
- *That the applicant provide confirmation to the satisfaction of the Municipality the existing shed has been relocated and complies with the minimum standards of the Zoning By-law.*

Carried.

2.3 **Consent Application – Antonik – 354 Simmons lake Road**

RESOLUTION 2024-93 Kneller-Hetherington

WHEREAS the Municipality of Magnetawan has received a request to support an application for consent for the creation of one new lot located at Simmons Lake Road which is a private road, Magnetawan(Antonik 4944 030 00400700). The property is legally described as Con 1 Lot 12 Township of Croft hereinafter referred to as "the Lands";

WHEREAS the Municipal planning consultant has provided a report in support of the application with conditions;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan supports in principle the consent application for the Lands, which is valid only for a period of six (6) months; subject to the following conditions:

- *That the foregoing conditions be fulfilled within two years of the notice of decision of the Planning Board;*
- *Draft Reference Plan to be approved by the Municipality prior to registration;*
- *Two (2) true certified paper copies of the registered plan and an electronic version for the proposed severed lot prepared by an Ontario Land Surveyor with a certification that it is a true copy be provided to the Municipality for review and approval which conforms substantially with the application as submitted;*
- *Draft copy of the deeds (with all schedules) to be approved by the Municipality prior to registration;*
- *A copy of the original executed transfer (deed) with all schedules be provided to the Municipality;*
- *Confirmation from the North Bay Mattawa Conservation Authority (NBMCA) that the proposed lots can be adequately serviced by individual on-site septic systems;*
- *Payment of all taxes, municipal legal fees, planning fees and fees as per the current Fees and Charges By-law, Park Land Dedication By-law and all other fees associated with the processing of this application;*
- *The entering into a Site Plan Agreement, to be registered on title for the proposed Retained Lot;*
- *That the Applicant enter into a Limited Service Agreement with the Municipality to be registered on title.*

Carried.

2.4 **Consent Agreement – Seibels – Croft CON 4 PT LOTS 6&7 RP 42R17369 PARTS 6 & 7**

RESOLUTION 2024-94 Bishop-Hetherington
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the Consent Agreement - Siebels – Croft CON 4 PT LOTS 6&7 RP 42R17369 PARTS 6 & 7 By-law as presented, and the by-law on this matter will be passed later in the meeting.
Carried.

2.5 **Consent Agreement – Langford – Chapman CON 1 LOT 26&27 42R-22370 PART 5**

RESOLUTION 2024-95 Bishop-Hetherington
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the Consent Agreement – Langford – Chapman CON 1 LOT 26&27 42R-22370 PART 5 By-law as presented, and the by-law on this matter will be passed later in the meeting.
Carried.

2.6 **Correspondence from the Township of Perry Ontario Provincial Police (OPP) Detachment Board**

RESOLUTION 2024-96 Hind-Kneller
WHEREAS the Council of the Municipality of Magnetawan receives the Correspondence from the Township of Perry Ontario Provincial Police (OPP) Detachment Board;
AND WHEREAS, the Council of the Municipality of Magnetawan nominated Councillor Jon Hind for consideration by the Village of Sundridge and the Township of Strong;
AND WHEREAS, Sundridge and Strong have nominated Councillor Kevin Noaik from the Township of Strong;
NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan supports the nomination of Councillor Kevin Noaik to represent Sundridge, Magnetawan and Strong on the OPP Detachment Board.
Carried.

2.7 **Report to Council Deputy Clerk Laura Brandt 2024 Public Art Project**

RESOLUTION 2024-97 Hetherington-Kneller
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the report 2024 Public Art Project, from Deputy Clerk Laura Brandt as presented and directs Staff to place the steamship carving at the Village Green or Municipal Office
AND FURTHER approves the purchase and installation of the 'Big Baseball' display at Croft Recreational Park.
Carried.

Direction was given to contact the carver to ascertain the stability of the base as well as the estimated measurements of the carving and bring back a staff report to a future meeting for Council's consideration regarding the location of the carving.

2.8 **DRAFT Motion Northern Ontario Heritage Fund Corporation (NOHFC) Fire Hall**

RESOLUTION 2024-98 Bishop-Hind

WHEREAS the Council of the Municipality of Magnetawan is committed to public safety and infrastructure investment while maintaining excellent service to our residents;

AND WHEREAS the Municipality has submitted an application to request funding form the Northern Ontario Heritage Fund Corporation (NOHFC) towards the New Fire Hall Project in the estimated amount of $500,000;

AND WHEREAS if the Municipality is successful in obtaining a grant in the amount of $500,000 the Municipality is committed to cover our contributions towards the project in the estimated amount of $2,000,000 along with any project cost overruns for this much needed project;

NOW THEFORE BE IT RESOLVED that the Council of the Municipality of Magnetawan deems it in the best interest of the Municipality to authorize the payment of any project cost overruns over and above the awarded grant funding.

Carried.

2.9 **DRAFT Hawkers and Peddlers By-law**

RESOLUTION 2024-99 Kneller-Hetherington

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the DRAFT Hawkers and Peddlers By-law as presented, and the by-law on this matter will be brought back to a future meeting for passing.

Carried.

2.10 **DRAFT Set Tax Ratios for Municipal Purposed and Levy the Rates of Taxation for the Year 2024**

RESOLUTION 2024-100 Hind-Kneller

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the DRAFT Set Tax Ratios for Municipal Purposes and Levy the Rates of Taxation for the Year 2024 By-law as amended to increase the transfer to Asset Management Reserves from $200,000 to $300,000, to help offset costs for future infrastructure upgrades; and the by-law on this matter will be passed later in the meeting.

Carried.

MUNICIPAL BOARD AND COMMITTEE MINUTES

3.1 **District of Parry Sund Social Services Administration Board (DSSAB) Chief Administrative Officer's Report March 2024**

3.2 **Almaguin Highlands Health Centre (AHHC) Minutes March 7, 2024**

RESOLUTION 2024-101 Hetherington-Bishop

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the Municipal Boards and Committee Minutes as copied and circulated.

Carried.

CORRESPONDENCE

4.1 **Municipality of Brighton Rideshare Services**
4.2 **Town of Amaranth Highway 413**
4.3 **Town of Aurora Amenity Sharing MOU with School Boards for Gymnasium Use**
4.4 **Township of Amaranth Operating Budgeting Funding**
4.5 **District of Parry Sound Social Services Board Reaching Home Funding**
4.6 **MADD Message Certificate**
4.7 **Mary Jane Campbell Thank You Card**
4.8 **Broader Public Sector (BPS) Reporting Submission**
4.9 **Treasurer's Statement of 2023 Council Remuneration**
4.10 **Successful Outcome of Enabling Accessibility Grant Funding**
4.11 **Unsuccessful Outcome of United Way Grant Funding**
4.12 **Tender RFT 2024-01 Gravel (A+B)**
4.13 **Proposal RFP 2024-01 Slurry Seal Surface Treatment**
4.14 **Proposal RFP 2024-02 Surface Treatment (Double Lift Tar & Chip)**
4.15 **HAZMAT DAY 2024 Poster**
4.16 **2024 Public Art "Out of Water" Poster**
4.17 **Call for Concession Stand Operators Poster**
4.18 **ICYMI Council Highlights March 13, 2024**

RESOLUTION 2024-102 Kneller-Hind
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the correspondence items as copied and circulated.
Carried.

RESOLUTION 2024-103 Hind-Hetherington
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan endorses and supports item 4.1 Municipality of Brighton Rideshare Services;
AND FURTHER THAT this resolution be circulated to the Honourable Doug Ford, Premier of Ontario, the Honourable Prabmeet Sarkaria, Minister of Transportation, the Honourable Paul Calandra , Minister of Municipal Affairs and Housing, the Honourable David Piccini, Member of Provincial Parliament for Northumberland-Peterbourough South, the Association of Municipalities of Ontario (AMO), the Eastern Wardens Caucus, the County of Northumberland, all six neighbouring Northumberland lower-tier municipalities and all Ontario municipalities through AMCTO.
Carried.

RESOLUTION 2024-104 Kneller-Hetherington
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan endorses and supports item 4.2 Township of Amaranth Highway 413;
AND FURTHER THAT this resolution be circulated to the Honourable Doug Ford, Premier of Ontario, the Honourable Prabmeet Sarkaria, Minister of Transportation, the Honourable Sylvia Jones, MPP Dufferin-Caledon, the Honourable Kinga Surma, MPP Etobicoke Centre and all Dufferin County Municipalities.
Carried.

DRAFT

RESOLUTION 2024-105 Hetherington-Bishop
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan endorses and supports item 4.3 Township of Aurora Amenity Sharing MOU with School Boards for Gymnasium Use;
AND FURTHER THAT this resolution be circulated to the Honourable Doug Ford, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Honourable Stephen Lecce, Minister of Education, Marit Stiles, Leader of the Ontario New Democratic party, Bonnie Crombie, Leader of the Ontario Liberal Party, all MPP's in the Province of Ontario,), the Association of Municipalities of Ontario (AMO), and all Ontario Municipalities Ontario municipalities through AMCTO.
Carried.

RESOLUTION 2024-106 Hind-Kneller
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan endorses and supports item 4.4 Township of Amaranth Operating Budgeting Funding;
AND FURTHER THAT this resolution be circulated to the Honourable Doug Ford, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), and all Ontario Municipalities Ontario municipalities through AMCTO.
Carried.
RESOLUTION 2024-107 Hind-Hetherington
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan endorses and supports item 4.5 District of Parry Sound Social Services Board Reaching Home Funding;
AND FURTHER THAT this resolution be circulated to Scott Aitchison, MP Parry Sound Muskoka and Anthony Rota, MP Nipissing.
Carried.

ACCOUNTS

5.1 **Accounts in the amount of $435,232.94**

RESOLUTION 2024-108 Hind-Bishop
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the accounts in the amount of $425,232.94 *as presented.*
Carried.

DRAFT

BY-LAWS

6.1 **Consent Agreement – Seibels – Croft CON 4 PT LOTS 6&7 RP 42R17369 PARTS 6 & 7**

6.2 **Consent Agreement – Langford – Chapman CON 1 LOT 26&27 42R-22370 PART 5**

6.3 **Set Tax Ratios for Municipal Purposed and Levy the Rates of Taxation for the Year 2024**

RESOLUTION 2024-109 Kneller-Hetherington

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan that the following by-laws are now read a first, second and a third time, passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation, and engrossed in the by-law book:

6.1 Consent Agreement – Seibels - Croft CON 4 PT LOTS 6&7 RP 42R17369 PARTS 6 & 7

6.2 Consent Agreement – Langford – 47 Highway 520 Croft CON 1 LOT 26&27 42R-22370 PART 5

6.3 Set Tax Ratios for Municipal Purposes and Levy the Rates of Taxation for the Year 2024

Carried.

CONFIRMING BY-LAW AND ADJOURNMENT

7.1 **Confirm the Proceedings of Council and Adjourn**

RESOLUTION 2024-110 Hetherington-Bishop

BE IT RESOLVED by the Council of the Municipality of Magnetawan that the Confirming By-law is now read a first, second and a third time, passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and engrossed in the by-law book;

AND FURTHER THAT, this meeting is now adjourned at 2:30 pm to meet again on Wednesday May 1, 2024, at 1:00 pm or at the call of the Chair.

Carried.

Approved by:

_____ _____

Mayor Clerk

DRAFT

Municipality of
Magnetawan

COUNCIL DEPUTATION REQUEST

Any written submissions and background information for consideration by Council must be submitted to the Clerk's office at least 7 (seven) days prior to the set meeting date.

PLEASE PRINT

COUNCIL DATE REQUESTED: May 1, 2024 (subject to availability)

SUBJECT: Cabinets under the Trophy Cases

NAME: Magnetawan Agricultural Society - Leah Toth Secretary

ADDRESS: Box 181

Magnetawan, ON

P0A1P0

PHONE: HOME: 705-387-1520 BUSINESS:

EMAIL ADDRESS: magnetawanfair@gmail.com

NAME OF GROUP OR PERSON(S) BEING REPRESENTED: (if applicable)

Magnetawan Agricultural Society

BRIEF STATEMENT OF ISSUE OR PURPOSE OF DEPUTATION (you may attach additional information)

Regarding the Cabinets under the trophy cases . We have approval in principal , however cost has been prohibitive . We are looking for a share in the cost of these Cabinets . They will be used to store our historical information about the Society . Currently it is being housed at individuals homes and not in a general location to serve all of the society .

Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the *Municipal Freedom of Information and Protection of Privacy Act,* R.S.O. 1990, c.M.56, as amended. Questions about this collection should be directed to the Clerk's office at clerk@magnetawan.com or 705 387 3947

Submission of this form does not automatically guarantee you will be granted a deputation. The Clerk will notify you of the date and time for your deputation.

Laura Brandt

From: Magnetawan Agricultural Society <magnetawanfair@gmail.com>
Sent: April 17, 2024 11:08 AM
To: Kerstin Vroom; Laura Brandt; Magnetawan Agricultural Society
Subject: Deputation -May 1, 2024 - Magnetawan Agricultural Society
Attachments: Drawings of the Cabinets.pdf; Cabinet Quotes.pdf

Good Morning Kerstin and Laura,

I wasn't sure who to direct this email to, and I spoke with Laura previously about doing a deputation before council, hence I have included you both . Thank you both for your time and assistance .

The Deputation is about funding for the Cabinets under the trophy cases in the Community Centre.

Last year we approached the Community Centre Board and received approval in principle for these cabinets to be built and installed . This request went on to Council- for which we also received the same approval. We then tendered out and received the attached 4 quotes (2 from the same company). The quotes came in much higher than we expected .

After much discussion the board has asked that we present this deputation in hopes that we would be able to share with the Municipality in some of the costs .

The cabinets will provide us with much needed space to be able to preserve our archived documents. We have historical documents that date back to as early as 1910 . We want to be able to store them for future use , at a general location and not be in anyones' single possession . We do have the Barn- however most of the documentation and photos that we do have are paper based and should be stored accordingly and not in the weather , as the Barn would not provide a lot of protection for these documents.

For the past 2 years the Board has taken on a Capital Project that would enhance the community(the Photo Boards) and provide updated Hydro to our Agricultural Barn for use now and in the future . Each year once the Capital Project is done - we apply for grants thru OAAS/OMAFRA . In previous years we have received back 25% of the projects cost, but that program can change yearly as we all know.

The board has made the decision to go with the Quote from Riverview Custom Cabinetry - completion still to be determined . Looking at the cost of slightly under $8200 and knowing the 25% will be forthcoming in the future we are asking Council for consideration to share in the cost of the balance of the project which would be 50% of $6000 or a total of $3000.

These cabinets will have wheels and can be moved if need be - but there is no intention to move them once they are in place under the trophy cabinets

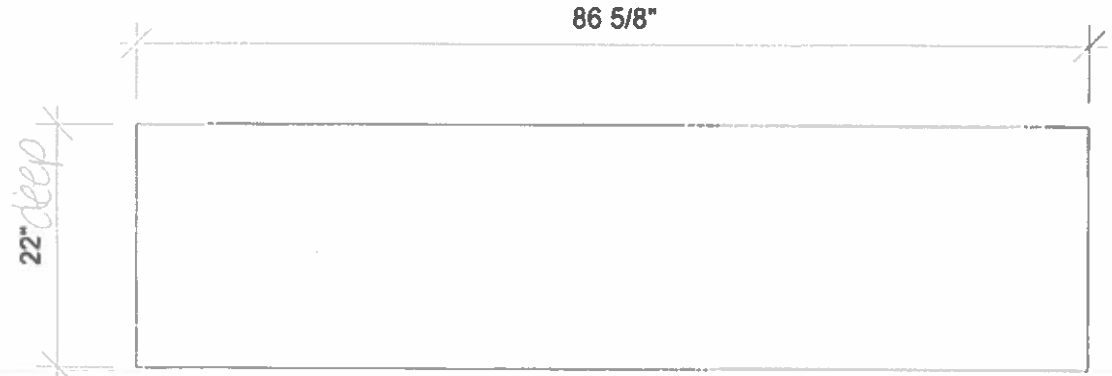
Please find attached the quotes and the final drawings of the Cabinets as well.

I will be presenting this material on May the 1, 2024 at Council and if anyone should have any questions- I will be glad to answer them .

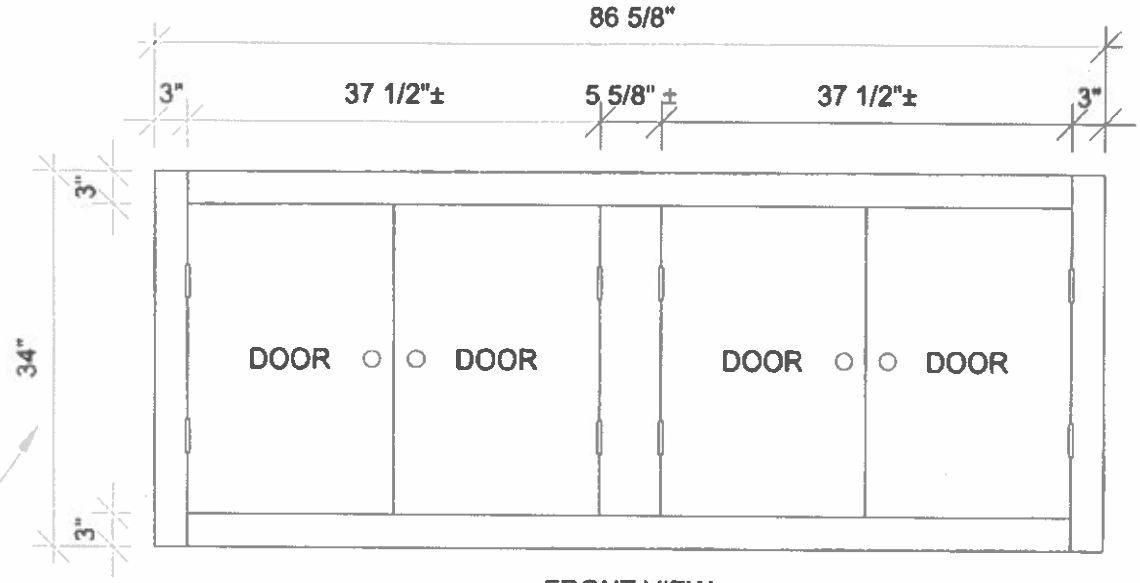
Thanks again for your time and consideration,

Leah Toth on behalf of the Board of Directors

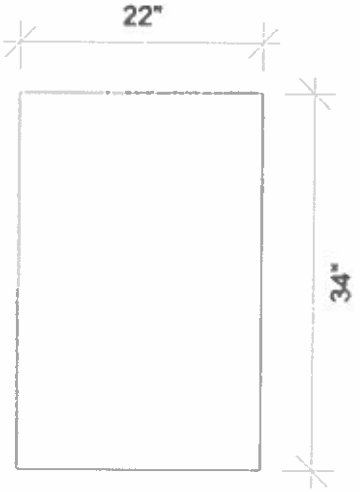
Secretary, Magnetawan Agricultural Society



TOP VIEW



FRONT VIEW



SIDE VIEW

4 CABINETS REQUIRED

NOTE: IF WHEELS ARE TO BE USED SUBTRACT HEIGHT OF WHEELS FROM OVERALL HEIGHT

NOTE: DOOR SIZE AND MIDDLE UPRIGHT CAN BE CHANGED TO SUIT

Project:
MAGNETAWAN AGRICULTURAL SOCIETY CABINETS

Sheet: 1 OF 1

Date: JUNE 12, 2023

Corporation of the
Municipality of Magnetawan

Tel: (705) 387-3947
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P.O. Box 70, Magnetawan, Ontario P0A 1P0

RESOLUTION NO. 2023 – 274 **SEPTEMBER 13 2023**

Moved by: B Bishop

Seconded by: John Hetherington

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the request from the Magnetawan Community Centre Board Cabinets Community Centre Hallway;

AND FURTHER approves the installation of the same length of base cabinets of the same likeness and quality of the current upper cabinets be installed in the Community Centre hallway directly below the Magnetawan Agricultural Society Trophy Case for their use as storage at no cost to the Municipality.

Carried ✓ Defeated____ Deferred____

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Bishop, Bill			
Hetherington, John			
Hind, Jon			
Kneller, Brad			
Mayor: Dunnett, Sam			

Knowing our heritage we will build our future

Municipality of Magnetawan

Magnetawan Community Centre Board

RESOLUTION No. 2023- 15 SEPTEMBER 06, 2023

Moved by: _____

Seconded by: _____

WHEREAS the Magnetawan Community Centre Board receives the correspondence Request Magnetawan Agricultural Society Cabinets;

NOW THEREFORE BE IT RESOLVED that the Magnetawan Community Centre Board respectfully requests that the Council of the Municipality of Magnetawan approve the installation of the Same length ~~number~~ of base cabinets of the same likeness and quality of the current upper cabinets be installed in the Community Centre hallway directly below the Magnetawan Agricultural Society Trophy Case for use by the Magnetawan Agricultural Society Cabinets at no cost to the Municipality.

Carried ✓ Defeated____ Deferred____

_____
Chair,

Declaration of Pecuniary Interest by: _____

SUMMARY OF RESULTS

DATE: March 1, 2024

MEMO TO: Kerstin Vroom

FROM: Tim McBride

RE: 2023 Annual Monitoring Report, Croft Waste Disposal Site, Magnetawan, Ontario

PINCHIN FILE: 225335.007

Pinchin Ltd. (Pinchin) was retained by the Corporation of the Municipality of Magnetawan (Client) to prepare the 2023 annual groundwater and surface water monitoring report for the Croft Waste Disposal Site (the Site) to assess the hydraulic media for contaminants of concern as a compliance requirement under the Site Certificate of Approval (CofA) Number **A7034002** and the applicable regulatory requirements.

The current groundwater monitoring well network at the Site consists of eight bedrock groundwater monitoring wells (BH1, BH8, BH9, BH10, BH11, BH12, BH13 and BH14) and three drive point monitors (DP7, DP8 and DP9). Based on the 2022 Pinchin Monitoring Report, all three of the drive point monitors have consistently been observed to have an insufficient volume of water at the time of sample collection and have since been retained as water level only monitoring locations to supplement the groundwater elevation monitoring for the Site. All wells were inspected in 2023 and found to be in good condition. No wells displayed evidence of a condition non-compliant with Ontario Regulation 903 with the exception of BH-11, which was found to have a broken casing lid, as well as no PVC cap. Additionally, three surface water locations were monitored for the Site (SW1, SW2 and SW3).

As per previous annual monitoring events, groundwater and surface water was sampled twice annually by Pinchin during 2023, in the spring and fall.

Based on the results obtained from the existing groundwater monitoring wells and surface water monitoring locations, Pinchin has not identified any significant landfill related impacts at the Site. Elevated concentration parameters within the groundwater samples analyzed at the furthest downgradient monitoring locations (i.e. BH8, BH9, BH12, BH13 and BH14) are likely attributed to either naturally occurring conditions within the shallow unconfined aquifer on-site or from temperate impacts from leachate sourced from the waste deposits at the Site. All exceedances of the Guideline B-7 RUC at the downgradient wells considered representative of the property boundary are related to operational guidelines and/or aesthetic objectives associated with drinking water systems set by the ODWQS and are not considered to be an immediate significant human health or environmental concern originating from the Site. These concentrations are interpreted to attenuate with further distance from the Site. In summary, the current 2023 groundwater monitoring data indicates that the Site is continuing to effectively

operate as designed, as a natural attenuation type facility, with any landfill derived groundwater impacts attenuated to acceptable levels prior to the downgradient property boundaries.

Based on a review of the existing dataset and regulatory requirements to date, Pinchin recommends the following:

- Continue with routine monitoring of all the available groundwater monitoring wells and surface water monitoring locations. Groundwater and surface water monitoring shall be completed with analyses for the parameters identified in the historical monitoring record. It is recommended that groundwater and surface water monitoring be completed during the spring and late fall to generate a baseline data set, to evaluate trends, and to determine the need and scope of a long-term monitoring program for the Site. Considering the dataset completed thus far, it is Pinchin's opinion that sampling should continue in 2024 before the adequacy of the monitoring program can be fully evaluated;
- The casing lid on monitoring well BH-11 should be repaired and given a PVC cap;
- The Client should continue to ensure that the requirements as specified in the CofA are complied with; and
- In the future, the component of the surface water samples identified for the analysis of aluminum should be filtered prior to analysis, in order to provide a clay free sample (as per the requirements of the PWQO).

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SUMMARY OF RESULTS

DATE: March 1, 2024

MEMO TO: Kerstin Vroom

FROM: Tim McBride

RE: 2023 Annual Monitoring Report, Chapman Waste Disposal Site, Magnetawan, Ontario

PINCHIN FILE: 225335.007

Pinchin Ltd. (Pinchin) was retained by the Corporation of the Municipality of Magnetawan (Client) to prepare the 2023 annual groundwater and surface water monitoring report for the Chapman Waste Disposal Site (the Site) to assess the hydraulic media for contaminants of concern as a compliance requirement under the Site Certificate of Approval (CofA) Number **A521202** and the applicable regulatory requirements.

As per previous annual monitoring events, groundwater and surface water was sampled twice annually by Pinchin during 2023, in the spring and fall.

Seven overburden groundwater monitoring wells have historically been utilized at the Site (BH1, BH2, BH3, BH4, BH5-II, BH6-II and BH7-II). As part of the leachate management plan study completed by Pinchin, several additional monitoring wells were installed at the Site during September 2018 to support the existing monitoring well network. This included the addition of two new background wells (BH11 and BH3-II) to replace the previously destroyed BH3, one cross-gradient well (BH10-I), deeper nested wells at two existing monitoring locations which are consistently dry (BH4-II and BH6-III) and two additional downgradient wells (BH8-I and BH9-I). All wells were inspected during 2023 and found to be in good condition. No wells displayed evidence of a condition non-compliant with Ontario Regulation 903, with the exception of BH1 and BH3-II which have the PVC riser too tall to close the casing lid. Additionally, four surface water locations were monitored for the Site (SW1, SW2, SW3 and SEEP).

The Site currently operates as a typical natural attenuation waste disposal facility. No liner or other leachate collection/management system is in place at the Site. The 2019 Leachate Management Plan Study report indicated that a leachate-impacted groundwater seep/spring had been identified in a downgradient area (east of the Site, upstream from SW3, and in the vicinity of well BH9), resulting in the discharge of said waters to an adjacent surface water feature. This discharge essentially short circuits the natural attenuation process and has the potential to have negative effects on the surface water feature. The Corporation of the Municipality of Magnetawan initiated a proactive approach to leachate management and retained Pinchin to complete the Leachate Management Plan Study. The surface water quality data collected for the study indicated that an impact

from the leachate seep is being observed in the two adjacent creeks, and it was recommended that steps should be taken to eliminate the seep.

These steps include infilling the incised valley and relocating the creek to eliminate the seep, creating an extended CAZ boundary for additional leachate attenuation to occur prior to discharge to surface water bodies.

As part of the 2019 Leachate Management Study Report completed by Pinchin in April 2019, a trigger level monitoring program and contingency plan was proposed for the Chapman Waste Disposal Site, which is to be implemented at the Site following the elimination of the seep. The proposed Trigger Level Monitoring Program is a three-tiered program that includes routine monitoring (i.e. the semi-annual monitoring program), compliance monitoring and confirmation monitoring. While this trigger level monitoring program has been developed following industry standard/best management practices it is subject to revision. Revisions to the program have been completed by Pinchin as outlined in the Updated Trigger Plan Report. This report will be submitted to the MECP for review. Following acceptance of the revised trigger level monitoring program and the remediation of the leachate seep, the evaluation of the Site performance will be completed utilizing the new criteria. However, for discussion purposes only, the 2023 annual monitoring report evaluated the Site with respect to the Updated Trigger Plan, in addition to the Guideline B-7.

Two trigger level exceedances were quantified at BH6-III and BH8-I for manganese and DOC using the geometric mean of the available database at each of these trigger wells versus the modified Guideline B-7 (based on the 75th percentile of the background concentrations at the new background well BH11). All of the trigger level concentrations were satisfied at both surface water trigger level monitoring locations with the exception of iron at SW2 during the fall and at SW3 during the spring and fall. It should be noted that although the iron concentrations quantified at SW3 are elevated, iron concentrations at furthest downgradient location SW2 are generally similar or lower in comparison to background concentrations at SW1. It should also be noted that the implementation of the trigger level monitoring program is only recommended once the proposed mitigation measures associated with the leachate seep are completed.

Actual Site compliance was evaluated based on the MECP's Guideline B-7 criteria. Based on the results obtained from the existing groundwater monitoring wells and surface water monitoring locations, Pinchin has not identified any significant landfill related impacts at the Site. Concentrations of pH, TDS, iron, nitrate, DOC, aluminum and manganese parameters within the groundwater samples analyzed at the furthest downgradient monitoring locations (BH5-II, BH6-III, BH7-II, BH8-I and BH9-I) which exceeded the Guideline B-7 criteria are likely attributed to either naturally occurring conditions within the shallow unconfined aquifer on-site or from temperate impacts from leachate sourced from the waste deposits at the Site.

All exceedances of the Guideline B-7 RUC are related to operational guidelines and/or aesthetic objectives associated with drinking water systems and are not considered to be an immediate significant human health or environmental concern originating from the Site, with the exception of nitrate and nitrite which are health-related parameters. The elevated concentrations of nitrate are only quantified in some downgradient wells and often

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fluctuate throughout the historical record. Therefore, these concentrations should be confirmed during the next monitoring period. Furthermore, concentrations of nitrate quantified at the downgradient groundwater wells are not interpreted to be impacting the surface water quality at the Site as nitrate concentrations are observed to be at low levels at downstream monitoring locations SW3 (near-field) and SW2 (far-field).

Based on a review of the existing dataset and regulatory requirements to date, Pinchin recommends the following:

- Continue with routine monitoring of all the available groundwater monitoring wells and surface water monitoring locations. Groundwater and surface water monitoring shall be completed with analyses for the parameters identified in the historical monitoring record. Monitoring well BH4-II should also be analysed for mercury and VOCs. It is recommended that groundwater and surface water monitoring be completed during the spring and late fall to generate a baseline data set, to evaluate trends, and to determine the need and scope of a long-term monitoring program for the Site. Considering the dataset completed thus far, it is Pinchin's opinion that sampling should continue in 2024 before the adequacy of the monitoring program can be fully evaluated;
- It is recommended that the three-tiered trigger level monitoring program, developed as part of the 2019 Leachate Management Plan Study and the Updated Trigger Plan be implemented for the Site once the mitigative measures for the seep are executed;
- The riser at monitoring wells BH1 and BH3-II should be cut and re-surveyed (tied into the existing survey data for the monitoring network); and
- The Client should continue to ensure that the requirements as specified in the CofA are adhered to, with respect to operation of the Chapman Waste Disposal Site.

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Municipality of Magnetawan	REPORT TO COUNCIL
To:	Mayor and Council
From:	Parks and Maintenance Manager Steve Robinson
Date of Meeting:	April 10, 2024
Report Title:	2024 1st Quarter Report

Recommendation: THAT Council receives this report for information only.

Winter /Spring

The Parks Department has been quite busy this winter although the winter was not as cold or as much snow it was messy, sidewalks and parking lots still required a lot of maintenance . The rink was a struggle due to weather, we had to start from scratch 4 times.

- Snow removal equipment performed well.
- Huronia alarms completed its annual fire alarm and fire safety inspected the Magnetawan community centre including the hood fan – and all is good.
- All gas appliances were inspected by moore propane for leaks (This is a 10 year inspection) no issues.
- We are still waiting on the report from the engineer regarding the air intake for the hood fan.
- Last fall we removed the new docks from where they are positioned for the summer season and pulled them into the bay beside Centennial Park and tied them off instead of our past practice of lifting the docks out - which resulted in damage and then repairs every spring, The docks went through the winter in the water very well.
- The docks behind the Village Green were placed earlier than normal as we expect the fish hatchery to be up and running earlier than normal.
- Daily cleaning, vacuuming and removal garbage of Office areas, Community Centre, Library, pavilion washrooms, and Ahmic Hall.
- The Banners have been put up in Magnetawan and Ahmic Harbour
- A new water softener was installed at the Magnetawan Community Centre as the previous one quit working.
- So far this quarter, I have received 5 inquiries for burials – plot purchases and head stone installations.
- Spring Banners installed in Magnetawan and Ahmic Harbour.
- New windows and blinds installed in community centre hall, and new windows installed at the Lock tower.

Upcoming

- Sidewalk/parking lot sweeping to begin.
- Cleaning up parks and cemeteries in progress.
- Storage shed roofs at Chapman and Spence cemeteries will need redone – hopefully with steel due to pine needle's sap destroys the shingles.

Respectfully Submitted,

Steve Robinson
Parks and Maintenance Manager

Municipality of Magnetawan

RESOLUTION NO. 2024- **MAY 1, 2024**

Moved by: _____

Seconded by: _____

WHEREAS the Municipality of Magnetawan has received a request to support an application for consent for a lot addition located at 754 Nipissing Road South, Magnetawan which is a municipally maintained public road, (Lorusso 4944 010 00306100). The property is legally described as PLAN253 BLK E LOTS 1 TO8 inclusive Township of Chapman hereinafter referred to as "the Lands";

AND WHEREAS the Municipal planning consultant has provided a report on the application with conditions;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan supports in principle the consent application for the Lands, which is valid only for a period of six (6) month; subject to the following conditions:

- That the foregoing conditions be fulfilled within two years of the notice of decision of the Planning Board;
- Draft Reference Plan to be approved by the Municipality prior to registration;
- Two (2) true certified paper copies of the registered plan and an electronic version with a certification that it is a true copy be provided to the Municipality;
- Draft copy of the deeds (with all schedules) to be approved by the Municipality prior to registration;
- A copy of the executed transfer deed (with all schedules) be provided to the Municipality;
- Confirmation from the North Bay Mattawa Conservation Authority that the proposed benefitting and severed lot can be adequately serviced by on-site septic systems;
- Payment of all taxes, municipal legal fees, planning fees, all fees as per the current Fees and Charges By-law, Park Land Dedication By-law and all other fees associated with the processing of this application;
- The Applicant enters into a Site Plan Agreement to be registered on title, with the Municipality to showcase a suitable building and septic envelope for the benefitting lot;
- That the Applicant obtain a letter of suitable entrance from the Municipality for the proposed benefitting lot;
- The Applicant's solicitor shall provide an undertaking to make an application within 1 week for consolidation following registration of the deed for the resulting enlarged parcel, and to provide the Municipality with documentation which demonstrates that the consolidation has taken place.

Carried_____ Defeated_____ Deferred_____ _____

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Bishop, Bill			
Hetherington, John			
Hind, Jon			
Kneller, Brad			
Mayor: Dunnett, Sam			

DRAFT

311 George St. N. Suite 200
Peterborough, ON K9J 3H3
T 705.876.8340 | F 705.742.8343
www.ecovueconsulting.com

Planning Report

To: Mayor and Council, Municipality of Magnetawan

From: Kent Randall & Chris Conti (EcoVue Consulting), Township Planning Consultants

Subject: Application for Consent (Loruss0)

Property Location: 754 Nippising Road South
Lots 1 to 8 inclusive, and Block E Plan 253, Magnetawan

EcoVue File No.: 24-2125-02

Date: April 16, 2024

Recommendation

We recommend that Council receive the report dated April 16, 2024 from EcoVue Consulting Services regarding application for Lorusso, and that Council approve the application and that the provisional consent be given subject to the following conditions:

1. The Applicants shall submit, to the satisfaction of the Municipality of Magnetawan, information and documentation from a qualified professional which demonstrates that individual on-site septic and individual on-site water services can be provided on the property in a manner that does not compromise the capacity of Ahmic Lake.
2. The Applicant shall submit a site plan acceptable to the Municipality of Magnetawan which identifies the location of the proposed cottage, other buildings and structures, and the proposed septic system, proposed grading and any other proposed changes to the site. The site plan shall demonstrate that the proposal complies with required setbacks from Ahmic Lake, requirements to avoid construction and the placement of fill below the flood elevation of Ahmic Lake, and other Official Plan requirements and zoning standards to the satisfaction of the Municipality of Magnetawan.
3. The Applicant shall provide information acceptable to the Municipality of Magnetawan that demonstrates that access to Nipissing Road South from the combined parcel will be provided in a safe and acceptable manner;

4. That the Applicants provide a draft copy of the deeds (with all schedules) to be approved by the Municipality prior to registration.
5. That a draft reference plan of survey be provided to the Municipality of Magnetawan for review prior to registration.
6. That confirmation be provided in writing from the Municipality of Magnetawan that a 911 Address Number to the new lot created has been assigned.
7. That a payment-in-lieu of a parkland dedication shall be paid in accordance with Section 51.1 of the Planning Act acceptable to the Municipality of Magnetawan in cash or certified cheque.
8. That all taxes, municipal, legal, and planning fees associated with the processing of this application including fees under By-law 2011-11, 2011-16 and current Municipal Fees & Charges By-law including a 5% parkland dedication fee be paid;
9. The applicant provides confirmation from the Municipality of Magnetawan Roads Foreman with respect to entrance Municipal fees and disbursements (legal, engineering, planning), if any incurred by the Municipality with respect to this application, shall be paid for by the owner.

1.0 The Application

Carl Lorusso (Applicant) has applied to sever a portion of a property at 754 Nipissing Road South. The subject property contains eight lots and one block (Block E) that were part of a former plan of subdivision (that have since been merged) located on the eastern shoreline of Ahmic Lake. The intent of the application is to sever a portion of the southern part of the former Block E to be added to a lot (former Lots 1, 2 and 3) that abuts former Block E to the south.

The former lots 1, 2 and 3 (benefitting parcel) were the subject of a deeming by-law passed in 2022 under subsection 50 (4) of the *Planning Act,* R.S. O. 1990, c.P. 13 (Act) which deemed them to no longer be part of a plan of subdivision. The lot addition will have the effect of expanding the area of the northern part of the benefitting parcel and also expanding its shoreline frontage.

The proposed severed parcel has a width of approximately 9.14 metres and a length of approximately 107 metres. The area of the former Block E is currently approximately 3 hectares. The existing area of the benefitting parcel is approximately 0.51 hectares. With the lot addition, the benefitting parcel will have an area of approximately 0.61 hectares and straight line water frontage of 38.64 metres. Former Block E will have an area of approximately 0.89 hectares with approximately 87 metres of straight line water frontage.

Currently a cottage and boat house are located on the former Block E and a drive shed is located on the benefitting parcel. If the consent is approved, the intent is to construct a cottage on the expanded benefitting parcel.

The subject lands are designated Shoreline in the Municipality of Magnetawan Official Plan (MMOP) which permits a detached residential use. The area of the property that includes the proposed severed parcel, the benefitting parcel and Block E is zoned Shoreline Residential (RS) in Magnetawan Zoning By-law 2001-26 (MZB). Residential use of the property is one of the permitted uses in this zoning category.

2.0 Planning Analysis

2.1 The Planning Act

The Planning Act, R.S.O., 1990, c.P 13, (Act), through Section 3 (5) (a), requires all decisions that affect a planning matter to be consistent with policy statements that are in effect on the date of the decision. Through this provision, the decision regarding the proposed consent must be consistent with the Provincial Policy Statement (PPS).

Furthermore, the authority for municipalities to grant consents emanates from Section 53 (1) of the Act which states:

> *(1) An owner, chargee or purchaser of land, or such owner's, chargee's or purchaser's agent duly authorized in writing, may apply for a consent as defined in subsection 50 (1) and the council or the Minister, as the case may be, may, subject to this section, give a consent if satisfied that a plan of subdivision of the land is not necessary for the proper and orderly development of the municipality. 2021, c. 25, Sched. 24, s. 4 (1).*

Consents are required to have regard for matters in Section 51 (24) of the Act through reference in Section 53 (12). Section 51 (24) states the following:

> *(24) In considering a draft plan of subdivision, regard shall be had, among other matters, to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality and to,*
>
> *(a) the effect of development of the proposed subdivision on matters of provincial interest as referred to in section 2;*

(b) whether the proposed subdivision is premature or in the public interest;

(c) whether the plan conforms to the official plan and adjacent plans of subdivision, if any;

(d) the suitability of the land for the purposes for which it is to be subdivided;

(d.1) if any affordable housing units are being proposed, the suitability of the proposed units for affordable housing;

(e) the number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposed subdivision with the established highway system in the vicinity and the adequacy of them;

(f) the dimensions and shapes of the proposed lots;

(g) the restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land;

(h) conservation of natural resources and flood control;

(i) the adequacy of utilities and municipal services;

(j) the adequacy of school sites;

(k) the area of land, if any, within the proposed subdivision that, exclusive of highways, is to be conveyed or dedicated for public purposes;

(l) the extent to which the plan's design optimizes the available supply, means of supplying, efficient use and conservation of energy; and

(m) the interrelationship between the design of the proposed plan of subdivision and site plan control matters relating to any development on the land, if the land is also located within a site plan control area designated under subsection 41 (2) of

this Act or subsection 114 (2) of the City of Toronto Act, 2006. 1994, c. 23, s. 30; 2001, c. 32, s. 31 (2); 2006, c. 23, s. 22 (3, 4); 2016, c. 25, Sched. 4, s. 8 (2).

Through Sections 51 (24) (c) and (g) consents must conform to the applicable Official Plan and Zoning By-law.

The above-noted requirements of the Act are addressed through the sections of this report that follow.

2.2 Provincial Policy Statement (2020)

Pursuant to Section 3(5) (a) of the Act as noted above, the proposed consent must be consistent with the 2020 Provincial Policy Statement (PPS) which provides planning policy direction for all areas of the province, which is intended to be implemented through municipal Official Plans.

2.2.1 Managing and Directing Land Use to Achieve Resilient and Efficient Development and Land Use Patterns

Section 1.1.1 of the PPS states in part that healthy, livable and safe communities are sustained by promoting efficient development and land use patterns, accommodating an appropriate range and mix of land uses, including recreation, parks, and open space, and avoiding development and land use patterns which may cause environmental or public health and safety concerns.

The detached residential use of the benefitting parcel combined with the severed parcel is consistent with surrounding land uses and will continue the appropriate use of the lands.

Section 1.1.1 (c) indicates that development and land use patterns should be avoided which cause environmental concerns. There is some potential for the proposed consent to affect the capacity of Ahmic Lake. As noted above, the Applicant must provide information that the proposed development of the expanded benefitting parcel will not compromise the capacity of Ahmic Lake. If this information is provided by the Applicant, the proposal will be consistent with this section of the PPS.

2.2.2 Rural Lands and Areas in Municipalities

The provisions in Section 1.1.4 (Rural Areas in Municipalities) and Section 1.1.5 (Rural Lands in Municipalities) of the PPS are relevant to the proposed consent.

Section 1.1.4.1 refers to building on local character, conserving biodiversity, and considering the ecological benefits provided by nature. The proposed consent will provide a cottage lot which is consistent

with the shoreline residential character of the area. The above-noted conditions of approval are intended to ensure that biodiversity is conserved and ecological features are protected.

Section 1.1.5.2 sets out the permitted uses for rural lands in municipalities which include resource-based recreational uses. Recreational dwellings are considered to be a resource-based recreational use. Therefore, the cottage that is proposed to be constructed on the combined severed and benefitting parcel is permitted under this section.

2.2.3 Natural Heritage

Section 2.1 of the PPS provides policies for the protection of natural heritage features and functions. This section applies to the proposed consent because of the property's proximity to Ahmic Lake and because an area on the shoreline to the north of the proposed consent is zoned Environmental Protection (EP) in the MZB.

Based on available mapping, the area zoned EP appears to contain a wetland, although this has not been confirmed from available information. However, this area is located approximately 150 metres from the proposed severed parcel and, therefore, it should not be affected by the proposal and does not require an evaluation under the PPS to determine if there may be negative impacts.

Section 2.1.1 states that natural features and areas are to be protected for the long term. Section 2.1.2 of the PPS states the following:

> *2.1.2 The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and ground water features.*

The natural heritage system should be maintained and is not expected to be negatively impacted by the proposed consent.

Section 2.1.5 restricts development in significant natural features unless it has been demonstrated that there will be no negative impact on the features or ecological functions. Section 2.1.8 restricts development on adjacent lands to significant natural heritage features unless a natural heritage evaluation demonstrates that there will be no negative impact. However, no significant natural heritage features according to the provisions of Section 2.1.4 and 2.1.5 have been identified in proximity to the location of the proposed consent.

Section 2.2.1 provides policies to "*protect, improve and restore the quality and quantity of water…*" which includes in Section 2.2.1 (h) "*ensuring the consideration of lake capacity where applicable….*"

The capacity of Ahmic Lake to support an additional cottage is not expected to be affected by the proposal. However, as noted above the Applicant must provide information to confirm that Ahmic Lake can accommodate the proposed cottage.

Section 3.1 of the PPS provides policies for natural hazards. Section 3.1.1 generally directs development away from hazardous lands adjacent to streams, rivers and small inland lake systems that are impacted by flooding hazards.

The proposed consent is not expected to be significantly affected by flooding hazards. Appropriate setback distances will be required from the flood elevation and the high water mark of Ahmic Lake for the location of the cottage and other structures.

The above matters are dealt with in greater detail below as may be appropriate.

Subject to the considerations above, the proposed consent is consistent with the PPS.

Municipality of Magnetawan Official Plan

According to Section 51 (24) (c) of the Act, the proposed consent must conform to the requirements of the local Official Plan (Municipality of Magnetawan Official Plan (MMOP)).

As noted earlier, the subject property is designated as Shoreline in the MMOP. Section 5.4 provides policies for the Shoreline designation. The permitted uses include detached dwellings which is the proposed use of the benefiting and the severed parcel once they are combined.

Section 4.2.2 of the MMOP sets out policies for dealing with flood hazards and identifies a flood elevation of 281.97 C.G.D. for Ahmic Lake. The policy states that the Municipality will not support the placement of fill below the flood elevation unless a report by a qualified engineer demonstrates that there will be no negative impact on upstream and downstream properties. It appears from broad scale mapping that portions of the property in proximity to the shoreline may be within the flood elevation.

Section 4.3 of the MMOP requires septic systems to be located at least 30 metres from a waterbody and includes further restrictions for lakes that are "at or near capacity". In Appendix 1 of the MMOP Ahmic Lake is not classified as at or near capacity, but as "developable with a cautionary approach". However, given that the proposed consent will not result in additional building lots and will not facilitate additional

development beyond what is currently permitted on the subject lands, it is our opinion that there would be no further impacts to the development capacity of Ahmic Lake.

Also included in Section 4.3 is a requirement for maintaining a 20 metre wide shoreline buffer of natural vegetation where possible. Through the conditions noted above which require the submission of the site plan, the location of proposed buildings and structures, the septic system, the 20 metre wide buffer and any other proposed alterations to the site should be illustrated. The Municipality can then ensure that flooding will not be affected by the proposal, and that appropriate buffer and setback distances are maintained to conform with the above-noted policies. The Applicant should provide a site plan for the development of the property which demonstrates compliance with these requirements.

In Section 5.4.1 the MMOP states that all shoreline areas in the Municipality are designated as shoreline but it is not the intent that all shoreline areas be developed for permitted uses. In consideration of this statement there are factors that may come into play for restricting development of shoreline areas.

However, it should be noted in this case, that the subject lands had been part of a plan of subdivision where some development permissions were already available. The severance is not creating a new development opportunity, but it will expand the area of the benefitting parcel and bring it into greater conformity with lot size requirements.

Section 5.4.2 sets out development standards for Shoreline properties. It states in part:

> *Unless otherwise specified, new lots should be no smaller than 1.0 ha (2.5 acres) in area with 90 metres (300 feet) of water frontage.*

The benefitting lot is currently deficient regarding the above standards. Although it will be enlarged through the consent process, the resulting lot will still be deficient. As noted earlier, the resulting shoreline frontage will be 38.64 metres and the lot area will be 0.61 hectares. If the severance is approved, the frontage and area of Block E will also be marginally smaller than the above requirements for the Shoreline designation.

However, the provision indicates that there is some flexibility in this policy through the statement "Unless otherwise specified". Also, the proposed consent will not result in a "new lot", but rather enlarges the area of an existing lot.

Section 5.4.5 requires that no development should be permitted which would result in a lake being over capacity. However, as previously noted, the proposed lot addition does not result in additional development that would impact lake capacity. Policies which apply specifically to severances are included in Section 7 of the OP. In Section 7.1 the OP states:

> *Applications for land division through the consent process shall only be considered if the proposal is minor in nature, does not result in unnecessary expansion of the present level of municipal services, is in compliance with the Objectives and General Development policies of this Plan and the applicable Land Use policies for the designation in which the land is located.*

Since the proposed lot addition is not creating a new development opportunity, it is our opinion that the consent is minor in nature and will not result in the unnecessary expansion of municipal services.

Criteria for severances are set out in Section 7.1.1. They include that the proposal must not require a plan of subdivision and that the lot size and setback requirements will satisfy the specific requirements of the OP and the zoning by-law.

The proposed consent does not require a plan of subdivision. As noted earlier the size of the benefitting parcel does not meet the requirements of the Official Plan. It is expected that setback requirements can be met for a cottage development, but this requires submission of a more detailed plan.

Section 7.1.1 (c) requires that new lots front on a publicly maintained municipal road or in the case of lots in the Shoreline designation new lots can front on existing private roads with a registered right of way to a municipally maintained road. The benefitting parcel currently has 64.3 metres of frontage on Nipissing Road which is a year round maintained municipal road. The frontage will increase by 9.1 metres with the addition of the proposed severed parcel.

Section 7.1.1 (e) of the OP states:

> *(e) the lot must have road access in a location where traffic hazards such as obstructions to sight lines, curves or grades are avoided;*

Furthermore, in Section 7.1.1 (f) the OP states:

> *(f) the lot size, soil and drainage conditions must allow for an adequate building site and to allow for the provision of an adequate means of sewage disposal and water supply, which*

meets the requirements of the Building Code, the lot must have safe access and a building site that is outside of any flood plain or other hazard land;

The proposed consent is not creating a new development opportunity, but it does expand the benefitting parcel. In view of the above policies and in anticipation of development of the expanded benefitting parcel, the Applicant should demonstrate that the development will have appropriate access to Nipissing Road and that an adequate building site and means of sewage treatment and water supply is available. These matters are addressed in the recommended conditions of approval.

Section 7.1.1 (h) requires lots created for permanent residential use to have access to a year round maintained municipal road or provincial highway. It is not clear if the proposed use of the benefitting parcel will be for permanent residential use, but the requirement of this policy is met because the property fronts on Nipissing Road.

In view of the above, our opinion is that the proposed consent conforms to the MMOP.

Municipality of Magnetawan Zoning By-law No. 2001-26

As noted earlier, the portion of the subject property which includes the proposed severed parcel, the benefitting parcel and Block E is zoned Shoreline Residential (RS) in Magnetawan Zoning By-law 2001-26 (MZB). It appears from Schedule A2 of the MZB that an area in the northern portion of the property is zoned Environmental Protection (EP). However, this area appears to affect lots 6 to 8 of the Applicant's property and it is well removed from the proposed severed parcel and the benefitting parcel. The proposed severed parcel is approximately 150 metres from the area identified as EP. The proposal is not expected to affect the part of the Applicant's lands in the EP zone.

Section 3.18 (b) of the MZB contains provisions for existing undersized lots as follows:]

b) Existing Undersized Lots

Where a lot, having a lesser lot area and/or lot frontage than required herein, existed on the date of passing of this By-law, or where such a lot is created by a public authority or correction of title, such a smaller lot may be used and a permitted building or structure may be erected and/or used on such a smaller lot provided that all other applicable provisions of this By-law are complied with and provided that a sewage system that complies with the regulations under Building Code can be installed on the lands. Lots which have been increased in lot area or lot

frontage following enactment of this By-law shall be deemed to comply to the By-law, and may be used in accordance with the provisions of the By-law.

The benefitting parcel prior to the deeming By-law, consisted of 3 existing undersized lots. In view of the above provision, the proposed consent will recognize the development opportunity that was available and will provide for a parcel that has greater compliance with the MZB. As noted in the last sentence in the above provision, lots which are increased in frontage or area, which is the case with the benefitting parcel, will be deemed to comply and may be used in accordance with the provision of the MZB.

Section 3.26 of the MZB requires 20 metre minimum setbacks for most buildings and structures from the high water mark of watercourses. In addition, Section 3.36 requires a 20 metre setback from the high water mark for septic systems and leaching beds and requires that they be located above the Regulatory Flood Elevation. The proposal for development of the combined severed and benefitting parcel must address the above requirements as they may be applicable to the site.

Section 4.2 of the MZB includes provisions for the Shoreline Residential zoning category. In Section 4.2.1 the MZB identifies the permitted uses in the RS zone which include "detached dwelling".

Section 4.2.2 provides the property standards for the RS zone which include the following:

Minimum Lot Area - 1.0 ha

Minimum Lot Frontage - 90 m

Minimum Front Yard - 15 m

Minimum Interior Side Yard - 3.5 m

Minimum Exterior Side Yard - 7.5 m

Minimum Rear Yard - 10.0 m

Maximum Lot Coverage - 15%

Maximum Building Height - 10.7 m

Minimum Ground Floor Area - 65.0 mx) Minimum Natural Vegetation Area or Landscaped Open Space - 70% of front yard.

It is expected that most of the above standards can be met by a development proposal for the combined severed and benefitting parcel. As noted earlier, the lot area of the benefitting parcel and the lot frontage with the addition of the severed parcel will be deficient and they will not meet the above requirements. However, as noted above, the benefitting parcel consists of lots that were part of a plan of subdivision and some form of development would have been available for those lots. The proposed consent will increase the size of the benefitting parcel and bring it into greater conformity with the MZB. Furthermore, since the benefitting parcel consists of former lots that will have their area and frontage increased, through provision 3.18 (b) it should be deemed to comply with the MZB and may be used in accordance with its provisions.

In view of the above, our opinion is that the proposed consent will comply with the MZB.

Summary of Planning Considerations

After reviewing the relevant policy requirements, or opinion is that the proposed consent is consistent with the PPS, it conforms to the relevant provisions of MMOP and to the applicable standards of the MZB.

The proposal can be considered as a technical severance since as it is a lot addition which has the effect of increasing the size of an adjacent parcel and does not create a new development opportunity. It will provide for a parcel for which a development opportunity previously existed that will be in greater conformity with the MZB's standards.

With regard to Section 51 (24) of the *Act*:

- The proposed consent is not expected to affect matters of provincial interest as required in Section 51 (24) (a);
- Pursuant to Section 51(24) (b) the consent is not premature, and it is in the public interest,
- Subject to the requirements in the conditions of approval, the consent conforms to the Official Plan as required in section 51 (24) (c) and the land is suitable for the purpose of the consent as required in Section 51 (24) (d),
- The road access is sufficient for the consent pursuant to Section 51 (24) (e),
- The dimension and shapes of the proposed lot is appropriate as required in Section 51 (24) (f),

- The consent will comply with the intent of the MZB and appropriate zoning standards and other applicable restrictions pursuant to Section 51 (24) (g),
- The proposed consent will not impact Ahmic Lake or other natural heritage features. In addition, any construction on the property should avoid areas prone to flooding. Therefore, the proposed consent has regard for the conservation of natural resources and flood control as required in Section 51 (24) (h).
- Pursuant to Section 51 (24) (i) appropriate utilities and services are available for the property.
- Regarding Section 51 (24) (j) the proposed consent is not expected to impact the need for school sites.
- A cash in-lieu parkland dedication will be required pursuant to Section 51 (24) (k).
- Pursuant to Section 51 (24) (l) any buildings that may be constructed on the severed parcel will be subject to energy conservation measures in the Ontario Building Code.
- Regarding Section 51 (24) (m) the proposal will comply with site plan control measures as may be required.

Therefore, in view of the above, the proposed consent has appropriate regard for Section 51 (24) of the Act.

In consideration of these factors, our opinion is that the consent should be approved based upon the requirements for additional documentation and information that are included in the recommendation at the beginning of his report.

Recommendations

That the consent application to sever a parcel at 754 Nipissing Road South from Block E in Plan 253, to be added to former lots 1, 2, and 3 Plan 253, within the Municipality of Magnetawan be approved and that the provisional consent be recommended to the Central Almaguin Planning Board subject to the conditions contained in this report.

Respectfully Submitted,

ECOVUE CONSULTING SERVICES INC.

J. Kent Randall B.E.S. MCIP RPP
Township Planning Consultant

Chris Conti, M. E.S.
Senior Planner

RECEIVED
MAR 1 8 2024
CODE:
DESC:

CENTRAL ALMAGUIN PLANNING BOARD

63 Marie Street, P.O. Box 310
South River Ontario P0H 1X0
705-386.2573 Email: admin@centralapb.ca
Website: http://capb.ca

AN APPLICATION FOR CONSENT UNDER SECTION 53 OF THE *PLANNING ACT, R.SO. 1990 c.P.13*

FILE # B_____/_____

PLEASE PRINT OR TYPE AND COMPLETE ALL APPROPRIATE BOXES.

1. APPLICANT INFORMATION

Applicant(s):

Name(s) of Property Owner(s): _Carl Lorusso_____

Phone #: Home: __416-992-0438___ Mobile: _____ Business: _____

Mailing Address: 175 Cumberland St., Unit 1706, Toronto, ON_____

Postal Code: _M5R 3M9____ Email Address:__boatmancjl@gmail.com_____

Agent for the Applicant

The property owner(s) may appoint a person or an agent to act on their behalf for processing this application and attending the meeting at which it will be considered, or a person who is to be contacted about the application for communication. This may be a person or firm acting on behalf of the property owner(s). Owner authorization is required in Section 11 of this form if the applicant is an agent appointed by the owner.

Name of Contact Person/Agent: __E.J. Williams Surveying Limited_____

Phone #: Home: __705-789-4171_____ Mobile: _____ Business: _705-789-4171_____

Address: _387 Muskoka Rd. 3 N., Huntsville, ON_____

Postal Code: _P1H 1C5_____ Email Address:___kathy@ejwilliamssurveying.com_____

2. LOCATION OF THE SUBJECT LAND (District of Parry Sound)

Tax Roll Number: Lots 1-3= 4944-010-000-306300; Block E = ..06100; Lot 4 = .. 06600; Lot 5 = . .06700, Lot 6= . .06800 Lot 7 = ..06900; Lot 8 = ..07000

Municipality / Unincorporated Township: _Chapman_____

Municipal Address (Civic Address): __754 Nipissing Road S._____

Legal Description: Lots 1 to 8, Inclusive Plan 253, Block E, Plan 253

Lot(s): _____ Reference Plan: _____Part(s): _____

Parcel Number: _____ PIN: __52080-0477 (LT)_____

IMPORTANT: If there are **existing easements or restrictive covenants** affecting the subject land, provide the legal description and its effect to the subject land. Attach a copy of relevant documentation.

None

---

3. PURPOSE OF THE APPLICATION:

3.1 Type and Purpose of proposed transaction(s) that requires the Consent:

____ Create a new lot (or re-establish an existing parcel) (_X__ Lot Addition) ___ Easement

Other: Charge ___ / Release a Mortgage ____ Lease ___

3.2 Name of party(s), if known, to whom the land or interest in land is to be transferred, leased or charged:
_____Unknown_____

3.3 If a lot addition, identify the lands to which the parcel will be added__Added to Lots 1-3, Plan 253 (See attached Deeming By-Law GB158290

3.4 Mortgage, Charges or other Encumbrances: Name ____None_____

Mailing Address _____

4. DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

(Complete each Section in order that your application can be processed. Incomplete applications may be delayed.

(If 2 new lots are proposed, split the SEVERED section and apply appropriate dimensions and information through Sections 4.1 through

4.1 Description / Size	SEVERED (Lot Addition)	RETAINED	BENEFITTING
Frontage (m)	9.140m SLF	Remainder of Blk E and Lots 4-8 = 139±m	29.5±m SLF
Depth (m)	107±m	73±m to 135±m Irregular	107±m
Area (ha)	981±m²	Remainder of Blk E and Lots 4-8 = 2.9709±ha	0.5132±ha
4.2 Existing Use of Property:	Vacant Land	Seasonal Residential	Storage
4.3 Existing Building or Structures and date of construction	None	Cottage – 80± yrs old 2 Storey Boathouse 1 year old	Drive Shed 30± yrs old

4.4 Proposed Use of the Severed and Retained Parcels	Severed Lands – Lot addition for proposed dwelling on benefitting lands	Retained Lands – As existing
4.5 Road Access: Provincial highway *MANDATORY: Provide written comments from MTO North Bay. 705-497-5401*		
Municipal road, maintained all year	X – Nipissing Road South	Nipissing Road South
Municipal Road, seasonally maintained		
Other Public Road (e.g. Local Roads Board)		
Right of Way / Easement*(**IF ACCESS TO THE SUBJECT LAND IS BY PRIVATE ROAD OR OTHER PUBLIC ROAD OR RIGHT OF WAY** advise the status of the easement (permanent registered or prescriptive), name who owns the land or road, who is responsible for its maintenance and whether it is seasonal or year round.		
MNRF Road Allowance *[Written report from the MNRF if an MNRF road allowance is used for access to the subject land. North Bay Office: 705-475-5550]*		
4.6 Water Access Lots: Describe the parking and docking facilities to be used and the approximate distance of these facilities for the subject land and the nearest public road.		

4.7 Water Supply	SEVERED	RETAINED
Publicly owned and operated piped water system		
Privately owned and operated individual well		
Privately owned and operated communal well		
Lake or other water body		
Other means	X – Fresh Water Spring	X – Fresh Water Spring
Does your property abut a lake?	X – Ahmic Lake	X – Ahmic Lake

*[Is the lake deemed by the Ministry of the Environment Conservation and Parks (MOECP) to be at capacity for phosphorus load ? **1-800-461-6290 for enquiries]*		

4.8 Sewage Disposal	**SEVERED**	**RETAINED**
Publicly owned and operated sanitary sewage system		
Privately owned and operated individual septic tank *Attach documentation of the results of the review by the North Bay Mattawa Conservation Authority*	X – Vacant X – Benefitting Lands – Permit #MAG-13-23 (not yet installed)	#Mag-20-21
Privately owned and operated communal septic tank		
Privy		
Other Means (e.g. Advanced Treatment System) *** (Septic System over 10,000 litres requires Ministry of the Environment Conservation and Parks study and permit.* *1-800-461-6290 for enquiries)*		

4.9 Other Services (indicate which service(s) are available)	**SEVERED**	**RETAINED**
Electricity	X	X
School Bussing	X	X
Garbage Collection		

4.10 If access to the subject land is by private road or right of way was indicated in section 4.4, indicate who owns the land or the road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

5. LAND USE

5.1 What is the existing Official Plan designation(s)? (Not applicable to lands in unorganized township)

Shoreline

5.2 What is the Zoning, if any, on the subject land? (Not applicable to lands in unorganized township)

Shoreline Residential

If the subject land covered by a Minister's Zoning Order, what is the Plan and registration number?

No

5.3 Are any of the following uses or features on the subject land or within 500 meters of the subject land, unless otherwise specified? Please check the boxes that apply.

Use or Feature	On the Subject Land	Within 500 meters of subject land, unless otherwise specified by the applicable agency, then indicate approximate distance.
An agricultural operation including livestock facility or stockyard *[MANDATORY: Attach MDS work sheets from OMAFRA*	NO	NO
A landfill	NO	NO
A sewage treatment plant or waste stabilization plant	NO	NO
A provincially significant wetland *[North Bay Mattawa Conservation Authority or the Ministry of the Environment Conservation and Parks]*	NO	NO
A provincially significant wetland within 120 meters of the subject land *[North Bay Mattawa Conservation Authority or the Ministry of the Environment Conservation and Parks]*	NO	NO
Flood Plain	NO	NO
A rehabilitated mine site	NO	NO
A non-operating mine site within one kilometer of the subject land	NO	NO
An active mine site	NO	NO
An industrial or commercial use, and specify the use (eg gravel pit)	NO	NO
An active railway line	NO	NO
Utility corridors (Natural Gas / Hydro)	NO	NO
A municipal of federal airport	NO	NO

6. HISTORY OF SUBJECT LAND

6.1 Has the subject land ever been the subject of an application for approval of a Plan of Subdivision or Consent under the Planning Act? (NO) YES UNKNOWN

If yes, and if known, please provide the application file number and the decision made on the application.

Year the property was created? (if known) ____Property created under Plan of Subdivison 253, Registered August 24, 1964_____

6.2 If this application is a re-submission of a previous consent application, what is the original consent application number and how has it been changed from the original application?

7. CURRENT APPLICATION

7.1 Is the subject land currently the subject land of a proposed Official Plan or Official Plan Amendment that has been submitted to the Ministry of Municipal Affairs and Housing for approval?

(NO) YES UNKNOWN

If yes and if known, specify the file number and status of the application

7.2 Is the subject land the subjection of an application for a Zoning By-law Amendment, Minister's Zoning Order amendment, Minor Variance, Consent or approval of a Plan of Subdivision?

(NO) YES UNKNOWN

If yes and if known, specify the file number and status of the application.

8. SKETCH: The application MUST BE ACCOMPANIED BY A *SKETCH / SITE PLAN showing the following:

a. The boundaries and dimensions of the subject land proposed to be severed as well as the parcel to be retained, including the location of existing structures and driveway(s), other permanent features.

b. The boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land, the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge

c. The location of all land previously severed from the parcel originally acquired by the current owner of the subject land

d. The approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tank.

f. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or right of way

g. If access to the subject land is by water only, location of the parking and boat docking facilities to be used

h. The location and nature of any easement affecting the subject land

9. OTHER INFORMATION: Is there any other information that you think may be useful to the Board or other agencies reviewing the application? If so, explain below or attached on a separate page.

Mr. Lorusso plans to build on Lots 1-3 inclusive. A deeming by-law was completed and registered on October 6th, 2020 as GB158290 for Lots 1-3, Plan 253 Magnetawan.

For lot esthetics and building placement, Mr. Lorusso is proposing a small lot addition from Block E, Plan 256 to be added onto Lots 1-3 inclusive.

10. AFFIDAVIT OR SWORN DECLARATION *(Agent)*

I, _E.J. Williams, B.Sc., O.L.S._____ OF THE _Town of Huntsville_____ IN THE DISTRICT OF __Muskoka_____MAKE OATH AND SAY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND THAT THE INFORMATION CONTAINED IN THE DOCUMENTS THAT ACCOMPANY THIS APPLICATION IS TRUE.

SWORN OR DECLARED BEFORE ME

AT THE Town of Huntsville

IN THE District Municipality OF Muskoka

THIS 11th DAY OF January, 2024

Kathryn Kujala

A COMMISSIONER OF OATHS

Agent

Kathryn Irene Kujala, A Commissioner etc.,
Province of Ontario for E.J. Williams Surveying
Limited. Expires April 12, 2025.

11. AUTHORIZATION OF AGENT *(if applicable)*

11.1 If the applicant is not the owner of the land subject in this application, written authorization of the property owner authorizing the particular person to act as their agent to make the application and represent them at the meeting when the Board considers this matter, must be submitted with this application form OR the authorization section below be completed.

AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I, Carl Lorusso, AM THE OWNER OF THE LAND THAT IS THE SUBJECT OF THIS APPLICATION FOR CONSENT AND HEREBY AUTHORIZE E.J. Williams, B.Sc., O.L.S.

TO MAKE THIS APPLICATION ON MY BEHALF.

DATED: January 11,2024 SIGNATURE OF PROPERTY OWNER

Carl Lorusso

11.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

APPOINTMENT AND AUTHORIZATION OF AN AGENT AND CONSENT TO PROVIDE PERSONAL INFORMATION

I, Carl Lorusso, AM THE OWNER OF THE LAND THAT IS THE SUBJECT OF THIS APPLICATION FOR CONSENT AND FOR THE PURPOSES OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, I AUTHORIZE E.J. Williams, B.Sc., O.L.S. TO SUBMIT THE INFORMATION REQUIRED FOR THIS PURPOSE.

DATED January 11,2024 SIGNATURE OF PROPERTY OWNER

Carl Lorusso

12. CONSENT OF OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I/WE Carl Lorusso, AM/ARE THE OWNER(s) OF THE LAND THAT IS THE SUBJECT OF THIS CONSENT APPLICATION AND FOR THE PURPOSES OF THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PERSONAL PRIVACY ACT, I/WE AUTHORIZE AND CONSENT TO THE USE BY OR THE DISCLOSURE TO ANY PERSON OR PUBLIC BODY OF ANY PERSONAL INFORMATION THAT IS COLLECTED UNDER THE AUTHORITY OF THE PLANNING ACT FOR THE PURPOSES OF PROCESSING THIS APPLICATION.

DATED January 11,2024 SIGNATURE OF PROPERTY OWNER

Carl Lorusso

Properties

PIN 52080 - 0477 LT ☑ Affects Part of Prop
Description LT 1-3 PL 253; MAGNETAWAN
Address MAGNETAWAN

Applicant(s)

This Order/By-law affects the selected PINs.

Name THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN
Address for Service 4304 Highway 520, P.O. Box 70
Magnetawan, ON P0A 1P0
This document is being authorized by a municipal corporation Sam Dunnett, Mayor & Kerstin Vroom, Clerk.
This document is not authorized under Power of Attorney by this party.

Statements

This application is based on the Municipality By-law See Schedules.

Signed By

Edward Brian Veldboom 505 Memorial Av., box 158 Orillia L3V 6J3 acting for Applicant(s) Signed 2022 10 06

Tel 705-325-1326
Fax 705-327-1811
I have the authority to sign and register the document on behalf of the Applicant(s).

Submitted By

RUSSELL, CHRISTIE, LLP 505 Memorial Av , box 158 Orillia L3V 6J3 2022 10 06

Tel 705-325-1326
Fax 705-327-1811

Fees/Taxes/Payment

Statutory Registration Fee $66 30
Total Paid $66 30

File Number

Applicant Client File Number : 63-283-416

Ontario ServiceOntario

PARCEL REGISTER (ABBREVIATED) FOR PROPERTY IDENTIFIER

LAND REGISTRY OFFICE #42

52080-0477 (LT)

PREPARED FOR Kathryn01
ON 2023/11/20 AT 15:05:59

* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT * SUBJECT TO RESERVATIONS IN CROWN GRANT *

PROPERTY DESCRIPTION: LT 1-8 PL 253; BLK E PL 253; MAGNETAWAN

PROPERTY REMARKS:

ESTATE/QUALIFIER:
FEE SIMPLE
LT CONVERSION QUALIFIED

RECENTLY:
FIRST CONVERSION FROM BOOK

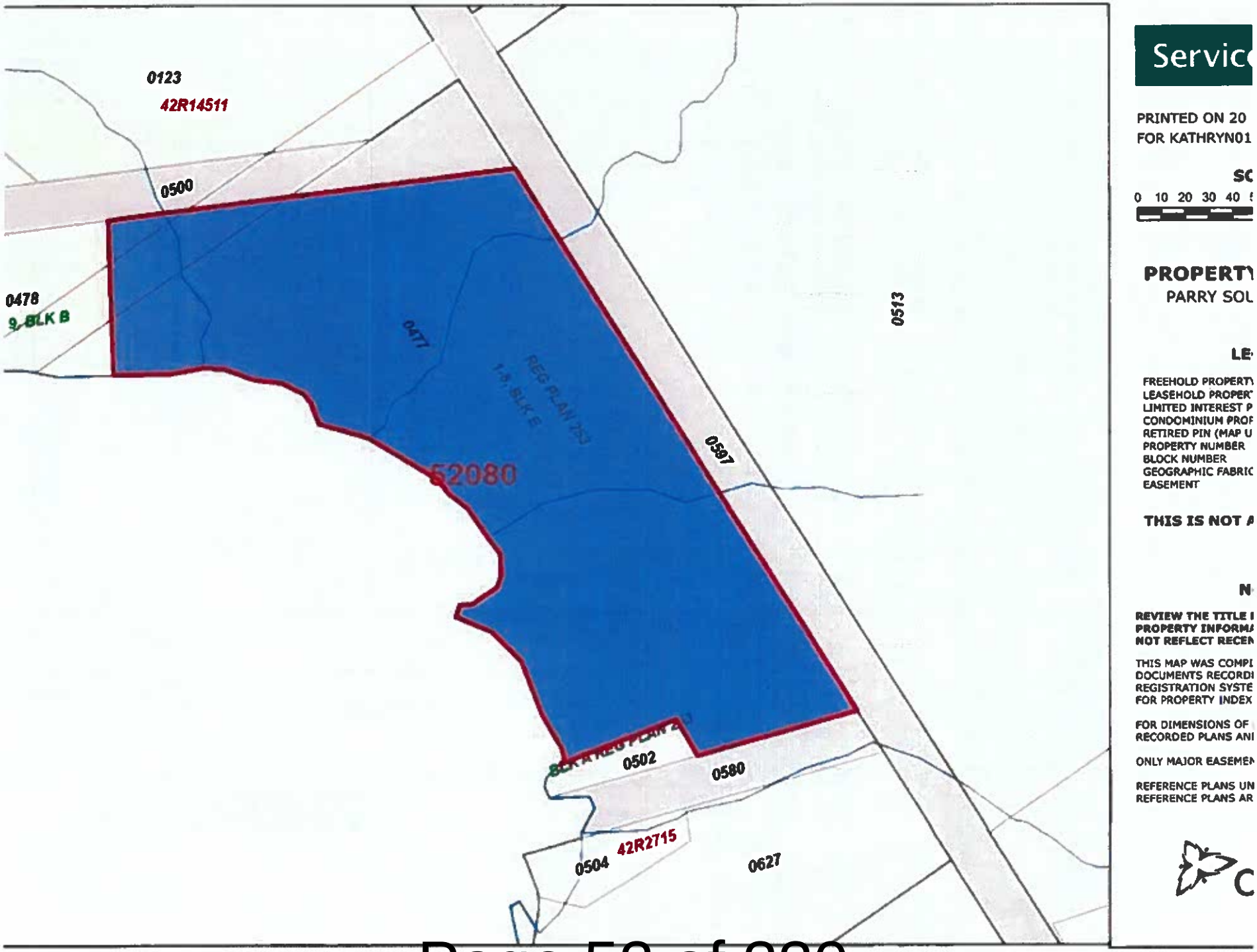
PIN CREATION DATE:
2009/06/22

OWNERS' NAMES
LORUSSO, CARL

CAPACITY SHARE
ROWN

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/ CHKD
** PRINTOUT INCLUDES ALL DOCUMENT TYPES AND DELETED INSTRUMENTS SINCE 2009/06/19 **						
**SUBJECT, ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO						
** SUBSECTION 44(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES *						
** AND ESCHEATS OR FORFEITURE TO THE CROWN.						
** THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF						
** IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY						
** CONVENTION.						
** ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.						
**DATE OF CONVERSION TO LAND TITLES: 2009/06/22 **						
RO122213	1988/09/26	TRANSFER		*** DELETED AGAINST THIS PROPERTY ***	INNES, JOHN FIFE	
GB140713	2021/04/15	TRANSFER	$2,250,000	INNES, JOHN F. INNES, JOHN FIFE	LORUSSO, CARL	C
REMARKS: PLANNING ACT STATEMENTS.						
GB140714	2021/04/15	CHARGE		*** COMPLETELY DELETED *** LORUSSO, CARL	INNES, JOHN FIFE	
GB152899	2022/04/14	DISCH OF CHARGE		*** COMPLETELY DELETED *** INNES, JOHN FIFE		
REMARKS: GB140714.						
GB153131	2022/04/22	CHARGE	$1,600,000	LORUSSO, CARL	ROYAL BANK OF CANADA	C
GB158290	2022/10/06	BYLAW DEEM PLNP		THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN		C
REMARKS: LOTS 1-3 PLAN 253						

NOTE: ADJOINING PROPERTIES SHOULD BE INVESTIGATED TO ASCERTAIN DESCRIPTIVE INCONSISTENCIES, IF ANY, WITH DESCRIPTION REPRESENTED FOR THIS PROPERTY.
NOTE: ENSURE THAT YOUR PRINTOUT STATES THE TOTAL NUMBER OF PAGES AND THAT YOU HAVE PICKED THEM ALL UP.



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LEASEHOLD PROPER
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RETIRED PIN (MAP U
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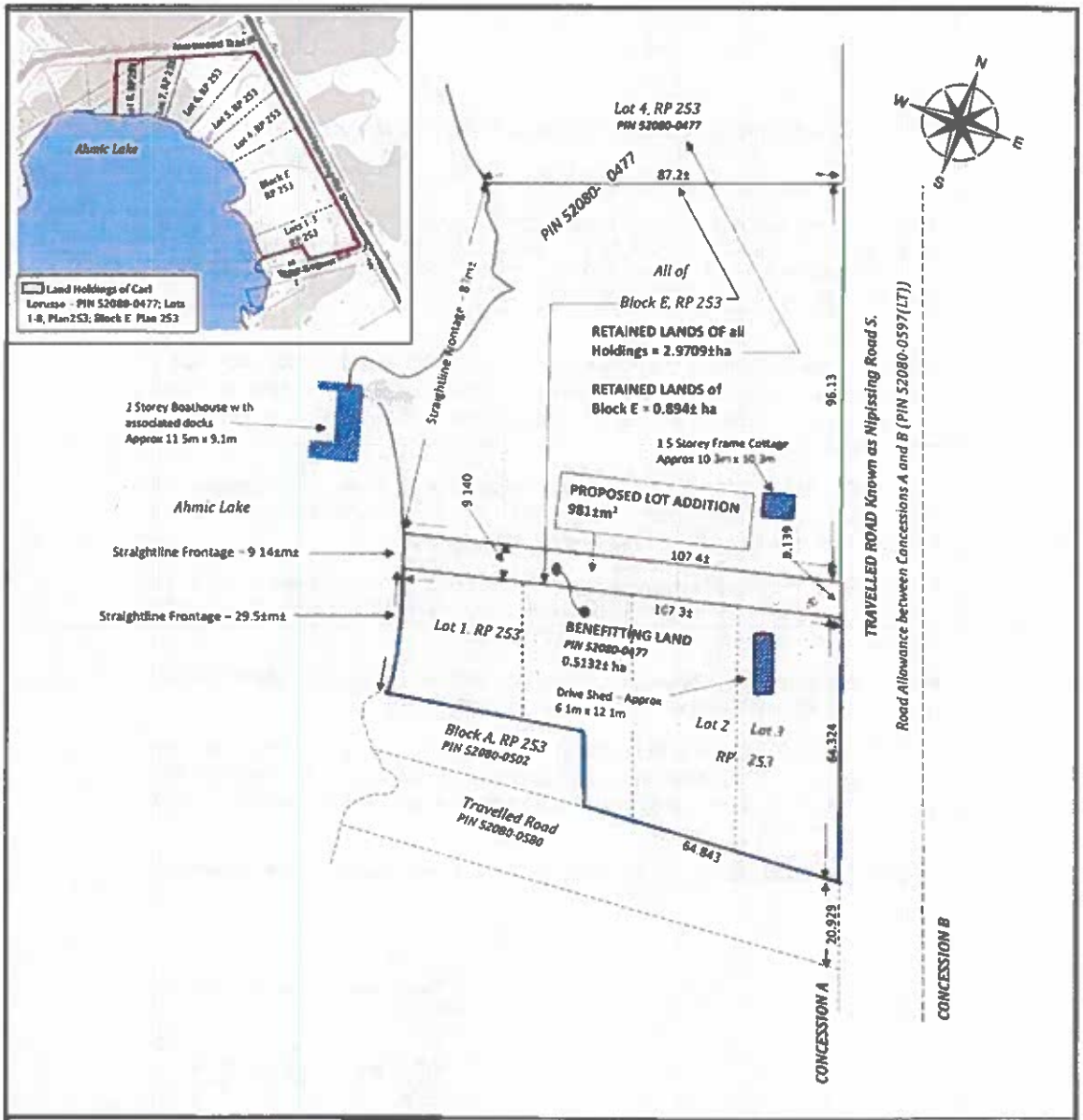

SKETCH FOR DISCUSSION PURPOSES
FOR CONSENT
Prepared for Carl Lorusso
Scale 1:1000 (Approximate)

LEGAL DESCRIPTION: PIN: 52080-0477 (LT); Lots 1 to 8 Inclusive, Plan 253; Block E, Plan 253, Geographic Township of Chapman now in the Municipality of Magnetawan Municipally known as 754 Nipissing Road S.

METRIC: Distances shown on this sketch are in metres and can be converted to feet by dividing by 0.3048. Distances and areas shown on this plan have been derived from underlying plans of survey.

CAUTION: This is not a plan of survey and shall be used only for the purposes indicated hereon.

ZONING: Shoreline Residential **OFFICIAL PLAN:** Shoreline

Benefitting Land

Proposed Lot Addition

Retained Lands (See all Land Holdings Map)

File: 1768-23bf (Lorusso)

DATE	DESCRIPTION	APPROVED
Jan 10, 2024	Released for Comment	EJW

EJ WILLIAMS SURVEYING LIMITED
ONTARIO LAND SURVEYORS
PLANNERS

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NUMBER 2022- 47

A BY-LAW TO DEEM PART OF REGISTERED PLAN 253 IN THE GEOGRAPHIC TOWNSHIP OF CHAPMAN NOW THE MUNICIPALITY OF MAGNETAWAN NOT TO BE A REGISTERED PLAN OF SUBDIVISION FOR THE PURPOSES OF SECTION 50(4) OF THE PLANNING ACT (LORUSSO)

WHEREAS Section 50(4) of the Planning Act, R.S.O. 1990, Chapter P.13, authorizes a municipality to designate any plan of subdivision or part thereof that has been registered for eight years or more as not being a registered plan of subdivision for subdivision control purposes;

AND WHEREAS Plan 253 in the geographic Township of Chapman, now Municipality of Magnetawan is a registered plan of subdivision for the purposes of section 50(4) of the Planning Act that has been registered for more than eight years;

AND WHEREAS it is deemed expedient in order to control the development of land in the municipality that a by-law be passed pursuant to said Section 50(4) of the Planning Act affecting certain lands contained in the said Plan;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN HEREBY ENACTS AS FOLLOWS:

1. THAT Lots 1, 2 and 3, Plan 253, in the geographic Township of Chapman, now Municipality of Magnetawan are hereby deemed not to be part of a registered plan of subdivision for the purposes of Subsection 50 of the Planning Act, R.S.O. 1990, Chapter P.13.

BY-LAW read a first, second and third time and finally passed this 28th day of September, 2022.

MAYOR

CLERK

Municipality of Magnetawan	REPORT TO COUNCIL
To:	Mayor and Council
From:	Public Works Superintendent
Date of Meeting:	May 1, 2024
Report Title:	Award of Tender 2024-01 - Gravel (A+B)

Recommendation: THAT Council receives and approves this report as presented and awards the Gravel Tender 2024-01 – Gravel (A+B) to Fowler Construction Company Ltd. in the amount of $333,450 plus HST.

Background:
The RFP Gravel 2024-01 Gravel (A+B) was posted on the Municipal Website for the 2024 season. This would be for the Supply and Apply of 17,010 MT of Granular A Placed and to have Stockpiled 3,000 MT of Granular A and 1000 MT of Granular B (2" minus). Roads to be "Supplied/Apply" are Grindstone Road, Halls Road, Sugar Bush Road, Hughes Lake Road , 30/31st Side Road and Miller Road.

Two sealed envelopes were received at the Municipal Office by the closing deadline on April 18th. The Tender was opened by Deputy Clerk Laura Brandt and the Public Works Superintendent Scott Edwards, and the following results were recorded.

Evaluation:

Muskoka Truck and Equipment Sales Ltd c/c Greens Haulage	$407,796 plus HST
Weeks Construction Company Ltd	$392,797 plus HST
Fowler Construction Company Ltd	$333,450 plus HST

Financial Implications: This Project in its entirety is within the amount budgeted in 2024.

Conclusion:
The Public Works Superintendent recommends that Council award this Tender to Fowler Construction Company Ltd at their bid price given the competitive bidding and proven past work. As in previous years we have found Fowlers Construction Company Ltd to do very good work in a coordinated fashion with the Roads Department.

Respectfully Submitted,

Scott Edwards

Scott Edwards
Public Works Superintendent

Municipality of Magnetawan	REPORT TO COUNCIL
To:	Mayor and Council
From:	Public Works Superintendent
Date of Meeting:	May 1, 2024
Report Title:	Award 2024-01 Slurry Seal Surface Treatment

Recommendation: THAT Council receives and approves this report as presented and awards the Slurry Seal Surface Treatment Proposal to award Duncor Enterprises in the amount of $44,310 plus HST.

Background: This report is to update Council on the results of the 2024-01 Slurry Seal Surface Treatment (Tar & Chip) RFP. Slurry Seal Surface Treatment on South Sparks St, Daley and West Poverty Bay Rd/Bridge Rd as is required to ensure the integrity of the Surface Treated roads by sealing out the water.

Evaluation: Although both companies that put in bids are more than capable to do the project the difference in prices bid are conclusive as per financial Implications.

Financial Implications: This Project in its entirety is within the amount budgeted in 2024.

The RFP results are as follows:

Miller Paving Ltd $83,475 plus HST

Duncor Enterprises $44,310 plus HST

Conclusion: In taking into consideration the of the needs of the Municipality of Magnetawan to ensure the safety of the traveling public and ensuring the longevity of our roads by the Slurry Seal Surface Treatment Road repair, the Public Works Superintendent recommends the Award of Proposal to Duncor Enterprises.

Respectfully Submitted,

Scott Edwards

Scott Edwards
Public Works Superintendent

Municipality of Magnetawan	REPORT TO COUNCIL
To:	Mayor and Council
From:	Public Works Superintendent
Date of Meeting:	May 1, 2024
Report Title:	Award RFP 2024-02 Surface Treatment (Tar & Chip)

Recommendation: THAT Council receives and approves this report as presented and awards The Surface Treatment (Double Lift Tar & Chip) RFP 2024-02 to Duncor Enterprises in the amount of $331,980 plus HST.

Background: This report is to update Council on the results of the 2024-02 Surface Treatment (Tar & Chip) Tender. Surface Treatment on Ahmic Lake Rd from Ako Mak to Ahmic St, Ahmic Harbor. As this is to be Roto Milled, we have added in Grindstone Rd and North St as part of the project.

Evaluation: To reduce costs the Roads Department will perform the preparation as well as compacting and grading work.

Financial Implications: This Project in its entirety is within the amount budgeted in 2024.

The RFP results are as follows:
Duncor Enterprises $331,980 plus HST

Conclusion: In taking into consideration the needs of the Municipality of Magnetawan to ensure the safety of the traveling public along Ahmic Lake Rd as well as the previous satisfaction of work performed the Public Works Superintendent recommends the Award of Proposal to Duncor Enterprises.

Respectfully Submitted,

Scott Edwards

Scott Edwards
Public Works Superintendent

April 18, 2024

Municipality of Magnetawan Council,

Magnetawan Ontario

P0A 1P0

To the Magnetawan Councillors

Dear Councillors,

I would like to ask you to consider giving the Magnetawan Farmers Market a break in the fee for the 2024 Market Season. I have received the bill and it amounts to $2500. This along with our own insurance coverage for 5 million dollars, and advertising does hit the Market pretty hard. I also pay musicians every week as an added attraction.

I think we can all agree the Market is a main event for the town and the Agricultural Society takes advantage of the crowd for their sale as well. I also never charge charitable groups for their tables. It brings people into town from near and far and provides a shopping experience they cannot find anywhere else!

Even a break of 25% would help and be greatly appreciated. Thank you for your consideration.

Yours sincerely,

Patti Paul

Manager Magnetawan Farmers Market

Corporation of the
Municipality of Magnetawan Incorporated 2000 District of Parry Sound

Tel:(705) 387-3947
Fax: (705) 387-4875
www.magnetawan.com
P.O. Box 70, Magnetawan, Ontario P0A 1P0

RESOLUTION NO. 2020 – 132 **MAY 20, 2020**

Moved by: _____

Seconded by: _____

WHEREAS the Council of the Municipality of Magnetawan understands the economic and health concerns surrounding the current COVID19 pandemic;

AND WHEREAS, the Province has permitted the opening of Farmers Markets with an approved plan from the Public Health Unit to help mitigate the spread of COVID19;

NOW THEREFORE BE IT RESOLVED, that the Municipality agrees in principle with the opening of the Magnetawan Farmer's Market as proposed by Patti Paul, Manager, with the understanding that the municipal public washrooms will be closed, appropriate insurance coverage, including a specific COVID19 rider if applicable, is obtained, and that all other applicable federal and provincial laws are adhered to as well;

AND FURTHER THAT Council approves the reduction in the rental rate of 50% while the provincial restrictions governing the pandemic are in effect.

and further that, Council reserves the right to revoke this approval at any time

Carried ✓ Defeated ____ Deferred ____

_____
Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Brunton, Tim			
Hetherington, John			
Kneller, Brad			
Smith, Wayne			
Mayor: Dunnett, Sam			

Knowing our heritage we will build our future.

Corporation of the
Municipality of Magnetawan

Tel: (705) 387-3947
Fax: (705) 387-4875
www.magnetawan.com

P.O. Box 70, Magnetawan, Ontario P0A 1P0

RESOLUTION NO. 2021 – 146 **MAY 19, 2021**

Moved by: _____

Seconded by: _____

WHEREAS, the Council of the Municipality of Magnetawan understand the economic and health concerns surrounding the current COVID-19 pandemic;

AND WHEREAS, the Province has permitted the opening of Farmers Markets with an approved safety plan from the Public Health Unit to help mitigate the spread of COVID-19;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan agrees in principle with the opening of the Magnetawan Farmer's Market as proposed by Patti Paul, Market Manager, with the understanding that appropriate insurance coverage, including a specific COVID-19 rider if applicable, is obtained and that all other application federal and provincial laws are adhered to as well;

AND FURTHER THAT Council approved the reduction in rental rate of 50% while the provincial restrictions governing the pandemic are in effect;

AND FURTHER THAT Council reserves the right to revoke this approval at any time.

Carried ✓ Defeated____ Deferred____

_____
Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Brunton, Tim			
Hetherington, John			
Kneller, Brad			
Smith, Wayne			
Mayor: Dunnett, Sam			

Knowing our heritage
we will build our future

Corporation of the
Municipality of Magnetawan

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Fax: (705) 387-4875
www.magnetawan.com

P.O. Box 70, Magnetawan, Ontario P0A 1P0

RESOLUTION NO. 2022 – 127 **MAY 18, 2022**

Moved by: _____

Seconded by: _____

WHEREAS the Council of the Municipality of Magnetawan understands the economic concerns surrounding the COVID-19 pandemic over the past two years;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the reduction in rental rate to $50 per week for the 2022 season returning to full rate for the 2023 season.

Carried ✓ Defeated____ Deferred____

_____
Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Brunton, Tim			
Hetherington, John			
Kneller, Brad			
Smith, Wayne			
Mayor: Dunnett, Sam			

Knowing our heritage we will build our future

Corporation of the
Municipality of Magnetawan

Tel: (705) 387-3947
Fax: (705) 387-4875
www.magnetawan.com

P.O. Box 70, Magnetawan, Ontario P0A 1P0

RESOLUTION NO. 2023 – 92 **MARCH 23 2023**

Moved by: B Bishop

Seconded by: Brad Kneller

WHEREAS the Council of the Municipality of Magnetawan receives the correspondence from Patti Paul Farmers Market Rent Reduction Request;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the reduction in rental rate to $75 per week for the 2023 season returning to full rate for the 2024 season.

Carried ✓ Defeated____ Deferred____

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Bishop, Bill			
Hetherington, John			
Hind, Jon			
Kneller, Brad			
Mayor: Dunnett, Sam			

Knowing our heritage we will build our future

RESOLUTION NO. 2024 – MAY 1, 2024

Moved by: _____

Seconded by: _____

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the correspondence from Cecebe Waterways Association for the "43rd annual Regatta" on Sunday August 4th from 9:30 am to 3:00 pm, with the following conditions:

- A qualified First Aid Attendant be onsite for the event
- A qualified Lifeguard be onside for the event
- A Public Health Permit be obtained if required

Carried_____ Defeated_____ Deferred_____ _____

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Bishop, Bill			
Hetherington, John			
Hind, Jon			
Kneller, Brad			
Mayor: Dunnett, Sam			

DRAFT

Steve Robinson, Parks, and Maintenance Manager
P.O. Box 70, 4304 Highway #520
Magnetawan, ON P0A 1P0
Phone: 705 387-3947 ext. 204
Email: parks@magnetawan.com

April 4, 2024

To: Mayor, Sam Dunnett and Members of Council, Municipality of Magnetawan, ON
CC: Steve Robinson, Parks and Maintenance Manager, Municipality of Magnetawan, ON

Dear Mayor Dunnett and Members of Council,

Replacing Joan Wyatt as the CWA Regatta Administrator this year, I write on behalf of the Cecebe Waterways Association to express our thanks for the use of Centennial Park, Magnetawan to host our annual Regatta. After a two-year hiatus due to Covid 19 restrictions, we ran our Regatta in 2022 and 2023 with streamlined events to provide flexibility in case Covid19 precautions required cancellation. Our plan for 2024 is to continue this streamlining with a shortened time period for the event. **I write to request permission from the Council to reserve Centennial Park to hold our 43d· annual Regatta on Sunday August 4, 2024 for the period of 9:30 a.m. to 4:00 p.m.**

Our Regatta includes land, swimming, and canoe races. We hire a lifeguard for the day and have a fully qualified first aid volunteer on duty as well. This year we would likely set up around 9:30 am and disperse by 4:00 pm. If allowed we will obtain a public health permit and use the covered picnic area to serve hot-dogs and soft drinks between 11 and 2. We would supply all our own equipment, including a barbecue and coolers. We will do a full clean up after our event, including ensuring that all garbage is appropriately stored for removal. Our events are open to all who sign a waiver and while we are a large gathering there is still room for others who wish to enjoy the park along with us. Our 2023 Regatta engaged 260 participants and volunteers. As discussed with Steve Robinson, we will rent two portable toilets again in 2024.

While the purpose of our Association is not to raise funds to donate to charity, CWA has regularly donated to the local foodbank, the Magnetawan Library, the Magnetawan Lions Club, and the local Boy Scouts.

Our more than 250 members are pleased to support local businesses in Magnetawan and to be part of this vibrant community. We are grateful that Magnetawan has such a spacious park and that we have had access to it for many years to host this important yearly gathering of our members and guests.

Yours truly,

Heather Wyatt, CWA Regatta Administrator

Parry Sound Area
COMMUNITY BUSINESS & DEVELOPMENT CENTRE INC.
A Community Futures Development Corporation

2021 $1,000
2022 $1,000
2023 $1,000

RECEIVED
APR 0 9 2024
CODE:
DESC:

March 28, 2024

Municipality of Magnetawan
4304 Hwy #520, P.O. Box 70
Magnetawan, ON
P0A 1P0

Attention: Mayor Sam Dunnett
Municipality of Magnetawan
RE: Contribution to the Parry Sound Area CB&DC – 2023

Dear Mayor Dunnett,

On behalf of the Board volunteers and the staff of the CBDC please share with Council our sincere appreciation for its past tangible support to our annual operating budget. In furtherance of our request for a 2024 contribution of $1,000 I have attached the following:

1. September 30, 2023 year-end financial statements
2. CBDC Investment Fund Municipal Concentration list as at December 31, 2023
3. Summary of past Municipal support
4. CBDC Board resolution #2024-4253 authorizing this request.
5. Client Success Story – Windswept Cannabis

Parry Sound Area CBDC's 2022-2023 fiscal year ending September 30, 2023 marked our 36th year of operation. It was a fast-paced year of challenges and inspiration, with many opportunities to cultivate our priorities.

CBDC's Strategic Plan, completed in June 2022 was designed as a 3-year plan with a distinct focus on short- and medium-term strategies. We've made great strides on that front and the organization is well on its way to achieving the current Strategic Plan goals. In fact, we're preparing to undertake a new strategic and goal setting process this coming year.

This past year our region continued to feel impacts of recent major disruptions. High interest rates rippled through our economy impacting people in their business and personal lives. Rising housing costs coupled with labour market challenges and supply chain issues persisted in their effect across sectors. As an organization we endeavored to be available and responsive to the needs of local business as they addressed the year's challenges.

1A Church St. Parry Sound, Ontario P2A 1Y2
705-746-4455 | info@cbdc.parrysound.on.ca | www.cbdc.parrysound.on.ca

We listened to our community and responded with the development and introduction of a new Micro-Loan Program. This program was designed to address short-term needs such as one-off operational costs or cash flow crunches with a relatively fast turnaround time; it has been very well received and accessed by local entrepreneurs.

This year we were proud to spearhead a Small Business Week celebration event for the Parry Sound area. The event, held at the Charles W. Stockey Centre October 17/2023, was a resounding success with over 80 people attending. Over 15 business support organizations set up booths around the room and we were pleased to 'bring home' guest speaker Dr. Rob Graham with an inspiring talk on resiliency. We took a lead role in the planning and organization of the day, shared real and in-kind costs with 5 organizations, and look forward to an even bigger success for Small Business Week 2024.

As a key partner in Community Economic Development, we are engaged with a number of groups and took part in numerous CED activities this past year: presentations to and participation in Chamber of Commerce events, regular attendance at Parry Sound Area Municipal Airport Commission meetings as well as involvement in their strategic planning process; hosting a booth at the Fall meeting of the District of Parry Sound Municipal Association, presenting to the Seguin Business Association and speaking at the inaugural Seguin Mayor's lunch. We supported local events like the Parry Sound DBA Girlfriends' Weekend.

With a 36-year track record, our cumulative lending totals since inception illustrate CBDC's impact to our community: to September 31, 2023 the Parry Sound Area Community Business & Development Centre Board of Directors has reviewed 869 loan applications, approving 679 loans. CBDC has disbursed a cumulative total of over $31,172,000 through our access to capital program, creating or maintaining well over 2693 jobs at an average cost per job of $11,575. Additionally we disbursed $3,800,000 in Regional Relief Recovery Fund (RRRF) pandemic relief lending across our coverage area.

Our regular loan portfolio continues to be healthy; at our 2023 fiscal year end we held over $9.5M in active loans, having received over $2M in loan repayments across the year. This past fiscal year we invested $1.2 Million with entrepreneurs in need of capital and operating funding, leveraging in excess of $1.5m, creating or maintaining 25 jobs.

A key priority of the past year was consistent in-depth contact with our RRRF loan clients. With 72 loans totaling $3.8M with a potential of $1M in forgivable funds, and the repayment deadline looming, it was a priority to ensure clients had a strategy in place. We saw over 70% of the RRRF loans we hosted repaid in full by deadline, representing over $1.9M in funds returning to our investment fund and available for lending in our community, and $866,000 in forgivable funds retained by our clients – that's a lot of help for local businesses. We continue to work closely with those clients who were unable to pay out their RRRF loans, to assist them in attaining the best possible outcome for their individual needs.

We're extremely proud of our efforts and the real difference it has made to SMEs in our community. The achievements of the past year are a testament to the strong commitment of CBDC Community Futures to assist local businesses as they strive for success. We are fortunate to work with passionate, resilient entrepreneurs who daily rise to the challenge of business ownership and we've maintained our focus on the impact each and every one of them has on the development and maintenance of employment and the many other positive benefits a strong business sector provides to our local community.

We are grateful for our many collaborative relationships, including our municipal partners to whom we offer tremendous thanks for your past support, and the array of organizations we work with to assist SMEs across a broad spectrum of needs. Together, our regional business support ecosystem continues to strengthen, and we're pleased to play an active role in that growth.

With all that we do, we continue to produce strong results under a core operating budget that has not changed since 2008. Discussions on that point with the federal government continue at a provincial and national level; locally we are focused on how we can do as much as possible within our budgetary constraints.

Thank you for your consideration of this request and as always, we remain available to have further dialogue with Council at your convenience.

Yours truly,

Robert (Bob) Griffiths
Chair

Janice Heidman
General Manager

Parry Sound Area CBDC Community Futures Development Corporation

PARRY SOUND
CB&DC

PARRY SOUND AREA
COMMUNITY BUSINESS & DEVELOPMENT CENTRE INC.
General Resolution

RESOLUTION #	**CB&DC-2024-4253**
DATE:	February 26th, 2024
MOVED BY:	Linda West
SECONDED BY:	Rachel Sullivan
THAT:	the Board of the Parry Sound Area Community Business & Development Centre Inc. does hereby direct the General Manager to apply to the Municipality of Magnetawan Donations / Grants Program for a 2024 contribution of $1,000.00.

Carried ☐

Defeated ☐

Deferred ☐

Chair

C:\USERS\PAMSYNC\0 CBDC PAM\BOARD MEETINGS_WORKING FILES\2024\FEB 26, 2024\DRAFTS\RESOLUTIONS\2024-4253.DOCX

Muncipal Concentration
As at Dec 31, 2023

Parry Sound Community Business & Development Centre
1A Church St. Parry Sound, ON P2A 1Y2
705-746-4455

Municipality		Amount	Number of Loans	Percentage by Dollar
Archipelago	$	420,000.00	3	4.25
Carling	$	300,000.00	1	3.04
Georgian Bay	$	63,000.00	2	0.64
Magnetawan	$	1,245,363.72	13	12.60
McDougall	$	120,000.00	2	1.21
McKellar	$	10,000.00	1	0.10
Mowat	$	-	0	0.00
Parry Sound Unorganized/Other	$	310,000.00	1	3.14
Seguin	$	1,758,446.92	16	17.80
Town of Parry Sound	$	4,933,546.41	49	49.93
Wallbridge	$	205,000.00	1	2.07
Whitestone	$	515,542.13	3	5.22
Total	$	9,880,899.18	92	100.00

MUNICIPAL CONTRIBUTIONS

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Archipelago	$4,000	$1,000	$2,000	$2,000	$2,000	$2,000	$2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000
Carling	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$1,500	$ -	$ -	$ -	$ -
McDougall	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$3,000	$ 3,000	$ 3,000	$ 3,000	$ -
McKellar	$500	$500	$500	$500	$500	$500	$500	$ 500	$ -		$ 500
Parry Sound	$2,468	$3,123	$4,021	$2,613	$1,585	$2,233	$2,000	$ -	$ 2,002	$ 2,923	$ 2,432
Seguin	$7,000	$7,000	0	$4,000	$4,000	$4,000	$4,000	$ 4,000	$ -	$ 4,000	$ 4,000
Whitestone	$1,100	$1,100	$1,100	$1,100	$1,100	$550	$1,100	$ 1,100	$ 1,100	$ 1,100	$ 1,100
Magnetawan	$1,000	$1,000	$1,000	$1,000		$1,000	$1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Total	**$20,568**	**$18,223**	**$13,121**	**$15,713**	**$13,685**	**$14,783**	**$15,100**	**$11,600**	**$ 9,102**	**$ 14,023**	**$ 11,032**

Parry Sound Area
COMMUNITY BUSINESS & DEVELOPMENT CENTRE INC
A Community Futures Development Corporation

CLIENT SUCCESS STORY – January 2024

Windswept Cannabis

Windswept Cannabis started its journey in 2019 and opened its doors in June 2021. Although very exciting it was very stressful starting a new adventure in a new industry. While navigating through the planning process, including all of the rules and regulations for our business, we came to realize that the Cannabis industry was not very welcomed yet in many areas of business. Traditional banks didn't want to help with any sort of loans or even let us open a bank account. We knew exactly who we were going to ask.

Years prior to this adventure we turned to the CB&DC for help with another business opportunity, which was obtaining a mortgage with them for our present property which included both a shop and house. We live in the house and the shop was turned into a hair and tanning salon which we ran very successfully for years. The CB&DC made this happen and without them it wouldn't have been possible.

Fast forward a little to Covid days and the salon was shut down. While this was happening, we made the decision that Tiffany would retire from hair as her body was no longer able to do that job without great discomfort. This was our time to make the change we had been dreaming of, and the result is Windswept Cannabis.

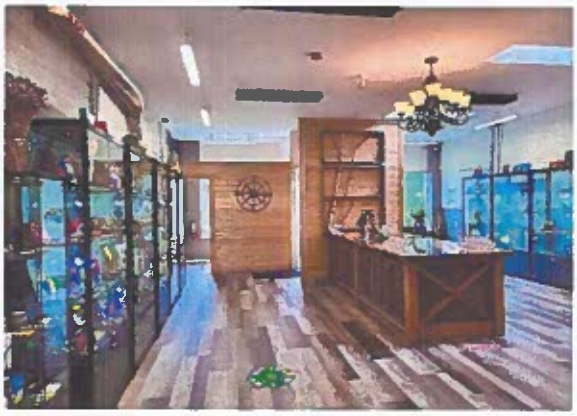
At Windswept we are about community and helping those around us. We hold many raffles throughout the year to collect food for our local Harvest Share and have been doing this since year 1. We also sell Windswept keychains with a portion of sales going towards our Local Harvest Share. This past Christmas we adopted a family and bought all the fixings for a wonderful Christmas dinner, something we want to do every year!

We are Parry Sound's only locally owned and operated cannabis shop. We have a friendly and welcoming atmosphere and strive on making everyone's visit a wonderful experience; and we try to educate our consumers on proper and safe use of cannabis products. Besides ourselves, we have 2 full time and 1 part time employee. We also own and operate another separate business, Canadian Clouds.

Our goal for our shop was a Georgian Bay feel of Rock, Water and Wood. Our Logo came with inspiration from the Iconic Killbear Park Tree, and we proudly supported local business for our shop interior.

CB&DC has always been supportive, the people that work there have all been wonderful! They really do help the community grow businesses where maybe traditional ways are out of reach. We would highly recommend contacting the CB&DC if you're wanting to start a new business adventure!

Tiffany and Gord McKinnon,
Owners, Windswept Cannabis



Windswept
Cannabis

PARRY SOUND AREA COMMUNITY BUSINESS & DEVELOPMENT CENTRE INC.

Financial Statements

For the year ended September 30, 2023

Parry Sound Area Community Business & Development Centre Inc.
Financial Statements
For the year ended September 30, 2023

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Supplementary Information

Location	1A Church Street, Parry Sound, Ontario
Bank	Kawartha Credit Union

GINGRICH HARRIS COPELAND *Chartered Professional Accountants*

1-7 William Street
Parry Sound ON
P2A 1V2

STEPHEN L. GINGRICH, CPA, CFP
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Independent Auditors' Report

To the Directors of
Parry Sound Area Community Business & Development Centre Inc.

Qualified Opinion
We have audited the accompanying financial statements of Parry Sound Area Community Business & Development Centre Inc. (the "entity"), which comprise the statement of financial position as at September 30, 2023 and the statements of operations, changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the entity as at September 30, 2023, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion
Loans and mortgage receivables have been recorded at amortized cost at inception as market value was not determined. We were unable to determine the adjustment to fair market value that would be necessary. Therefore, we were not able to determine whether any adjustments might be necessary to excess of revenue over expenses, and cash flows from operation for the years ended September 30, 2023 and September 30, 2022, current assets as at September 30, 2023 and September 30, 2022, and net assets as at October 1 and September 30 for both years. Our audit opinion on the financial statements for the year ended September 30, 2023 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements
Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

Those changed with governance are responsible for overseeing the entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

* Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
* Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
* Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
* Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
* Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Hingwich Harris Copeland

Parry Sound, Ontario
December 18, 2023

Chartered Professional Accountants
Licensed Public Accountants

Parry Sound Area Community Business & Development Centre Inc.
Statement of Financial Position

September 30	*General Fund*	*Investment Fund*	*Project Fund*	**2023**	2022
Assets					
Current					
Cash	$ 225,480	$ -	$ -	**$ 225,480**	$ 149,083
Other receivables (Note 4)	8,318	-	-	**8,318**	13,225
	233,798	-	-	**233,798**	162,308
Capital assets (Note 3)	156	-	-	**156**	2,909
Restricted					
Cash	-	5,890,759	18,837	**5,909,596**	4,392,696
Other receivables (Note 4)	-	1,645	67	**1,712**	2,405
Loans and mortgages receivable (Note 6)	-	6,535,223	-	**6,535,223**	6,870,652
	-	12,427,627	18,904	**12,446,531**	11,265,753
Total Assets	$ 233,954	$ 12,427,627	$ 18,904	**$ 12,680,485**	$ 11,430,970

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Parry Sound Area Community Business & Development Centre Inc.
Statement of Financial Position

September 30	*General Fund*	*Investment Fund*	*Project Fund*	**2023**	2022
Liabilities and Fund Balances					
Current					
Accounts payable and accrued liabilities (Note 7)	$ 4,158	$ 7,276	$ 520	**$ 11,954**	$ 12,136
	4,158	7,276	520	**11,954**	12,136
Deferred revenue					
Deferred operating contributions (Note 8)	78,635	-	718	**79,353**	718
Commitments and contingencies (Note 10)					
Fund Balances					
External restrictions	99,353	12,420,351	-	**12,519,704**	11,376,069
Internal restrictions	-	-	17,666	**17,666**	15,443
Unrestricted	51,808	-	-	**51,808**	26,604
	151,161	12,420,351	17,666	**12,589,178**	11,418,116
Total Liabilities and Fund Balances	$ 233,954	$ 12,427,627	$ 18,904	**$ 12,680,485**	$ 11,430,970

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Parry Sound Area Community Business & Development Centre Inc.
Statement of Operations and Changes in Fund Balances

For the year ended September 30	*General Fund*	*Investment Fund*	*Project Fund*	2023	2022
Revenues					
Industry Canada - FedNor					
- Operating funds - current year	$ 300,000	$ -	$ -	**$ 300,000**	$ 300,000
Government and other grants (Note 11)	13,955	-	-	**13,955**	14,100
Investment income	16,212	286,927	1,964	**305,103**	105,886
Loan interest income	-	437,388	-	**437,388**	409,933
Other income	1,500	-	-	**1,500**	500
	331,667	724,315	1,964	**1,057,946**	830,419
Expenses					
Amortization	2,018	-	-	**2,018**	3,244
Loss on disposal of capital assets	735	-	-	**735**	-
Loan loss provision (recovery)	-	(595,735)	-	**(595,735)**	(618,766)
Loan forgiveness - COVID 19	-	130,000	-	**130,000**	90,000
Salaries and benefits *(see schedule)*	268,900	-	-	**268,900**	294,268
Occupancy and equip. *(see schedule)*	33,123	-	-	**33,123**	29,328
Director's expenses	1,876	-	-	**1,876**	1,820
Community development *(see schedule)*	604	-	248	**852**	432
Administration *(see schedule)*	34,127	10,468	520	**45,115**	46,460
	341,383	(455,267)	768	**(113,116)**	(153,214)
Excess of Revenue (Deficiency) over Expenses	(9,716)	1,179,582	1,196	**1,171,062**	983,633
Fund Balances					
Beginning of year	160,877	11,240,769	16,470	**11,418,116**	10,434,483
End of year	$ 151,161	$ 12,420,351	$ 17,666	**$ 12,589,178**	$ 11,418,116

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Parry Sound Area Community Business & Development Centre Inc.
Schedule of Expenditures

For the year ended September 30	*General Fund*	*Investment Fund*	*Project Fund*	2023	2022
Salaries and Benefits					
Salaries	$ 208,000	$ -	$ -	**$ 208,000**	$ 220,293
Benefits	41,400	-	-	**41,400**	38,475
RRRF wages	19,500	-	-	**19,500**	35,500
	$ 268,900	$ -	$ -	**$ 268,900**	$ 294,268
Occupancy & Equipment					
Insurance	$ 8,347	$ -	$ -	**$ 8,347**	$ 6,411
Rent (net of recovery)	17,670	-	-	**17,670**	18,117
Telephone, fax, internet & IT	7,106	-	-	**7,106**	4,800
	$ 33,123	$ -	$ -	**$ 33,123**	$ 29,328
Community Development & Other					
Projects					
Projects	604	-	-	**604**	184
Women's Network	-	-	248	**248**	248
	$ 604	$ -	$ 248	**$ 852**	$ 432

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements

Parry Sound Area Community Business & Development Centre Inc.
Schedule of Expenditures

For the year ended September 30	General Fund	Investment Fund	Project Fund	2023	2022
Administration					
Advertising and promotion	$ 795	$ -	$ -	**$ 795**	$ 98
Bank charges and interest	-	212	-	**212**	-
Conventions, subscriptions, fees & dues	2,264	-	-	**2,264**	5,688
Employee training	2,596	-	-	**2,596**	883
Meetings	619	-	-	**619**	303
Office supplies and general	8,626	-	-	**8,626**	6,530
Postage	269	-	-	**269**	260
Professional fees	4,158	10,256	520	**14,934**	14,155
Staff travel and expenses	1,309	-	-	**1,309**	1,458
Special operations expenses	-	-	-	**-**	4,928
RRRF administration expenses	13,491	-	-	**13,491**	12,157
	$ 34,127	$ 10,468	$ 520	**$ 45,115**	$ 46,460

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Parry Sound Area Community Business & Development Centre Inc.
Statement of Cash Flows

For the year ended September 30	*General Fund*	*Investment Fund*	*Project Fund*	2023	2022
Cash provided by (used in)					
Operating activities					
Revenue in excess of expenditures	$ (9,716)	$ 1,179,582	$ 1,196	$ 1,171,062	$ 983,633
Items not involving cash					
Amortization of capital assets	2,018	-	-	2,018	3,244
Loss on disposal of assets	735	-	-	735	-
Loan loss provision	-	(595,735)	-	(595,735)	(618,766)
Changes in non-cash working capital balances					
Other receivables	4,907	536	157	5,600	(7,807)
Accounts payable and accruals	(182)	-	-	(182)	(5,339)
	(2,238)	584,383	1,353	583,498	354,965
Investing activities					
Loans and mortgages advances	-	(1,260,582)	-	(1,260,582)	(1,633,201)
Loans and mortgages repaid	-	2,191,746	-	2,191,746	1,147,337
	-	931,164	-	931,164	(485,864)
Financing activities					
Deferred operating contributions	78,635	-	-	78,635	(53,764)
	78,635	-	-	78,635	(53,764)
Increase (decrease) in cash during the year	76,397	1,515,547	1,353	1,593,297	(184,663)
Cash, beginning of year	149,083	4,375,212	17,484	4,541,779	4,726,442
Cash, end of year	$ 225,480	$ 5,890,759	$ 18,837	$ 6,135,076	$ 4,541,779
Represented by					
Unrestricted cash (bank indebtedness)	$ 225,480	$ -	$ -	$ 225,480	$ 149,083
Restricted cash	-	5,890,759	18,837	5,909,596	4,392,696
	$ 225,480	$ 5,890,759	$ 18,837	$ 6,135,076	$ 4,541,779

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

September 30, 2023

1. The Corporation

The Corporation is incorporated without share capital under the laws of Ontario as a not-for-profit organization with the principal purpose to encourage job creation in the Parry Sound Area. If the corporation were to dissolve and after the payments of all debts, the remaining assets of the corporation would be distributed or disposed of to another organization with similar goals and objectives as approved by Industry Canada. The Corporation is exempt from Income Taxes under the Income Tax Act of Canada.

2. Significant Accounting Policies

a) Basis of Accounting

Fund accounting

The Corporation follows the restricted fund method of accounting for contributions.

The General Fund accounts for the Corporation's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating contributions.

The Community Futures Investment Fund was established to provide financing for new and existing enterprises in order to protect or create new jobs. The contributions to the Investment Fund are externally restricted for use in achieving those objectives.

The Project Fund includes externally restricted contributions for miscellaneous projects carried out by the Corporation.

b) Cash and Cash Equivalents

The Corporation's policy is to present bank balances and term deposits with a maturity period of three months or less from the date of acquisition under cash and cash equivalents.

c) Contributions Receivable

Contributions receivable are recognized as an asset when the amounts to be received can be reasonably estimated and ultimate collection is reasonably assured.

d) Capital Assets

Capital assets are recorded at cost. Amortization is based on the estimated useful life of the asset and is provided at the following rates and methods. They are also tested for impairment.

Furniture and equipment	- 10 years straight line method
Computer equipment	- 4 years straight line method
Leasehold improvements	- 10 years straight line

A capital asset is written off as an expense in the year of acquisition if the acquisition is less than $1,000.

e) Revenue Recognition

The Corporation follows the restricted fund method whereby restricted contributions for the corresponding restricted fund are recognized as revenue of that fund in the current period. Operating Contributions and other restricted contributions are recognized in the general fund in accordance with the deferral method. All other unrestricted contributions are recognized as revenue of the general fund in the current period.

Operating Contributions from Industry Canada/FedNor are recognized as revenue of the General Fund in the year of receipt except for the following:

i) Contributions relating to capital assets are credited to deferred capital contributions and recognized as revenue on the same basis as amortization on the related asset is charged against operations.

ii) Contributions relating to approved expenditures not yet incurred are credited to deferred operating contributions only if costs are to be incurred within a multi-year operating agreement and the deferral has been approved by IC/FedNor.

iii) Unexpended funds at the end of the year from contributions by IC/FedNor to the General Fund reduce contribution revenue and are reported as amounts due to IC/FedNor. Over expenditures may not be reimbursed by Industry Canada.

iv) Unused funds from unrestricted revenues can be retained if approval to retain has been received by FedNor; otherwise unrestricted revenues reduce contribution revenue and are reported as amounts due to IC/FedNor.

Interest revenue on short-term investments, loans and mortgages receivable and dividends from preferred shares are recognized on the accrual basis. The Corporation accrues interest on loans and mortgages in arrears until collection becomes doubtful.

Other revenue is recorded in income when earned and measurable.

Private sector contributions are recorded in the period received except for when they relate to upcoming expenditures.

f) Contributed Services

Volunteers contribute time to the Board of Directors and various sub-committees. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

g) Financial Instruments

Measurement of financial instruments
The entity initially measures its financial assets and financial liabilities at fair value.

The Corporation subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, accounts receivable, and loans and mortgages receivable.

Financial liabilities measured at amortized cost include accounts payable and deferred contributions.

Impairment
Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Transaction costs
Transaction costs related to financial assets measured at fair value are expensed as incurred. Transaction costs related to other financial assets and financial liabilities are included or deducted in the initial measurement of the asset or liability.
The entity recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

h) Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the reporting date, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates. These estimates are reviewed periodically and adjustments made as appropriate, in the statement of operations in the year they become known.

3. Capital Assets

	Cost	Accumulated Amortization	2023 Net Book Value	2022 Net Book Value
General Fund				
Furniture and fixtures	$ 30,576	$ 30,420	$ 156	$ 1,534
Computer equipment	10,583	10,583	-	1,375
Leasehold improvements	16,928	16,928	-	-
	$ 58,087	$ 57,931	$ 156	$ 2,909

4. Other Receivables

	2023	2022
HST recoverable	$ 7,650	$ 13,638
Other	2,380	1,992
	$ 10,030	$ 15,630

The carrying value of accounts receivable approximates their fair value due to the short maturity of the instruments and the fact that they are subject to normal credit terms.

5. Economic Dependence

Approximately 28% of the Corporation's revenue for the year ended September 30, 2023 (2022 - 36%) is received from Industry Canada - FedNor. The Corporation is dependent on annual contributions from Industry Canada/FedNor in order to finance its general fund operations. Should these contributions cease, the Corporation would be unable to continue its operations.

6. Loans and Mortgages Receivable

The loans and mortgages receivable bear various interest rates from 4.50% to 8.50% and are generally fixed for terms of up to three years with amortization periods from one to fifteen years (shorter terms and longer amortization periods are occasionally approved by board of directors).

	Access to capital loans				
	Loans	Host	Non-host	**2023**	2022
Principal	$ 6,874,015	$ 1,526,327	$ 1,085,244	**$ 9,485,586**	$ 10,479,416
Interest	9,869	-	36,722	**46,591**	47,344
	6,883,884	1,526,327	1,121,966	**9,532,177**	10,526,760
Allowance	2,635,480	111,395	250,079	**2,996,954**	3,656,108
	$ 4,248,404	$ 1,414,932	$ 871,887	**$ 6,535,223**	$ 6,870,652

The activity for the year of the principal loan balance is as follows:

Beginning	$ 7,966,779	$ 1,376,327	$ 1,183,654	**$ 10,526,760**	$ 10,094,525
Loans					
- advanced	989,748	150,000	120,834	**1,260,582**	1,633,201
- repaid	(2,012,643)	-	(179,103)	**(2,191,746)**	(1,147,337)
- written off	(60,000)	-	(3,419)	**(63,419)**	(55,829)
- recovery	-	-	-	-	2,200
Ending	$ 6,883,884	$ 1,526,327	$ 1,121,966	**$ 9,532,177**	$ 10,526,760

The activity for the year in the Allowance for Doubtful Loans account is as follows:

Beginning	$ 3,317,076	$ 109,155	$ 229,877	**$ 3,656,108**	$ 4,328,503
Loans					
- written off	(60,000)	-	(3,419)	**(63,419)**	(55,829)
- recovery	-	-	-	-	2,200
- provision	(621,596)	2,240	23,621	**(595,735)**	(618,766)
Ending	$ 2,635,480	$ 111,395	$ 250,079	**$ 2,996,954**	$ 3,656,108

The Corporation determines the Allowance for Doubtful Loans by reviewing outstanding loans on a loan-by-loan basis plus the use of an estimated percentage based on past experience for all loans for which no specific provision has been established.

The Corporation's contract with FedNor enables them to provide loans up to $300,000.

Access to capital loans are provided by the North East Network consisting of fifteen Community Futures Development Corporations (CFDC). The originating CFDC provides the first $300,000 and the remaining fourteen Centres provide their share of the remaining amount up to a total of $750,000 per loan. (Increased April 1, 2021 from $150,000 and 650,000.)

September 30, 2023

7. Accounts Payable and Accrued Liabilities

	2023	2022
Trade accounts payable	$ -	$ 183
Accrued liabilities	11,954	11,953
	$ 11,954	$ 12,136

The carrying value of other liabilities approximates fair value because of the short maturity of these instruments and because they are subject to normal credit terms.

8. Deferred Operating Contributions

	2023	2022
General Fund		
Industry Canada - FedNor		
- General Operating Contract	$ 78,635	$ -
Project Fund		
Parry Sound Area Community Business & Development Centre		
- Youth Camp	718	718
	$ 79,353	$ 718

9. Comparative Figures

Certain accounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year's financial statements.

10. Commitments and Contingencies

Commitment

The Corporation has entered into an operating lease for the rental of its office premises. Future rental payments on this lease amount to $17,000 plus H.S.T. per year.

Contributions

The Corporation receives contributions for its operations from Industry Canada. Pursuant to the related agreements, if the corporation does not meet established objectives, Industry Canada is entitled to seek refunds. Should any amounts become refundable, the refunds would be charged to operations in the period in which the refund is determined to be payable.

As a result of the global pandemic COVID 19, the Corporation received additional FedNor funding to provide emergency business loans.

11. Government and Other Grants

	2023	2022
General Fund		
Municipal contributions		
Town of Parry Sound	$ 5,355	$ -
Seguin Township	4,000	4,000
Township of the Archipelago	2,000	2,000
Municipality of McDougall	-	6,000
Municipality of Whitestone	1,100	1,100
McKellar Township	500	-
Municipality of Magnetawan	1,000	1,000
	$ 13,955	$ 14,100

12. Financial Assets and Financial Liabilities

Liquidity risk

Liquidity risk is the risk that the Corporation will not be able to meet its obligations associated with financial liabilities. Cash flow from operations provides a substantial portion of the Corporation's cash requirements.

Credit risk

The Corporation is exposed to credit risk in the event of non-performance by counterparties in connection with its accounts receivable, secured loans and mortgages receivable and investments. Accounts receivable arise primarily from government funding agreements. The maximum exposure to credit risk is the carrying value of accounts receivable, loans and mortgages receivable and investments on the balance sheet.

Interest rate risk

The Corporation's interest-bearing assets and liabilities include loans and mortgages receivable.

Almaguin Highlands Secondary School

21 Mountainview Road, P.O. Box 250, South River, Ontario P0A 1X0
Tel: 705-472-5563 • Fax: 705-386-0004

donation
2022 $100
2023 $100

RECEIVED
APR 10 2024
CODE:
DESC:

April 4, 2024

Municipality of Magnetawan
Box 70
Magnetawan, ON
P0A 1P0

Every year, many individuals and area businesses generously support our community school and students by contributing to the Graduation Awards Program.

Almaguin Highlands Secondary School students and staff have always appreciated this very generous support. It has enabled us to recognize and to reward the outstanding achievements and successes of our students through the presentation of well-earned awards.

We are reaching out at this time to ask whether you are able to support, or continue to support our students this year by making a contribution towards our Graduation Awards Program. The names of donors will be acknowledged in our Graduation Program and an income tax receipt will be issued.

This year our Graduation exercises are scheduled for the evening of Wednesday June 26, 2024 at 7:00 p.m. We welcome donors to join us at 6:15 p.m. to present the award to the recipient and have a photo taken.

If you can make a contribution towards our Graduation Awards Program, we would be pleased to hear from you by June 1, 2024, please email lisa.ferrante@nearnorthschools.ca If you wish to drop off the award at the main office or you can mail it to the school. Thank you for your interest and support of our program, as well as your help in recognizing the excellence of our students.

Sincerely

Heather Hickey
Principal

Laura Brandt

From: Karlee Britton <DeputyClerk@mckellar.ca>
Sent: April 12, 2024 3:18 PM
To: Archipelago; Armour; Burks Falls; Callander; Carling; Chisholm; Kearney; Machar; Laura Brandt; McDougall; McKellar; McMurrich-Monteith; Nipissing; office@townshipofjoly.com; Parry Sound; Perry; Powassan; Ryerson; Seguin; South River; Strong; Sundridge; Whitestone
Subject: DPSMA Spring Meeting
Attachments: DPSMA Agenda - Spring 2024.pdf; Registration Form DPSMA Spring 2024.pdf

Hello,

Attached, you will find the agenda and registration details for the upcoming **District of Parry Sound Municipal Association Spring 2024 Meeting**. This event, hosted by the Township of Perry, will take place at their stunning new Community Centre!

Date: Friday, May 17, 2024
Time: Registration begins at 8:15 am; the meeting will run from 9:00 am to 3:00/3:30 pm.
Location: Emsdale Community Centre – 25 Joseph Street, Emsdale

We are delighted to announce that the **Minister of Infrastructure, Kinga Surma**, will be joining us for this meeting. The roundtable discussion will be moderated. **Kindly submit your questions to me by Friday, May 3rd**. Please share this opportunity with your staff, including those from Public Works, Treasury, and the Building/Planning Department, and encourage them to pose questions to the Minister as well.

Answers to these questions will be recorded and circulated to the Municipalities. This ensures that staff members who are unable to attend the meeting can still benefit from the information shared.

I will provide a small agenda package for the business portion of the meeting closer to the date. Please forward the agenda package to delegates attending from your Municipality ahead of the meeting.

Thank you,

Karlee Britton | Secretary-Treasurer
District of Parry Sound Municipal Association
c/o Township of McKellar
701 Hwy 124 P.O. Box 69
McKellar, ON P0G 1C0

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District of Parry Sound Municipal Association

c/o Township of McKellar, 701 Hwy 124 McKellar, ON P0G 1C0
President: Lynda Carleton **Secretary-Treasurer:** Karlee Britton

Spring 2024 Agenda – 168th Meeting – Friday, May 17, 2024
Hosted by the Township of Perry
Emsdale Community Centre, 25 Joseph St, Emsdale, ON P0A 1J0

8:15-9:00	Registration / Coffee sponsored by **R.H.H. Engineering**, *Engineering Firm for the construction of the new Emsdale Community Centre.*
9:00-9:30	Opening Remarks by Mayor Norm Hofstetter, Township of Perry Introduction of the Head Table Greetings from MP Parry-Sound Muskoka, **Scott Aitchison** *(invited, to be confirmed)* FONOM Update presented by **FONOM President, Danny Whalen**
9:30-9:50	**How does Section 32 of the Occupational Health & Safety Act effect you as a Member of Council!?** Presented by Jeff Pajot, H&S Consultant with Public Services Health & Safety Association (PSHSA)
9:50-10:30	**Navigation in Waterways, who is Responsible? DFO or Municipalities?** presented by Jacob Barkley, Department of Fisheries and Oceans Canada (DFO)
10:30-10:45	Coffee break sponsored by **Russell Christie LLP**
10:45-11:15	**Municipal Staff Retention & Succession Planning** presented by Jane Parr, OMHRA Education Committee Chair & Director of Human Resources for Simcoe County, Ontario Municipal Human Resources Association (OMHRA)
11:15-11:30	**Did you say Grant Money!? Current Grants for District of Parry Sound Municipalities** presented by Michael Grach, Senior Director of Business Development with Grant Match
11:30-12:00	**Community Paramedicine Program**, presented by Tom Smith, EMS Supervisor of Community Paramedicine District of Parry Sound
12:00-1:00	Lunch – Carved Roast Beef dinner "AAA Inside Round" with mixed vegetables, Yorkshire pudding, gravy, horse radish sauce and mashed potatoes by **Tanners Inn & Dining**, with garden salad and Boston Cream Cake for dessert
1:00-2:30	Remarks from **Graydon Smith**, MPP Parry Sound-Muskoka Remarks from **Minister of Infrastructure, the Honourable Kinga Surma** **Roundtable Discussion** with Minister Surma and MPP Graydon Smith, *moderated by DPSMA President, Lynda Carleton*
2:30	**Resolutions / Business Meeting** - Adoption of the Minutes of the Fall 2023 Meeting - Minutes of the December 13, 2023 Executive Meeting - Treasurer's Report August 1, 2023 to December 31, 2023 - Honourarium and Administrative Fee Review - Township of Perry Blue Box Transition Resolution Draw for Mystery Door Prize: Must be present to claim Host and Date of Next Meeting: Township of the Archipelago - September 27, 2024 Adjournment

Laura Brandt

Subject: FW: Resignation Notice

---------- Forwarded message ---------
From:
Date: Fri, Apr 5, 2024, 13:17
Subject: Resignation Notice
To: Ferris, Julie < Raaflaub, Elinor
Bishop, Mary

Hello,

It has been a pleasure to meet each of you and spend time with you over the last year through the Library board meetings. I especially appreciated the inside view of the important service the Library provides the community.

I have decided to resign from the Magnetawan Library Board effective today.

I wish you all the best.

Sincerely,
Sheila Smith

Laura Brandt

Subject: FW: FW: Survey - 24 - 26 Last Street, Magnetawan
Attachments: HABITAT FOR HUMANITY ONTARIO GATEWAY NORTH.pdf; EJ Williams-Transaction History Report-02.8.24.pdf

From: John Hetherington <john.s.hetherington@gmail.com>
Sent: Friday, April 5, 2024 7:47 PM
To: Kerstin Vroom <Clerk@magnetawan.com>
Subject: Re: FW: Survey - 24 - 26 Last Street, Magnetawan

Hi Kerstin, the committee believes we should be compensated for surveys of lot 25 and 26 as they belong to the municipality.. lot 24 is the one we built on and we should rightly pay for that survey. Hope council will agree.

Survey invoice divided by 3 and municipality pay 2/3 to Habitat Magnetawan committee....maybe check back with Kim to see who she wants the check made out to.

On Fri, Apr 5, 2024, 3:00 p.m. Kerstin Vroom <Clerk@magnetawan.com> wrote:

> Hi John!
>
> I just received this from Habitat for Humanity.
>
> Are you wanting me to ask for Council for a reimbursement of the survey costs for the 3 lots?
>
> I can put that on the next agenda if you would like; however, it would be appreciated if we could get an actual copy of what was surveyed
>
> I did email Kimberely back and ask if she could send us the pdf version (I can print it).
>
> Let me know 😊
>
> Thanks!
>
> *Kerstin*

From: Kimberley Woodcock <kwoodcock@habitatgatewaynorth.com>
Sent: Friday, April 5, 2024 2:32 PM
To: Kerstin Vroom <Clerk@magnetawan.com>
Subject: Survey - 24 - 26 Last Street, Magnetawan

Hi Kerstin,

Attached please find proof of payment to EJ Williams for the survey done by Habitat for Humanity relating to 24 - 26 Last Street.

Please let me know if you have any questions.

Thank you,

Kim

--

Kimberley Woodcock
Chief Executive Officer, Habitat for Humanity Ontario Gateway North
Past Chairperson, Habitat for Humanity Ontario Caucus

A3-505 Muskoka Rd., 118W, Bracebridge, ON, P1L 1T4
T: (705) 646-0106 x206• C: (249) 385-5444
kwoodcock@habitatgatewaynorth.com • www.habitatgatewaynorth.com

Habitat for Humanity Ontario Gateway North acknowledges that our affiliate office in Bracebridge sits on the traditional territory of the Anishnaabeg, specifically, the Ojibway and Chippewa Peoples.

Please note that I am sending you this email now because it's convenient for me. I do not expect you to respond to it outside of your normal hours of work.

This transmission and any attachments/enclosures contain information which is confidential and/or privileged and is intended solely for the use of the person(s) to whom the message is addressed. If you are not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, please be advised that any review, disclosure, copying, distribution or use of this communication, or taking action on its contents is strictly prohibited. If you received this transmission in error, please notify the sender immediately and permanently delete or destroy this transmission, including any attachments/enclosures, without reading, copying or forwarding it to anyone else.

Kerstin Vroom

From: Kimberley Woodcock <kwoodcock@habitatgatewaynorth.com>
Sent: April 15, 2024 2:10 PM
To: Kerstin Vroom
Subject: Re: FW: Habitat for Humanity - Lot Info

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Kerstin,
The documentation here together with the proof of payment I sent represents the donation accepted by Habitat toward "Building Futures in Magnetawan" (local Chapter work).
The CRA process relating to gifts-in-kind (services) is called a "cheque swap". In this case, the services are pinning 3 lot corners of the formally named 24-26 Last Street Magnetawan:
We received an invoice for services rendered.
We paid the invoice in full.
The donor then made a donation in equal amount to generate a tax receipt.
From our point of view, the donation process has been satisfied.
I am aware that the Habitat volunteers intend to seek a cash donation from the Municipality toward "Building Futures in Magnetawan", which we'd be grateful to receive and which would be used in good faith to help local community members in need of a hand up.
Please let me know if you have any further questions.
Thank you,
Kim

On Mon, Apr 15, 2024 at 12:54 PM Kerstin Vroom <Clerk@magnetawan.com> wrote:

> Hi Kim!
>
> Sorry I missed your call!!
>
> I received this from the surveyor and am wondering if you can let me know what the ask is of Council from Habitat.
>
> Stay well,
>
> *Kerstin*

From: Kathy Kujala <kathy@ejwilliamssurveying.com>
Sent: Monday, April 15, 2024 12:43 PM

HABITAT FOR HUMANITY ONTARIO GATEWAY NORTH
BUILD-RESTRICTED

EJ Williams Surveying Ltd.

6/21/2023

12209

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
05/29/2023	Bill	Inv 3337	6,850.14	6,850.14		6,850.14
					Cheque Amount	6,850.14

RBC Build 102B RES Inv 3337 - File 1737-23bf - Magnetawan 6,850.14

Product HS9209 Use with 775 Double Window or 779 Single Window Envelope Printed in Canada To reorder call DELUXE® 1 800 461 7572 Order on-line at www.deluxe.ca

15 AC1BE8 marx2 04/18/2019 10:40

Habitat for Humanity Ontario Gateway North
Transaction Journal
All Transactions

Trans #	Type	Date	Num	Name	Memo	Account	Class	Debit	Credit
51142	Bill Pmt -Cheque	06/21/2023	12209	EJ Williams Surveying Ltd.	Inv 3337 - File 1737-23bf - Magnetawan	1055-2 · RBC Build 102B RESTR.			6,850.14
				EJ Williams Surveying Ltd.	Inv 3337 - File 1737-23bf - Magnetawan	2001 · Accounts Payable- Builds		6,850.14	
								6,850.14	6,850.14
TOTAL								6,850.14	6,850.14

To: Kerstin Vroom <Clerk@magnetawan.com>
Cc: Ted Williams <ted@ejwilliamssurveying.com>
Subject: RE: Habitat for Humanity - Lot Info

Hi Kerstin,

Ted is away until the 29th of April.

We did this property through Mark Langford and did this as a charitable donation to Habitat for Humanity.

Please see the reporting letter and invoice (invoice marked as a charitable donation). I have also attached our receipt for charitable donation from Habitat for Humanity.

Should you require anything further, please let me know.

Kathy

****

Kathy Kujala, Office Manager – Project Administrator

E.J. Williams Surveying Limited

387 Muskoka Rd. 3 N., Huntsville, ON

P1H 1C5

(705) 789-4171; (fax) 705-789-1097

kathy@ejwilliamssurveying.com

Huntsville – South River

From: Kerstin Vroom <Clerk@magnetawan.com>
Sent: Monday, April 15, 2024 12:37 PM
To: Ted Williams <ted@ejwilliamssurveying.com>
Subject: Habitat for Humanity - Lot Info

Hi Ted!

Trust you had a lovely holiday!

The Municipality has been asked by the Magnetawan Habitat for Humanity Chapter to pay for the boundary marking of lots 25 and 26. Could you kindly let me know if you forwarded a letter for the marking of Lots 24-26. If so, could you please forward me a copy as well as a copy of the invoice so I can put it on the next agenda for Council's consideration.

Much appreciated!

Thanks!

Kerstin

Kerstin Vroom, CMO, Dipl. M.A, CMM I | CAO/Clerk

Join our Magnetawan News! Sign up today to learn about important matters.

After subscribing make sure to confirm your subscription through the confirmation email.

https://magnetawan.com/join-our-mailing-list

Municipality of Magnetawan | PO Box 70 | 4304 Highway 520 | Magnetawan, ON POA 1P0

Phone 705-387-3947 ext. 1001 | Fax 705-387-4875 | clerk@magnetawan.com

EJ WILLIAMS
SURVEYING LIMITED

Edward J. Williams B.Sc., O.L.S.
Peter N. Aubrey, B. Tech, O.L.S.

Please Reply To:
Huntsville Office

May 29th, 2023
File 1737-23bf

Mark Langford
Box 44, 200 Langford Ave.
Magnetawan, ON
P0A 1P0

Re: Boundary Survey; Lots 24 – 26, Registered Plan 319, Village of Magnetawan now in the Municipality of Magnetawan – West Side of Last Street

Dear Mark,

In accordance with your instructions, I am pleased to report the completion of the Boundary Survey on the above noted lands. Please find enclosed our invoice marked as "charitable donation", which I trust you will find in order. Please issue a receipt for same for income tax purposes.

We have found and confirmed the location of the existing monumentation at the corner of each lot. All iron bars have been marked with red 2" x 2" wooden markers so that all concerned parties maybe aware of their location.

I would like to take this opportunity to thank you for being able to be of assistance to you in this regard. Should you have any questions or concerns, please do not hesitate to contact us.

Yours very truly,

Peter N. Aubrey, B.Tech., O.L.S.
PNA:kk
Encl.

MAIN OFFICE
387 Muskoka Rd 3 N.
Huntsville, ON P1H 1C5
(705) 789-4171
(Fax) 789-1097
email: info@ejwilliamssurveying.com

SOUTH RIVER OFFICE
Box 10, 283 Hwy #124
South River, ON P0A 1X0
(705) 386-2291
(Fax) 386-2931

NOTES & RECORDS OF:

E. Bazett, O.L.S.	1885-1928
J.J. Haigh, O.L.S.	1946-1986
Keith I. Beacom, O.L.S.	1958-1981
Dearden, Stanton, Stones & Strongman Limited, O.L.S.	1981-1993
J.R. Hiltz, O.L.S.	1958-1971
Eero Hannen Limited, O.L.S.	1971-2003

IN ACCOUNT WITH

EJ WILLIAMS SURVEYING LIMITED

ONTARIO LAND SURVEYORS – PLANNERS

Habitat for Humanity c/o Mark & Lila Langford
Box 44, 200 Langford Ave.
Magnetawan, ON P0A 1P0

Date: 29-May-23

Invoice # 3337 File: 1737-23bf

Please Remit to:
Huntsville Office

Re: Boundary Survey - Lot 24-26, Registered Plan 319, Village of Magnetawan
West Side of Last Street

FEE IN FULL FOR PROFESSIONAL SERVICES RENDERED, including:

Registry Office Search					
Searcher	1.5 hours @	$92.58	per hr	$	138.87
Fieldwork					
2 Man Crew	15 hours @	$169.05	per hr	$	2,535.75
Office Work					
Administration	2.25 hours @	$92.58	per hr	$	208.31
Office Calculations	2.75 hours @	$92.58	per hr	$	254.60
OLS Checking & Supervision	8 hours @	$322.00	per hr	$	2,576.00
Disbursements					
Vehicle & Equipment Disbursement				$	245.85
Registry Office Search Fees				$	102.70
		Subtotal		$	6,062.07
		HST @ 13%		$	788.07
		Invoice Total		$	6,850.14
		TOTAL AMOUNT OWING			$6,850.14

HST Registration #13576 0171 RT

INVOICE is a Charitable Donation for Professional Services rendered to Habitat for Humanity. No money is owing.
Per Kathy Kujala K. Kujala

Visa and Mastercard Accepted

E. & O.E. Payment due upon receipt of Invoice 2% Service Charge Monthly after 30 Days

MAIN OFFICE
387 Muskoka Rd. 3 N.
Huntsville, ON P1H 1C5
(705) 789-4171
(Fax) 789-1097
email:
info@ejwilliamssurveying.com

SOUTH RIVER OFFICE
Box 10, 283 Hwy 124
South River, ON P0A 1X0
(705) 386-2291
(Fax) 386-2931

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Dearden, Stanton, Stones & Strongman Limited, O.L.S.	1981-1993
J.R. Hiley, O.L.S.	1958-1971
Eero Kalinen Limited, O.L.S.	1971-2003

Charity BN/ Registration #: 88701 7515 RR 0001

Receipt No: 4402
Issue Date: Jul. 11, 2023
Donation Date: Jul. 11, 2023
Amount: $6,850.14

Habitat for Humanity
Ontario Gateway North
A3-505 Muskoka Rd., 118W
Bracebridge, Ontario - P1L 1T4

Chief Executive Officer

Kimberley Woodcock

Donated By:

E.J. Williams Surveying Limited
387 Muskoka Rd. 3 N.
Huntsville, ON, CA - P1H 1C5

Thank you for your contribution.

Official Receipt for Income Tax Purposes Canada Revenue Agency - canada.ca/charities-giving

detach and retain for your records

Charity BN/ Registration #: 88701 7515 RR 0001

Receipt No: 4402
Issue Date: Jul. 11, 2023
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Habitat for Humanity
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Chief Executive Officer

Kimberley Woodcock

Donated By:

E.J. Williams Surveying Limited
387 Muskoka Rd. 3 N.
Huntsville, ON, CA - P1H 1C5

Thank you for your contribution.

Official Receipt for Income Tax Purposes Canada Revenue Agency - canada.ca/charities-giving

Municipality of Magnetawan	REPORT TO COUNCIL
To:	Mayor and Council
From:	CAO/Clerk Kerstin Vroom
Date of Meeting:	May 01, 2024
Report Title:	Office Renovations

Recommendation: THAT Council receives and approves this report as presented and accepts the quotation for the Office Renovation from Legacy Carpentry in the amount of $42,801.27 + HST for the conversion of two offices into three and a barrier wall for the office in the kitchen.

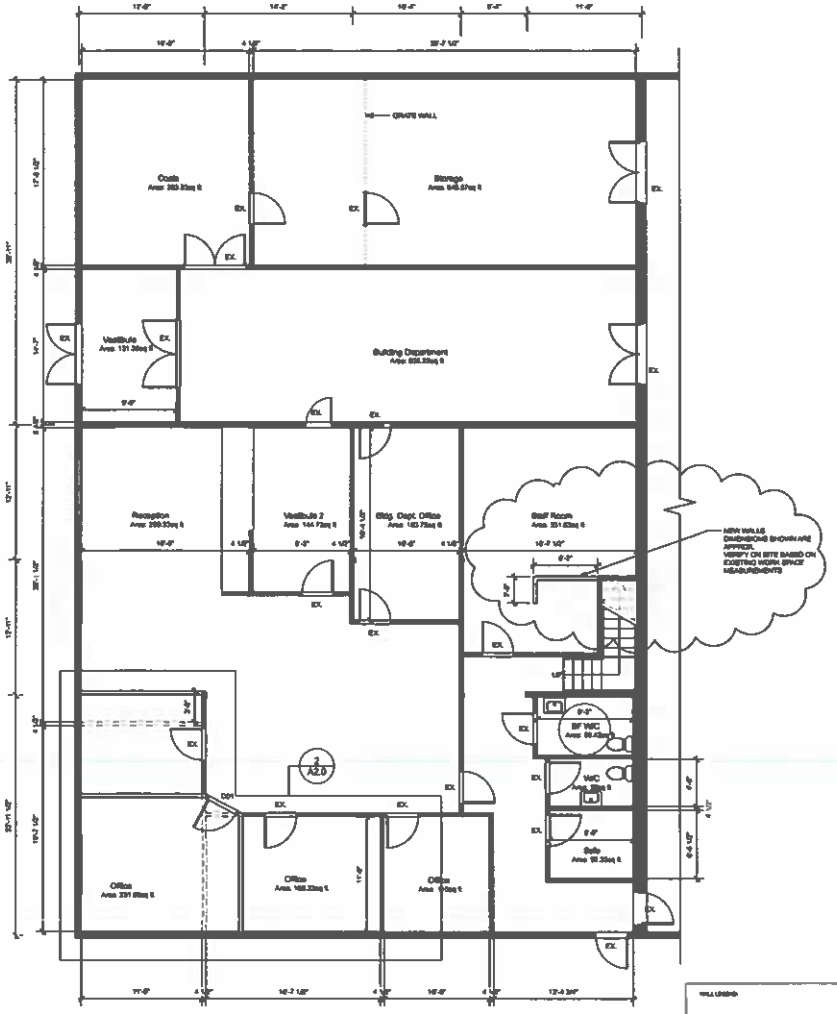
Background: The current office layout does not adequately accommodate staff. There are currently two shared offices, a makeshift office in the kitchen, and no area to meet with someone privately. Staff was finally able to procure an architect to design and provide drawings to convert the two shared offices into three private ones, which is the most realistic and cost-effective option. This renovation will enable the Deputy Clerk Recreation and Communication, Treasurer/Tax Collector and CAO/Clerk to each have their own private office with the CAO/Clerk's office to include a small meeting space. The plans include the building of a privacy wall for the Parks and Maintenance Manager's makeshift office in the kitchen to offer him some privacy as well. Once the files from the Archive room are moved upstairs, which is to begin shortly, that area which had originally been considered for office space for the Parks and Maintenance Manager, will be utilized to hold recreational supplies – such as the sports and recreational equipment, event supplies (Christmas, Canada Day, Family Day), etc., keeping them in a dry secured space. The shelving from the Archive room will be moved into the main office for the roll file system with the bulky file cabinets being moved to the mezzanine to hold permanent and confidential files.

Financial: Request for Quotations with drawings, were sent to and received by four local contractors – Ahmic Marine, Jamesway Contracting, Renoman (Tim Barry), and Legacy Carpentry. Ahmic Marine responded that they were unable to take on the project, and there was no response from Jamesway or Renoman. Barring any unforeseeable issues with the renovations (electrical, HVAC) the project is expected to come in on budget.

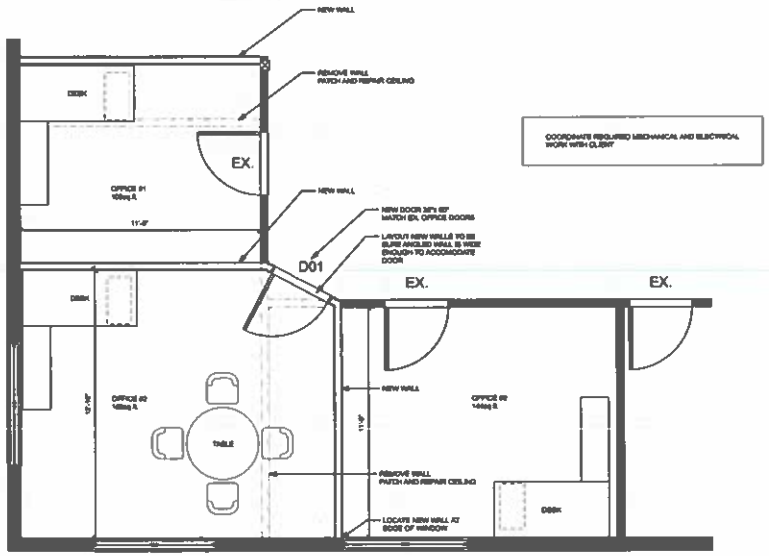
Conclusion: Legacy Carpentry did a site visit, which included their electrician, and is able to begin the project in June/July of this year, with an estimated time for renovation to be around 4 weeks. The quotation received is very comprehensive and includes protective barriers so staff can continue to work during the renovation. Staff recommends accepting the proposal from Legacy Carpentry for the office renovation project.

Respectfully Submitted,

Kerstin Vroom, CAO/Clerk



1 PLAN
Scale: 3/16" = 1'-0"



2 PLAN - OPTION #1
Scale: 3/8" = 1'-0"

FAD architects
67 james st.
parry sound ont
P2A 1T6
t. 705.746.5272
info @ fad . ca

Contractors must check and verify all dimensions on the project and report any discrepancies to FAD before proceeding with the work.

All drawings are the property of the Architect and are instruments of service. They are for use only on the project for which they were prepared, and must be returned upon request. Reproduction of drawings in part or in whole is forbidden without the Architect's permission.

The Contractor is to familiarize with the Ontario Building Code and its latest revisions.

ONTARIO ASSOCIATION OF ARCHITECTS

MAGNETAWAN MUNICIPAL OFFICE

4364 HWY 520
MAGNETAWAN, ON
P0A 1P0

REV	DATE	DESCRIPTION
0	2024-01-08	FOR CONSTRUCTION
A	2024-01-17	CLIENT REVIEW
MO	DATE	ISSUE NOTE

Project Manager: | Drawn By:
Date: NOV. 2023 | Reviewed By: BR
Project#: 2305

Sheet Title: Main Floor

Sheet No: A2.0

Municipality of Magnetawan	REPORT TO COUNCIL
To:	Mayor and Council
From:	Laura Brandt, Deputy Clerk – Recreation & Communication
Date of Meeting:	May 1, 2024
Report Title:	2024 Public Art Project

Recommendation: That Council receives this report as presented and directs Staff to move forward with the project.

Background: Staff was directed at the April 10th meeting of Council to bring back a report which included estimated measurements of the potential steamship carving along with more information regarding the safety/security of the base of the carving.

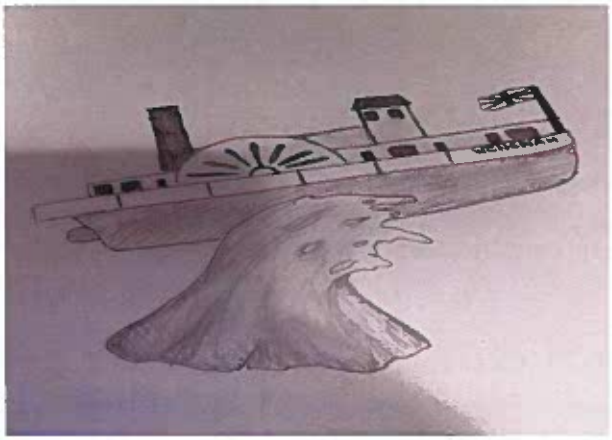
Evaluation: Staff reached out to the carver and he estimates the majority of the size of the sculpture to be 6 feet tall with the tallest point being the stack of the steamship estimated at 7 feet high by 5 feet long.

The carver has confirmed that the carving will be one piece so there is not a possibility of the sculpture tipping or being unsecure. The carver adheres several logs together to be able to carve large sculptures in one piece. The carver is open to a different base however, in his opinion a different base will take away from the carving as the water/wave would elevate the sculpture and make it more exciting.

Village Green

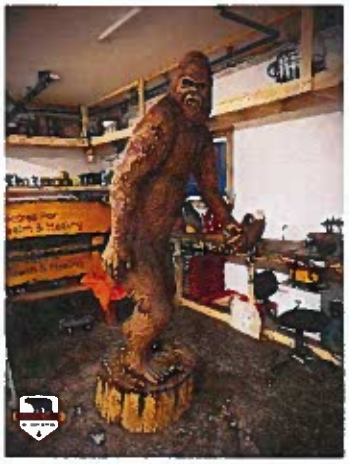
Municipal Office/Community Centre

Rough Concept Drawing from Artist



The Wenonah July 8, 1886

Examples of Carver's Large Pieces



Financial Implications: $10,000 was allocated in the 2024 Budget for this project. 30% of the cost is eligible for grant funding up to a maximum of $3,000.

Conclusion: Council needs to determine where to place the carving and the type of base.

Respectfully Submitted,

Laura Brandt

Laura Brandt
Deputy Clerk

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2024 -

BEING A BY-LAW TO ADOPT A WORKPLACE VIOLENCE AND HARRASSMENT POLICY

WHEREAS Section 32 of the Occupational Health and Safety Act, R. S. O. 1990, c. O.1, as amended, requires that an employer prepare policies and programs with respect to workplace violence and harassment;

AND WHEREAS Section 9 of the *Municipal Act, S.O. 2001, Chapter M.25*, as amended, gives a municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other *Act*;

AND WHEREAS Section 10(2)(1) of the *Municipal Act, S.O. 2001, Chapter M.25*, as amended, a single-tier municipality may pass By-laws respecting to the governance structure of the municipality and its local boards;

AND WHEREAS the Corporation of the Municipality of Magnetawan is committed to the health, wellbeing, and safety of its workers and to providing a work environment in which all workers are treated with respect and dignity.

NOW THEREFORE the Council of the Corporation of the Municipality of Magnetawan enacts as follows:

1. THAT the Magnetawan Workplace Violence Policy (Schedule "A") be adopted as attached.

2. THAT By-law 2016-48 and any other previously relevant by-law(s) be hereby repealed effective the date of passing of this By-law.

3. THAT this By-law shall come into force and effect on the date of its passing.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this th day of , 2024.

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN

_____
Mayor

_____
CAO/Clerk

DRAFT

Municipality of
Magnetawan

Municipality of Magnetawan
Harassment and Violence in the Workplace Policy

SCOPE AND PURPOSE

Introduction

The Corporation of the Municipality of Magnetawan is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Municipality's goal to provide a healthy and safe work environment that is free of any form of harassment or violence. This policy will provide information and procedures to ensure that the Municipality's environment is free from violence, discrimination, and harassment. The Policy defines the types of behaviour that constitute violence, discrimination, and harassment and defines the responsibilities of each Municipal employee.

Scope

This Policy applies to all employees of the Municipality, as well as members of Council, volunteers, committee/board members and students (each deemed to be an "employee" for this purpose). Contractors, consultants, sales representatives, delivery personnel, and any other individuals conducting business with the Municipality are expected to adhere to this Policy in the course of their interactions with Municipal employees. It applies to any location in which a person is engaged in work-related activities on behalf of the Municipality. This includes, but is not limited to:

- the workplace and/or jobsite
- during work-related travel
- at restaurants, hotels or meeting facilities that are being used for business purposes
- in company owned or leased facilities
- during telephone, email, or other communications
- at any work-related social event, whether it is municipally sponsored or not

DEFINITIONS

Discriminatory Harassment

Discriminatory harassment includes engaging in a course of vexatious comment and/or conduct based on the protected grounds in the *Human Rights Code* (hereinafter referred to as the *Code*) that is known or ought reasonably to be known as being unwelcome or that the recipient does not welcome or that offends them.

Some examples of discriminatory harassment include:

- offensive comments, jokes or behaviour that disparage or ridicule a person based on a protected ground, such as race, religion, sex, sexual orientation, gender identity or gender expression
- imitating a person's accent, speech, or mannerisms
- persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children

Workplace Discrimination

Discrimination is defined as any practice or behaviour, whether intentional or not, which has a negative impact on an individual or group based on one or more of the prohibited grounds under the *Code*. Discrimination may arise due to unequal treatment and/or from the same treatment which has an unequal effect on an individual or group protected from discrimination under the *Code*. Properly discharged supervisory responsibilities do not constitute harassment. Performance appraisals, counselling, discipline, and the proper enforcement of high standards are not contrary to this Policy when applied in a non-discriminatory manner.

The prohibited grounds of workplace discrimination include race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy), sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status and disability.

Workplace Harassment and Bullying

Workplace harassment is a health and safety issue that is covered under the *Occupational Health and Safety Act* and is defined as "engaging in a course of vexatious comment and/or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome."

Workplace harassment may have some or all of the following components:

- it is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect
- it is hostile, abusive, or inappropriate
- it affects the person's dignity or psychological integrity
- it results in a poisoned work environment

Some examples of workplace harassment are:

- engaging in a course of vexatious comment or conduct against a worker in a workplace because of race, religion, sex, sexual orientation, gender identity or gender expression
- verbally abusive behaviour such as yelling insults, ridicule and name calling including remarks, jokes or innuendos that demean, ridicule, intimidate or offend
- gossiping or spreading malicious rumours
- undermining someone else's efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a person to do their job
- providing only demeaning or trivial tasks in place of normal job duties

- impeding an individual's efforts at promotions or transfers for reasons that are not legitimate
- making false allegations about someone in memos or other work-related documents

Poisoned Work Environment

A poisoned work environment is a hostile or intimidating work environment created because of the conduct and/or comments that are based on one or more of the prohibited grounds. The conduct and/or comments do not need to be directed at the individual for the individual to be affected by it.

Some examples of actions that can create a poisoned work environment include:

- displaying offensive or sexual materials such as posters, pictures, calendars, web sites or screen savers
- distributing offensive email messages, or attachments such as pictures or video files
- practical jokes that embarrass or insult someone
- jokes or insults that are offensive, racist, or discriminatory in nature

Sexual Harassment

Sexual harassment consists of engaging in a course of vexatious comment or conduct based on sex, sexual orientation, gender identity or gender expression that is known or ought to reasonably be known to be unwelcome, whether intentional or not. Sexual harassment may also include making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to another individual and the person making the solicitation or advance knows or ought reasonably to know that the solicitation or advance is unwelcome. The comments or conduct may be one incident or a series of incidences depending on the context. Sexual harassment is a serious offence but must be distinguished from legitimate workplace or labour relations interactions and consensual workplace relationships.

Some examples of sexual harassment are:

- sexual advances or demands that the recipient does not welcome or want
- threats, punishment, or denial of a benefit for refusing a sexual advance
- offering a benefit in exchange for sexual favour
- displaying sexually offensive material such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic web sites or other electronic material
- distributing sexually explicit email messages or attachments such as pictures or video files
- sexually suggestive or obscene comments or gestures
- sexual assault

Domestic Violence

Section 32.0.4 of the *Occupational Safety Health and Safety Act* states that if an employer becomes aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace, the employer shall take every precaution reasonable in the circumstances for the protection of the worker.

This may include some or all of the following:

- creating a safety plan
- contacting the police
- establishing enhanced security measures such as a panic button, code words, and door and access security measures
- screening/redirecting calls and blocking certain email addresses
- facilitating your access to counselling through your Medical Benefits or other community programs

Workplace and Domestic Violence

Violence refers to a broad range of behaviours along a spectrum of severity that can generate concern for personal safety and/or personal injury. At the low end of the spectrum are disruptive, aggressive, harassing or emotionally abusive behaviours that generate anxiety or create a climate of distrust that adversely affects process, productivity, and morale. Further along the spectrum are works or other actions that are reasonably perceived to be hostile, intimidating, frightening, or are acts of overt violence such as assault, pushing, shoving, hitting or physical actions that include weapons and serious physical attacks.

Workplace Violence

Workplace violence is defined under the *Occupational Health and Safety Act* as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

Workplace violence includes:

- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects, wielding a weapon at work
- verbal or written threats to physically attack a worker
- stalking someone
- physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault

Violence that occurs outside the normal workplace, but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

What Does Not Constitute Harassment

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including

- measures to correct performance deficiencies, such as placing someone on a performance improvement plan
- imposing discipline for workplace infractions
- requesting medical documents in support of an absence from work

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

The Test of Harassment

It does not matter whether you intended to offend someone. The test of harassment is whether you knew or reasonably ought to have known that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

The harasser does not necessarily have to have power or authority over the recipient for it to be considered harassment. Harassment can occur from co-worker to co-worker, supervisor to employee, employee to supervisor and Councillor to employee.

PREVENTING HARASSMENT AND VIOLENCE

It is our mutual responsibility to ensure that we create and maintain a harassment and violence-free workplace and address violence and/or the threat of violence from all possible sources.

The Municipality of Magnetawan's Commitment

The Municipality will do its part by not tolerating or condoning discrimination, harassment, or violence in the workplace. This includes making everyone in our organization aware of what behaviour is and is not appropriate, assessing the risk of workplace violence, investigating complaints, and imposing suitable corrective measures. It is the responsibility of all Municipal employees to demonstrate respect and understanding to all individuals to prevent discrimination and harassment in the workplace; and to report any instances of discrimination and harassment in accordance with the Complaint Procedure below.

Duties of the CAO/Clerk or Designate

The CAO/Clerk or Designate is responsible for intervening when harassment and discrimination issues occur and is responsible for their own actions and for dealing with the actions of supervisors and employees to ensure that harassment and discrimination are not tolerated, ignored, or condoned; and for investigating any complaints of discrimination or harassment in accordance with the Complaint Procedure set out below.

Duties of Supervisors

Supervisors are expected to assist in creating a harassment-free workplace and to immediately contact the CAO/Clerk or Designate (except in the case when a complaint involves the CAO/Clerk, in which case the Mayor will be the reporting body) if they receive a complaint of workplace harassment or violence or witness or are aware of harassing or violent behaviour.

Supervisors must also take every reasonable precaution to protect employees from workplace violence, including evaluating a person's history of violent behaviour to determine whether and to whom this employee poses a risk.

In certain circumstances, supervisors may have a duty to provide information about a risk of workplace violence from a person with a history of violent behaviour if an employee can be expected to encounter that person during the course of their work, and the risk of workplace violence is likely to expose the employee to physical injury. Supervisors will only release as much personal information about the person with a history of violent behaviour as is reasonably necessary to protect the employee from physical injury.

Duties of All Employees

Employees must do their part by ensuring that their behaviour does not violate this policy and by fostering a work environment that is based on respect and is free of harassment.

Employees are also required to report to their supervisor the existence of any workplace violence or threat of workplace violence.

If a person is critically injured or killed, or if the worker is under the threat of violence, a worker should dial 911 immediately for assistance. The person calling should make sure that they do not put themselves in danger and make the call as soon as it is safe to do so.

Complaint Procedure for Reporting Workplace Violence and Harassment

If you believe you are being harassed, inform the person that the behaviour is unwelcome by verbal or written communication. An individual may or may not realize that the behaviour is offensive. It may be that this action is sufficient to end the behaviour and no further action will be required. If they refuse to cooperate, remind them that such behaviour is against Municipal Policy. On occasion, this may not be possible, and the employee may not feel comfortable with this option. In such cases, the employee should contact their Supervisor, CAO/Clerk or Designate directly and is encouraged to do so promptly.

If you believe that someone who is not an employee of the Municipality of Magnetawan, e.g., a member of the public, supplier or other individual, etc., has harassed or discriminated against you, please report the harassment to your supervisor or the CAO/Clerk or Designate. Although the Municipality has limited control over third parties, we will do our best to address the issue and prevent further problems from arising.

If the complaint cannot be resolved informally or if it is too serious to handle on an informal basis, the CAO/Clerk or Designate should be notified immediately, The CAO/Clerk or Designate acts as the workplace coordinator with respect to harassment and violence in the workplace. Interim measures may be taken depending on the complaint and if safety is a concern individuals will be protected from any reprisal or retaliation for participating in the investigation process.

It is recommended that the Complainant set out their complaint in writing and sign the statement. The complaint ought to include all relevant detail such as:

- name of the employee experiencing the workplace violence or harassment and their contact information (if known)
- dates, frequency, and locations of the incident
- supporting documents, the employee who experienced the workplace violence or harassment may have in their possession
- list of any documents that a witness, another person or the assailant/harasser may have in their possession

An additional interview by the CAO/Clerk or Designate may be required to obtain further detail. The CAO/Clerk or Designate will gather all relevant information, providing both the Complainant and the Respondent with a full opportunity to respond to all the allegations.

It is important that complaints are received as soon as possible so that the problem does not escalate or happen again. Once received, the complaint will initiate a formal investigation, if it is necessary and appropriate to do so.

The investigation process will remain confidential, and disclosures will only be made to the extent necessary to obtain the necessary information to determine whether a breach of this Policy or relevant legislation has occurred.

The CAO/Clerk or Designate will do their utmost to obtain witness statements from all individuals providing information regarding the Complaint. The CAO/Clerk or Designate will also complete a report regarding their findings. This report may be presented to the Mayor and/or Municipal Council if deemed necessary and appropriate in the circumstances. The report will be kept strictly confidential. The investigation outcome will be shared with the Complainant and the Respondent.

Discrimination and harassment are serious matters. A Complainant has a right to withdraw their complaint at any step of the complaint procedure. However, the Municipality retains the absolute right to pursue the complaint and have the complaint investigated and impose discipline if appropriate. Despite any withdrawal of the complaint, the Municipality continues to have an obligation to ensure it has met its obligations under the *Code* and the *Occupational Health and Safety Act*. To this end, the Municipality may be required to continue any investigations until it is satisfied that its obligations have been met.

Investigation Procedure

The CAO/Clerk or Designate will commence an investigation as quickly as possible determining whether to use an internal or external investigator depending on the circumstances of the complaint. If the investigation pertains to the CAO/Clerk the investigation shall be commenced by the Mayor (or designate).

Once the investigation is complete, the investigator will prepare a report of the findings. A summary of the findings may also be provided to the Complainant and Respondent.

Record Keeping

The employer shall keep records of the investigation including:

- a copy of the complaint or details of the incident
- a record of the investigation report including notes
- a summary of the results of the investigation that was provided to the worker who experienced the workplace violence or harassment and the assailant/harasser, if an employee
- a copy of any corrective action taken to address the complaint or incident of workplace violence or harassment

Corrective Action

The CAO/Clerk or Designate will determine what action should be taken as a result of the investigation unless the complaint involves the CAO/Clerk at which time the complaint will be referred to the appropriate party.

The CAO/Clerk or Designate will inform the Complainant and Respondent of the results of the investigation and whether (but not necessarily what) corrective measures were taken, if any were necessary.

If a finding of harassment is made, the Municipality will take appropriate corrective measures, regardless of the respondent's seniority or position in the Municipality.

Corrective measures may include one or more of the following:

- discipline, such as a verbal warning, written warning or suspension without pay
- termination with or without cause
- referral for counselling (sensitivity training), anger management training, supervisory skills training, or attendance at educational programs on workplace respect
- any other disciplinary action deemed appropriate under the circumstances

If it is determined that the complaint was vexatious or made in bad faith, the Complainant may be subject to progressive discipline up to and including termination. Disposition of the complaint is determined with the necessary parties.

Procedures for Addressing Domestic Violence

If you are experiencing domestic violence that would expose you to physical injury in the workplace or you are experiencing workplace violence or believe that workplace violence is likely to occur, you may seek immediate assistance by contacting the CAO/Clerk or Designate. The CAO/Clerk or Designate will assist in preventing and responding to the situation.

The Municipality encourages employees to seek assistance by contacting the CAO/Clerk or Designate if they have a protection order (peace bond or restraining order) that applies to the workplace. The CAO/Clerk or Designate may also be able to provide employees with information or referrals about how to obtain a protection order or assist in its enforcement at the workplace.

Confidentiality

The Municipality acknowledges that allegations of workplace discrimination and harassment involve sensitive disclosures. All complaints of discrimination or harassment (including the identities of the Complainant, the person complained about and any witnesses) will therefore be held in the strictest confidence by all parties except when disclosure is necessary to aid in an inquiry, to take disciplinary action or disclosure is required by law. All complaints shall be dealt with confidentially and objectively, with respect for the rights of all parties involved.

Information collected and retained shall be subject to the *Municipal Freedom of Information and Protection of Privacy Act*, the *Code*, applicable records retention, and rules governing court proceedings, where applicable. Records of complaints, investigation notes and reports shall be held in a confidential manner and will not form part of the employee's file, except where disciplinary action is taken in respect of that person's conduct.

Out of respect for the relevant individuals, it is essential that the complainant, respondent, witnesses, and anyone else involved in the formal investigation of a complaint maintain confidentiality throughout the investigation and afterwards.

Protection from Retaliation

Every Municipal employee has the right to enforce their rights under this Policy, without retaliation or reprisal or threat of retaliation or reprisal, and with the expectation that complaints of workplace discrimination and/or harassment will be appropriately resolved by the Municipality. Retaliation or reprisal, for the purposes of this Policy includes, but will not necessarily be limited to reprisal for having filed a complaint in good faith and having participated in any procedure under this policy.

Application to Services

This Policy applies equally to the provision of services (as contemplated by Section 1 of the *Code*) by employees to non-employees, such as members of the public, volunteers, contractors etc. Employees are expected not to harass or discriminate against non-employees who use the Municipality's services based on any of the prohibited grounds. In the event that a complaint of discrimination and/or harassment is made regarding the provision of services by employees, the above-noted complaint procedure will apply, and employees may be subject to discipline, up to and including termination, should any complaint be substantiated.

Corporation of the
Municipality of Magnetawan Incorporated 2000 District of Parry Sound

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THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2016 - 48

Being a By-law to adopt a Workplace Violence and Harassment Policy and Program.

WHEREAS Section 32 of the *Occupational Health and Safety Act, R. S.O. 1990, c. O.1*, as amended, requires that an employer prepare policies and programs with respect to workplace violence and harassment;

AND WHEREAS the Corporation of the Municipality of Magnetawan is committed to the health, wellbeing and safety of its workers and to providing a work environment in which all workers are treated with respect and dignity;

NOW THEREFORE the Council of the Corporation of the Municipality of Magnetawan enacts as follows:

1. **THAT** the Magnetawan Workplace Violence Policy (Schedule 'A'), the Magnetawan Workplace Harassment Policy (Schedule 'B'), and the Magnetawan Workplace Violence and Harassment Program (Schedule 'C') be adopted as attached;

2. **THAT** the attached Policies and Program be posted in a conspicuous place in the workplace; and

3. **THAT** the attached Policies and Program be reviewed and updated by staff on an annual basis.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 14th day of December, 2016

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

Mayor

Clerk-Administrator

Council MTG. of Dec. 14/16

Agenda Item # 8.1.

Corporation of the
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SCHEDULE 'A' to BY-LAW 2016-48
MAGNETAWAN WORKPLACE VIOLENCE POLICY

The Municipality of Magnetawan is committed to the prevention of workplace violence, and as an employer, is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

The *Occupational Health and Safety Act, R.S.O. 1990, c. O.1*, as amended, defines **Workplace Violence** as:

(a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,

(b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,

(c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all Magnetawan workers, Department Heads and the employer; clients; contractors; and other employers. Everyone is expected to uphold this policy and to work together to prevent workplace violence. Management will adhere to this policy and the supporting program. Managers are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

There is a workplace violence and harassment program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance, and a process for workers to report incidents of violence in the workplace..

The Municipality of Magnetawan, as the employer, will ensure that this policy and the supporting program are implemented and maintained. All workers and supervisors will receive appropriate information and instruction on the contents of the policy and program.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats as per the Workplace Violence and Harassment Program. The employer pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible

If a worker needs further assistance they may contact their Health and Safety Representative:

- Outdoor Workers – Ian Gordon, 705-387-3947
- Indoor Workers – Nancy Field, 705-387-3947, admin@magnetawan.com

Signed and Approved by:

Andrew Farnsworth, Clerk-Administrator

December 8, 2016
Date

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SCHEDULE 'B' to BY-LAW 2016-48

MAGNETAWAN WORKPLACE HARASSMENT POLICY

The Municipality of Magnetawan is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace including workers, supervisors, members of the public and other employers or contractors.

WORKPLACE HARASSMENT means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Workplace sexual harassment means:

a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or

b. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Reasonable action taken by the employer or Department Head relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to their Department Head. Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If a worker needs further assistance they may contact their Health and Safety Representative:

- Outdoor Workers – Ian Gordon, 705-387-3947
- Indoor Workers – Nancy Field, 705-387-3947, admin@magnetawan.com

Signed and Approved by:

Andrew Farnsworth, Clerk-Administrator

December 8, 2016
Date

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SCHEDULE 'C' to BY-LAW 2016-48

MAGNETAWAN WORKPLACE VIOLENCE AND HARASSMENT PROGRAM

The Municipality of Magnetawan is committed to providing a work environment in which all workers are treated with respect and dignity and can conduct their work in a safe manner, without the threat of violence and harassment.

Workplace violence and harassment will not be tolerated from any person in the workplace including workers, supervisors, members of the public or other employers or contractors.

The workplace violence and harassment program applies to all workers including Department Heads, temporary employees, students and subcontractors.

Risks of violence and harassment in the workplace will be included in the monthly workplace health and safety inspections as conducted by Health and Safety Representatives.

Unionized workers are encouraged to involve their CUPE representative at any point in the process of reporting an incident of violence or harassment or during the investigation process.

This policy will form part of the training package for new and returning workers and will be reviewed annually with all workers.

1. **Workplace harassment**

   Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment.

   Workplace sexual harassment means:

   - engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
   - making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

   Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

2. Workplace Violence

The *Occupational Health and Safety Act, R.S.O. 1990, c. O.1*, as amended, defines Workplace Violence as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker, or
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

3. Measures and Procedures to Control the Risk of Workplace Violence

Department Heads and the Employer shall work with workers in an ongoing manner to address any concerns with risks of violence in the workplace.

The following is a list of procedures to assist workers in recognizing and mitigating potential risks of workplace violence.

3.1. Office

- workers shall not invite anyone to enter into the office, beyond the front counter, unless that person has been so authorized through policy or specifically by the Department Head;
- workers shall keep all public entrances to the office locked outside of business hours;
- workers shall keep all worker-only entrances locked at all times;
- workers shall not work alone in the office unless so authorized by the Department Head.

3.2. Outdoor

- workers shall avoid working alone whenever possible;
- workers shall keep a reasonable distance between themselves and the vehicles of members of the public, and should avoid placing themselves in the path of such vehicles, including leaning into vehicle windows or doors;
- workers shall maintain a reasonable distance between themselves and members of the public whenever possible;
- workers shall maintain radio or other means of communication at all times

4. Sources of Workplace Violence

Communication is a key component of preventing workplace violence. All Department Heads must ensure that workers are aware of potential risks of violence and must act accordingly.

Violence in the workplace can originate from many different sources. In the Municipality of Magnetawan, the following risks may arise to contribute to workplace violence:

- interactions with coworkers;
- interactions with relatives or through other personal relationships; and
- interactions with members of the public who are encountered in the office or out in the Municipality.

5. Procedure for Summoning Emergency Assistance due to Workplace Violence

Emergency assistance is available by dialing 911 from any telephone.

For all workplaces if a person is critically injured or killed, or if the worker is under the threat of violence, a worker should dial 911 for immediate assistance. The person calling should make sure that they do not put themselves or others in danger and make the call as soon as it is safe to do so.

All workplaces shall have immediate access to at least one of the following devices:

- landline telephone
- cell phone
- radio or pager

6. Procedure for Reporting Non-Emergency Workplace Violence and Harassment

6.1. When to report workplace violence and harassment

An incident or a complaint of workplace violence or harassment should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner.

6.2. How to report workplace violence and harassment

Workers can report incidents or complaints of workplace violence or harassment verbally or in writing. When submitting a written complaint, please use the workplace violence and harassment complaint form (***see Appendix 'A' as attached***). When reporting verbally, the reporting contact, along with the worker reporting the violence or harassment, will fill out the complaint form.

The report of the incident should include the following information:

- Name of the worker who has allegedly experienced workplace violence or harassment and their contact information
- Name of the alleged assailant/harasser, their position and contact information (if known)
- Names of any witnesses or other person with relevant information to provide about the incident and contact information (if known)
- Details of what happened including:
  - dates, frequency and locations of the alleged incident;
  - any supporting documents the worker who complains of violence or harassment may have in their possession that are relevant to the complaint; and
  - a list of any documents that a witness, another person or the alleged assailant/harasser may have in their possession that are relevant to the complaint.

6.3. Who to report workplace violence and harassment to

6.3.1. Report a workplace violence or harassment incident or complaint to the Department Head. If the Department Head or a Member of Council is the person engaging in the workplace violence or harassment, contact the Clerk-Administrator. If the Clerk-Administrator is the person engaging in the workplace violence or harassment, contact Judy Kosowan, Clerk/CAO, Ryerson Township, 705-382-3232.

6.3.2. If a worker is unsure of who to report to, the worker shall report the incident to the Health and Safety Representative. The Health and Safety Representative shall report the incident to the appropriate person according to the procedure outlined in 6.3.1.

6.3.3. The Clerk-Administrator shall be notified of the workplace violence or harassment incident or complaint so that they can ensure an investigation is conducted that is appropriate in the circumstances. If the incident or complaint involves a member of Council or the Clerk-Administrator, an external person qualified to conduct a workplace violence and harassment investigation who has knowledge of the relevant workplace violence and harassment laws will be retained to conduct the investigation.

All incidents or complaints of workplace violence and harassment shall be kept confidential except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

7. Investigation

7.1. Commitment to investigate

The Municipality of Magnetawan will ensure that an investigation appropriate to the circumstance is conducted when the Employer or a Department Head becomes aware of an incident of workplace violence or harassment or receives a complaint of workplace violence or harassment.

7.2. Who will investigate

The Clerk-Administrator will determine who will conduct the investigation into the incident or complaint of workplace violence or harassment. If the allegations of workplace violence or harassment involve a member of Council or the Clerk-Administrator, the reporting contact shall refer the investigation to an external investigator to conduct an impartial investigation.

7.3. Timing of the investigation

The investigation must be completed in a timely manner and generally within 60 days or less unless there are extenuating circumstances (i.e. illness, complex investigation) warranting a longer investigation.

7.4. Investigation process

The person conducting the investigation, whether internal or external to the workplace will, at minimum, attempt to complete the following:

7.4.1. The investigator shall ensure that the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator shall remind the parties of this confidentiality obligation at the beginning of the investigation.

7.4.2. The investigator shall thoroughly interview the worker who allegedly experienced the workplace violence or harassment and the alleged assailant/harasser if the alleged assailant/harasser is a worker of the employer. If the alleged assailant/harasser is not a

worker, the investigator shall make reasonable efforts to interview the alleged assailant/harasser if it is safe to do so.

7.4.3. The alleged assailant/harasser shall be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the worker who allegedly experienced the workplace violence or harassment should be given a reasonable opportunity to reply.

7.4.4. The investigator shall interview any relevant witnesses employed by the employer who may be identified by either the worker who allegedly experienced the workplace violence or harassment, the alleged assailant/harasser or as necessary to conduct a thorough investigation. The investigator shall make reasonable efforts to interview any relevant witnesses who are not employed by the employer if there are any identified.

7.4.5. The investigator shall collect and review any relevant documents.

7.4.6. The investigator shall take appropriate notes and statements during interviews.

7.4.7. The investigator shall prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the worker who allegedly experienced the workplace violence or harassment, the response from the alleged assailant/harasser, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether workplace violence or harassment was found or not. The report shall also suggest recommendations to avoid a reoccurrence of the reported incident.

7.5. Results of the investigation

Within 10 days of the investigation being completed, the worker who allegedly experienced the workplace violence or harassment and the alleged assailant/harasser, if he or she is a worker of the employer, shall be informed in writing of the results of the investigation and any corrective action taken or that will be taken by the employer to address workplace violence and harassment.

7.6. Confidentiality

Information about complaints and incidents shall be kept confidential to the extent possible. Information obtained about an incident or complaint of workplace violence or harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

While the investigation is on-going, the worker who has allegedly experienced violence or harassment, the alleged assailant/harasser and any witnesses should not discuss the incident or complaint or the investigation with each other or other workers or witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

All records of the investigation shall be kept confidential.

7.7. Handling complaints

Interim measures that may be taken after the complaint is received and during the investigation shall be determined on a case by case basis by the employer with assistance from the investigator. If the investigation indicates that an employee committed workplace violence or harassment, the employee may be subject to discipline under the Progressive Discipline policy, up to and including termination.

8. **Post Investigation Review**

Following the completion of the investigation, the Clerk-Administrator, Department Heads and Health and Safety Representatives shall meet to review this policy in light of the investigator's report. The post-investigation review team may also conduct updated risk assessments.

9. **Record keeping**

The employer shall keep records of the investigation including:

- a copy of the complaint or details about the incident;
- a record of the investigation including notes;
- a copy of the investigation report;
- a summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace violence or harassment and the alleged assailant/harasser, if a worker of the employer;
- a copy of any corrective action taken to address the complaint or incident of workplace violence or harassment.

All records of the investigation shall be kept confidential. The investigation documents, including this report should not be disclosed unless necessary to investigate an incident or complaint of workplace violence or harassment, take corrective action or as otherwise required by law.

Records will be kept for seven years

10. **Program Updating**

The workplace violence and harassment program will be updated annually by the Clerk-Administrator and the Health and Safety Representatives.

Date approved by Council: December 14, 2016

Schedule of Annual Review

Date of Review	Reviewers Initials	Actions Taken
November 21, 2016	NF AF JG	Plan drafted and reviewed by H&S Reps
, 2017		
, 2018		
, 2019		
, 2020		
, 2021		
, 2022		
, 2023		

Drafted by

Andrew Farnsworth
Clerk-Administrator

Initial Review by

Nancy Field
Indoor H&S Rep

Ian Gordon
Outdoor H&S Rep

APPENDIX 'A'
Workplace Violence and Harassment Complaint Form

Name and contact information of worker who has allegedly experienced workplace violence or harassment (your name):

Name of alleged assailant/harasser and contact information, if available:

Details of the complaint of workplace violence or harassment
Please describe in as much detail as possible the violence or harassment incident(s), including: (a) the names of the parties involved; (b) any witnesses to the incident(s); (c) the location, date and time of the incident(s); (d) details about the incident(s), such as behaviour and/or words used; (e) any additional details. (Attach additional pages if required)

Relevant documents/evidence
Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

Worker signature: _____ Date: _____

Reported to (name): _____ (position): _____

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2024-

BEING A BY-LAW TO REGULATE AND PRESCRIBE FOR OPEN AIR FIRES WITHIN THE MUNICIPALITY OF MAGNETAWAN

WHEREAS pursuant to section 7.1 of the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4, as amended, a Council of a municipality may pass by-laws to regulate the setting of open-air fires, including establishing the times during which open air fires may be set;

AND WHEREAS pursuant to section 128 of the *Municipal Act, 2001*, c.25, s. 128 (1), as amended, permits a local municipality to prohibit and regulate with respect to public nuisances, including matters that, in the opinion of council, are or could become or cause public nuisances;

AND WHEREAS: pursuant to Part XII, section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25 without limiting sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons:

(a) for services or activities provided or done by or on behalf of it;

(b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and

(c) for the use of its property including property under its control. 2006, c. 32, Sched. A, s. 163 (1).

AND WHEREAS: pursuant to Part XIV, section 429, subject to subsection (4), of the Municipal Act, 2001, S.O. 2001, c. 25, a municipality may establish a system of fines for offences under a by-law of the municipality passed under this Act. 2006, c. 32, Sched. A, s. 184;

AND WHEREAS Section 434.1 (1) of the Municipal Act, S.O. 2001, c.25, as amended, a municipality may require a person to pay an administrative penalty for failing to comply with a By-Law of the municipality passed under this Act;

AND WHEREAS: pursuant to Part XIV, section 446, (1) if a municipality has the authority under this or any other Act or under a by-law under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense. 2006, c. 32, Sched. A, s. 184;

(1) For the purposes of subsection (1), the municipality may enter upon land at any reasonable time. 2006, c. 32, Sched. A, s. 184.

(2) The municipality may recover the costs of doing a matter or thing under subsection (1) from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes. 2006, c. 32, Sched. A, s. 184.

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AND WHEREAS the Council of The Corporation of the Municipality of Magnetawan deems it expedient to regulate the setting of open fires, including establishing the times during which open air fires may be set;

NOW THEREFORE the Council of The Corporation of the Municipality of Magnetawan hereby enacts as follows:

PART 1 - DEFINITIONS

In this By-law:

"By-Law Enforcement Officer" means the Municipality of Magnetawan By-Law Enforcement Officer and/or his or her designate, and includes any other employee of the Municipality designated by Council to carry out duties specified in this By-law;

"Campfire" means a fire no larger than two (2) feet (61cm) by two (2) feet (61cm) or eight (8) cubic feet (0.26 cubic meters) in size;

"Cooking and Warmth" means a campfire for the purposes of cooking or warmth when no other means are available;

"Chief Fire Official" means the Fire Chief and/or his or her designate;

"Council" means the Council for The Corporation of the Municipality of Magnetawan;

"Designate" means any member of the Magnetawan Fire Department. Fire Chief, Deputy Fire Chief, Fire Prevention Officer, Captain or Firefighter;

"Dwelling Unit" means a building, structure or suite operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities;

"Extinguish" means to completely put out a fire and be cool to the touch;

"Extreme" (red on fire danger rating) means total fire ban, absolutely no burning of any kind. Fireworks prohibited;

"Fire Ban" means a period of time designated by the Chief Fire Official or their designate, where a total prohibition on all Open-Air Burning is in place. No burning or fireworks allowed at any time;

"Fire Department" means the Magnetawan Fire Department;

"Fire Site/Pit" means a fire burn area specifically designed for an open air fire;

"Fireworks" means consumer or commercial grade devices that explode or burn to produce visual or sound effects;

"Flying Lanterns" means a small hot air balloon or other device designed to carry an open flame as an airborne light, also known as sky lanterns, Chinese lanterns, wish lanterns, sky candle or fire balloon;

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"Fire Danger Rating" are the four categories (low, moderate, high, extreme) of risk for forest/wildland fires. It is determined using the Fire Weather Index (FWI), an internationally used method for determining the risk of fires in open air. It uses factors such as the relative humidity, temperature, previous 24-hour rain amount, wind directions and wind speed in combination with the forest fuel type and loads;

"Hazardous Materials" includes, but is not limited to, materials with properties such as flammability, corrosiveness, inherent toxicity or is hazardous to human health or the environment;

"High" (orange on the fire danger rating) means no daytime burning is allowed. Campfires for cooking and warmth **only** are permitted after 6pm and shall be totally extinguished no later 10 am;

"Low" (green on fire danger rating) means daytime burning allowed in compliance of this By-law;

"Moderate" (yellow on fire danger rating) means no daytime burning is allowed except for, a campfire for cooking and warmth **only**. All other fires shall be set after 6pm and shall be totally extinguished no later 10 am;

"Non-Recreational Open-Air Burning" or **"Non-Recreational Open-Air Burn"** means any open air burning that is not recreational and exceeds the definition of a Campfire;

"Noxious Material" includes, but is not limited to, petroleum products, tires, plastics, rubber products, drywall, construction waste (except clean wood products), tar, asphalt products, pressure-treated wood, creosote-treated wood, painted wood, and includes Hazardous Materials;

"Open Air Burning" or **"Open Air Burn"** means the burning of any material outside of a building, including but without limiting the generality of the foregoing, wood, cardboard, brush or yard waste, where the flame is not wholly contained and is, thereby, open to the air;

"Owner" means the registered owner of the land on which open air burning occurs, and includes a trustee acting on behalf of the registered owner, the estate of the registered owner, and a person with a leasehold interest in the land;

"Recreational Open-Air Burning" or **"Recreational Open-Air Burn"** means a small, controlled and contained fire for the purpose of cooking, warmth, or personal enjoyment;

"Municipality" means The Corporation of the Municipality of Magnetawan;

"Yard Waste" includes but is not limited to, grass, leaves, trees, brush trimmings, spent flowers, garden plants, weeds, pine needles, hay, straw, and sawdust.

PART 2 – GENERAL PROHIBITIONS

2.1 No person and/or owner shall set or permit an open-air fire in the Municipality between the hours of 10:00 am and 6:00 pm from April 1st to October 31st (subject to fire danger rating) except for cooking and warmth as permitted and under Part 3 of this By-law.

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2.2 No person and/or owner shall set or permit an open-air fire in the Municipality at any other time except as permitted under Parts 3, 4 and 5 of this By-law.

2.3 No person and/or owner shall set or permit an open-air fire in the Municipality during a Total Fire Ban. Notwithstanding the exceptions set out in Parts 3, 4, and 5 of this By-law, the Chief Fire Official may declare a total ban against open air fire when atmospheric conditions or local circumstances make such fires hazardous. Bans against open air fire shall be advertised through the Municipality of Magnetawan's website and Facebook page and fire danger rating signs throughout the fire service area.

2.4 No person and/or owner in the Municipality shall set or permit a flying lantern or any other device designed to carry an open flame as an airborne light, also known as sky lanterns, Chinese lanterns, wish lanterns, sky candles or fire balloon.

PART 3 – GENERAL EXEMPTIONS

3.1 Barbeques used to cook shall be exempt from this By-law provided the following conditions are followed:

a) the barbeques shall be supervised at all times

b) the barbeques shall be place on non-flammable material; and

c) the fuel is a commercially produced charcoal, briquette, or a flammable liquid commercially produced for the purpose of cooking, such as natural gas and propane gas.

3.2 Gas-fired Outdoor Devices (ULC or CSA certified) used for warmth or cooking shall be exempt from this By-law, provided such appliance is safe to operate and that it is not operated in such manner as to create a fire hazard.

3.3 With approval from the Chief Fire Official, this By-law shall not apply to fires set, started, or maintained in the course of activities undertaken by or on behalf of the Municipality by an employee or agent of the Municipality.

3.4 The Fire Department shall be exempt from the provisions of this by-law with respect to open air fire set or permitted for the purpose of educating and training individuals.

PART 4 – APPROVAL

4.1 Approval under this Part is required for burning during prohibited times.

4.2 Notwithstanding any other provisions of this By-law, the Chief Fire Official may approve any open-air fire subject to the fire being adequately supervised, having an effective extinguishing agent or device of sufficient size and with the capability of extinguishing the fire immediately available, and any special conditions the Chief Fire Official may direct.

4.3 The Chief Fire Official may withdraw permission for and/or stop an open-air burn at any time if, in his or her opinion;

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a) the fire presents a fire hazard; or
b) smoke produced by the fire is causing visibility concerns on roads in the area of the burn; or
c) the weather has deteriorated and has become unfavorable for an open-air fire; or
d) conditions attached to the granting of permission are not being adhered to; or
e) this by-law is being contravened.

4.4 Upon the notification of the withdrawal of permission by the Chief Fire Official or designate, the person and/or the owner shall immediately extinguish the fire. If the person and/or the owner fails to immediately extinguish the fire upon such notification, the Chief Fire Official or designate may take action to have the fire extinguished, and the person and/or the owner may be held liable for any and all costs incurred by the Fire Department to extinguish the fire. Where applicable, such costs shall be calculated in accordance with the current fee by-law of the administering Municipality. In addition to the fire department costs, fines can also be laid against the owner or any person setting the fire.

PART 5 – RECREATIONAL OPEN-AIR FIRE (campfires)

5.1 Every person and/or owner, conducting, or permitting a recreational open-air burn shall abide by the Fire Danger Rating as defined.

5.2 Every owner shall ensure that all recreational open air burning on their land complies with this By-law

5.3 No person setting or permitting a recreational open-air fire shall burn materials other than commercially produced charcoal, briquettes or clean, dry, seasoned wood.

5.4 No person shall set or permit any recreational open-air fire in which any hazardous or noxious materials, kitchen garbage, household waste, construction materials, or materials made of/or containing rubber, plastics, treated wood or tar are burned.

5.5 Every person setting or permitting a recreational open-air fire shall confine the fire to either an open-air fire device or to a fire pit with a burn area no larger than two (2) feet (61 cm) by two (2) feet (61 cm) or 8 cubic feet (0.26 cubic meters) in size.

5.6 No person setting or permitting a recreational open-air fire shall burn wood having a dimension greater than the size of the open-air fire device or burn pit. All such fires shall be totally confined within the open fire device or fire pit or site at all times.

5.7 Every person setting or permitting a recreational open-air fire shall confine the fire to a location that provides for a minimum distance of 6 meters (19.5 feet) from any building or structure, combustible materials, overhead wires, or roadway.

5.8 Every person setting or permitting a recreational open-air fire shall confine the fire pit or site to a location that provides for a minimum distance of 6 meters (19.5 feet) in all directions from adjacent properties.

5.9 Every person setting or permitting a recreational open-air fire shall take all reasonable steps to ensure that adjacent properties and individuals are protected from any fire hazard and are not adversely affected by the products of combustion (size of fire and smoke).

5.10 Every person setting or permitting a recreational open-air fire shall ensure the fire site is attended, controlled, and supervised at all times by a competent adult and that the fire is completely extinguished before the fire site is vacated.

5.11 Every person setting or permitting a recreational open-air fire shall have immediately available for use an effective extinguishing agent or device of sufficient size and with the capability of extinguishing the fire.

5.12 Every person setting or permitting a recreational open-air fire shall take any other precautions as may be reasonably necessary to prevent the fire from getting beyond control, causing damage, or becoming a danger to life and/or property. Adequate water, shovels, rakes or any other machinery that can assist in containing a fire, should it get beyond its origin, shall be immediately available.

5.13 No person shall set or permit a recreational open-air fire when the wind speed exceeds 20 kilometers per hour, or at times when a smog alert for any area of the Municipality has been declared by the Ministry of the Environment for Ontario.

5.14 No person shall set or permit a fire in open air if the Chief Fire Official or the Ministry of Natural Resources has declared a total fire ban due to atmospheric conditions or local circumstances make such fires hazardous.

5.15 If the Fire Department attends at a recreational open-air fire to respond to public safety concerns due to fire hazard, whether in response to a complaint or otherwise, the Chief Fire Official or Designate has the discretion to order the fire extinguished and/or brought into compliance with this By-law and this order shall be final. Any person and/or owner setting or permitting such fire shall comply with the order of the Chief Fire Official. If the person and/or the owner fails to comply as directed, the Chief Fire Official may take action to have the fire extinguished or otherwise brought into compliance, and that person and/or the owner may be held liable for any and all costs incurred by the Fire Department to extinguish the fire or bring it into compliance. Where applicable, such costs shall be calculated in accordance with the Fees and Charges By-law. In addition to the fire department costs, fines can also be laid against the owner or any person setting the fire.

6.0 Non-Recreational Open-Air Burning

6.1 Every person and/or owner, conducting, or permitting a non-recreational open-air burn shall abide by the Fire Danger Rating as defined.

6.2 Every owner shall ensure that all non-recreational open air burning on their land complies with this By-law.

6.3 Every person and/or owner setting, conducting, or permitting a non-recreational open-air burn shall burn only clean, dry seasoned wood or yard waste as defined in the By-law.

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6.4 No person and/or owner shall set, conduct, or permit any non-recreational open-air burn in which kitchen garbage, construction materials or materials made of/or containing rubber, plastic, or tar, hazardous materials, or noxious materials are burned.

6.5 No person and/or owner shall set, conduct, or permit a non-recreational open-air burn if burn pile is greater than two and a half (2.5) meters (10 ft.) in diameter and two and a half (2.5) meters (6.5ft.) in height.

6.6 Every person and/or owner setting, conducting, or permitting a non-recreational open-air burn shall confine the fire to a location that provides for a minimum distance of fifteen (15) meters (50 ft) from any building or structure, combustible materials, overhead wires, or roadway.

6.7 Every person and/or owner setting or permitting a non-recreational open-air fire shall confine the fire pit or site to a location that provides for a minimum distance of fifteen (15) meters (50 ft) in all directions from adjacent properties.

6.8 Every person and/or owner setting, conducting, or permitting a non-recreational open-air burn shall take all reasonable steps to ensure that adjacent properties and individuals are protected from any fire hazard and are not adversely affected by the products of combustion (size of fire and smoke).

6.9 Every person and/or owner setting or permitting a non-recreational open-air fire shall ensure the fire site is attended, controlled, and supervised at all times by a competent adult and that the fire is completely extinguished before the fire site is vacated.

6.10 Every person and/or owner setting or permitting a non-recreational open-air fire shall have immediately available for use an effective extinguishing agent or device of sufficient size and with the capability of extinguishing the fire.

6.11 Every person and/or owner setting or permitting a non-recreational open-air fire shall take any other precautions as may be reasonably necessary to prevent the fire from getting beyond control, causing damage, or becoming a danger to life and/or property. Adequate water, shovels, rakes or any other machinery that can assist in containing a fire, should it get beyond its origin, shall be immediately available.

6.12 No person and/or owner shall set or permit a non-recreational open-air fire when the wind speed exceeds 20 kilometers per hour, or at times when a smog alert for any area of the Municipality has been declared by the Ministry of the Environment for Ontario.

6.13 No person and/or owner shall set or permit a fire in open air if the Chief Fire Official or the Ministry of Natural Resources has declared a total fire ban due to atmospheric conditions or local circumstances make such fires hazardous.

6.14 If the Fire Department attends at a non-recreational open-air fire to respond to public safety concerns due to fire hazard, whether in response to a complaint or otherwise, the Chief Fire Official or Designate has the discretion to order the fire extinguished and/or brought into compliance with this By-law and this order shall be final. Any person and/or owner setting or permitting such fire shall comply with the order of the Chief Fire Official. If the person and/or the

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owner fails to comply as directed, the Chief Fire Official may take action to have the fire extinguished or otherwise brought into compliance, and that person and/or the owner may be held liable for any and all costs incurred by the Fire Department to extinguish the fire or bring it into compliance. Where applicable, such costs shall be calculated in accordance with the Fees and Charges By-law. In addition to the fire department costs, fines can also be laid against the owner or any person setting the fire.

PART 7 – RESPONSE TO COMPLAINTS

7.1 The Chief Fire Official, designate, or By-Law Enforcement Officer may give an owner or a person setting or permitting an open-air fire a verbal notice of remedy and require immediate action or other means of remediation, where in the sole discretion of either there is an immediate risk to public health or safety.

7.2 When the Fire Department is dispatched to a fire due to a fire hazard created by an open-air fire, whether upon a complaint or notification of a prohibited open-air fire not authorized under this By-law or otherwise, the Chief Fire Official or designate can order the owner or person setting or permitting the fire to immediately extinguish the fire.

7.3 Any owner or person setting or permitting an open-air fire shall extinguish the fire when ordered to do so by the Chief Fire Official or designate. If such owner or person fails to immediately extinguish the fire upon such notification, the Chief Fire Official or designate may take action to have the fire extinguished, and the owner and/or the person setting or permitting the fire may be held liable for any and all costs incurred by the Fire Department to extinguish the fire. Where applicable, such costs shall be calculated in accordance with the Fire Fees By-law. In addition to the fire department costs, fines can also be laid against the permit holder, owner or any person setting the fire.

PART 8 – RIGHT OF ENTRY

8.1 The Chief Fire Official, designate or By-Law Enforcement Officer may enter upon lands or into structures at any reasonable time to inspect the land to determine whether an open-air fire is being set or permitted in accordance with this By-law.

8.2 The Chief Fire Official, designate or By-Law Enforcement Officer may enter upon lands or into structures at any reasonable time to inspect barbecues, fire pits/sites, or open-air fire devices that are being used or can be used for open air fire to determine whether such things are in compliance with this By-law.

8.3 The Chief Fire Official, designate or By-Law Enforcement Officer may enter upon lands or into structures at any reasonable time to direct or require that a matter or thing be done, and in default of that matter or thing being done, to do such matter or thing in accordance with this By-law.

8.4 A person exercising a power of entry on behalf of the Municipality under this By-law may be accompanied by any person under his or her direction.

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8.5 A person exercising a power of entry on behalf of the Municipality under this By-law must, on request, display or produce proper identification.

PART 9 - REMEDIATION

9.1 The Chief Fire Official, designate, or By-law Enforcement Officer is authorized to order any person to extinguish any fire or to cause such a fire to be extinguished when there is a breach of any of the provisions of this By-law or where, in his or her sole discretion, there is a danger of such fire spreading or otherwise endangering life or property and the owner or person setting the fire shall comply with any such order.

9.2 Where an owner is in default of doing any matter or thing directed or required to be done under this By-law, The Chief Fire Official, designate or By-law Enforcement Officer may direct such matter or thing to be done at the owner's expense.

9.3 The Municipality may recover the remedial action costs incurred by action, or by adding them to the tax roll and collecting them in the same manner as taxes in accordance with section 446 of the *Municipal Act*.

9.4 Prior to recovering remedial costs under section 8.3, the Municipality may invoice owners requesting voluntary payment of those remedial costs.

PART 10 – OFFENCES AND PENALTIES

10.1 Every person and/or owner who contravenes any of the provisions of this By-law is guilty of an offence and is subject to the set fines and/or administrative monetary penalties.

Every person who violates any provision of this By-law or causes or permits a violation shall be guilty of an offence and may be subject to fees under the Administrative Monetary Penalties By-law and/or fined as per the current Fees and Charges By-law.

10.2 Every person and/or owner who is convicted of an offence under this By-law shall be subject to a fine of not more than Five Thousand Dollars ($5,000.00) for each offence. Such fines shall be recoverable under the Provincial Offences Act, R.S.O. 1990, c. P.22, as amended.

10.3 The provisions of this By-law may be enforced pursuant to the provisions of the Provincial Offences Act, R.S.O. 1990, c. P.33 as amended, and where any provision of this By-law is contravened and a conviction entered, in addition to any other remedy and to any other penalty the person convicted may also be prohibited from continuing or repeating the offence in accordance with the provisions of section 442 of the Municipal Act

PART 11 – OBSTRUCTION

11.1 No person shall hinder or obstruct, or attempt to hinder or obstruct, any person exercising a power or performing a duty under this By-law.

11.2 Any person who has been alleged to have contravened any of the provisions of this By-law, shall identify themselves to the Chief Fire Official, designate or By-Law Enforcement Officer upon

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request, failure to do so shall be deemed to have obstructed or hindered the Chief Fire Official, designate or By-Law Enforcement Officer in the execution of his/her duties.

PART 12 – MUNICIPALITY NOT LIABLE

12.1 The Municipality assumes no liability for property damage or personal injury resulting from remedial action or remedial work undertaken with respect to any person or property that is subject of this By-law.

PART 13 – VALIDITY AND SEVERABILITY

13.1 Should any section, subsection, clause, paragraph, or provision of this bylaw be declared by a Court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity of the enforceability of any other provision of this By-law, or of the By-law as a whole.

PART 14 – SEPARATE OFFENCE

14.1 For the purpose of this by-law, each event, complaint, or call shall be deemed to be a separate offence.

PART 15 – SHORT TITLE

15.1 The short title of this by-law is the "Open Air Burning By-law".

PART 16 - REPEALED

16.1 By-law No. 2023-16 is hereby repealed.

PART 17 - FORCE AND EFFECT

17.1 This By-law comes into effect on the date of its passing.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 1st day of May 2024.

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN

_____
Mayor

_____
CAO/Clerk

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MUNICIPALITY OF MAGNETAWAN
PART 1 PROVINCAL OFFENCES ACT
By-law Number 2024 -
SCHEDULE "A"
Open Air Burning By-law

Item #	Short Form Wording	Provision Creating Or Defining Others	Set Fine
1	Set or permit open air fire during prohibited hours	2.1	$300.00
2	Set or permit open air fire contrary to general prohibition	2.2	$500.00
3	Burning during total fire ban	2.3	$500.00
4	Set or permit a flying lantern	2.4	$300.00
5	Failure to extinguish fire otherwise allowed under approval when ordered to do so	4.4	$500.00
6	Failure to abide by fire danger rating recreational fire	5.1	$300.00
7	Failure by owner to ensure compliance during recreational fire	5.2	$500.00
8	Recreational burning of materials not permitted	5.4	$500.00
9	Recreational burning in pit larger than permitted	5.5	$300.00
10	Recreational fire of oversized wood	5.6	$300.00
11	Recreational fire within 6 meters (19.5 ft.) of combustible structure	5.7	$300.00
12	Recreational fire within 6 meters (19.5 ft.) of adjacent property	5.8	$300.00
13	Recreational fire adversely affecting other persons	5.9	$300.00
14	Failure to supervise recreational burning	5.10	$300.00
15	Recreational fire without extinguishing provisions and devices	5.11	$300.00
16	Failure to take reasonable precautions during recreational fire	5.12	$300.00
17	Recreational fire during high winds or during smog advisory	5.13	$300.00
18	Failure to extinguish fire or comply during recreational fire	5.15	$500.00
19	Failure to abide by fire danger rating non-recreational fire	6.1	$500.00
20	Failure by owner to ensure compliance during non-recreational fire	6.2	$500.00
21	Non-recreational burning of materials not permitted	6.4	$500.00
22	Non-recreational fire pile larger than permitted	6.5	$300.00
24	Non-recreational fire within 15 meters (50 ft.) of combustible structure	6.6	$300.00
25	Non-recreational fire within 15 meters (50 ft.) of adjacent property	6.7	$300.00

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26	Non-recreational fire adversely affecting other persons	6.8	$300.00
27	Failure to supervise non-recreational burning	6.9	$300.00
28	Non-recreational fire without extinguishing provisions and devices	6.10	$300.00
29	Failure to take reasonable precautions during non-recreational fire	6.11	$300.00
30	Non-recreational fire during high winds or during smog advisory	6.12	$300.00
31	Failure to extinguish fire or comply during non-recreational fire	6.14	$500.00
32	Failure to extinguish fire when ordered to do so	7.3	$500.00
33	Hinder or obstruct any person exercising a power or performing a duty under this By-law	11.1	$500.00

Note: The general penalty provision for the offences listed above is Section 10 of this By-law 2024- , a certified copy of which has been filed

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MUNICIPALITY OF MAGNETAWAN
FEES, FINES, PENALTIES, AND/OR CHARGES SCHEDULE
By-law Number 2024- Open Air Burning By-law
SCHEDULE "B"

Item #	Short Form Wording	Provision Creating Or Defining Others	Set Fine
1	Set or permit open air fire during prohibited hours	2.1	$300.00
2	Set or permit open air fire contrary to general prohibition	2.2	$500.00
3	Burning during total fire ban	2.3	$500.00
4	Set or permit a flying lantern	2.4	$300.00
5	Failure to extinguish fire otherwise allowed under approval when ordered to do so	4.4	$500.00
6	Failure to abide by fire danger rating recreational fire	5.1	$300.00
7	Failure by owner to ensure compliance during recreational fire	5.2	$500.00
8	Recreational burning of materials not permitted	5.4	$500.00
9	Recreational burning in pit larger than permitted	5.5	$300.00
10	Recreational fire of oversized wood	5.6	$300.00
11	Recreational fire within 6 meters (19.5 ft.) of combustible structure	5.7	$300.00
12	Recreational fire within 6 meters (19.5 ft.) of adjacent property	5.8	$300.00
13	Recreational fire adversely affecting other persons	5.9	$300.00
14	Failure to supervise recreational burning	5.10	$300.00
15	Recreational fire without extinguishing provisions and devices	5.11	$300.00
16	Failure to take reasonable precautions during recreational fire	5.12	$300.00
17	Recreational fire during high winds or during smog advisory	5.13	$300.00

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18	Failure to extinguish fire or comply during recreational fire	5.15	$500.00
19	Failure to abide by fire danger rating non-recreational fire	6.1	$500.00
20	Failure by owner to ensure compliance during non-recreational fire	6.2	$500.00
21	Non-recreational burning of materials not permitted	6.4	$500.00
22	Non-recreational fire pile larger than permitted	6.5	$300.00
24	Non-recreational fire within 15 meters (50 ft.) of combustible structure	6.6	$300.00
25	Non-recreational fire within 15 meters (50 ft.) of adjacent property	6.7	$300.00
26	Non-recreational fire adversely affecting other persons	6.8	$300.00
27	Failure to supervise non-recreational burning	6.9	$300.00
28	Non-recreational fire without extinguishing provisions and devices	6.10	$300.00
29	Failure to take reasonable precautions during non-recreational fire	6.11	$300.00
30	Non-recreational fire during high winds or during smog advisory	6.12	$300.00
31	Failure to extinguish fire or comply during non-recreational fire	6.14	$500.00
32	Failure to extinguish fire when ordered to do so	7.3	$500.00
33	Hinder or obstruct any person exercising a power or performing a duty under this By-law	11.1	$500.00

Fees, fines, penalties, and/or charges are as Schedule "B" attached for 2024 are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "B" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

DRAFT

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2024 -

BEING A BY-LAW TO APPOINT A DEPUTY FIRE CHIEF FOR THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

WHEREAS Section 6 (6) of *Fire Protection and Prevention Act, 1997*, states a Fire Chief may delegate his or her powers or duties under sections 14, 19 and 20 and such other powers and duties as may be prescribed to any firefighter or class of firefighters, subject to such limitations, restrictions or conditions as may be prescribed or set out in the delegation. 1997, c. 4, s. 6;

AND WHEREAS, Bylaw 2020-54 to Establish and Regulate a Fire Department states the Deputy Fire Chief shall be the second ranking officer of the Fire Department and shall be subject to and shall obey all orders of the Fire Chief, shall perform such duties as are assigned by the Fire Chief and shall act on behalf of the Fire Chief in case of absence or vacancy in the office of Fire Chief;

AND WHEREAS, Deputy Fire Chief means the person appointed by Council to act on behalf of the Fire Chief in the case of an absence or a vacancy in the office of the Fire Chief;

AND WHEREAS, the Council of the Corporation of the Municipality of Magnetawan deems it expedient to appoint a Deputy Fire Chief for the Municipality of Magnetawan;

NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN AS FOLLOWS:

1. That Mark Wignall is hereby appointed Deputy Fire Chief for the Municipality of Magnetawan effective May 1, 2024.

2. That By-law 2022-31 and any previously conflicting by-laws are hereby repealed.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 1st day of May 2024.

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

_____

Mayor

_____

CAO/Clerk

DRAFT

RESOLUTION NO. 2024 – **MAY 1, 2024**

Moved by: _____

Seconded by: _____

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan authorizes the Mayor and CAO/Clerk to revise the Council meeting dates due to conflicts as follows :

- Remove June 12 and July 3 – Add June 26th

DRAFT

Carried_____ Defeated_____ Deferred_____ _____

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Bishop, Bill			
Hetherington, John			
Hind, Jon			
Kneller, Brad			
Mayor: Dunnett, Sam			

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, January 24, 2024, via teleconference. The meeting was open to the public and live streaming of the proceedings was provided for the media and public through a link on the Health Unit's website.

PRESENT:	
Nipissing District:	
Central Appointees	Karen Cook
Central Appointees	Sara Inch
Central Appointees	Jamie Lowery
Central Appointees	Dave Wolfe
Central Appointees	Maurice Switzer
Eastern Appointee	Rick Champagne
Parry Sound District:	
Northeastern Appointee	Blair Flowers
Southeastern Appointee	Marianne Stickland
Western Appointee	Jamie McGarvey
Public Appointees:	Tim Sheppard
	Catherine Still
ALSO IN ATTENDANCE:	
Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Finance	Isabel Churcher
Executive Assistant, Director's Office	Christine Neily
REGRETS	
Western Appointee	Jamie Restoule
Recorder	
Executive Assistant, Office of the MOH/EO	Nelly Bothelo

1.0 CALL TO ORDER

The Board of Health members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference.

Dr. Zimbalatti called the meeting to order at 5.01 p.m.

2.0 ELECTIONS

Nominations for the Chairperson and Vice-Chairperson positions were requested electronically prior to the start of the Board of Health meeting.

2.1 Election of Chairperson

Nomination was noted and the following motion was read:

Board of Health Resolution #BOH/2024/01/01 Stickland/Switzer

Be It Resolved, that *Rick Champagne* be elected as Chairperson *for the Board of Health for the year 2024.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

2.1 Election of Vice-Chairperson

Rick Champagne assumed the role of Chairperson, nominations were noted and there was a final call for nominations. And the following motion was read:

Board of Health Resolution #BOH/2024/01/02 Wolfe/Inch

Be It Resolved, that *Jamie Lowery* be elected as Vice-Chairperson *for the Board of Health for the year 2024.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

3.0 APROVAL OF THE AGENDA

The agenda for the January 24, 2024 Board of Health meeting was reviewed, and the following motion was read:

Board of Health Resolution #BOH/2024/01/03 Wolfe/Flowers

***Be It Resolved**, that the Board of Health Agenda, dated January 24, 2024, be approved.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

4.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

5.0 APPROVAL OF PREVIOUS MINUTES

5.1 Board of Health Minutes – November 22, 2023

The minutes from the Board of Health meeting held on November 22, 2023, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2024/01/04 Cook/Still

***Be It Resolved**, that the minutes from the Board of Health meeting held on November 22, 2023, be approved as presented.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

5.2. Board of Health In Camera Minutes – November 22, 2023

The minutes from the Board of Health meeting held on November 22, 2023, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2024/01/05 Stickland/Lowery

***Be It Resolved**, that the in-camera minutes from the Board of Health meeting November 22, 2023, be approved as presented.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

5.3 Board of Health Minutes – November 29, 2023

The minutes from the Board of Health meeting held on November 29, 2023, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2024/01/06 Sheppard/Still

***Be It Resolved**, that the minutes from the Board of Health meeting held on November 29, 2023, be approved as presented.*
The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

5.4 Board of Health In Camera Minutes – November 29, 2023

The minutes from the Board of Health meeting held on November 29, 2023, were reviewed and the following motion was read:

Board of Health Resolution ##BOH/2024/01/07 Sheppard/Stickland

***Be It Resolved**, that the in-camera minutes from the Board of Health meeting November 29, 2023, be approved as presented.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

6.0 DATE OF NEXT MEETING

The proposed meeting schedule for 2024 was presented and the following motion read:

Board of Health Resolution #BOH/2024/01/08 Wolfe/Lowery

***Be It Resolved**, that in accordance with Board of Health Bylaw Section II, #18, the Board of Health approved the regular meeting schedule for the year 2024, as follows:*

DATE	MEETING	TIME
*January 24 *This date is carried over from the 2023 approved schedule: for information only*	*Finance and Property Committee* *Board of Health Meeting*	*5 – 7 p.m.*
February 28	*Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
April 24	*Personnel Policy, Employee/Labour Relations Committee* *Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*

DATE	MEETING	TIME
June 26	*Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
September 25	*Personnel Policy, Employee/Labour Relations Committee* *Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
November 27	*Board of Health*	*5 – 7 p.m.*
December 4	*Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
January 22, 2025	*Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*

Furthermore Be It Resolved, *that the Board of Health meetings are held at the North Bay Parry Sound District Health Unit Main Office in North Bay, with the exception of one meeting that will be held at the Parry Sound Branch Office, if possible. The Parry Sound meeting date is to be determined.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

7.0 STANDING COMMITTEES 2024

The following motion was read:

Board of Health Resolution #BOH/2024/01/09 Inch/Switzer

Be It Resolved, *that the Board of Health for the North Bay Parry Sound District Health Unit approves the appointment of the following Board of Health Standing Committee for 2024:*

1. *A **Finance and Property Committee** comprised of all Board members to deal with matters of finance, banking, insurance, property, and financial policies of the Board of Health; and*

2. *A **Personnel Policy, Labour/Employee Relations Committee** comprised of all Board of Health members to deal with matters relating to collective agreements (unions) and employment policies (non-union), and personnel policies of the Board of Health.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

8.0 SIGNING OFFICERS 2024

The following motion was read:

Board of Health Resolution #BOH/2024/01/10 Still/Stickland

***Be It Resolved**, that the Board of Health for the North Bay Parry Sound District Health Unit approve the signing officers for the year 2024 as follows:*

Board of Health Chairperson	*Rick Champagne*
Board of Health Vice-Chairperson	*Jamie Lowery*
Medical Officer of Health/Executive Officer	*Dr. Carol Zimbalatti*
Executive Director, Clinical Services and Chief Nursing Officer	*Shannon Mantha*
Executive Director, Community Services	*Louise Gagné*
Executive Director, Corporate Services and Privacy Officer	*Paul Massicotte*
Executive Director, Finance	*Isabel Churcher*
Executive Director, Human Resources	*Josée Goulet*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

9.0 LEGAL ADVISORS

The following motion was read:

Board of Health Resolution #BOH/2024/01/11 Wolfe/Flowers

Be It Resolved, *that the Board of Health for the North Bay Parry Sound District Health Unit approve appointment of the following legal advisors for the year 2024:*

Corporate Legal Advisors:

- *The Corporation of the City of North Bay*
- *Lucenti Orlando Professional Corporation*
- *Frank Williams & Associates*

Enforcement Legal Advisors:

- *Joseph D. Kennedy B.A., LL.B., C.S.*
- *The Corporation of the City of North Bay*

Health Protection and Promotion Act (HPPA) Legal Advisors:

- *Joseph D. Kennedy B.A., LL.B., C.S.*
- *Middlebro' & Stevens LLP*
- *Larmer Jackson*

Labour Relations Legal Advisors:

- *Filion Wakely Thorup Angeletti LLP*
-

and,

Furthermore Be It Resolved, *that the North Bay Parry Sound District Health Unit may use additional legal advisors as directed by the Medical Officer of Health/Executive Officer, and approved by resolution at the next regular Board of Health meeting.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Karen Cook	X			Jamie McGarvey	X		
Rick Champagne	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery			X				

"Carried"

Jamie Lowery declared a conflict of interest with the rationale of a family relation to a particular firm- *Lucenti Orlando Professional Corporation.*

10.0 BUSINESS ARISING

There was nothing under Business Arising.

11.0 REPORT OF THE MEDICAL OFFICER OF HEALTH

The Report of the Medical Officer of Health was deferred until the next meeting.

Dr. Zimbalatti shared some topics:

OPHS Review
There is no clarity on the mechanism by which local public health units will be able to review the proposed changes and provide feedback. The review is being coordinated by the Office of the Chief Medical Officer of Health of Ontario. An OPHS Review Committee is being created, with representation from Public Health Ontario and nominated local public health unit staff. A couple of members of staff have been nominated to the Review Committee, and the Health Unit already has some members on the working groups, and as these working groups expand to accommodate the extra work of the OPHS review, other health unit staff members are putting their names forward to join.

Funding Formula
We have no information on what changes may emerge from a review of the funding formula.

Respiratory viruses
The respiratory dashboard on the Health Unit website provides a good snapshot of the outbreaks we are managing and other local respiratory indicators.

12.0 BOARD COMMITTEE REPORT

There were no Committee Reports to bring forward.

13.0 CORRESPONDENCE

Board of Health correspondence listed for the January 24, 2024 meeting is made available for review by Board members in the Board of Health online portal.

14.0 NEW BUSINESS

14.1 Quality Issue Report 2023 – Report to the Board

A copy of the completed QIRs was provided. Additional information relating to the completed QIRs can be made available to Board of Health members upon request.

14.2 Association of Local Public Health Agencies (alPHa) Winter Symposium Registration

Notice of the 2024 alPHa Winter Symposium was provided. The following motion was read:

Board of Health Resolution #BOH/2024/01/12 Wolfe/Still

Therefore Be It Resolved, *that the Board of Health for the North Bay Parry Sound District Health Unit authorizes 3 Board of Health member(s) to attend the Association of Local Public Health Agencies (alPHa) 2024 Winter Symposium, to be held virtually on February 14-16, 2024; and*

Furthermore Be It Resolved, *that expenses related to attendance of the alPHa 2024 Winter Symposium be paid in accordance with the Board of Health Remuneration Policy, #B-F-004.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

14.3 Meeting Schedule 2023 – Revised

The following motion was read:

Board of Health Resolution #BOH/2024/01/13 Stickland/Switzer

Whereas, *that in accordance with Board of Health Bylaw Section II, #18, the Board of Health approved the regular meeting schedule for the year 2023, at the January 25, 2023, Board meeting, and subsequently revised at the August 16, 2023, Board of Health meeting; and* ***Whereas,*** *revisions to the previously approved Board of Health meeting scheduled were required as follows:*

DATE	MEETING	TIME
*January 25 *This date is carried over from the 2022 approved schedule: for information only*	*Finance and Property Committee Board of Health Meeting*	*5 – 7 p.m.*

DATE	MEETING	TIME
February 22	*Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
April 26	*Personnel Policy, Employee/Labour Relations Committee* *Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
June 28	*Personnel Policy, Labour/Employee Relations Committee* *Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
August 16	*Personnel Policy, Labour/Employee Relations Committee* *Board of Health*	*5 – 7 p.m.*
September 27	*Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
November 22	*Board of Health*	*5 – 7 p.m.*
November 29	*Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
January 24, 2024	~~*Finance and Property Committee*~~ *Board of Health*	*5 – 7 p.m.*

Now Therefore Be It Resolved, *that in accordance with Section 18 of the Board of Health Bylaws that the Board of Health for the North Bay Parry Sound District Health Unit approve revisions to the 2023 Board of Health meeting schedule, as presented.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

15.0 IN CAMERA

15.1 A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

Board of Health Resolution #BOH/2024/01/14 Inch/Sheppard

Be It Resolved, *that the Board of Health move in camera at 5.36 p.m. to discuss item #15.1.* A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

At the close of the in camera session, the following motion was read:

Board of Health Resolution #BOH/2024/15 Wolfe/Sheppard

Be It Resolved, *that the Board of Health rise and report at 6.32 p.m.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

Direction was provided; there was nothing further to report.

16.0 ADJOURNMENT

Having no further business, the Board of Health Chairperson adjourned the Board of Health meeting at 6.32 p.m.

Original signed by Rick Champagne	*2024/03/06*
Chairperson/Vice-Chairperson	Date (yyyy/mm/dd)
Original signed by Nelly Bothelo	*2024/03/06*
Nelly Bothelo, Recorder	Date (yyyy/mm/dd)

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, March 6, 2024, via teleconference. The meeting was open to the public and live streaming of the proceedings was provided for the media and public through a link on the Health Unit's website.

PRESENT:

Nipissing District:	
Central Appointee	Karen Cook
Central Appointee	Dave Wolfe
Eastern Appointee	Rick Champagne (*Chairperson)*
Western Appointee	Jamie Restoule
Parry Sound District:	
Northeastern Appointee	Blair Flowers
Southeastern Appointee	Marianne Stickland
Western Appointee	Jamie McGarvey *(Vice-Chairperson)*
Public Appointees:	Tim Sheppard
	Catherine Still

REGRETS:

Central Appointee	Maurice Switzer
Central Appointee	Sara Inch
Central Appointee	Jamie Lowery

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Finance	Isabel Churcher
Executive Assistant, Director's Office	Christine Neily

REGRETS:

Recorder

Executive Assistant, Office of the MOH/EO	Nelly Bothelo

1.0 CALL TO ORDER

The Board of Health members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference.

Rick Champagne, Board of Health Chairperson called the meeting to order at 5.33 p.m.

2.0 APROVAL OF THE AGENDA

The agenda for the March 6, 2024 Board of Health meeting was reviewed, and the following motion was read:

Board of Health Resolution #BOH/2024/03/01 *McGarvey/Sheppard

***Be It Resolved**, that the Board of Health Agenda, dated March 6, 2024, be approved.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

"Carried"

3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

4.0 APPROVAL OF PREVIOUS MINUTES

4.1 Board of Health Minutes – January 24, 2024

The minutes from the Board of Health meeting held on January 24, 2024, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2024/03/02 *Stickland/Cook

***Be It Resolved**, that the minutes from the Board of Health meeting held on January 24, 2024, be approved as presented.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

"Carried"

4.2. Board of Health In Camera Minutes – January 24, 2024

The minutes from the Board of Health meeting held on January 24, 2024, were reviewed and the following motion was read:

Board of Health Resolution ##BOH/2024/03/03 *Still/Wolfe

***Be It Resolved**, that the in-camera minutes from the Board of Health meeting on* January 24, 2024, *be approved as presented.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

"Carried"

5.0 DATE OF NEXT MEETING

Date: April 24, 2024
Time: to be determined
Place: to be determined

6.0 BUSINESS ARISING

6.1 Report back from the alPHa Winter Symposium 2024

Dr. Zimbalatti attended the alPHa virtual Winter Symposium in February 2024 and reported the proceedings for information purposes.

February 14: Building Climate Resilient Health Systems
There were multiple sessions throughout the full day. Themes included taking a "climate in all" approach to planning and policy development, and considering health equity in climate change planning.

February 15: Thriving in Change
This 2-hour workshop focused on embracing change while preserving stability.

February 16: alPHa symposium
The two presentations were highlights: The CAO, Frontenac County provided an informative presentation on lessons they learned from his merger experience in the public sector. Also, a

political analyst placed the current Ministry of Health interest in voluntary mergers within the provincial political context.

Dr. Moore, CMOH, provided an update. He highlighted the toxic drug supply, immunization, and early childhood experiences as his current priorities.

Public Health Ontario (PHO) presented their new Strategic Plan. Though not directly related to the presentation, delegates raised concerns about prospective PHO lab closures and the discontinuation of well water testing and encouraged PHO to engage further on this topic.

7.0 REPORT OF THE MEDICAL OFFICER OF HEALTH

The Report of the Medical Officer of Health for the March 6, 2024, meeting was presented to the Board of Health for information purposes.

Dr. Zimbalatti provided a verbal update on the report.
She described the increasing number of cases of measles being reported in Ontario and across the country, and provided some details on why this is concerning. Dr. Zimbalatti highlighted the effectiveness of the measles vaccine, and the activities the Health Unit has been undertaking to encourage increased uptake of this vaccine. The Health Unit is also conducting preparedness activities internally to ensure readiness to respond to a local measles case or outbreak.
A question was received from a BOH member regarding high-risk food premises, and whether the proportion of food premises being rated as high-risk was a concern. Dr. Zimbalatti explained while high-risk food premises do generate more work for public health inspectors, the risk rating of a food premise takes into account many factors including the vulnerability of the clients and the type of food served, not just the inspection history of the location. There isn't an easy way to compare the proportion of high-risk food premises in different jurisdictions because this number is constantly in flux, for example with seasonal changes in operations.

Comments and questions were taken and answered.

8.0 BOARD COMMITTEE REPORT

There were no Committee Reports to bring forward.

9.0 CORRESPONDENCE

Board of Health correspondence listed for the March 6, 2024 meeting is made available for review by Board members in the Board of Health online portal.

10.0 NEW BUSINESS

10.1 Corporate Sponsorships and Donations 2023 – Report to the Board

A report on corporate sponsorships and/or donations in 2023, if any, was provided for information purposes.

10.2 Requests for Proposal 2023 – Report to the Board

A report on requests for proposals disseminated in 2023, if any, was provided for information purposes.

10.3 Memo – Governance Documentation changes

A memo was sent to Board of Health members highlighting the Proposed Changes to Bylaws, Updated Governance Manual, and New Code of Conduct Document.
The final documents will be presented at the Board of Health meeting in April.

10.4 Meeting Schedule 2024 – Revised

Board of Health Resolution ##BOH/2024/03/04 *Wolfe/Restoule

Whereas, *that in accordance with Board of Health Bylaw Section II, #18, the Board of Health approved the regular meeting schedule for the year 2024, at the January 24, 2024, Board meeting, and subsequently revised at the same Board of Health meeting; and*

Whereas, *revisions to the previously approved Board of Health meeting scheduled were required as follows:*

DATE	MEETING	TIME
January 24 **This date is carried over from the 2023 approved schedule: for information only*	*Board of Health Meeting*	*5 – 7 p.m.*
~~*February 28*~~	~~*Finance and Property Committee*~~ ~~*Board of Health*~~	~~*5 – 7 p.m.*~~
March 6	*Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
April 24	*Personnel Policy, Employee/Labour Relations Committee* *Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
June 26	*Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
September 25	*Personnel Policy, Employee/Labour Relations Committee* *Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
November 27	*Board of Health*	*5 – 7 p.m.*
December 4	*Finance and Property Committee*	*5 – 7 p.m.*

DATE	MEETING	TIME
	Board of Health	
January 22, 2025	*Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*

Now Therefore Be It Resolved, *that in accordance with Section 18 of the Board of Health Bylaws that the Board of Health for the North Bay Parry Sound District Health Unit approve revisions to the 2024 Board of Health meeting schedule, as presented.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

"Carried"

11.0 IN CAMERA

11.1 A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

Board of Health Resolution #BOH/2024/01/05 *Still/McGarvey

Be It Resolved, *that the Board of Health move in camera at 5.55 p.m. to discuss item #15.1.* A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

"Carried"

At the close of the in camera session, the following motion was read:

Board of Health Resolution #BOH/2024/03/06 *Stickland/McGarvey

Be It Resolved, *that the Board of Health rise and report at 7.17 p.m.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

"Carried"

12.0 ADJOURNMENT

Having no further business, the Board of Health Chairperson adjourned the Board of Health meeting at 7.18 p.m.

Original signed by Rick Champagne *2024/04/17*

Chairperson/Vice-Chairperson Date (yyyy/mm/dd)

Original signed by Nelly Bothelo *2024/04/17*

Nelly Bothelo, Recorder Date (yyyy/mm/dd)

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Monday, March 11, 2024, via teleconference. The meeting was open to the public and live streaming of the proceedings was provided for the media and public through a link on the Health Unit's website.

PRESENT:

Nipissing District:	
Central Appointee	Karen Cook
Central Appointee	Dave Wolfe
Central Appointee	Sara Inch
Central Appointee	Jamie Lowery *(Vice-Chairperson)*
Central Appointee	Maurice Switzer
Eastern Appointee	Rick Champagne *(Chairperson)*
Western Appointee	Jamie Restoule
Parry Sound District:	
Northeastern Appointee	Blair Flowers
Southeastern Appointee	Marianne Stickland
Public Appointees:	Tim Sheppard
	Catherine Still

REGRETS:

Central Appointee	Jamie McGarvey

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Finance	Isabel Churcher
Executive Assistant, Director's Office	Christine Neily

Recorder

Executive Assistant, Office of the MOH/EO	Nelly Bothelo

1.0 CALL TO ORDER

The Board of Health members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference.

Rick Champagne called the meeting to order 5.00 p.m.

2.0 APROVAL OF THE AGENDA

The agenda for the March 11, 2024 Board of Health meeting was reviewed, and the following motion was read:

Board of Health Resolution #BOH/2024/03/01 *Wolfe/Inch

***Be It Resolved**, that the Board of Health Agenda, dated March 11, 2024, be approved.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

4.0 APPROVAL OF PREVIOUS MINUTES

There were no minutes for approval.

5.0 DATE OF NEXT MEETING

Date: April 24, 2024
Time: to be determined
Place: to be determined

6.0 REPORT OF MEDICAL OFFICER OF HEALTH

No report of the Medical Officer of Health was prepared for this meeting.

7.0 BOARD COMMITTEE REPORT

There were no Committee Reports to bring forward.

8.0 CORRESPONDENCE

There was no Board of Health correspondence listed at this meeting.

9.0 NEW BUSINESS

9.1 Meeting Schedule 2024 – Revised

The following motion was read:

Board of Health Resolution #BOH/2024/03/02 *Wolfe/Sheppard

Whereas, *that in accordance with Board of Health Bylaw Section II, #18, the Board of Health approved the regular meeting schedule for the year 2024, at the January 24, 2024, Board meeting, and subsequently revised at the March 6, 2024, Board of Health meeting; and*

Whereas, *revisions to the previously approved Board of Health meeting scheduled were required as follows:*

DATE	MEETING	TIME
*January 24 *This date is carried over from the 2023 approved schedule: for information only*	*Board of Health Meeting*	*5 – 7 p.m.*
March 6	*Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
March 11	*Board of Health*	*5 – 7 p.m.*
April 24	*Personnel Policy, Employee/Labour Relations Committee* *Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
June 26	*Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
September 25	*Personnel Policy, Employee/Labour Relations Committee* *Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
November 27	*Board of Health*	*5 – 7 p.m.*
December 4	*Finance and Property Committee* *Board of Health*	*5 – 7 p.m.*
January 22, 2025	*Finance and Property Committee*	*5 – 7 p.m.*

DATE	MEETING	TIME
	Board of Health	

Now Therefore Be It Resolved, *that in accordance with Section 18 of the Board of Health Bylaws that the Board of Health for the North Bay Parry Sound District Health Unit approve revisions to the 2024 Board of Health meeting schedule, as presented.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

10.0 IN CAMERA

10.1 A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

Board of Health Resolution #BOH/2024/03/03 *Stickland/Still

Be It Resolved, *that the Board of Health move in camera at 5.05 p.m. to discuss item #10.1.* A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

At the close of the in camera session, the following motion was read:

Board of Health Resolution #BOH/2024/03/04 *Lowery/Stickland

Be It Resolved, *that the Board of Health rise and report at 5.44 p.m.*

The recorded vote was as follows:
RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

11.0 BUSINESS ARISING

11.1 Intent to Merge – North Bay Parry Sound District Health Unit and Renfrew County and District Health Unit.

The following motion was read:

Board of Health Resolution #BOH/2024/03/05 *Lowery/Stickland

Whereas, *the Ministry of Health in August 2023 announced its* ***Strengthening Public Health*** *initiative which includes funding voluntary Health Unit mergers (as outlined in the Outcomes and Objectives to Support Voluntary Mergers October 2023 document), revising the Ontario Public Health Standards and a new Public Health funding formula;*

Whereas, *the Boards of Health for the North Bay Parry Sound District Health Unit (NBPSDHU) and the Renfrew County and District Health Unit (RCDHU) each passed resolutions in November 2023 to direct their respective Medical Officers of Health (MOH) and Board Chairpersons to seek provincial funding to study the feasibility of a voluntary merger of NBPSDHU and RCDHU and report back to their respective Boards for discussion and direction;*

Whereas, *senior management and Board Chairpersons for NBPSDHU and RCDHU have since undertaken joint engagement to pursue this study, resulting in the Merger Feasibility Report by Sense & Nous Consultancy dated February 2024, delivered to the NBPSDHU and RCDHU Boards of Health;*

Therefore Be it Resolved, *that the Board of Health for North Bay Parry Sound District Health Unit:*

- *Agrees in principle to merge with RCDHU, subject to the following conditions:*
    1. *The Government of Ontario approves the intended merger and this Board in its sole discretion is satisfied that this approval will enable NBPSDHU and RCDHU to successfully complete the intended merger;*

    2. *This Board in its sole discretion is satisfied that the funding commitment from the Government of Ontario is sufficient to enable NBPSDHU and RCDHU to successfully complete the intended merger, including one-time and ongoing transition costs during the transition period, (e.g. service and wage harmonization) and business continuity/stabilization funding in amounts sufficient to ensure program and service delivery stability while change is underway;*

    3. *The legal merger of NBPSDHU and RCDHU (if any) will only be effected in accordance with the terms and conditions of a merger agreement to be negotiated through an additional process that will address important issues including composition of the membership for the new board of health, and resolution of the current discrepancy in municipal funding levels between NBPSDHU and RCDHU;*

    4. *The negotiation, due diligence, consultations and implementation plan activities do not identify any material issue that this Board in its sole discretion determines will undermine its assessment of the feasibility of the intended merger with RCDHU such that the Board no longer supports the intent to merge; and,*

    5. *The RCDHU Board of Health expresses its intent to merge with NBPSDHU by resolution that this Board in its sole discretion is satisfied is substantially in accordance with the terms and conditions of this NBPSDHU resolution.*

- *The NBPSDHU MOH/EO; Executive Director, Finance; and Board Chairperson; along with two (2) other NBPSDHU Board of Health members appointed to the Joint Merger Working Group be directed to further negotiate within the Joint Merger Working Group to complete a Voluntary Merger Business Case for submission to the Ministry no later than April 2, 2024, fully signed by the Board Chairperson and MOH/EO for the NBPSDHU and the Board Chairperson and MOH and/or CEO for the RCDHU.*

- *The NBPSDHU MOH/EO communicates this resolution to key stakeholders including the Ministry and the RCDHU Board Chair.*

- *The North Bay Parry Sound Health Unit MOH/EO and Board of Health Chairperson ensure timely reporting back to the Board on this matter at future meetings to enable subsequent Board engagement and direction.*
- *Once (and if) the Ministry of Health has provided information on the terms of approval of this merger, this Board will meet for deliberation and decision-making regarding whether to proceed with the intended merger.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

11.2 Appointment of Board of Health members to the Joint Merger Working Group

The following motion was read:

Board of Health Resolution #BOH/2024/03/06 *Still /Wolfe

Whereas, *the Board of Health for the North Bay Parry Sound District Health Unit (NBPSDHU) has supported a motion to indicate their intention to proceed with an application to the Ministry of Health to merge with the Board of Health for the Renfrew County and District Health Unit (RCDHU); and*

Whereas, *a Joint Merger Working Group is needed to assist with the development of the voluntary merger business case to be submitted April 2, 2024 as well as continue to assist with transition activities after submission of the business case; and*
Whereas, *the Joint Merger Working Group will be dissolved on December 31, 2024; to be replaced by a new group, appointed by the Board of Health for the new Public Health Unit entity; and*

Whereas, *the membership of the Joint Merger Working Group will be two (2) members of the senior management team each from RCDHU and NBPSDHU and three (3) Board of Health members each from RCDHU and NBPSDHU, with the respective Board of Health Chairpersons, and two (2) Members At Large from each health unit; and*

Whereas, *the terms of reference for the Joint Merger Working Group will be approved by the Working Group and will be shared with the Boards of Health for both Health Units within five (5) business days of the Terms of Reference being approved;*

Therefore Be It Resolved, *that this Board appoint, in addition to the Board of Health Chairperson, Marianne Stickland and Jamie Lowery, to the membership of the Joint Merger Working Group; and*

Furthermore Be it Resolved, *that should a Member at Large from the North Bay Parry Sound District Board of Health at any time resign from the Joint Merger Working Group, that this Board appoint a new Member at Large within ten (10) business days of the receipt of the notice of resignation.*

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

12.0 ADJOURNMENT

Having no further business, the Board of Health Chairperson adjourned the Board of Health meeting at 5.58 p.m.

Original signed by Rick Champagne *2024/04/17*

Chairperson/Vice-Chairperson Date (yyyy/mm/dd)

Original signed by Nelly Bothelo *2024/04/17*

Nelly Bothelo, Recorder Date (yyyy/mm/dd)

District of Parry Sound

Social Services
Administration Board

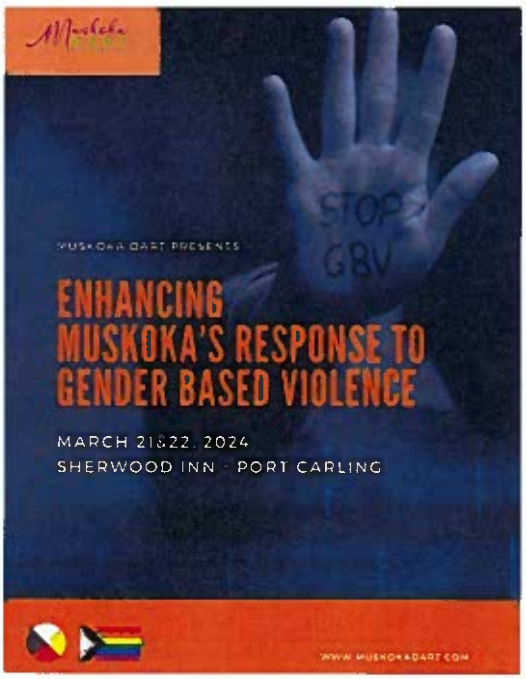
Chief Administrative Officer's Report

April 2024

Mission Statement

To foster healthier communities by economically providing caring human services that empower and enable the people we serve to improve their quality of life.

Enhancing Muskoka's Response to Gender Based Violence: Conference 2024



On March 21 & 22, I attended the 2024 conference hosted by Muskoka D.A.R.T (Domestic Abuse Review Team) along with our Director of Women's Services and several members of the Esprit Place and Income Support & Stability teams. One highlight of this event was an impassioned presentation from the White Ribbon Campaign about the importance of engaging men and boys as allies in promoting gender equality and healthy masculinity. It was also a great opportunity to engage with other social service agencies from across our region.

2024 Ontario Budget

On March 27, Finance Minister Peter Bethlenfalvy delivered the 2024 Ontario Budget. Of note:

- The government has said it will invest an additional $152 million over the next three years to support individuals facing unstable housing conditions and dealing with mental health and addictions challenges. This money can be used to provide rent supplements and maintain dedicated supportive housing.
- No new funding is being provided for the Ontario Disability Support Program (ODSP) or the Ontario Works (OW) program.
- This budget provides an additional $13.5 million over three years to enhance initiatives that support women, children, youth and others who are at increased risk of violence or exploitation

Full budget: 2024 Ontario Budget: Building a Better Ontario
Summary: 2024 Ontario Budget | In Brief

MPP Graydon Smith meeting

On April 4, 2024, we welcomed Graydon Smith, MPP for Parry Sound Muskoka, into the DSSAB office in Parry Sound to provide current updates on our programs and services. Through these regular discussions, our goal is to keep our local provincial representatives informed about our successes and the challenges we face throughout the District of Parry Sound.

Ontario Minimum Wage

On March 28, 2024, the Ontario government announced it would be increasing the minimum wage from $16.55 per hour to $17.20, effective October 1, 2024, which is a 3.9 per cent annualized wage increase based on the Ontario Consumer Price Index (CPI).

Human Resources Update

The Human Resources department had a very busy first quarter. Recruitment continues, and we have been successful in staffing most programs. On March 1st, we successfully made the switch to Manulife for our benefits plan.

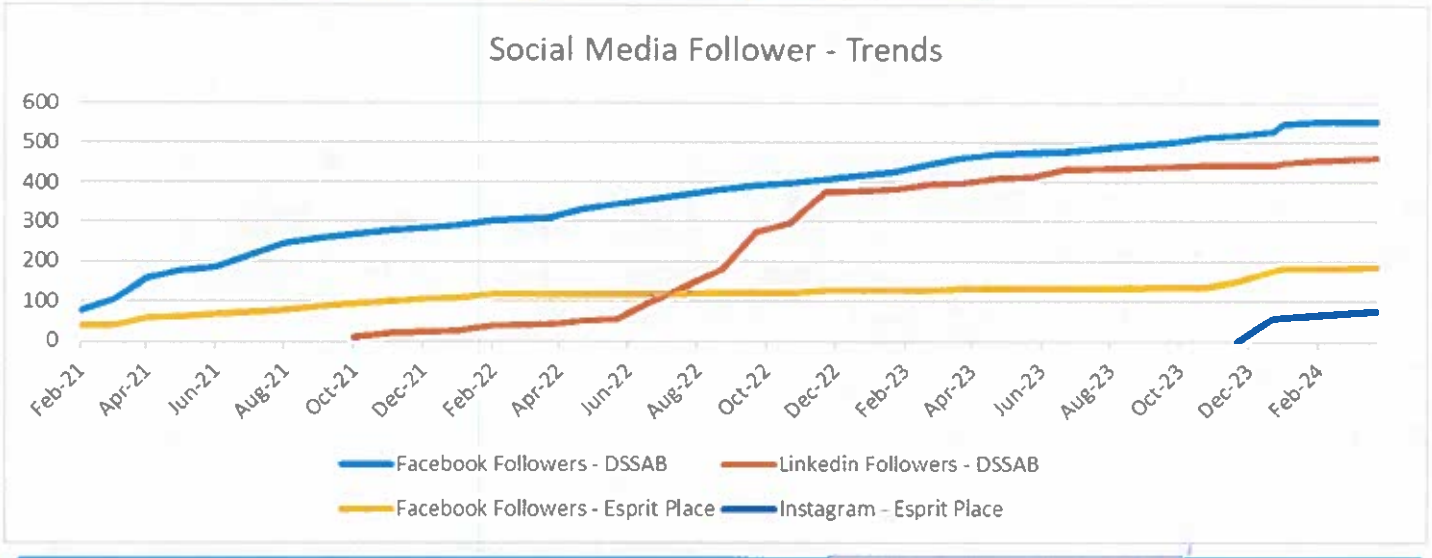
Our focus this spring for staff training is the second workshop in our commitment to enhancing indigenous training for all staff. Building on the Foundations of Cultural Competency workshop completed in 2023, this mandatory one-day workshop will focus on what it means to be an ally and how we can work towards being an ally to Indigenous people. Facilitator Kelly Brownbill has conducted countless cultural awareness training sessions across a broad range of service sectors and believes that enhanced knowledge is the key to successful Aboriginal and non-Aboriginal relationships, whether it be employee/employer relations. or in collaborating with Aboriginal communities and organizations.

Of interest in the legal landscape, on March 21, 2024, Ontario's Bill 149 Working for Workers Four Act 2023, received Royal Assent. Bill 149 amends several employment-related statutes including the Employment Standards Act, 2000 (ESA) and the Workplace Safety and Insurance Act, 1997 (WSIA). We will be completing a thorough review of the Bill, but upon first reading, there are no major changes that will affect our operations at the DSSAB.

Facebook Pages

A friendly reminder to follow our Social Media Pages

- FACEBOOK - District of Parry Sound Social Services Administration Board
- FACEBOOK - Esprit Place Family Resource Centre
- FACEBOOK—EarlyON Child and Family Centres in the District of Parry Sound
- LINKEDIN—District of Parry Sound Social Services Administration Board
- INSTAGRAM—Esprit Place Family Resource Centre



Social Media

Facebook Stats

District of Parry Sound Social Services Administration Board	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024
Total Page Followers	513	521	530	547	556	556
Post Reach this Period (# of people who saw post)	2,667	4,324	2,441	5,647	4,003	3324
Post Engagement this Period (# of reactions, comments, shares)	287	305	289	724	392	413

Esprit Place Family Resource Centre	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024
Total Page Followers	133	151	175	181	183	186
Post Reach this Period (# of people who saw post)	92	5,743	1,610	283	214	241
Post Engagement this Period (# of reactions, comments, shares)	16	624	292	14	3	127

DSSAB LinkedIN Stats https://bit.ly/2YyFHlE	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024
Total Followers	444	444	444	450	456	462
Search Appearances (in last 7 days)	49	52	25	20	69	68
Total Page Views	49	48	30	47	40	54
Post Impressions	1,036	570	368	815	575	697
Total Unique Visitors	22	18	16	15	21	25

NEW! Instagram - Esprit Place Family Resource Centre https://www.instagram.com/espritplace/	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024
Total Followers	0	55	59	64	74
# of posts	0	18	19	21	23

Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District
February 2024

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	1	2	0	2	18	24
Toddler (18-30M)	12	7	15	21	24	79
Preschool (30M-4Y)	17	13	20	32	52	135
# of Active Children	30	22	35	55	96	238

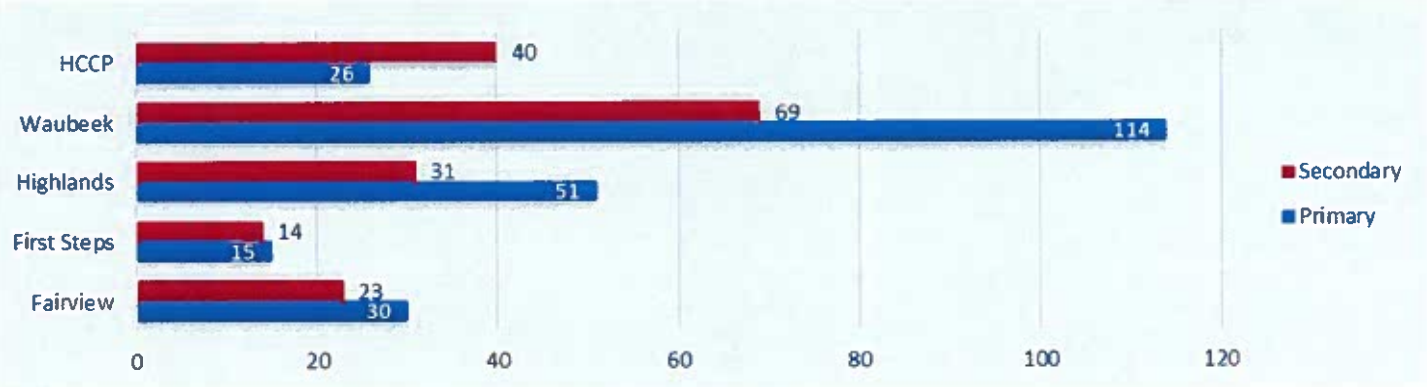
Staffing continues to be a struggle, with many opportunities for staff to move locations and programs as vacancies have become available. We are seeing a positive trend in the number of qualified applicants being received, and a slight increase in the casual staff roster. The programs are enjoying the warmer weather this past month, spending more time with the children outside exploring their environments. The child care centres are in the process of training more staff in the Seeds of Empathy program and will continue to offer the empathy-based learning opportunities to the preschool-aged children through adult-led visits with an infant from their community. The Home Child Care Program (HCCP) was able to open a new home in the town of Sundridge in January and a second new home in Novar could be open by the end of April. The HCCP staff have received an increase in the number of serious inquiries for potential providers, however, with the Ministry of Education's Directed Growth Strategy now in effect, these enquiries have been placed on a waiting list in the event an opportunity to open a home in the future becomes available.

School Age Programs
February 2024

Location	Enrollment	Primary Waitlist	Secondary Waitlist
Mapleridge After School	26	7	7
Mapleridge Before School	10	0	0
Mapleridge Summer Program	N/A	13	0
Sundridge Centennial After School	12	7	1
Home Child Care	32	2	2
# of Active Children	86	22	6

The Mapleridge Summer Program will be offered again this July and August with 13 spaces being filled by 4–6-year-olds, with 9 children currently enrolled. The Mapleridge & Sundridge School Age programs are operating at capacity. All district school boards have distributed the 2024-2025 School Age Program needs survey and we will continue to work with them to ensure that both current programs are viable.

Directly Operated Child Care Waitlist by Program
February 2024



The blue bar indicates the current number of children currently needing care that cannot be accommodated. The red bar shows the number of children that will be needing care in future months.

All program supervisors have updated the program waitlists, removing families that no longer required care in preparation for a centralized district-wide wait list program. Currently, there are 236 non-unique children listed on the Directly Operated Child Care Programs waiting lists and 178 non-unique children to be in need of care for 2025-2026. Families are starting to call program supervisors looking for Before and/or After School care in the fall of 2024 with 22 children on the immediate waitlist.

Inclusion Support Services
February 2024

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	1	1	1	1	1	0
Toddler (18-30M)	6	6	8	8	2	1	0
Preschool (30M-4Y)	6	31	37	37	3	1	0
School Age (4Y+)	4	20	24	22	0	1	1
Monthly Total	10	56	66	-	6	4	1
YTD Total	10	56	-	68	13	5	2

The ISS Resource Consultants are currently supporting 3 newcomer children from India and the Ukraine as they transition to the licensed child care programs. The program is in the process of expanding services to include Indigenous-led Child and Family settings and are making active connections through joint planning with the Indigenous partners, which will include Resource Consultant support for children in their communities.

EarlyON Child and Family Programs
February 2024

Activity	February 2024	YTD
Number of Children Attending	1028	1909
Number of New Children Attending	42	65
Number of Adults Attending	690	1276
Number of Virtual Programming Events	12	22
Number of Engagements through Social Media	413	1130
Number of Views through Social Media	10544	30451

In February, the EarlyON Virtual Program staff started to offer wellness checks, upon request, using the virtual platform. These checks provide isolated families the opportunity to speak with an EarlyON facilitator and receive individualized support and resources on a variety of topics including child development, community services, and other topics of interest (ie. toileting, feeding and nutrition, socialization, behaviour challenges, etc). A Family Fun Night was held at the Sound Community Hub with over 60 people in attendance, and staff are currently collaborating with the Town of Parry Sound to host a family Earth Day event. We are happy to share that, in February, a program staff member was able to start visiting EarlyON locations across the district to offer French programming and we are receiving very positive feedback regarding this initiative.

Child Care Service Management Update

As we move into 2024, we are working to find quality professional development opportunities for educators and providers in our district. As workforce funding has now concluded, the focus for professional development will be around providing training opportunities that will benefit the whole sector, rather than individual educators & providers. Along with training opportunities, educators and providers now have access to the expansive Padlet resource lending library. The library contains resources and early learning kits to support and assist educators both personally and professionally.

As we continue to navigate CWELLC funding we are also learning new billing and attendance processes for child care. These new processes have led to some barriers and challenges and have brought forward new questions and conversations from operators and families. We are continuing to work through these challenges to keep families and operators informed. Maintaining ongoing communication is the priority moving forward.

In March, the quality assurance supervisor and program support worker visited the Great Beginnings program to do a short presentation on finding child care in the district of Parry Sound. Present during the workshop were 28 new moms and their babies. The feedback from the session was focused on the ongoing struggles of finding child care in our area. The group wanted to learn more about what child care options are available in our district and how best to find quality care.

Funding Sources for District Wide Childcare Spaces
February 2024

Active	# of Children	# of Families
CWELCC*	82	79
CWELCC Full Fee	206	202
Extended Day Fee Subsidy	1	1
Fee Subsidy	40	27
Full Fee	23	21
Ontario Works	5	4
Total	357	334

Exits	# of Children	# of Families
Extended Day Fee Subsidy	2	2
Total	2	2

Funding Source - New	# of Children	# of Families
CWELCC	1	1
CWELCC Full Fee	1	1
Fee Subsidy	1	1
Ontario Works	1	1
Total	11	11

*CWELCC – Canada-Wide Early Learning Child Care; eligible for children 0 - 6

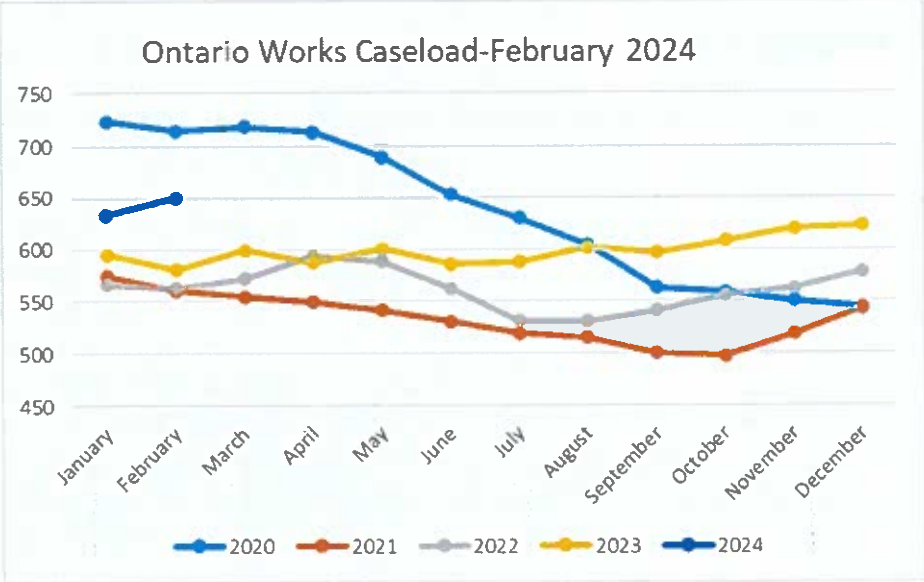
Income Support & Stability Divisional Update

Bridges Out of Poverty/Transformational Case Management Training – In preparation for Employment Services Transformation, we submitted a one-time funding request to MCCSS (which was approved) in late 2023 to secure a new training opportunity offered through the City of Peterborough Ontario Works in conjunction with Aha Training. This training would support the agency as a whole, and the income support and stability team, in preparing for Employment Services Transformation (EST) with a common language. This training program utilizes the Bridges Out of Poverty foundation, framework, and coaching skills. The training is divided into 4 parts. It aims to provide staff with a deeper understanding of poverty dynamics and equip them with tools to better support clients from impoverished backgrounds. We have chosen to make this training available to all staff to further support integration and help us speak a common language. By adopting this approach agency-wide, we strive to enhance our effectiveness in serving marginalized communities and promote sustainable pathways out of poverty. We also invited our community partners to attend the Bridges Out of Poverty sessions and had attendance from 14 participants from partners such as CMHA, Employment North and Almaguin Adult Learning Centre.

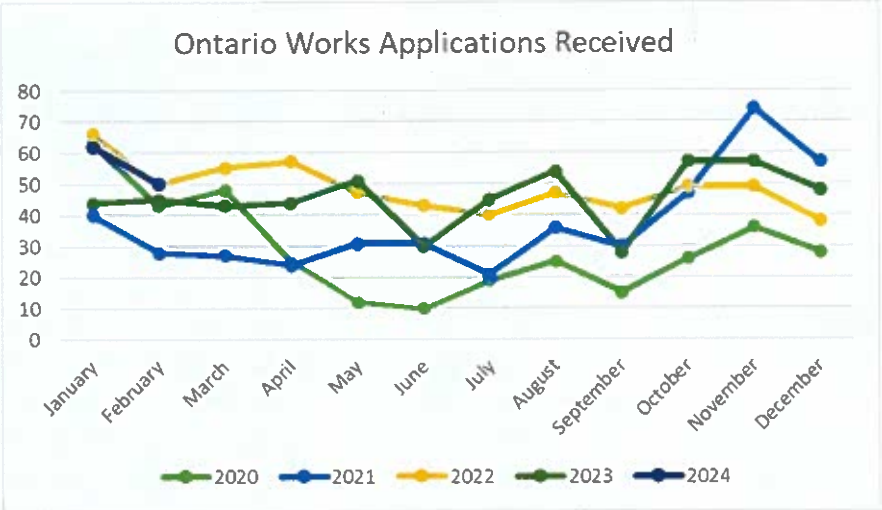
The four parts of the training program are 1. Bridges out of Poverty – Individual Lens, 2. Bringing your Best Self to Human Services, 3. Coaching for Life Stabilization, 4. Creating a Person-Centered Workplace Culture. These sessions began in February and will conclude in September.

Additionally, as the nature and scope of our work continues to shift towards life stabilization and coordinating person-centred supports, we continue to train new and ongoing staff with other foundational training such as Trauma Informed Care and Trauma Informed Care Leadership. Provided to our staff in late 2022 (along with Motivational Interviewing), Trauma Informed Care was attended by our new hires in February and facilitated by the Ontario Municipal Social Services Association (OMSSA). Trauma Informed Care Leadership was run in March and facilitated by OMSSA. The importance of these foundational concepts builds and renews the staffs understanding of trauma, and its impacts, so that staff can provide more effective and empathetic supports. It will assist in preventing re-traumatization, and it allows for an enhanced collaboration when working with those individuals who have experienced trauma. Staff will be able to recognize trauma and refer to appropriate supports and community partners. These trainings will also reduce employee burnout while offering professional development. Trauma Informed Care Leadership sets the foundation for a workplace that plays a role in fostering trauma informed culture, modeling empathy, prioritizing staff well being and allocating resources for training and other supportive initiatives.

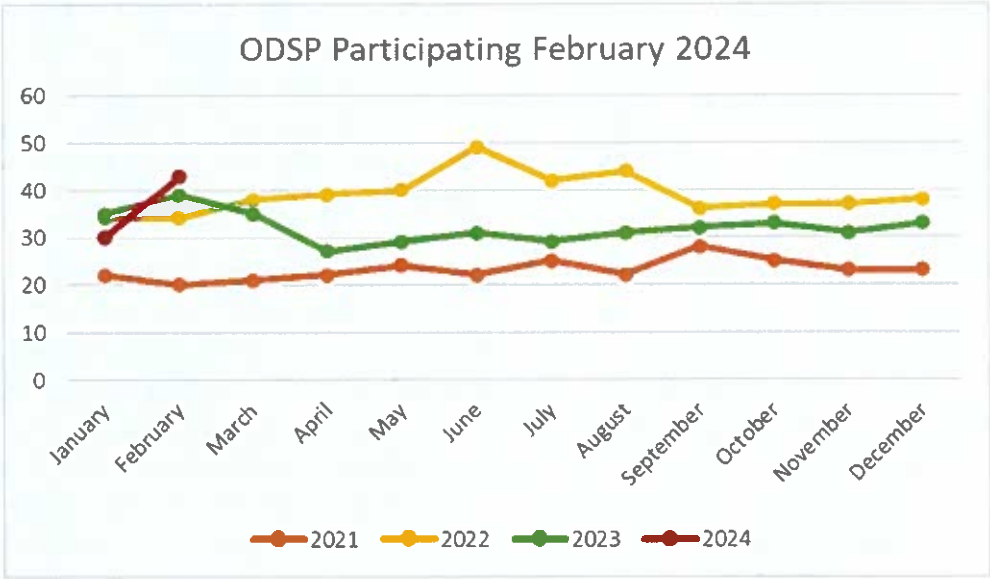
Mental Health First Aid - On February 22nd, Income Support and Stability staff from across the district joined up with Employment North for a full day of virtual training on Mental Health First Aid. This training aligns and supports our shift towards life stabilization case management with Ontario Works and Housing Stability clients. Staff learned how to identify signs of mental illness, offer initial support, and guide individuals towards appropriate professional help. The training also covered a variety of mental health disorders, crisis intervention techniques and self care strategies. The hope is that it will equip staff to better support those experiencing mental health difficulties and contribute to reducing the stigma that a large majority of our Ontario Works & Housing Stability clients must deal with.



Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office Ontario Works Applications Received

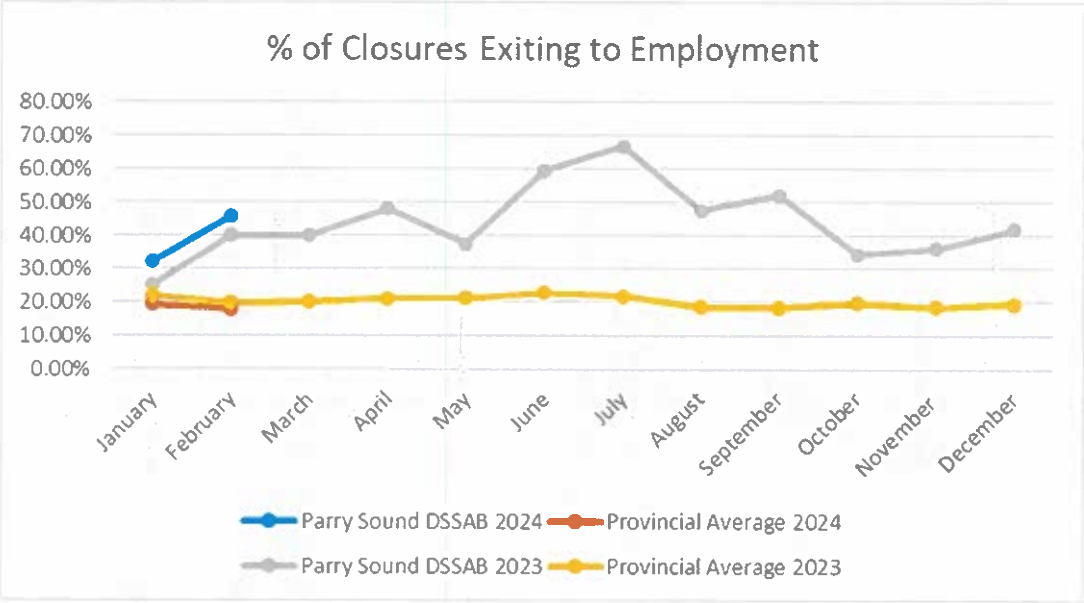


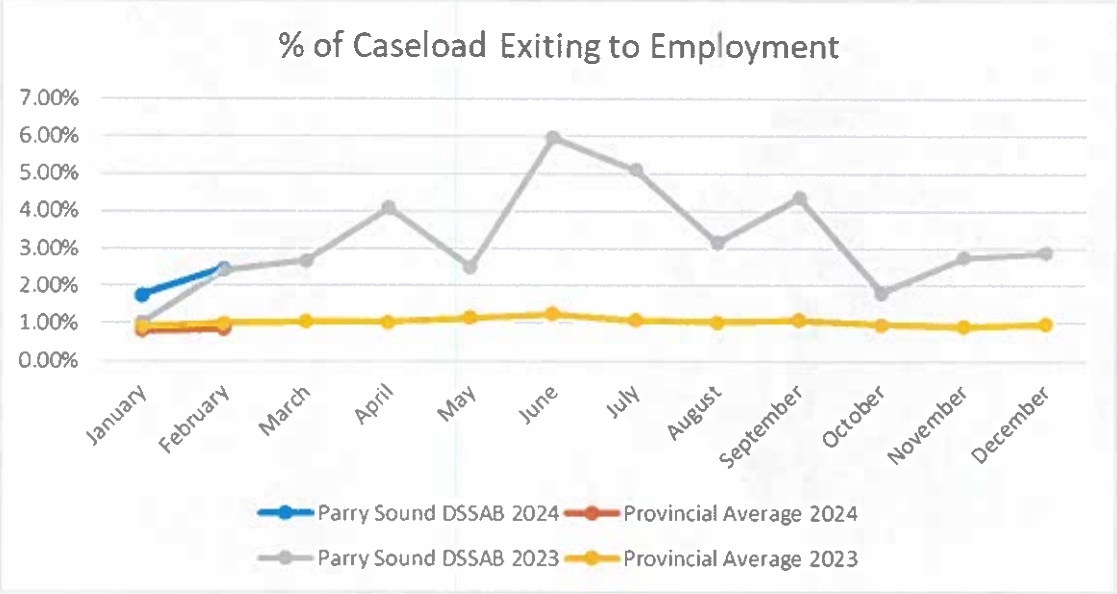
ODSP Participants in Ontario Works Employment Assistance



The OW Caseload as of the end of February is **650**. We are supporting **43** ODSP participants in our Employment Assistance program. We also have **54** Temporary Care Assistance cases. Intake was steady month over month. We had **50** Ontario Works Applications (33 of those online through SADA) in the month of February.

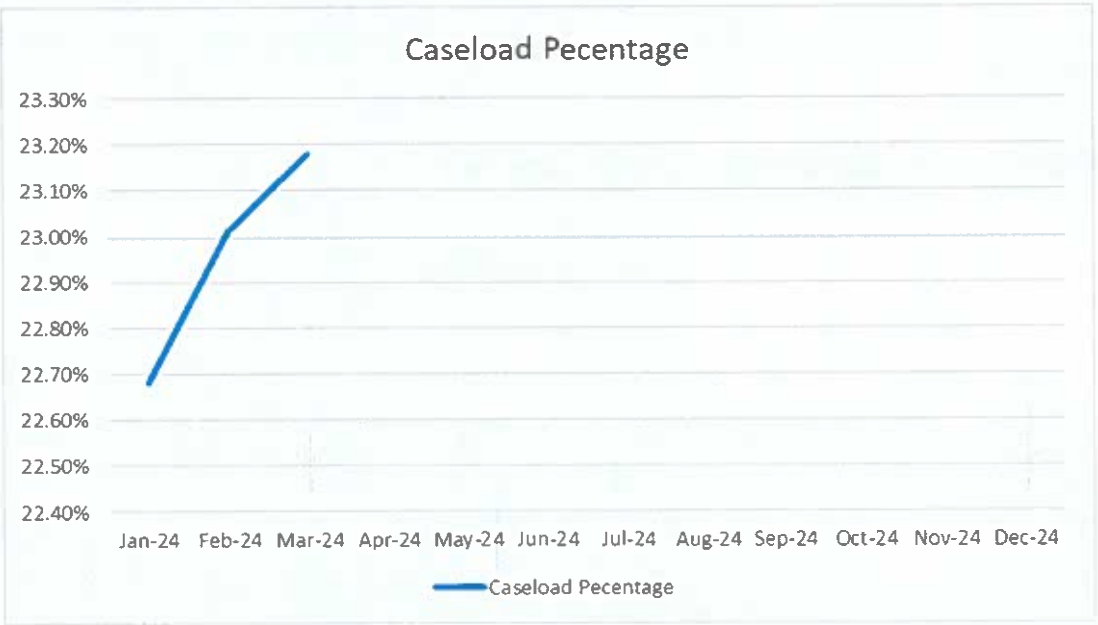
Employment Assistance & Performance Outcomes



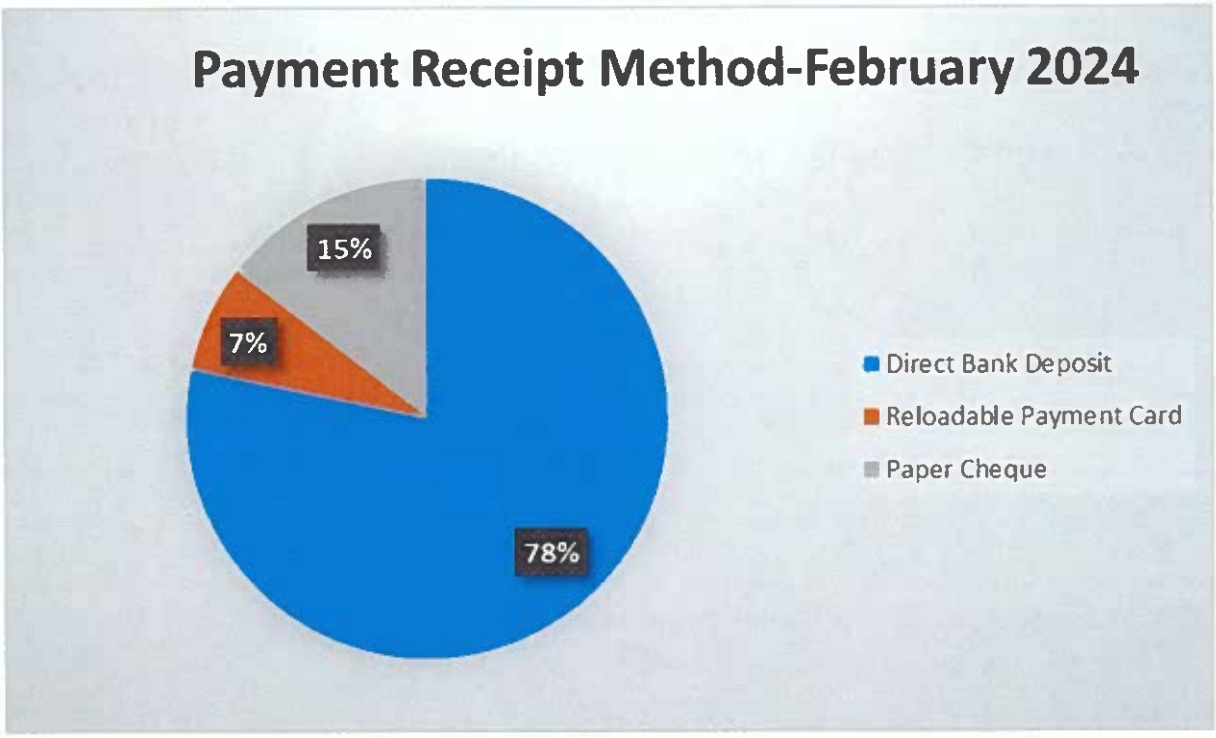


Our Employment Outcomes performance remains strong as we continue to trend above our 2023 performance and well beyond the provincial average. Additionally, 5.4% of the caseload exited the program.

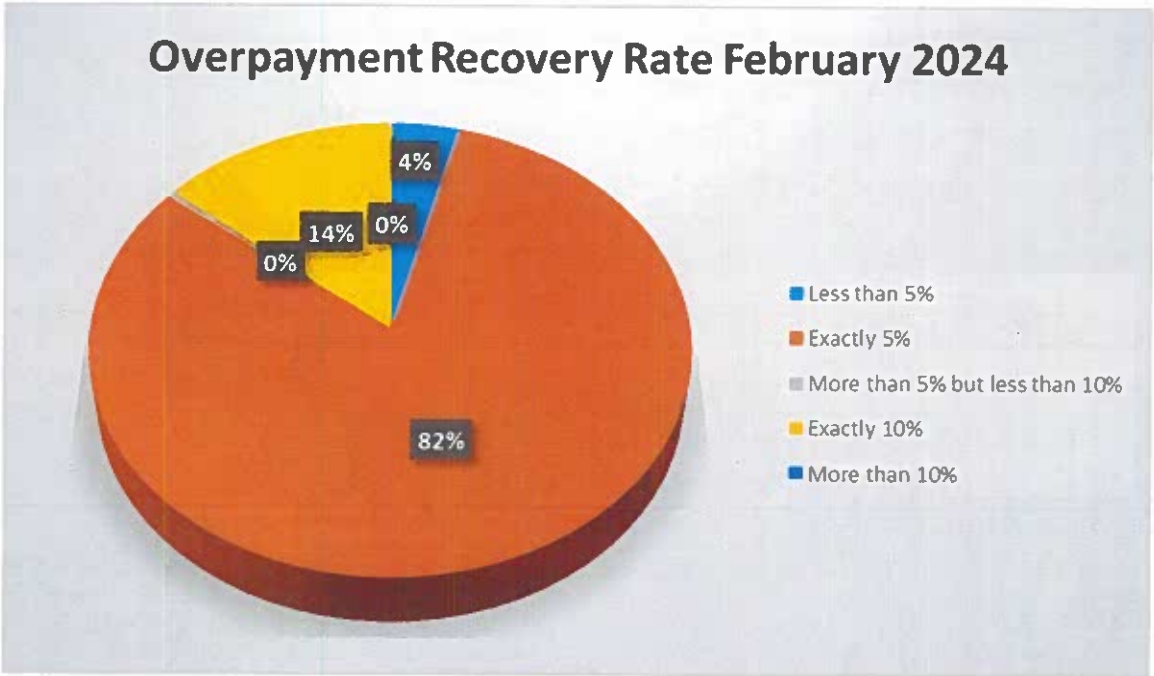
MyBenefits Enrollment 2024



DBD Enrollment



Overpayment Recovery Rate



Ontario Works Update

The Employment Placement Program, in collaboration with Employment North, was renewed for another year. This year the program will allow for 6 new clients and placements.
The goal of this initiative is to entice employers by offering incentives for hiring these individuals. This not only benefits the clients by providing employment opportunities, but also helps strengthen the local workforce.

Participant Record Management is a new Ministry led initiative which went live on February 26th. Income Support & Stability worked on establishing new processes and policies to align with the ministries expectations. This initiative aims to streamline the data entry of new records in SAMS to reduce duplications and confusion when issuing payments.

NOSDA OW Directors Meeting The Director of Income Support & Stability, along with the other Northern Ontario Service Deliverers Association (NOSDA) Ontario Works Administrators, attended an Employment Services Transformation information session with Ministry of Children, Community and Social Services (MCCSS) in anticipation of our onboarding to the new model as part of Phase 3 SSM selection.

Partnership with Elizabeth Fry of Simcoe/Muskoka To continue to support our Under 18 Ontario Works participants, we have renewed our service agreement with the Elizabeth Fry Society of Simcoe/ Muskoka to provide trustee support to those participants, as required by the Ontario Works Act.

Housing Stability Program - Community Relations Workers

Support

All services performed, provided, or arranged by the Homelessness Prevention Program staff to promote, improve, sustain, or restore appropriate housing for individuals active within the Homelessness Prevention Program, periodically within the month, not requiring intense case management.

February 2024 Income Source	East	West
Senior	12	14
ODSP	11	26
Ontario Works	5	15
Low Income	23	33

Intense Case Management

Intense Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly supports, required by the individual to obtain, and sustain housing stability.

February 2024 Income Source	East	West
Senior	13	18
ODSP	4	14
Ontario Works	8	15
Low Income	9	54

Contact/Referrals

February 2024	East	West	YTD
Homeless	1	4	8
At Risk	1	7	13
Esprit Outreach Homeless	0	0	0
Esprit Outreach at Risk	0	0	0
Esprit in Shelter	0		3
Program Total	21		

Short Term Housing Allowance

	Active	YTD
February 2024	3	3

Housing Stability: Household Income Sources and Issuance from HPP:

February 2024 Income Source	Total	HPP
Senior	5	$1,227.00
ODSP	2	$59.00
Ontario Works	3	$1,429.00
Low Income	1	$1,075.80

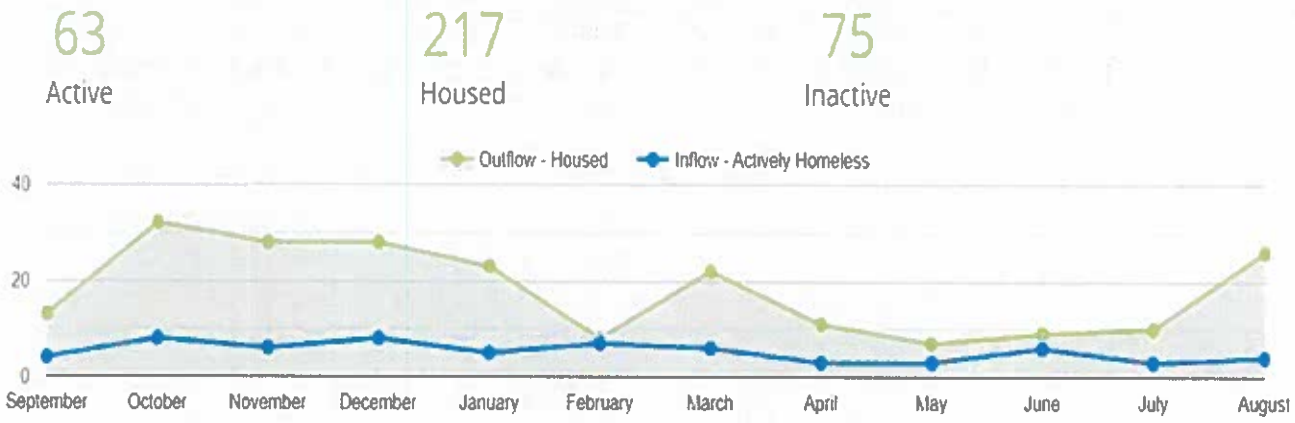
February 2024 Reason for Issue	Total
Rental Arrears	$5,275.00
Utilities/Firewood	$732.19
Transportation	$
Food/Household/Misc	$6,494.69
Emergency Housing	$
Total	$12,501.88

Ontario Works: Household Income Sources and Issuance from HPP

February 2024 Income Source	Total	HPP
ODSP	8	$8,438.69
Ontario Works	5	$4,063.19

February 2024 Reason for Issue	Total
Rental Arrears	$5,275.00
Utilities/Firewood	$732.19
Food/Household/Misc.	$6,494.69
Total	$12,501.88

By-Name List Data
September 1, 2021– February 29, 2024



Housing Stability Update

Encampment Tracking – In response to the need for a more effective management of homeless encampments in our district, our organization has developed and implemented a new approach for tracking within our own internal system called FIIT. This method aims to track the homeless population in conjunction with our By Name List. This new tracking system will enhance our ability to provide targeted support and resources to those in need. The benefits will have real time updates and data integration with our collaborative platform that can be viewed by anyone in the agency that has access to our program.

Northern Cohort CAEH – The Canadian Alliance to End Homelessness (CAEH) established a working group that focuses on housing and homelessness solutions in Northern Ontario. This group is facilitated by CAEH and acknowledges the region's unique needs and demographics. Income Support supervisors attend these meetings quarterly with the intention of building relationships with other members of the cohort. The group aims to strategize and implement tailored solutions to effectively address homelessness in the area. By bringing together representatives from the other northern District Social Services Boards (DSSAB's) and Consolidated Municipal Service Managers (CMSM's), the group seeks to coordinate efforts and leverage resources to provide comprehensive support to individuals experiencing homelessness in Northern Ontario. The goal of this group is to share ideas, leverage expertise and bring awareness to the challenges faced to the northern Ontario population and human services workers.

Income Tax Clinics- A free income tax clinic was held at our office in Parry Sound on March 12th. This clinic was able to support over 45 individuals with their personal tax needs. Many social assistance recipients are eligible for various tax credits and benefits such as Canada Child Benefit, GST, Trillium, Climate Action Incentive, one time housing top up to the Canada Housing Benefit and many more. By assisting recipients in filing their taxes accurately and claiming all available credits, it empowers individuals to better manage their finances and help alleviate financial stress. Many recipients that access low-income housing are required to file their taxes. This clinic allows for seamless annual rental reviews, ensuring their rent is not impacted for failing to complete the reviews. This clinic was a huge success thanks to frontline staff and Sudbury Credit Counseling.

Housing Programs

Social Housing Centralized Waitlist Report February 2024			
	East Parry Sound	West Parry Sound	Total
Seniors	47	132	179
Families	124	431	555
Individuals	493	197	690
Total	664	760	1424
Total Waitlist Unduplicated			459

Social Housing Centralized Waitlist (CWL) 2023 - 2024 Comparison Applications and Households Housing from the CWL

Month 2023	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2024	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	5	1	13			Jan	3		2	1	
Feb	5	1	10			Feb	5		11	1	
Mar	6		35			Mar					
Apr	11		17	6		Apr					
May	13	2	9	2		May					
June	9	1	2	1		June					
July	5	1	5	1		July					
Aug	14	1	3	1		Aug					
Sept	12		4			Sept					
Oct	8	1	1	4	2	Oct					
Nov	12		3			Nov					
Dec	1		2	3	3	Dec					
Total	101	8	104	18	5	Total	8		13	2	

SPP = Special Priority Applicant

Housing Programs Update

Housing Programs has been busy in the first quarter of 2024 working on a centralized waitlist update. We are working through each file to ensure that all information is accurate and those on our list remain eligible. Updated forms were due back at the end of February, however, we have received just over 100 of the nearly 400 updates we sent out, so there is more work to come in contacting applicants to update their files. In February, we saw 5 new applications, and 11 cancelled, with one due to being housed. The other files were cancelled at the applicant's request, or we were informed they had passed away.

The Ministry of Municipal Affairs and Housing recently sent out a Social Housing Notification regarding Special Priority and Rent Geared to Income assistance. They have released a guide that is intended to support both Service Managers who administer the policy, and service providers who work with survivors of abuse and trafficking. The guide includes information on the following:

Special Priority Policy rules and related RGI assistance rules
Supports and services for survivors, and
Training opportunities for Service Managers and service providers

The ministry has also released a webpage on Ontario.ca for survivors of abuse and trafficking, the public, and service providers who work with survivors. The webpage includes general information on the Special Priority policy, RGI assistance and how to apply. The webpage can be found by following this link: Priority access to housing for survivors of abuse and trafficking | ontario.ca

We have seen an increase in Special Priority applications since COVID. From 2020 into the first quarter of 2024, we have received over 60 applications to the special priority program. Of those, 38 applications were complete, and 23 were approved. Of those approved, 22 were domestic violence incidents, and 1 was human trafficking. We have seen 14 of those applicants housed. These number speak to the increase we have seen in domestic violence, as well as the state of the housing crisis we are experiencing.

Our department recently received and approved an application to our Additional Units Program. The funding comes in the form of a forgivable loan and allows for the creation of an affordable unit within the homeowners' main place of residence, or property. The rent for the additional unit must remain 20% below the average market rent for the area and must maintain affordability for a period of 15 years. Potential tenants for the additional unit are screened by Housing Programs to ensure that they meet the eligibility criteria for affordable housing. This program is a great resource for the residents of the District of Parry Sound to access to provide more affordable housing options for their loved ones, friends, and community members.

Housing Programs has also continued to receive and approve Ontario Renovates Accessibility Grants. These grants provide funding to homeowners to complete renovations that increase the safety and accessibility of their home, allowing them to remain in their homes as they age. In 2023, and the first quarter of 2024, we approved 6 grants, and provided almost $30,000 in funding. Most requests are for wheelchair ramps, but also for accessible showers and tubs, grab bars, and widened doorways.

Parry Sound District Housing Corporation
February 2024

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	2	7
Move in	2	4
L1/L2 forms	1	1
N4 - notice of eviction for non payment of rent	1	1
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	1	2
N6 - notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 - notice of eviction for willful damage to unit	0	1
Repayment agreements	5	28 (19 carried from 2023)
No Trespass Order	0	3
Tenant Home Visits	11	37
Mediation/Negotiation/Referrals	20	42
Tenant Engagements/Education	0	2

Tenant Services Update

During the first quarter of 2024, Tenant Services has been very busy with the tenant and maintenance software update. We continue to work closely with the Finance Department in efforts to streamline rent charges, payments, and tenant ledgers to mitigate rental arrears. Also, with new modules of YARDI being implemented, Tenant Services is preparing to support tenants with obtaining email addresses, setting up accounts for the upcoming launch of the new Tenant Portal. This Portal will allow the tenant to pay rent, make maintenance requests, and view their payment history. This is a large project, therefore will take a while to roll out fully, but we are excited to share this with our tenants.

We look forward to building our team to help accommodate some additional tasks related to the above changes, and other initiatives including coordinating educational opportunities for tenants.

Over the spring and summer months Tenant Services will be offering educational opportunities to tenants, with a focus on our family units . For many families, the dynamics of the household has changed significantly since they originally moved in, and they are in need of support to restore a healthy understanding of Rent Geared to Income (RGI) intentions and purpose. There is also a need to work on strengthening their relationships with the Community Relations Workers so that they can access assistance with paperwork or navigating other programs and community services.

Property Maintenance
February 2024

Pest Control		3 buildings are currently being inspected monthly for bedbugs; 14 units have been treated
Vacant Units	14	one-bedroom (10); multiple bedroom (4) (not inclusive of The Meadow View)
Vacant Units - The Meadow View	3	one-bedroom market units available
After Hours Calls	10	After hours for February: Wellness check, Reliance requiring access, Fire Supervisory, signal trouble, reset required. On call contracted to outside service provider.
Work Orders	42	Work orders were created for maintenance work and related materials for the month of February
Fire Inspections		In the month of February, annual inspections were done for 1 apartment building

Maintenance Quarterly report
February 2024

Staff attended the Bridges Out of Poverty and Bringing Your Best Self to Human Service Delivery. Both training opportunities were relevant to the services delivered by the Housing Operations Department.

The Maintenance Program was busy within the month of March initiating annual inspections of all units within the Parry Sound District Housing portfolio.

Capital Projects
February 2024

Duplex Project: Deficiency walk through was done in January, with minimal deficiencies. Final Occupancy signed off in March.

Esprit Renovation Project: Finalizing drawings, tender review and final tender posted in March.

Window Replacement Project: 5 storey building in Parry Sound; Tender posted to the public in March.

Underground water pipe leak investigations occurred; development of remedial plan in place; work to be carried out in April 2024.

Asbestos abatement, and mould remediation carried out within family homes, resulted in one family temporary displacement.

Drain repair for a childcare center.

Esprit Place Family Resource Centre
February 2024

Emergency Shelter Services	February 2024	YTD
Number of women who stayed in shelter this month	8	14
Number of children who stayed in the shelter this month	1	3
Number of hours of direct service to women (shelter and counselling)	291	568
Number of days at capacity	0	0
Number of days over capacity	0	0
Overall capacity %	33%	49%
Resident bed nights (women & children)	95	294
Phone interactions (crisis/support)	20	37

Transitional Support	February 2024	YTD
Number of women served this month	1	1
Number of NEW women registered in the program	1	1
Number of public ed/groups offered	0	0

Child Witness Program	February 2024	YTD
Number of children/women served this month	2	2
Number of NEW clients (mothers and children) registered in the program	1	1
Number of public ed/groups offered	0	0

Esprit Place Family Resource Centre Update

Esprit Place experienced a bit of a slowdown in admissions to the shelter during the early part of this year. This has provided a much-needed reprieve for Esprit Place staff and has allowed them to focus on supporting current shelter clients, shelter upkeep, policy development and review, and ongoing training and professional development. Outreach clients, crisis calls, and connection with community partners have continued to be busy during this period.

705-382-2900
www.almaguin-health.org

Minutes: April 4, 2024, 10:00 am via Zoom and at the Almaguin Highlands Health Centre

Present: Rod Ward (Chair), Delynne Patterson, Margaret Ann MacPhail, Chris Hope, Fraser Williamson (Vice Chair), Vicky Roeder-Martin, Tom Bryson, Jim Ronholm, Cheryl Phillip, Norm Hofstetter, Brad Kneller, Camille Barr (Secretary)
Regrets: Tom Bryson
Guest: Isabel Pereira, Cheryl Harrison (CEO and President of MAHC)

Called to order at 10:01 am by Chair R. Ward

1. 2024-12 Moved by N. Hofstetter - Seconded by D. Patterson
   THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the minutes from the regular meeting of March 7, 2024, as circulated. Carried.

2. **DECLARATION OF PECUNIARY OF INTEREST**: None

3. **DELEGATIONS**: None

4. **RESOLUTIONS PASSED**: None

5. **ITEMS FOR DISCUSSION:**
   a) **Update on Hospital Build and Local Share**
   Cheryl Harrison (CEO and President of MAHC) updated the group on the hospital project. Recent meetings with staff have been informing for all.

   Next week MAHC will present the number of beds that will be at the Bracebridge site.

   More community engagement session will begin soon and run until approximately June.

   Communication with the government has been open. The submission needs to be into the Ministry by the end of the calendar year. Although they are currently behind in their projected timelines, they can make up time in other aspects.

   The MRI machine is on track and will be operational early next year.

   A spreadsheet has been created with the local share figures gathered. R. Ward will share the spreadsheets via email and asks the group to review for accuracy.

b) **Follow Up Discussion on 20% Holdback, Local Share**
N. Kunkel, past Clerk of Burk's Falls, attended an AHHC meeting to present 4 options to the group on how the deficit for the Almaguin Highlands Health Centre building could be supported. Based on this, R. Ward understood it would continue status quo for now and invoices would be sent out with municipalities having the option to contribute. The 20% holdback could be used to support this if municipalities so chose to. V. Roeder-Martin did ask her council what their understanding of the purpose of the 20% holdback was and feedback received was like a reserve to support community healthcare whether it be services or equipment.

Council discussed the need for a meeting to address the options and future of healthcare in Almaguin. With a new build in Armour being proposed, a centre in Burk's Falls and another in Sundridge, it is clear a collaborative front is needed.

The group needs a plan, and it was reiterated the AHHC needs to keep their focus on what will serve all Almaguin. At this point there are a lot of unknows. What is Burk's Falls plan for the building and what is the life expectancy? What is the plan for the Armour project and what will it cost municipalities? All agree that data is required and that having a health care planner/consultant to lead the way is needed. It is also important that R. Paul and S. McKinnon are at the table as leaders in healthcare for our communities. R. Ward will contact C. Harrison for recommendations regarding a planner/consultant.

The group discussed the model that Sundridge Medical Center uses for management and funding and potentially modeling this in Burk's Falls.

C. Hope stated he does not want to see MAHC services leave the Burk's Falls building. Concerns about transportation costs for Burk's Falls residents who reside in the Village for its amenities and those with fixed incomes if services move.

The history of how the project came to be moved to the other side of the highway was shared. Ryerson and Armour residents are driving as it is.

The group discussed a mayor, council and clerks meeting, a public meeting. In the end, it was decided each member will go back to their clerks to discuss how a meeting of this manner would best be held and report back to this group.

An all of Almaguin approach and focus on healthcare is needed.

c) **Progress report:** None for this month.

d) **Other business**
R. Ward was in contact with a group from the University of Ottawa who are piloting a project that explores how drones may be used to deliver medical supplies expediently He may ask this group to present to the AHHC.

F. Williamson shared the following "the SDMC held community visits for 2 internationally trained family physicians through the Practice Ready Ontario program. Susan Keast, MAOHT recruiter, organized and led the visits. The community visits

were well received by the physicians. This experience has set us up with a plan for future physician recruitment. The Sundridge and District Medical Centre would like to thank the MAOHT who funded many of the meals for the community visits. We are working through the next steps in the process and continuing conversation with our candidates."

R. Ward to contact S. Keast regarding Huntsville recruitment initiatives and potential impacts in Almaguin.

2024-13 Moved by C. Hope - Seconded by F. Williamson
THEREFORE, BE IT RESOLVED THAT the Almaguin Highlands Health Council adjourn at 11:22 am to meet again on May 2, 2024, at 10:00 am at the Almaguin Highlands Health Centre. Carried.

Municipality of Magnetawan

Magnetawan Community Centre Board (MCCB)

Meeting Minutes

Wednesday April 17, 2024

9:00 am

Magnetawan Community Centre
4304 Highway 520, Magnetawan

Committee members in attendance:
Chair Garfield Robertson
Vice Chair Mark Langford
Maria Dunnett
Garry Johnston
Harvey Sohm
Martina Winstone

Staff members in attendance:
Deputy Clerk Laura Brandt (Secretary)

Regrets:
Councillor Brad Kneller

OPENING BUSINESS

1.1 **Call to order**
The meeting was called to order at 9:00 am

1.2 **Adoption of the Agenda**
RESOLUTION 2024-06 Dunnett-Winstone
BE IT RESOLVED THAT the Magnetawan Community Centre Board adopts the agenda for this regular meeting of Wednesday April 17, 2024.
Carried.

1.3 **Disclosure of Pecuniary Interest**
Chair Robertson stated that should anyone have a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

DRAFT

1.3 **Adoption of Previous Minutes**

RESOLUTION 2024-07 Winstone-Johnston

BE IT RESOLVED THAT the Magnetawan Community Centre Board adopts the minutes from the committee meeting of Wednesday January 31, 2024, as copied and circulated. Carried.

ITEMS BROUGHT FORWARD

2.1 **2023 Revenues**

The Secretary advised the Committee that the Revenues have been provided in the agenda package. The Committee discussed that it was a busy year for the Magnetawan Community Centre which is reflected in the revenues. The Secretary also discussed with the Committee that there have been inquiries about bookings for 2025 and that the Ahmic Community Centre as well has some upcoming weekend bookings. The Secretary also informed the Committee that these revenues would also not reflect the true use of the Community Centre

2.2 **2024 Budget Update**

The Secretary advised the Committee that all items (Pavilion furnace, Magnetawan Community Centre windows, kitchen painting and purchase of new steel pots) recommended to Council have been included in the 2024 Budget with the exception of the new floors at the Ahmic Harbour Community Centre and Magnetawan Fire Station 2. The daycare is now open, and the Municipality does not want to disrupt the operation of the daycare. The new flooring will be table again for consideration after the daycare's lease ends.

2.3 **Verbal Ahmic Harbour Community Centre and Magnetawan Fire Station 2**

The Secretary advised the Committee that all outstanding projects have been completed.

2.4 **Verbal Update Magnetawan Community Centre Projects**

The Secretary advised the Committee that the windows have been installed. Staff also advised the Committee that the fire suppression system has had its annual inspection and service as well as the annual inspection of the gas appliances has been completed with no issues. Further Staff advised that the grease traps have been deep cleaned as well as the air intake has been inspected by an Engineer and Staff are currently waiting for the report. The Committee discussed the outstanding projects that need to be completed, which are the lowering of the drain in the parking lot as well as the repair of the concrete steps leading to the Pavilion. Committee Member Dunnett brought to the Committees attention that the drawers in the kitchen are disorganized with a lot of utensils. Committee Member Dunnett and the Chair Roberston have volunteered to make wooden dividers to fit in the drawer to help with the organization. The Committee advised the Secretary that the kitchen needs long-handled wooden spoons, long-handled spatulas, the kitchen bathroom needs to be deep cleaned and the cigarette butts outside the main entrance door need to be cleaned up.

2.5 **Verbal Update Lions' Pavilion Projects**

Staff advised the Committee that Staff have repaired some of the cracks on the rinks surface at the Pavilion and the remaining cracks will be repaired in the upcoming months. Staff also advised the Committee that the Parks and Maintenance Manager is currently waiting for a quote on the new furnace.

4.1 **Confirm the Proceedings of Committee and Adjourn**

RESOLUTION 2024-08 Langford-Sohm

BE IT RESOLVED THAT the Magnetawan Community Centre Board adjourns this meeting at 9:18 am to meet again on July 23, 2024, at 9:00 am at the call of the Chair. Carried.

Approved by:

_____ _____

Chair Secretary

DRAFT

MEMORANDUM

Chris Litschko, Chief Executive Officer
Lakeland Holding Ltd.

TO: Municipal Councils:

- Town of Bracebridge
- Town of Huntsville
- Town of Parry Sound
- Village of Burk's Falls
- Village of Sundridge
- Municipality of Magnetawan

FROM: Chris Litschko, Chief Executive Officer

COPY: Municipal Chief Administrative Officers
Lakeland Board of Directors
Executive Team

DATE: April 19, 2024

SUBJECT: 2024 Q1 Shareholder Update

On behalf of Roger Alexander, Chair, and the members of the Board of Directors of Lakeland Holding Ltd. (Lakeland), I am pleased to provide Lakeland's 2024 Q1 Shareholder Update.

Land Acknowledgement

Lakeland respectfully acknowledges that we work and live on lands that are the traditional territories of Indigenous Communities. We offer gratitude to Indigenous peoples for their care for, and teachings about, our earth and our relations.

VISION STATEMENT

BE THE LEADER IN SUSTAINABLE SOLUTIONS AND CATALYST FOR IMPROVING THE LIVES OF OUR CUSTOMERS AND COMMUNITIES WE SERVE.

MISSION STATEMENT

LEVERAGING OUR TEAM, WE ARE DEDICATED TO GROWING RESPONSIBLY, SERVING OUR SHAREHOLDERS, CUSTOMERS AND COMMUNITIES WITH SAFE, RELIABLE, AND QUALITY SUSTAINABLE SOLUTIONS.

lakeland

MEMORANDUM

Chris Litschko, Chief Executive Officer
Lakeland Holding Ltd.

CORPORATE VALUES STATEMENT

SAFETY: WE ARE DEDICATED TO THE SAFETY OF OUR EMPLOYEES AND COMMUNITIES.

ENVIRONMENTAL STEWARDSHIP: WE ARE CONCERNED FOR THE ENVIORNMENT IN EVERYTHING WE DO. WE ARE COMMITTED TO PROTECTING AND NOURISHING THE ENVIRONMENT BY DOING BETTER FOR OUR PLANET WHILE WE GROW.

RELIABILITY: WE PROVIDE DEPENDABLE, CONSISTENT AND RELIABLE SERVICE.

ACCOUNTABILITY: WE ARE SERIOUS AND RESPONSIBLE FOR OUR ACTIONS AND ACCOUNTABLE TO THOSE WE SERVE.

PARTNERSHIPS: WE DRAW ON ONE ANOTHER AND OUR PARTNERS TO ACHIEVE SUCCESS.

PROFESSIONALISM: WE ARE DEDICATED TO EXCELLENCE IN MANAGEMENT AND SERVICE DELIVERY. WE ARE INCLUSIVE AND ARE COMMITTED TO PROVIDING EQUITABLE SERVICES AND TREATING ALL WITH RESPECT.

CONTINUOUS IMPROVEMENT: WE CONSTANTLY SEEK NEW IDEAS, ARE FUTURE FOCUSED AND RESULTS ORIENTED. WE ARE EFFICIENT, EFFECTIVE, INNOVATIVE AND WE OFFER VALUE-ADDED.

RELATIONSHIP BUILDING & RECONCILIATION: WE ARE COMMITTED TO RELATIONSHIP BUILDING AND RECONCILIATION. WE ARE DRIVEN BY TRUST AND INTEGRITY AND WE VALUE THE KNOWLEDGE AND EXPERIENCE OF ALL.

The table below provides a summary of the Lakeland Holding's current business activities through each of the current subsidiary companies:

Lakeland Power Distribution Ltd. (Local Distribution Company)	Bracebridge Generation Ltd. & Lakeland Solutions		Lakeland Energy Ltd. (Including Lakeland Networks Operations)
• 14,630 Customers	• Bracebridge Falls Generation Plant	2.6 MWs	• Web Mapping
• 163 square Kms of Service Area	• Wilson Falls Generation Plant	2.9 MWs	• Fibre to Business
• 367 Kms of Distribution Lines	• High Falls Generation Plant	2.3 MWs	• Fibre to Home
• 10 Substations	• Cascade Generation Plant	3.25 MWs	• 7958 Fibre Customers
• 2,392 Transformers	• Burk's Falls Generation Plant	1.2 MWs	• 650 Km of Installed Fibre-Optic Cable & 75 Towers
• Offices in Bracebridge, Huntsville, and Parry Sound	• Bancroft Generation Plant	0.6 MWs	• Internet Service Provider
	• Drag River Generation Plant	0.3 MWs	• VOIP and Traditional Phone Services
	• Irondale Generation Plant	0.5 MWs	• IT Server Hosting
	• Elliott Falls Generation Plant	0.8 MWs	• Voice and Data Cabling
	• Chute Blanche (50% ownership)	1.4 MWs	• Business Phone Systems
	• Solar Field	0.5MWs	• Streetlight Maintenance
	• Tesla Battery Storage	1.25 MWs	• 1350 Water Heater Rentals
	• Wasdell Falls	1.65mWs	
	13 Generation Facilities =	***19.25Mws***	
	• Microgrid	1	
	• Electric Vehicle Chargers	14	

lakeland

MEMORANDUM

Chris Litschko, Chief Executive Officer
Lakeland Holding Ltd.

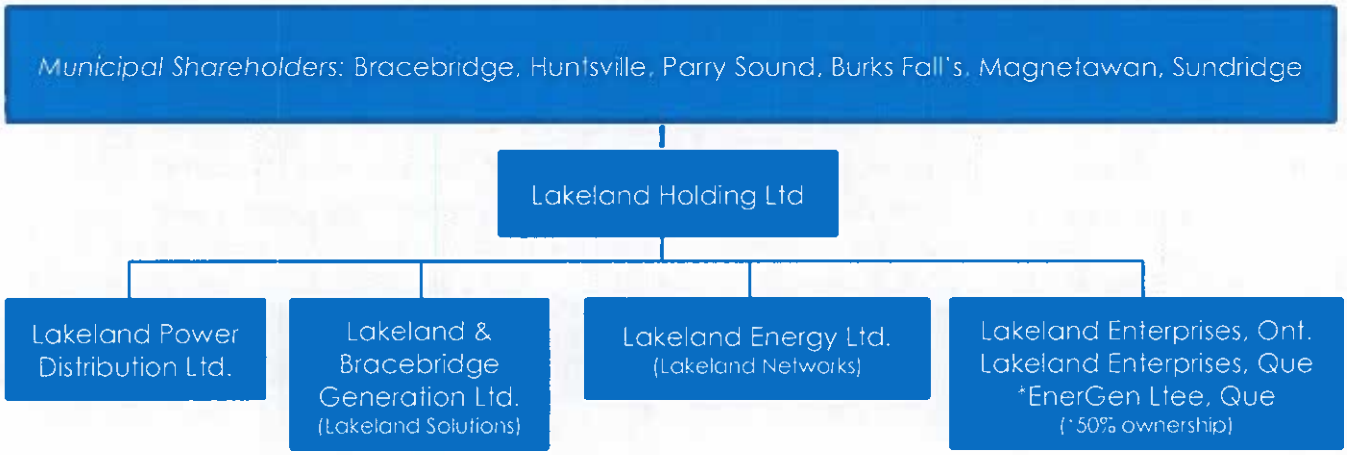
The 2024 Q1 report, attached as Appendix "A" to this memorandum, highlights Lakeland's continued success in achieving its Mission to the benefit of our Shareholders and the customers we serve.

Respectfully submitted on behalf of Lakeland's Board of Directors.

Chris Litschko, CEO

Appendix "A"

2024 Q1 Shareholder Update



The audit of all companies is underway in preparation for our Annual Shareholder meeting to be held in June.

We continue to investigate a new Enterprise Resource Planning system that will better tie in and streamline all our policies, procedures, financial, operational and human resource requirements. This large project is scheduled to be completed through 2025. We have recently formed an Environmental Sustainability Committee, and an Artificial Intelligence Committee (AI) to stay current and investigate ways AI might benefit our operation and growth.

A third party completed a cyber penetration test in Q1. We await these important results to make any necessary improvements.

On February 1st we finalized the sale of our wireless assets and customers to concentrate on our fibre optic system. With the wireless business, our staff was overburdened as competition and fibre expansion made wireless more redundant.

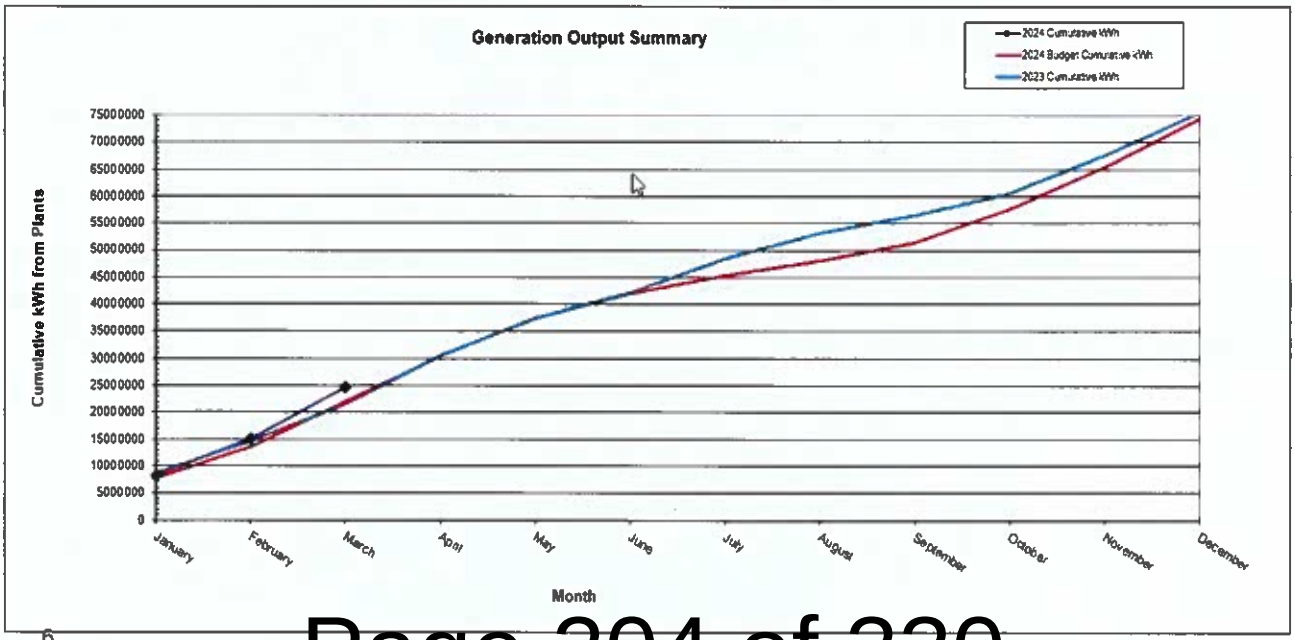
The consolidated company made $1.13M in capital investments to the end of Q1.

lakeland NETWORKS

An additional 323 fibre broadband connections were made through Q1 for a total customer connection count of 7958. We have passed 16,916 residences resulting in 47% penetration rate. Through the first quarter we have passed an additional 608 homes. Lakeland Networks launched its own TV service on February 1st after utilizing a third-party provider for years. This new service includes our own channel and we have asked our municipal shareholders to contribute any of their advertising that they wish added. The 100 Gbps ring throughout Muskoka, Parry Sound and Toronto was completed in late December. Each segment was successfully tested with 100 Gbps bandwidth generators and in early January a complete test drive of the entire ring was successful. It provides additional bandwidth and redundancy to our internet services.

lakeland GENERATION

Even though we have encountered less snowfall and the freshet was 3 weeks early our Q1 production was 12% over plan. Our 2023 acquisition of Wasdell Falls generation plant is paying off as monthly record production occurred in January, February and March. With our Quebec partners we continue to seek additional waterpower generation plant acquisitions. Our $1M upgrade to the CPR dam in Parry Sound may be delayed to 2025. A survey has been completed indicating complex land ownership which needs to be sorted out. The Team is working with Town of Bracebridge since they will be replacing the High Falls bridge which also is utilized as the water intake to our generation plant. This project is being planned for late summer when water is lower to keep production decline to a minimum.



Wasdell Generation Plant turbine maintenance

lakeland SOLUTIONS (Division of Lakeland Generation)

We have created a webpage that will direct customers to our Electric Vehicle charging stations throughout our shareholder communities. Currently 7 EV stations have been operational since November 2023 with the APP working at 100%. The team made 35 EV charging station applications by the end of January as part of the province's ChargeOn program. The applications stretched from Muskoka to Midland and provided good outreach to expand our municipal relationships. With our COO, I met directly with the Minister of Energy on March 18th to advertise our SPEEDIER (software, battery, solar) project in Parry Sound and understand how it could fit into the ever-changing innovative electricity sector.

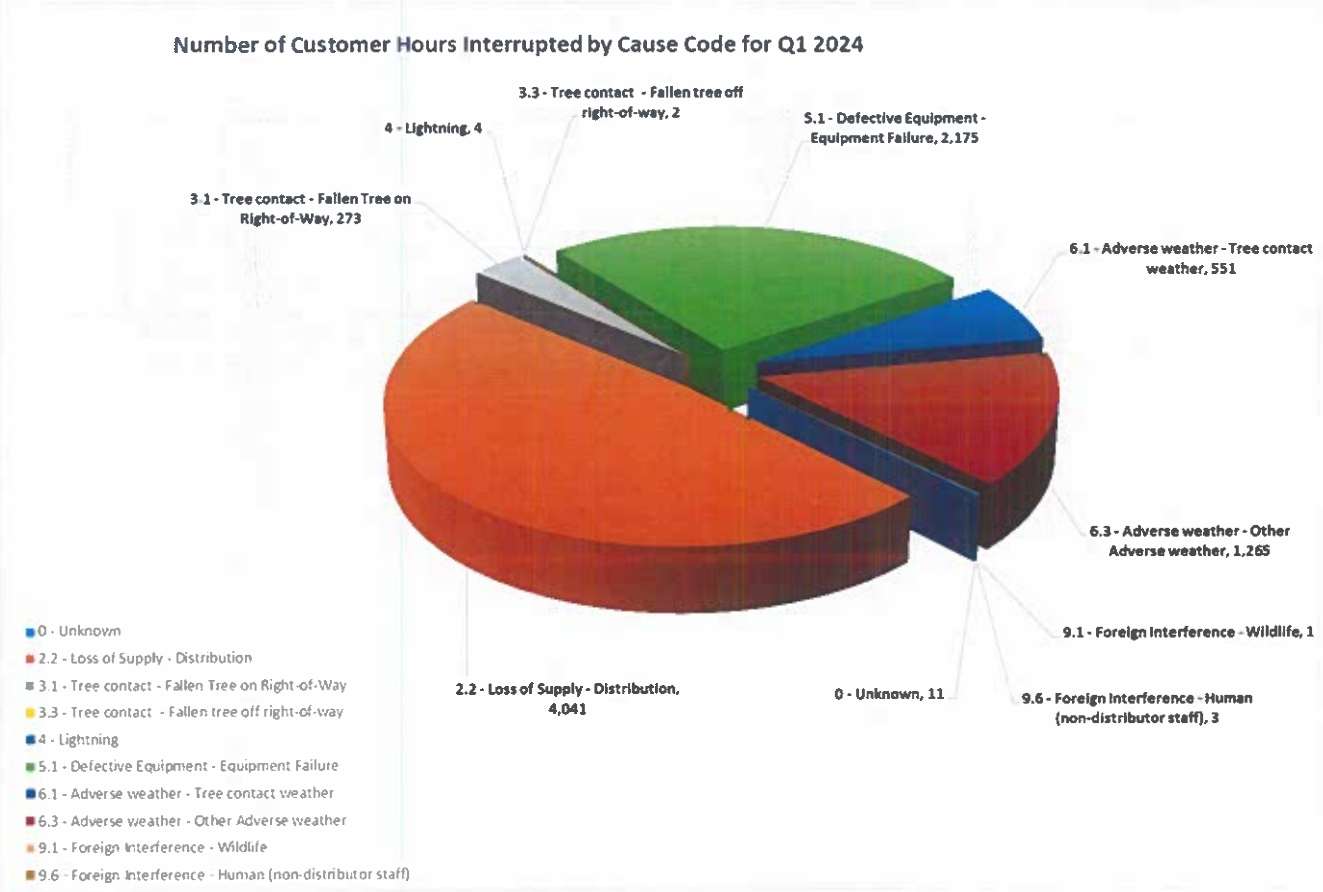
lakeland POWER

There were 34 new customers connected in Q1 for a total of 14,630 electricity distribution customers. Our 4-year detailed Ontario Energy Board required Cost of Service Application for new rates has started to be assembled for 2025 approval. This has included a survey to customers to seek their priorities regarding capital investments. We have also sent educational information to struggling customers on financial assistance programs. Our regulated biennial Electrical Safety Awareness Survey ran through Q1, 400 responses were received, and awareness improved from 82.6% (2022) to 84%.

We are getting our TextPower operational with 3165 cell phone numbers downloaded to inform customers immediately of outage information. While capital upgrades started in Bracebridge with road load restrictions crews worked in Sundridge, Burks Falls and Parry Sound.

Lakeland Engineering staff continue to work on several layouts for new construction, service upgrades and fibre to the home projects. Staff continue to replace poles and transformers for customer upgrades, defects found during inspections and poles damaged during storms/trees.

Customers experienced a rolling 12-month average of 0.69 outages 1 hours and 41 minutes in total duration.



City of Peterborough 500 George Street North, Peterborough, ON, K9H 3R9

April 11, 2024

Hon. Paul Calandra
Minister of Municipal Affairs and Housing
via Email:
minister.mah@ontario.ca

Re: Jurisdiction of Ontario's Ombudsman

The following resolution, adopted by City Council at their meeting on April 8, 2024, is forwarded for your information and necessary action.

That Council approve the recommendations outlined in Report LSOCS24-005, dated April 2, 2024 of the Commissioner, Legislative Services, as follows:

a) That the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, be requested to introduce a Bill to amend the Ombudsman Act to require the Ontario Ombudsman to provide to each municipality, if requested by the municipality, sufficient particulars of each investigation, matter or case respecting the municipality that is referred to in each of the Ombudsman's Annual Reports to permit the municipality to fully understand and address the subject matter of each such investigation, matter or case including:

   i) a copy of each complaint, as applicable, redacted only to the extent of individuals' personal information contained therein;

   ii) the identities of the municipality's employees, officers and members of Council with whom the Ombudsman was consulting in respect of the investigation, matter or case; and

   iii) particulars of the outcome of the investigation, matter or case including the Ombudsman's findings, conclusions and recommendations, if any.

b) That the City Clerk forward Council's resolutions resulting from Council's approval of these recommendations to Minister Calandra, MPP David Smith, the Association of Municipalities of Ontario and to the municipal Clerks of Ontario's municipalities.

Sincerely,

J. Kennedy

John Kennedy, City Clerk

cc: David Smith, MPP
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

MUNICIPALITY OF HURON SHORES

Municipality of Huron Shores
7 Bridge Street, PO Box 460
Iron Bridge, ON P0R 1H0
Tel: (705) 843-2033 Fax: (705) 843-2035

April 12, 2024

Resolution #24-12-02 – Urging the Government to Promptly Resume Assessment Cycle

The Council of the Corporation of the Municipality of Huron Shores passed Resolution #24-12-02 at the Regular Meeting held Wednesday, April 10th, 2024, as follows:

"WHEREAS the assessment cycle is an essential process for maintaining the fairness and predictability of property taxes in our province;

AND WHEREAS the pause in the reassessment cycle has created uncertainty and instability in property taxation, impacting both residential and commercial property owners;

AND WHEREAS the government has delayed an assessment update again in 2024, resulting in Ontario's municipalities continuing to calculate property taxes using 2016 property values;

AND WHEREAS both current and outdated assessments are inaccurate, increase volatility, and are not transparent;

AND WHEREAS frequent and accurate reassessments are necessary to stabilize property taxes and provide predictability for property owners, residents, and businesses alike;

AND WHEREAS the staff at the Municipal Property Assessment Corporation would benefit from further skills enhancement and training in assessments, recognizing the importance of ensuring accurate evaluations for 100% of our municipality;

AND WHEREAS the Government has announced a review of the property assessment and taxation system with a focus on fairness, equity, and economic competitiveness, and therefore further deferring new property assessment;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Huron Shores hereby calls upon the Premier to promptly resume the assessment cycle to ensure the stability and predictability of property taxes while the Government conducts its review of the property assessment and taxation system, or respond with an alternative method for every municipality in Ontario to achieve fair taxation;

AND THAT all Municipalities in Ontario and their constituents are encouraged to apply pressure to the Premier, daily, weekly, and monthly, to resolve the situation before it causes undo stress to everyone in the Municipality;

AND THAT a copy of this resolution be forwarded to the Premier, the relevant provincial authorities, the Municipal Property Assessment Corporation, and all municipalities in Ontario for their consideration, to make proper changes as quickly and efficiently as possible."

Should you require anything further in order to address the above-noted resolution, please contact the undersigned

Yours truly,

N Roberts

Natashia Roberts

CAO/Clerk
NR/KN

Cc: Premier of Ontario, the relevant provincial authorities, the Municipal Property Assessment Corporation, and all municipalities in Ontario

MUNICIPALITY OF
West Perth

April 16, 2024

Conservation Authorities and
Natural Hazards Section
Ministry of Natural Resources and
Forestry – RPDPB
By E-mail: ca.office@ontario.ca

Matthew Rae
MPP for Perth-Wellington
By E-mail: matthew.rae@pc.ola.org

RE: Conservation Authorities Act

Please note that in response to the attached Ministry of Natural Resources and Forestry's proposal "Regulation detailing new Minister's Permit and Review powers under the Conservation Authorities Act" on April 5, 2024, Council of the Municipality of West Perth at its Regular Council Meeting held on April 15, 2024, passed the following resolution:

RESOLUTION: 122/24

Moved By: Councillor Trentowsky

Seconded by: Councillor Duck

CARRIED

"That the Council for the Municipality of West Perth recommends to the province that any proposed changes contemplated by the province be put on hold until such time that the planning statement is finalized by the province and communicated to the municipalities and that this motion be circulated to the Association of Municipalities of Ontario (AMO) All Ontario Municipalities for support."

If you require further information, please do not hesitate to contact the Clerk's Department.

MUNICIPALITY OF
West Perth

Daniel Hobson
Manager of Legislative Services/Clerk
Municipality of West Perth

cc: Matthew Rae, MPP for Perth-Wellington
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

egulation detailing new Minister's Permit and eview powers under the Conservation Authorities ct.

O (Environmental gistry of Ontario) mber	019-8320
otice type	Regulation
t	Conservation Authorities Act, R.S.O. 1990
sted by	Ministry of Natural Resources and Forestry
otice stage	Proposal
oposal posted	April 5, 2024
mment period	April 5, 2024 - May 6, 2024 (31 days) Open
st updated	April 5, 2024

is consultation closes at 11:59 p.m.
:
ay 6, 2024

Proposal summary

We are proposing a regulation specifying the circumstances under which the Minister may issue an order to prevent a conservation authority from making a permitting decision and make the permitting decision in the place of a conservation authority or may undertake a review of a conservation authority permitting decision.

roposal letails

Conservation authorities regulate development and other activities through a permitting process under the *Conservation Authorities Act* for the purposes of natural hazard management and to protect people and property from natural hazards, such as flooding and erosion. Each conservation authority implements the permitting framework based on provincial legislation, regulatory

requirements, and technical standards, as well as conservation authority board-approved policies that outline how the conservation authority administers regulations locally.

Recently proclaimed provisions in the *Conservation Authorities Act* and associated regulations came into effect on April 1, 2024, including new power for the Minister to 1) issue an order to prevent a conservation authority from issuing a permit and to take over the permitting process in the place of a conservation authority, and 2) review a conservation authority permit decisio at the request of the applicant.

The Ministry is proposing a regulation which would set out the circumstances under which these powers could be used. If the regulation is approved, public guidance would be made available on the criteria and processes outlined in tl regulation.

1. Permits issued by the Minister

Existing requirements under the *Conservation Authorities Act* regarding permits issued by the Minister under section 28.1.1 include:

- The Minister may issue an order directing a conservation authority not to issue a permit to a specific individual to engage in a specified activity or to persons who may wish to engage in a certain type or class of activity, that would be prohibited under section 28 without a permit.
- The Minister's decision to issue an order is discretionary, and it may be issued either before or after an application for a permit has been submitted to the relevant conservation authority.
- Notice of any order must be provided to affected conservation authorities, any person who applied for the permit in question prior to the order and be posted on the Environmental Registry of Ontario (ERC (Environmental Registry of Ontario)) within 30-days.
- If an order made, the Minister has the power to issue a permit in place of the conservation authority. When making a permitting decision, the Minister is required to satisfy the same criteria concerning natural hazards and public safety that are considered by conservation authorities. This includes whether the activity is likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or

bedrock. It also must consider whether the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

- The Minister may refuse the permit or issue a permit subject to such conditions as the Minister determines are appropriate.

Proposed additional requirements that would be set out in regulation include:

- The Minister may make an order to prevent a conservation authority from making a permitting decision and take over the permitting process only if the development activity or type or class of permits pertains to or supports a specified provincial interest, including:
  - Housing (community, affordable and market-based)
  - Community services (health, long-term care, education, recreation socio-cultural, security and safety, environment)
  - Transportation infrastructure
  - Buildings that facilitate economic development or employment
  - Mixed use developments
- If a proponent wishes to petition the Minister to issue an order, the proponent must submit a request to the Minister that would include information on:
  - Overview of proposed development.
  - Why the Minister's involvement is requested (e.g., development of provincial interest, timing/urgency; permitting process to date if applicable; other barriers) and preferable to the standard process in the *Conservation Authorities Act.*
  - Indication of whether the local municipality has endorsed the project and the request for Minister's involvement (e.g., by municipal letter or resolution).
  - Status of other required project approvals including the extent of any engagement with the conservation authority in the permitting proces: that the applicant has had to date.

2. Permits reviewed by the Minister

Existing requirements under the *Conservation Authorities Act* relating to requests for review under section 28.1.2 regarding permits where there is an order made by the Minister of Municipal Affairs and Housing under section 34.1 or 47 of the *Planning Act* and section 28.1 regarding all other conservatic authority permits include:

- An applicant who has been refused a permit or had conditions attache to a permit by a conservation authority to which the applicant objects can, within 15-days of receiving reasons for the authority's decision, submit a request to the Minister for the Minister to review the authority's decision. Alternatively, an applicant also has the option to appeal the authority's decision to the Ontario Land Tribunal.
- After receiving a request, the Minister has 30-days in which to decide whether or not they intend to conduct a review. If the Minister decides to conduct the review. a notice shall be posted on the ERO (Environmental Registry of Ontario) within 30-days of a reply indicating the Minister intends to review the decision by the authority. If the Minister does not reply within 30-days of the request, this is deemed tc indicate that the Minister does not intend to conduct a review.
- After conducting a review, the Minister may confirm or vary the authority's decision or make any decision that the Minister considers appropriate, including issuing the permit subject to conditions.
- The Minister is required to base the decision on same criteria concerni natural hazards and public safety that are considered by conservation authorities. This includes whether the activity is likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock. It also must consider whether the activity is likely to create conditions or circumstances that, in the event of a natural hazard, migl jeopardize the health or safety of persons or result in the damage or destruction of property.

Proposed additional requirements that would be set out in regulation include:

- The Minister may conduct a review of a conservation authority permit decision only if the development activity pertains to or supports a development of specified provincial interest, including:
  - Housing (community, affordable and market-based)

- Community services (health, long-term care, education, recreation socio-cultural, security and safety, environment)
- Transportation infrastructure
- Buildings that facilitate economic development or employment
- Mixed use developments

Note: This criteria would not apply to permit reviews under section 28.1.2 regarding permits where there is an order made by the Minister of Municipal Affairs and Housing under section 34.1 or 47 of the *Planning Act*.

- The request submitted to the Minister for a review would include information on:
  - Overview of proposed development.
  - If the request relates to conditions imposed by the conservation authority to which the applicant objects, identification of the specific conditions that are subject to the request for review, the changes requested to the conditions and the rationale in support of the requested changes.
  - If the request relates to an authority's decision to refuse a permit, the rationale in support of requesting that the Minister varies the decisior and issues the permit.
  - Why the Minister's involvement is requested (e.g., development of provincial interest, timing/urgency; permitting process to date; other barriers) and preferable to alternative mechanisms in the *Conservation Authorities Act*.
  - Indication of whether the local municipality has endorsed the project and/or the request for Minister's involvement (e.g., by municipal letter or resolution).
  - Status of other required project approvals.

Regulatory impact analysis

By clearly communicating the circumstances under which the Minister would consider whether to issue an order to prevent a conservation authority from making a permitting decision and to make permitting decisions in place of a conservation authority or to review a conservation authority permitting decision, this proposal would ensure that development proponents pursue the appropriate permitting channel. Efficiently navigating the permitting process is

expected to help save proponents time and resources. We expect that there will be some minor administrative costs for development proponents based on the time needed to learn about and understand the proposed changes.

Supporting materials

Related links

Conservation Authorities Act (https://www.ontario.ca/laws/statute/90c27#BK43)

O. Reg. 41/24: Prohibited Activities, Exemptions and Permits (https://www.ontario.ca/laws/regulation/240041)

View materials in person

Some supporting materials may not be available online. If this is the case, you can request to view the materials in person.

Get in touch with the office listed below to find out if materials are available.

MNRF - RPDPB - Resources Development Section
300 Water Steet
2nd Floor South
Peterborough, ON
K9J 3C7
Canada

Comment

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the ERO (Environmental Registry of Ontario) number for this notice in your email or letter to the contact.

Read our commenting and privacy policies. (/page/commenting-privacy)

Submit by mail

Conservation Authorities and Natural Hazards Section
Ministry of Natural Resources and Forestry - RPDPB
300 Water Street
2nd Floor South Tower
Peterborough, ON
K9J 3C7
Canada

onnect with
s

Contact

Conservation Authorities and Natural Hazards Section

ca.office@ontario.ca

Ontario Land Tribunal
655 Bay Street, Suite 1500, Toronto, ON M5G 1E5
Tel: 416-212-6349 | 1-866-448-2248
Web Site: olt.gov.on.ca

DATE: April 1, 2024 **CASE NO(S).: OLT-23-000771**

PROCEEDING COMMENCED UNDER: subsection 34(19) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended

Appellant:	Darryl Cary
Subject:	By-law No. 2023-19
Description:	To establish site specific zoning to existing Tourist Commercial Zone
Reference Number:	By-law 2023-19
Property Address:	1680 Lakeside Trail
Municipality:	Municipality of Magnetawan
OLT Case No.:	OLT-23-000771
OLT Lead Case No.:	OLT-23-000771
OLT Case Name:	Cary v Magnetawan (Municipality)

1. The Tribunal may vary or add to the directions in this procedural order at any time by an oral ruling or by another written order, either on the parties' request or its own motion.

Organization of the Hearing

2. The video hearing will begin on Wednesday, May 22, 2024 at 10:00 a.m.

3. The parties' initial estimation for the length of the hearing is one (1) day. The parties are expected to cooperate to reduce the length of the hearing by eliminating redundant evidence and attempting to reach settlements on issues where possible.

4. The parties and participants identified at the case management conference are set out in Attachment 1 (see the sample procedural order for the meaning of these terms).

5. The issues are set out in the Issues List attached as Attachment 2. There will be no changes to this list unless the Tribunal permits, and a party who asks for changes may have costs awarded against it.

6. The order of evidence shall be as set out in Attachment 3 to this Order. The Tribunal may limit the amount of time allocated for opening statements, evidence in chief (including the qualification of witnesses), cross-examination, evidence in reply and

final argument. The length of written argument, if any, may be limited either on the parties' consent, subject to the Tribunal's approval, or by Order of the Tribunal.

7. Any person intending to participate in the hearing should provide a mailing address, email address and a telephone number to the Tribunal as soon as possible – ideally before the case management conference. Any person who will be retaining a representative should advise the other parties and the Tribunal of the representative's name, address, email address and the phone number as soon as possible.

8. Any person who intends to participate in the hearing, including parties, counsel and witnesses, is expected to review the Tribunal's Video Hearing Guide, available on the Tribunal's website.

Requirements Before the Hearing

9. A party who intends to call witnesses, whether by summons or not, shall provide to the Tribunal and the other parties a list of the witnesses and the order in which they will be called. This list must be delivered on or before Friday, April 12, 2024, and in accordance with paragraph 21 below. A party who intends to call an expert witness must include a copy of the witness' Curriculum Vitae and the area of expertise in which the witness is prepared to be qualified.

10. Expert witnesses in the same field shall have a meeting on or before Friday April 19, 2024 and use best efforts to try to resolve or reduce the issues for the hearing. Following the experts' meeting the parties must prepare and file a Statement of Agreed Facts and Issues with the OLT case co-ordinator on or before Tuesday, April 23, 2024.

11. An expert witness shall prepare an expert witness statement, which shall list any reports prepared by the expert, or any other reports or documents to be relied on at the hearing. Copies of this must be provided as in paragraph 13 below. Instead of a witness statement, the expert may file his or her entire report if it contains the required information. If this is not done, the Tribunal may refuse to hear the expert's testimony.

12. Expert witnesses who are under summons but not paid to produce a report do not have to file an expert witness statement; but the party calling them must file a brief outline of the expert's evidence as in paragraph 13 below. A party who intends to call a witness who is not an expert must file a brief outline of the witness' evidence, as in paragraph 13 below.

13. On or before Friday, April 26, 2024, the parties shall provide copies of their witness and expert witness statements to the other parties and to the OLT case co-ordinator and in accordance with paragraph 21 below.

14. On or before Friday, April 26, 2024 a participant shall provide copies of their written participant statement to the other parties in accordance with paragraph 22 below. A participant cannot present oral submissions at the hearing on the content of their written statement, unless ordered by the Tribunal.

15. On or before Tuesday, April 30, 2024 the parties shall confirm with the Tribunal if all the reserved hearing dates are still required.

16. On or before Friday, May 17, 2024, the parties shall provide copies of their visual evidence to all of the other parties in accordance with paragraph 21 below. If a model will be used, all parties must have a reasonable opportunity to view it before the hearing.

17. Parties may provide to all other parties and the OLT case co-ordinator a written response to any written evidence on or before Friday, May 10, 2024, in accordance with paragraph 21 below.

18. The parties shall cooperate to prepare a joint document book which shall be shared with the OLT case co-ordinator on or before Friday, May 17, 2024.

19. A person wishing to change written evidence, including witness statements, must make a written motion to the Tribunal. *See Rule 10 of the Tribunal's Rules with respect to Motions, which requires that the moving party provide copies of the motion to all other parties 15 days before the Tribunal hears the motion.*

20. A party who provides written evidence of a witness to the other parties must have the witness attend the hearing to give oral evidence, unless the party notifies the Tribunal at least 7 days before the hearing that the written evidence is not part of their record.

21. All filings shall be submitted electronically and in hard copy. Electronic copies may be filed by email, an electronic file sharing service for documents that exceed 10MB in size, or as otherwise directed by the Tribunal. The delivery of documents by email shall be governed by the *Rule* 7.

22. No adjournments or delays will be granted before or during the hearing except for serious hardship or illness. The Tribunal's Rule 17 applies to such requests.

This Member is [not] seized.

So orders the Tribunal.

BEFORE:

Name of Member:

Date:

_____

TRIBUNAL REGISTRAR

Ontario Land Tribunal
Tribunal ontarien de l'aménagement du territoire

Ontario

ISSUE DATE: April 11, 2024 **CASE NO(S).:** OLT-23-000771

PROCEEDING COMMENCED UNDER subsection 34(19) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Appellant:	Darryl Cary
Subject:	By-law No. 2023-19
Description:	to establish site specific zoning to existing Tourist Commercial Zone
Reference Number:	By-law 2023-19
Property Address:	1680 Lakeside Trail
Municipality/UT:	Municipality of Magnetawan
OLT Case No.:	OLT-23-000771
OLT Lead Case No.:	OLT-23-000771
OLT Case Name:	Cary v. Magnetawan (Municipality)

Heard: March 28, 2024 by video hearing ("VH")

APPEARANCES:

Parties	**Counsel/Agent***
Darryl Cary (Appellant)	Self-represented*
Khalanie Campers Corporation (Applicant)	Russell Cheeseman, Stephanie Fleming
Municipality of Magnetawan ("Municipality")	Edward Veldboom

MEMORANDUM OF ORAL DECISION DELIVERED BY K.R. ANDREWS ON MARCH 28, 2024 AND ORDER OF THE TRIBUNAL

INTRODUCTION

[1] This is the first Case Management Conference ("CMC") respecting an appeal by Darryl Cary. The appeal arises following the passing of a Zoning By-law Amendment, By-law 2023-19 ("ZBA"), to establish site specific zoning to the existing Tourist Commercial Zone portion of the subject lands. The ZBA purports to permit the use of "three-season trailers" on the property, recognize historic uses of the property, control the geographic extent of the existing camp-sites on the property, control the location of trailers, and limit the intensity of uses by establishing maximum unit permissions for the site.

[2] It is noteworthy that the Applicant takes the position that the requested ZBA is not necessary. Counsel for the Applicant explained that the historic uses of the property, including the location and placement of camper trailers and number of units on the site, are all already permitted due to the property's status as "legal non-conforming", being a result of these uses pre-dating the implementation of the applicable Zoning By-law.

[3] However, the Municipality takes the position that the introduction of allowing three-season trailers on the existing campsites constitutes a new use, which it claims does not fall under the Applicant's legal non-conforming allowances, and so a ZBA is required to allow such uses. Counsel for the Applicant further explained that, while it does not agree with the Municipality's position in this regard, his client wishes to the put the matter to rest by obtaining the subject ZBA. In addition to allowing three-season trailers, the subject ZBA also purports to effectively codify all of the historical uses of the property associated with the campground.

SERVICE OF NOTICE OF CMC

[4] There is no issue with service of the Notice of this CMC, and so no further notice is required. The Tribunal is in receipt of the Affidavit of Service, which is marked as **Exhibit 1.**

REQUESTS FOR STATUS

[5] Noreen Bondy and Guy Watts attended the CMC seeking Party status. Both are area residents, and so the Tribunal finds that they have a direct interest in the matter. However, after the Tribunal explained the role and obligations of a party, and after discussions about the scope of the issues of the matter, both individuals withdrew their request for Party status and requested Participant status instead. The Tribunal granted such Participant status to both.

MEDIATION AND SETTLEMENT

[6] The Tribunal explored the possibility of mediation and settlement with the parties. The parties both expressed openness to resolution discussions. They further confirmed that they will keep the Tribunal apprised of any developments with their resolution efforts, which the Tribunal finds satisfactory.

PROCEDURAL ORDER AND ISSUES LIST

[7] At the CMC, the Tribunal confirmed that the Appellant's concerns involve the following:

1. Need for vegetative buffering;
2. Need for greater setbacks;
3. Traffic issues regarding access to the campground;

4. Adequacy of leaching pits for three season trailers; and

5. Adequacy of shoreline setbacks associated with three season trailers.

[8] After extensive discussions with the parties, the Tribunal finds that:

- Item #1 is more properly dealt with at the site plan stage of the process. As a result, it will not form part of the Issues List;

- Item #3 involves a well established and historical use of the property which is not addressed in the subject ZBA, and access to the property is generally at the discretion of the Municipality through a permit process. With this question falling outside of the Tribunal's jurisdiction, it will not form part of the Issues List;

- Item #4 is a matter for the Ministry of the Environment, Conservation and Parks to determine, and related permits have apparently already been obtained. With this question again falling outside of the Tribunal's jurisdiction, it will not form part of the Issues List; and

- Item #5 has been addressed through a Sewage Assessment Report and the Appellant has nothing to dispute its findings (which is that the setbacks are adequate). As a result of the Appellant not being prepared to bring any contrary evidence, it will also not form part of the Issues List.

[9] This leaves only Item #2, which was more specifically described by Mr. Cary as a concern about whether the ZBA provides adequate setbacks for three season trailers when such trailers are moved onto existing camp sites. He recognizes that, while such sites have historically been located very close to his property line, they have not historically accommodated such larger trailers. Mr. Cary further correctly pointed out that the subject ZBA includes provisions pertaining to setbacks along his property when

existing uses are maintained, and it is also references setbacks involving Three Season Trailers in general, but it does not include adequate provisions (in his opinion) to address situations when Three Season Trailers are moved onto existing sites that feature shorter setbacks. The Tribunal finds this to be a proper issue to be included on an Issues List, and so the question of whether the proposed setbacks along Mr. Cary's property are adequate can be tested at a hearing.

[10] At the request of the Tribunal, the parties prepared and filed a draft Procedural Order, including Issues List which includes the above-described one issue. The Tribunal finds it acceptable and the proceedings shall be governed by it (see Attachment 1).

HEARING

[11] Upon request of the Parties, the Tribunal set a **one-day** hearing commencing on **Wednesday, May 22, 2024, at 10 a.m.** by video hearing. No further Notice is required for the hearing. The Tribunal confirms that this date may be used for the purpose of a hearing, motion to dismiss (upon proper Notice) or settlement.

[12] Parties and Participants are asked to log into the video hearing at least **15 minutes** before the start of the event to test their video and audio connections

GoToMeeting: https://global.gotomeeting.com/join/687587165

Access code: 687-587-165

[13] Parties and Participants are asked to access and set up the application well in advance of the event to avoid unnecessary delay. The desktop application can be downloaded at **GoToMeeting** or a web application is available: **https://app.gotomeeting.com/home.html**

[14] Persons who experience technical difficulties accessing the GoToMeeting application or who only wish to listen to the event can connect to the event by calling into an audio-only telephone line: **(Toll-Free) 1-888-299-1889 or +1 (647) 497-9373**. The **access code** is **as indicated above**.

[15] Individuals are directed to connect to the event on the assigned date at the correct time. It is the responsibility of the persons participating in the hearing by video to ensure that they are properly connected to the event at the correct time. Questions prior to the hearing event may be directed to the Tribunal's Case Coordinator having carriage of this case.

ORDER

[16] **THE TRIBUNAL ORDERS** that:

1. The date and particulars of the hearing are set out above;

2. The Procedural Order appended as Schedule 1 shall govern the proceedings; and

3. Noreen Bondy and Guy Watts are granted Participant status.

[17] The Member is not seized but may be spoken to through the Case Coordinator if any issues arise.

"K.R. Andrews"

K.R. ANDREWS
MEMBER

SCHEDULE 1

Ontario Land Tribunal
655 Bay Street, Suite 1500, Toronto, ON M5G 1E5
Tel: 416-212-6349 | 1-866-448-2248
Web Site: olt.gov.on.ca

DATE: April 1, 2024 **CASE NO(S).: OLT-23-000771**

PROCEEDING COMMENCED UNDER: subsection 34(19) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended

Appellant:	Darryl Cary
Subject:	By-law No. 2023-19
Description:	To establish site specific zoning to existing Tourist Commercial Zone
Reference Number:	By-law 2023-19
Property Address:	1680 Lakeside Trail
Municipality:	Municipality of Magnetawan
OLT Case No.:	OLT-23-000771
OLT Lead Case No.:	OLT-23-000771
OLT Case Name:	Cary v Magnetawan (Municipality)

1. The Tribunal may vary or add to the directions in this procedural order at any time by an oral ruling or by another written order, either on the parties' request or its own motion.

Organization of the Hearing

2. The video hearing will begin on Wednesday, May 22, 2024 at 10:00 a.m.

3. The parties' initial estimation for the length of the hearing is one (1) day. The parties are expected to cooperate to reduce the length of the hearing by eliminating redundant evidence and attempting to reach settlements on issues where possible.

4. The parties and participants identified at the case management conference are set out in Attachment 1 (see the sample procedural order for the meaning of these terms).

5. The issues are set out in the Issues List attached as Attachment 2. There will be no changes to this list unless the Tribunal permits, and a party who asks for changes

may have costs awarded against it.

6. The order of evidence shall be as set out in Attachment 3 to this Order. The Tribunal may limit the amount of time allocated for opening statements, evidence in chief (including the qualification of witnesses), cross-examination, evidence in reply and final argument. The length of written argument, if any, may be limited either on the parties' consent, subject to the Tribunal's approval, or by Order of the Tribunal.

7. Any person intending to participate in the hearing should provide a mailing address, email address and a telephone number to the Tribunal as soon as possible – ideally before the case management conference. Any person who will be retaining a representative should advise the other parties and the Tribunal of the representative's name, address, email address and the phone number as soon as possible.

8. Any person who intends to participate in the hearing, including parties, counsel and witnesses, is expected to review the Tribunal's Video Hearing Guide, available on the Tribunal's website.

Requirements Before the Hearing

9. A party who intends to call witnesses, whether by summons or not, shall provide to the Tribunal and the other parties a list of the witnesses and the order in which they will be called. This list must be delivered on or before Friday, April 12, 2024, and in accordance with paragraph 21 below. A party who intends to call an expert witness must include a copy of the witness' Curriculum Vitae and the area of expertise in which the witness is prepared to be qualified.

10. Expert witnesses in the same field shall have a meeting on or before Friday April 19, 2024 and use best efforts to try to resolve or reduce the issues for the hearing. Following the experts' meeting the parties must prepare and file a Statement of Agreed Facts and Issues with the OLT case co-ordinator on or before Tuesday, April 23, 2024.

11. An expert witness shall prepare an expert witness statement, which shall list any reports prepared by the expert, or any other reports or documents to be relied on at the hearing. Copies of this must be provided as in paragraph 13 below. Instead of a witness statement, the expert may file his or her entire report if it contains the required information. If this is not done, the Tribunal may refuse to hear the expert's

testimony.

12. Expert witnesses who are under summons but not paid to produce a report do not have to file an expert witness statement; but the party calling them must file a brief outline of the expert's evidence as in paragraph 13 below. A party who intends to call a witness who is not an expert must file a brief outline of the witness' evidence, as in paragraph 13 below.

13. On or before Friday, April 26, 2024, the parties shall provide copies of their witness and expert witness statements to the other parties and to the OLT case co-ordinator and in accordance with paragraph 21 below.

14. On or before Friday, April 26, 2024 a participant shall provide copies of their written participant statement to the other parties in accordance with paragraph 22 below. A participant cannot present oral submissions at the hearing on the content of their written statement, unless ordered by the Tribunal.

15. On or before Tuesday, April 30, 2024 the parties shall confirm with the Tribunal if all the reserved hearing dates are still required.

16. On or before Friday, May 17, 2024, the parties shall provide copies of their visual evidence to all of the other parties in accordance with paragraph 21 below. If a model will be used, all parties must have a reasonable opportunity to view it before the hearing.

17. Parties may provide to all other parties and the OLT case co-ordinator a written response to any written evidence on or before Friday, May 10, 2024, in accordance with paragraph 21 below.

18. The parties shall cooperate to prepare a joint document book which shall be shared with the OLT case co-ordinator on or before Friday, May 17, 2024.

19. A person wishing to change written evidence, including witness statements, must make a written motion to the Tribunal. *See Rule 10 of the Tribunal's Rules with respect to Motions, which requires that the moving party provide copies of the motion to all other parties 15 days before the Tribunal hears the motion.*

20. A party who provides written evidence of a witness to the other parties must have the witness attend the hearing to give oral evidence, unless the party notifies the

Tribunal at least 7 days before the hearing that the written evidence is not part of their record.

21. All filings shall be submitted electronically and in hard copy. Electronic copies may be filed by email, an electronic file sharing service for documents that exceed 10MB in size, or as otherwise directed by the Tribunal. The delivery of documents by email shall be governed by the *Rule* 7.

22. No adjournments or delays will be granted before or during the hearing except for serious hardship or illness. The Tribunal's Rule 17 applies to such requests.

This Member is [not] seized.

So orders the Tribunal.

BEFORE:

Name of Member:

Date:

TRIBUNAL REGISTRAR

Meaning of terms used in the Procedural Order:

*A **party** is an individual or corporation permitted by the Tribunal to participate fully in the hearing by receiving copies of written evidence, presenting witnesses, cross-examining the witnesses of the other parties, and making submissions on all of the evidence. An **unincorporated group** cannot be a party and it must appoint one person to speak for it, and that person must accept the other responsibilities of a party as set out in the Order. Parties do not have to be represented by a lawyer and may have an agent speak for them. The agent must have written authorisation from the party.*

***NOTE** that a person who wishes to become a party before or at the hearing, and who did not request this at the case management conference (CMC), must ask the Tribunal to permit this.*

*A **participant** is an individual or corporation, whether represented by a lawyer or not, who may make a written submission to the Tribunal. A participant cannot make an oral submission to the Tribunal or present oral evidence (testify in-person) at the hearing (only a party may do so). Section 17 of the Ontario Land Tribunal Act states that a person who is not a party to a proceeding may only make a submission to the Tribunal in writing. The Tribunal may direct a participant to attend a hearing to answer questions from the Tribunal on the content of their written submission, should that be found necessary by the Tribunal.* A participant may also be asked questions by the parties should the Tribunal direct a participant to attend a hearing to answer questions on the content of their written submission.

A participant must be identified and be accorded participant status by the Tribunal at the CMC. A participant will not receive notice of conference calls on procedural issues that may be scheduled prior to the hearing, nor receive notice of mediation. A participant cannot ask for costs, or review of a decision, as a participant does not have the rights of a party to make such requests of the Tribunal.

***Written evidence** includes all written material, reports, studies, documents, letters and witness statements which a party or participant intends to present as evidence at the hearing. These must have pages numbered consecutively throughout the entire document, even if there are tabs or dividers in the material.*

***Visual evidence** includes photographs, maps, videos, models, and overlays which a party or participant intends to present as evidence at the hearing.*

*A **witness statement** is a short written outline of the person's background, experience and interest in the matter; a list of the issues which he or she will discuss ; and a list of reports or materials that the witness will rely on at the hearing.*

*An **expert witness statement** should include his or her (1) name and address, (2) qualifications, (3) a list of the issues he or she will address, (4) the witness' opinions on those issues and the complete reasons supporting their opinions and conclusions and*

(5) a list of reports or materials that the witness will rely on at the hearing. An expert witness statement must be accompanied by an acknowledgement of expert's duty.

*A **participant statement** is a short written outline of the person's or group's background, experience and interest in the matter; a statement of the participant's position on the appeal; a list of the issues which the participant wishes to address and the submissions of the participant on those issues; and a list of reports or materials, if any, which the participant wishes to refer to in their statement.*

Additional Information

*A **summons** may compel the appearance of a person before the Tribunal who has not agreed to appear as a witness. A party must ask a Tribunal Member or the senior staff of the Tribunal to issue a summons through a request. (See Rule 13 on the summons procedure.) The request should indicate how the witness' evidence is relevant to the hearing. If the Tribunal is not satisfied from the information provided in the request that the evidence is relevant, necessary or admissible, the party requesting the summons may provide a further request with more detail or bring a motion in accordance with the Rules.*

***The order of examination of witnesses** is usually direct examination, cross-examination and re-examination in the following way:*

- *direct examination by the party presenting the witness;*
- *direct examination by any party of similar interest, in the manner determined by the Tribunal;*
- *cross-examination by parties of opposite interest;*
- *re-examination by the party presenting the witness; or*
- *another order of examination mutually agreed among the parties or directed by the Tribunal.*

Attachment 1

List of Parties and Participants

1. **Darryl Cary**
   Larry Douglas
   larry@lwdouglaslaw.ca

2. **Municipality of Magnetawan**
   Edward Veldboom
   eveldboom@russellchristie.com

3. **Klahanie Campers Corporation**
   Russell D. Cheeseman
   Stephanie A. Fleming
   rdcheese@aol.com
   sfleming@mlawc.com

Participants

1. Guy Watts
   Sensibleac25@rogers.com

2. Noreen Bondi
   bondyn@yahoo.com

Attachment 2

Issues List

1. Should s.2(f)(ii) of By-law No. 2023-19 provide no exemptions to the setback for Park Model Trailers?

Attachment 3

Order of Evidence

1. **Darryl Cary**

2. **Municipality of Magnetawan**

3. **Klahanie Campers Corporation**

4. **Darryl Cary, in reply**

Attachment 4

Summary of Procedural Dates

Date	Event
Friday, April 12, 2024	Witness List
Friday April 19, 2024	Final day for expert witness meeting
Tuesday, April 23, 2024	Statement of Agreed Facts and Issues filed
Friday, April 26, 2024	Expert witness and witness statements due
Friday, April 26, 2024	Written participant statement due
Friday, May 10, 2024	Response to written evidence due
Tuesday, April 30, 2024	Hearing date confirmation
Friday, May 17, 2024	Visual evidence due
Friday, May 17, 2024	Joint Document Book due
Wednesday, May 22, 2024	Hearing

lakeland
EV CHARGING

Municipality of Magnetawan
4304 Hwy #520, Magnetawan
Ontario, Canada
P0A 1P0

Re: Lakeland EV CHARGING Network

April 19, 2024

To Mayor Dunnett, Council and Staff:

Lakeland EV CHARGING is pleased to provide you with an update to the project. As confirmed earlier, we will be installing the following chargers in your community:

4304 Hwy #520	1x 30kW Level 3 Fast Charger
	1x 180kW Level 3 Fast Charger – can charge 2 cars simultaneously

These chargers are expected to be installed in August 2024, pending weather and the delivery of the transformers needed to connect the chargers to the grid, which may push the commissioning to September.

Our team will be in touch with your staff prior to the start of construction in July, in order to align the installation timelines, confirm signage and ensure all municipal concerns are addressed. We will provide some education to equip staff to answer questions that might arise, and work to ensure the launch of the chargers is communicated in conjunction with the municipality.

Please do not hesitate to reach out to the team if you have any questions or concerns.

Regards,

Peter Ewald

Peter Ewald
Manager, Lakeland Solutions
(705) 394-7701

Canadian Heritage | Patrimoine canadien

Canada Day
$5,000

March 26, 2024

Laura Brandt
Deputy Clerk
THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN
4304 Highway 520
Magnetawan, ON
P0A 1P0

Title: Canada Day Event 2024

Dear Laura Brandt:

On behalf of the Minister of Canadian Heritage, it is my pleasure to inform you that your application for funding has been approved.

A grant in the amount of $5,000.00 will be awarded to help your organization carry out its activities, under the Celebration and Commemoration Program, Celebrate Canada Component. This funding will be allocated over one government fiscal year 2024-2025 and will be subject to certain terms and conditions, the appropriation of funds by Parliament, and the budget levels of the Program.

One of our program representatives may contact you in the near future to review the terms and conditions and answer any questions you may have related to this funding.

In closing, I would like to take this opportunity to wish you and the members of your organization the greatest success in your endeavours.

Sincerely,

Jaime Burke
Acting Regional Director General
Ontario Region

PARTICIPACTION Community CHALLENGE

PRESENTED BY novo nordisk®

RECEIVED
APR 15 2024
CODE:
DESC:

4 New Street, 2nd floor
Toronto, ON, M5R 1P6
www.participACTION.com

Cost of Exercise Classes for the month of June
$1,200

April 3, 2024

Dear Grant Recipient,

Congratulations, once again, on your successful grant application! Thank you for putting forward a program that will help equity-denied groups experience the many benefits of getting active.

Enclosed is your grant cheque. We encourage you to cash it immediately, even if the event details could change. A requirement of receiving the funds is that you agree to the conditions noted in the grant guidelines, which are:

- Acknowledge the Government of Canada and ParticipACTION as funders of your program or event (when applicable).
- Keep a record of how the grant funds were used in support of your program or event and agree to share the details should ParticipACTION be audited.
- Register and track the activities they host and the number of participants on ParticipACTION's website.
- Complete a post-program or event online survey. A link to this survey will be e-mailed to the event organizer.
- Indemnify ParticipACTION and the Government of Canada for any damages as a result of the activities undertaken with the funding.
- Protect your organization through an appropriate policy of insurance against any liability resulting from anything done or omitted in carrying out activities under the application.
- Agree to ParticipACTION having the right to publish your organization name and final funding amount.

If you can no longer participate in the Community Challenge, please contact ParticipACTION at projects@participaction.com.

The ParticipACTION Community Challenge presented by Novo Nordisk is proudly funded by the Government of Canada, Novo Nordisk and supporting partner, Saputo. ParticipACTION is grateful for the support of our partners.

For more than a hundred years, Novo Nordisk, a leading global healthcare company, has been dedicated to leading efforts to defeat diabetes, obesity, and other serious chronic diseases. Community involvement is embedded in Novo Nordisk's history and values. As part of our commitment to supporting long-term sustainable health within our communities, Novo Nordisk is proud to partner with ParticipACTION on the Community Challenge to achieve the common goal of building healthier communities, promoting active lifestyles, improving public health and well-being, thereby driving change for generations to come.

Thanks again for helping us get Canada moving!

Diana Dampier

Diana Dampier
Senior Director of Projects and Stakeholder Relations
On behalf of The ParticipACTION Team

nohfc

Suite 200, Roberta Bondar Place, 70 Foster Drive, Sault Ste. Marie, Ontario P6A 6V8
Tel: 1 705 945-6700 or 1 800 461-8329 @nohfc nohfc.ca

sgfpno

Place Roberta Bondar, 70, promenade Foster, bureau 200, Sault Ste. Marie (Ontario) P6A 6V8
Tél: 1 705 945-6700 ou 1 800 461-8329 @sgfpno sgfpno.ca

April 16, 2024
NOHFC Project: 7600158

Board of Directors

Honourable Greg Rickford - Chair

David Sinclair, Vice Chair

Michael Fox

Don Mitchell

Fred Slade

Peter Chirico

Sam Biasucci

Kim Cornell

Laurie Marcil

Bill Spinney

Bernie Kamphof

Tonia Blenkarn

Kimberly Ballance

Lucy Belanger

Sue Prodaniuk

Jim Hook

Music in the Park $4,500

Delivered via email to lbrandt@magnetawan.com
The Corporation of the Municipality of Magnetawan
4304 Highway 520
PO Box 70
Magnetawan, ON P0A 1P0

Attention: Laura Brandt, Deputy Clerk

Dear Laura Brandt,

I am pleased to advise that the Northern Ontario Heritage Fund Corporation (NOHFC) has approved funding for your project in the following amount(s):

Conditional Contribution	Loan	Total Funding Not to Exceed
$4,500	$0	$4,500

This approval is subject to entering into a signed agreement with NOHFC setting forth the essential terms and conditions of the funding and such other documents that NOHFC may require.

The team assigned to your project is currently preparing the required document(s) and will be in touch with you in the upcoming weeks. For information on program requirements and the funding process, please consult our website at www.nohfc.ca. If you have questions, please contact your project's Financial Officer, Kefier Pommells, toll-free at 1-800-461-8329.

To help us assist you better, please reference your NOHFC project number (7600158) in all your communications with us.

At this time, please do not publicly announce your approval for funding from NOHFC. NOHFC or the Ministry of Northern Development will contact you to arrange the details for an official announcement, where it is expected that you and/or a member of your organization participate.

On behalf of the Board of Directors, please accept my best wishes.

Sincerely,

John Guerard
Executive Director
Northern Ontario Heritage Fund Corporation

Ministry of Tourism, Culture and Sport

Assistant Deputy Minister
Tourism and Culture Division
5th Flr, 400 University Ave
Toronto ON M7A 2R9
Tel. 416 314-7262

Ministère du tourisme de la culture et du sport

Sous-ministre adjointe
Division du tourisme et de la culture
5e étage, 400, av. University
Toronto ON M7A 2R9
Tél. : 416 314-7262

Ontario

Wages two students @ Heritage Museum $9,632

April 19, 2024

Laura Brandt
The Municipality of Magnetawan
4304 Hwy 520
Magnetawan, ON P0A1P0
lbrandt@magnetawan.com

Dear Dr. Laura Brandt:

Re: **Case Number: 2023-12-1-2346925849**
Summer Employment Opportunities Program 2024

I am pleased to inform you that your organization has been approved for a Summer Employment Opportunities Program grant to hire two Tourism Attendants for the summer of 2024. You will be receiving a grant in the amount of $7,632 in one instalment.

By signing and submitting the Ministry's application form, you agreed to the general terms and conditions of this grant. As an employer, you are required to adhere to the *Employment Standards Act, 2000*, including paying no less than the minimum wage. For requirements around hiring your summer student(s) and reporting on the grant, please refer to the Summer Employment Opportunities Program Guidelines.

Joel Gauthier is the Regional Development Advisor assigned to your file. If you have any questions regarding your case, Joel can be reached at (705) 690-2833 or by e-mail at Joel.C.Gauthier@ontario.ca.

Congratulations and best wishes for success.

With kind regards,

Katherine Kelly Gatten
Assistant Deputy Minister
Tourism and Culture Division

Municipality of Magnetawan

P.O. Box 70, 4304 Hwy 520
Magnetawan, ON
P0A 1P0

Lead Contact: Scott Edwards
Public Works Superintendent
P.O. Box 70, 4304 Hwy 520
Magnetawan, ON
P0A 1P0
Email: publicworks@magnetawan.com

Request for Proposal

Project Name: RFP 2024-03 "Steel Tracked Hydraulic Excavator with Brush Head"

Date of Issue: Friday April 12, 2024

Proposal Submission Deadline: Thursday May 9, 2024, by 3:00 p.m.

Section 1 Introduction and General Instructions

1.01 Introduction

The Municipality of Magnetawan is inviting proposals for the supply of one (1) Municipal Steel Tracked Hydraulic Excavator with Brush Head. The successful proponent shall supply a 'turnkey' operational Steel Tracked Hydraulic Excavator with Brush Head.

This Request for Proposals document (and any other applicable attachments or addenda) is available in PDF format through the Municipality of Magnetawan's website at www.magnetawan.com

Any information contained in the Request for Proposal that is changed by the Bidder (except for filling in the blanks) will be grounds for disqualification.

Magnetawan's Procurement By-law is available for review at the Municipal Office or on the website.

1.02 Submission of Proposals

Proposals shall be submitted in the form and format specified in Section 3 and shall include the completed Form of Proposal included as Section 5 at the end of this document. A designated signing officer authorized to bind the Bidder to the provisions of their Proposal must sign the Form of Proposal. Any addenda issued by the Municipality of Magnetawan in accordance with Subsection 1.06 must be acknowledged by the Bidder on the Form of Proposal.

All hard copy proposals must be signed, sealed, the envelope marked with the Bidder's name and the Project Name, and received by: The Municipality of Magnetawan, P.O. Box 70, 4304 Hwy 520, Magnetawan, ON P0A 1P0.

Electronic submissions will be accepted in response to this RFP. Electronic submissions will not be reviewed until the proposal opening date.

Faxed submissions will not be accepted.

Project Name: RFP 2024-03 Steel Tracked Hydraulic Excavator with Brush Head

Proposals must be received no later than Thursday May 9, 2024 by 3:00 p.m.

Proposals must not be restricted by a statement added to the Form of Proposal or by a covering letter, or by alterations to the Form of Proposal supplied unless otherwise provided in the RFP.

The onus unequivocally remains with the Bidder to ensure that the Municipality of Magnetawan receives proposals delivered or sent by courier prior to the Proposal Submission Deadline, in accordance with the submission process described in this section. Proposals received after the Proposal Submission Deadline will not be considered.

1.03 Contacts

All questions or inquiries must be made in writing or email to the Lead Contact named below, by the specified date and time:

Scott Edwards
PO Box 70, 4304 Hwy 520
Magnetawan, ON
P0A 1P0
publicworks@magnetawan.com

IMPORTANT: A Bidder may be disqualified if they make inquiries, between the Proposal issue date and the notification of the Award, in a manner other than that described in this RFP or to anyone involved in the process who is not the Lead Contact, including but not limited to the members of Council. This is to ensure that each Bidder receives the same information, and that no Bidder receives unfair treatment during the RFP process.

1.04 Schedule

The schedule set out herein represents the Municipality of Magnetawan's best estimate of the schedule that will be followed, and it is intended to be a guideline.

The approximate schedule is as follows:

RFP issue date	Friday April 12, 2024
Final date of posting addenda	Thursday May 2, 2024 by 4:30 p.m.
Proposal Submission Deadline	Thursday May 9, 2024 by 3:00 p.m.
Proposal Opening	Thursday May 9, 2024 by 3:30 p.m.

1.05 Required Review and Clarification

Bidders shall carefully review this RFP. If questions concerning clarification of the contents of this document arise, the questions must be made in writing and received by the Lead Contact to allow time for the issuance of any necessary addenda. Protests based on any omission or error or on the content of the RFP will be disallowed if these perceived faults have not been brought to the attention of the Lead Contact.

In submitting a Proposal, the Bidder acknowledges that they have read, completely understand, and accept the terms and conditions of the RFP in full. The Municipality of Magnetawan is not responsible for any misunderstanding of the RFP.

1.06 Amendments to the RFP

The Municipality of Magnetawan may issue addenda as they are received, clarify and/or modify certain aspects of the RFP prior to the Proposal Submission Deadline. No addenda shall be posted after **Thursday May 2, 2024.** to our website at www.magnetawan.com and shall be available in the Municipal Office.

1.07 Reserved Rights of the Municipality of Magnetawan

The Municipality of Magnetawan reserves the right to:

a. make public the names of any or all Bidders and their quoted price.
b. request written clarification or the submission of supplementary written information in relation to the clarification request from any Bidder and incorporate a Bidder's response to that request for clarification into the Bidder's Proposal.
c. adjust a Bidder's scoring or reject a Bidder's Proposal based on:
    i) a financial analysis,
    ii) information provided by references,
    iii) the Bidder's past performance on previous contracts awarded by the Municipality of Magnetawan,
    iv) the information provided by a Bidder pursuant to the Municipality of Magnetawan exercising its clarification rights under this RFP process; or
    v) other relevant information that arises during the RFP process.
d. verify with any Bidder or with a third party any information set out in a Proposal.
e. check references other than those provided by any Bidder.
f. disqualify any Bidder whose Proposal contains misrepresentations and/or any other inaccurate and/or misleading information or qualifications.
g. disqualify any Bidder or the Proposal of any Bidder who has engaged in conduct prohibited by this RFP.
h. make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP.
i. select the Bidder other than the Bidder whose Proposal reflects the lowest cost to the Municipality of Magnetawan or the highest overall score.
j. cancel this RFP process at any stage.
k. cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables.
l. accept or reject any or all Proposals in whole or in part.
m. discuss with any Bidder different or additional terms to those contemplated in this RFP or in any Bidder's Proposal.
n. if a single Proposal is received, reject the Proposal of the sole Bidder, and cancel this RFP process.
o. to negotiate with the two lowest Bidder(s).

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

1.08 Not Responsible for Costs

The Municipality of Magnetawan shall not pay any costs associated with the preparation, submission, or presentation of the Bidder's Proposal. The Municipality of Magnetawan shall not be liable for any expenses, costs or losses suffered by the Bidder or any third party resulting from the Municipality of Magnetawan exercising any of its expressed or implied rights under this RFP.

1.09 Proposal Expiry Date

Bidders hereby acknowledge that their Proposals shall be irrevocable for a period of 60 days from the Proposal submission deadline. Extensions to this period may be granted with the mutual agreement of the Municipality of Magnetawan and the successful Bidder and may be initiated by either party.

1.10 Confidentiality and Ownership

Any information provided to the Bidder by the Municipality of Magnetawan before, during or after the project is completed shall be treated as confidential and shall not be used or communicated by the Bidder or any third party in any way unless otherwise identified or permitted by the Municipality of Magnetawan. The information, reports, documentation, plans, etc. that are produced by the successful Bidder in response to this project shall become the exclusive property of the Municipality of Magnetawan. However, intellectual property, such as specific tools, templates, processes, etc. that the Bidder provides as part of the deliverables remains the property of the Bidder.

1.11 Invoicing

The Vendor will be solely responsible for submitting a proper invoice as defined in the Construction Act, R.S.O. 1990 to the Municipality in accordance with the schedule and requirements of Section 2.04. In addition to the statutory requirements of a proper invoice, Contractors shall also submit the following documentation to the Municipality:

a. A valid WSIB clearance certificate that covers the invoice period;
b. If holdback is being retained by the Municipality, then on the second invoice (if applicable) and every invoice thereafter, a Statutory Declaration from the Contractor declaring that all accounts for labour, subcontracts, productions, construction equipment, and other indebtedness which may have incurred by the Contractor in the substantial performance of the Work and for which the Municipality might in any way be held responsible have been paid in full, except for amounts properly retained as a holdback or as an identified amount in the dispute on form CCDC 9A-2018 or some other alternative form acceptable to the Municipality; and
c. Supporting documentation including weight tickets for materials used to substantiate the Work delivered and/or performed to date.

1.12 Method of Delivery of Invoices

a. The Contractor shall send invoices to both the attention of the Municipal contact(s) specified in the Contract and the Treasurer. The Contractor shall reference the invoice Project Name in the email subject line and/or envelope.
b. Invoices not received by the Municipal contacts set out herein as instructed will not be acknowledged or considered received by the Municipality.
c. Invoices delivered after 4:00 pm between Monday to Friday or statutory holiday or weekend will be considered received on the next business day.

1.13 Processing of Proper Invoices

Failure of the Contractor to submit a Proper invoice will not be processed for the payment by the Municipality until a Proper invoice is received by the Municipality. It is the Contractor's responsibility to submit and re-submit a Proper Invoice to the Municipality whether the Municipality provides notice or not.

1.14 Payment Disputes

a. Upon receipt of a Proper Invoice from the Contractor, the Municipality may approve or dispute – all or part of the contents of the Proper Invoice.

b. If the Municipality does not agree with the invoiced Work or amounts, the Municipality will review the invoice with the Contractor and try to resolve the disputed amounts within ten (10) calendar days from the date of receipt. If the invoice cannot be resolved between the Municipality and the Contractor within ten (10) calendar days, the Municipality may pay the portion that it determines is owing and will include with the payment an explanation for any reduction of the invoiced amount. Any Notice of Non-Payment shall comply with the Construction Act.

c. The Municipality may withhold payment under the Contract for any disputed amounts, without interest until such dispute is settled or resolved – informally or formally i.e., litigation, adjudication, or any formal dispute resolution procedure.

d. No payment made under the Contract will constitute a waiver of any terms of the Contract or any other rights available at law or equity.

e. Unless otherwise agreed to by the parties, the Municipality will not be liable for any charge or fees for late payment.

f. If the Contractor is in any way indebted to the Municipality, either under the terms of the Contract or for any other reason, the Municipality shall have the right of set-off to the extent of such debt.

1.15 Freedom of Information

Any personal information required in the Proposal is received under the authority of the Municipality of Magnetawan. This information shall be an integral component of the submission. All written Proposals received by the Municipality of Magnetawan become a public record. Once a Proposal is accepted by the Municipality of Magnetawan and the contract has been awarded, all information contained in the Proposals may be available to the public, including personal information. Questions about the collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, as amended may be directed to the Lead Contact.

Section 2 Minimum General Specifications and Requirements

The successful Proponent/Bidder shall supply one (1) Municipal Tracked Hydraulic Excavator with Brush Head. The unit must be designed for Canadian rural service on mostly gravel roads. The complete machine must meet all W.C.B and D.O.T rules and regulations to operate in Ontario. To note a minimum rated power, gross of 115hp (86Kw) @ 2000 rpm and rated power, net 100.6hp (75Kw) @ 2000rpm. The Minimum Max Torque to be 339lb.ft (460Nm) @ 1400rpm. The preferred unit will have the power and ability to run a FAE Mulcher Model UML/HY-100-VT W/ Mounting Bracket at minimum.

The following general specifications are meant to be a guideline for the proposal.

#	Specification	Compliance Check one YES	NO	State Actual
1	**General**			
2	1(one) new Steel Tracked Hydraulic Excavator with Brush Head. As comparison CAT 315 Next Gen Excavator, Develon DX140LCR-7 or equivalent size machine of other manufacturer.			
3	Excavator Usage: The excavator is to be used in a Public Works environment which includes the following duties: • Ditching • Culvert replacement • Loading of tandem trucks • Brushing Any components in this specification that do not allow this equipment to perform these duties should be brought to the attention of the Township. Machine must be complete and able to be used for the intended function at the time of delivery to the Municipality. If any parts or attributes not specifically mentioned in this specification are required for the vehicle to perform the intended work, then those parts shall be part of this specification.			List concerns if any,
4	Specify equipment manufacturer.	-		Manufacturer:
5	Specify year.	-		Year:
6	Specify model.	-		Model:

#	Specification	Compliance Check one YES	NO	State Actual
7	**Machine Weight / Dimensions:**			
8	Operating Weight	_____KG		
9	Counter weight to be the heaviest option available for model.			**Please Specify** _____KG
10	Transport width to be no more than 8'6" (2590mm) (24" (600mm) track shoes)			
11	Shipping height to be no more than 10'2" (3100mm)			
12	Shipping Length to be no more than 26'3" (8570mm)			
13	**Engine**			
14	State Engine make and model:			
15	4 stroke turbocharged diesel-powered engine.			
16	Engine to be equipped with an electric fuel priming pump.			
17	Fuel filter in-line with strainer and water trap.			
18	Engine to have economy mode to obtain maximum fuel efficiency while maintaining performance.			
19	Engine air intake system to include a pre-cleaner and dust ejector followed by dry dual element filters.			
20	Engine fan to have auto reverse feature to clean radiators of debris.			
21	Engine fan to have full guard to protect operators and or service personnel.			

#	Specification	Compliance Check one YES	NO	State Actual
22	Engine coolant to be factory filled long life anti-freeze protected to -34 degrees F (-37 degrees C)			
23	Cold start package, including glow plugs, block heater, grid heater or other. **Please specify.**			
24	**Electrical:**			
25	Machine to have a 24 volt electrical system.			
26	Any and all wiring to be insulated and secured and in such a way as to prevent rubbing on sharp objects and or stretching the wires throughout the machines full range of motion.			
27	Any additional wiring connections to be in a sealed enclosure or soldered/crimped and heat shrink applied to prevent corrosion. Scotch-lok connection are not acceptable.			
28	All external wiring shall be enclosed in a manner to protect it from environmental damage.			
29	Remote battery jump post.			
30	Battery main disconnect.			
31	Machine to include all work light options. L.E.D.			
32	All Lighting on the machine to be L.E.D.			
33	Cab to include a minimum of two 12 volt aux dc power outlets.			
34	**Cab:**			
35	Fully enclosed certified R.O.P.S			

#	Specification	Compliance Check one YES	NO	State Actual
36	Thermal and sound insulation to reduce heat transfer and noise in the cab.			
37	Manufactures highest quality available, Operators seat with options and retractable seat belt. Adjustable arm rests, climate controls, air suspension etc. for maximum comfort and productivity.			**Please Specify:**
38	Machine shall have a system that monitors fluid levels upon machine start-up and warns the operator if the levels are not within acceptable ranges: Engine oil level, engine coolant level and hydraulic oil level.			
39	Machine shall have a color monitor screen located in front of the operator with factory installed rear view camera, display to also include gauges indicating fuel level, engine coolant temperature, hydraulic oil temperature and RPM.			
40	Operator's manual (2) two copies one of two is to be permanently attached to the seat and stored in a pocket in the rear of the seat of the machine.			
41	Cab HVAC system to have the capacity, with its fan on, to pressurize the cab sufficiently to meet ISO specification for a "pressurized cab", and be equipped with a HEPA filter.			

#	Specification	Compliance Check one YES	NO	State Actual
42	A transparent factory skylight to be included for improved overhead visibility and to be supported by gas cylinders during opening and closing. Skylight shall have built-in sliding sunshade.			
43	A window shall be easily removed for an emergency exit.			
44	Machine shall not be capable of being started with the hydraulic lock lever in the "live" or "run" position.			
45	Cab to include Beverage holder.			
46	Factory installed AM/FM stereo radio with MP3 connection to be standard.			
47	Seat and consoles shall slide forward and backward independently, so they can be adjusted to comfortably fit any operator. Height adjustable joystick consoles to ensure maximum operator comfort.			
48	Machine to come with factory bolt on removable mesh guard for the front windshield, to limit flying debris from hitting the windshield. (Brushing, Hammer use) Also must be hinged for ease of cleaning on road side.			
49	Machine to include factory bolt on removable guard for the sky light to limit flying/falling debris from hitting sky light.			
50	Rain Guard to be installed on cab so long as it does not interfere with the Front windshield guard.			

#	Specification	Compliance Check one YES	NO	State Actual
51	Machine shall be equipped with a lockable cab.			
52	The cab shall have factory auto- climate control, A/C with heater and pressurizer.			
53	Machine shall be equipped with switch-able pattern control (SAE or ISO).			
54	Windshield washer/wipers with constant and intermittent speed.			
55	Machine shall come with 4 sets of ignition/door keys.			
56	Tinted glass 20% on rear and side windows.			
57	Perforated front windshield visor.			
58	Front lower window to have secure storage in the cab.			
59	A washer wiper for the lower front windshield to be included. Wiper motor to not be mounted on the glass.			
60	Electric horn to be included.			
61	Storage compartments (literature etc.)			
62	Travel alarm for forward and reverse movement of the tracks.			
63	Handrail to be installed for safety 3 points of contact for the operator.			
64	Anti-skid steel plates shall cover the entire normal walking surface of the upper structure to prevent the operator from slipping during maintenance or inspection. Sandpaper style, stuck-on anti-skid material is not acceptable.			

#	Specification	Compliance Check one YES	NO	State Actual
65	Include all mirror options interior and exterior that the manufacturer offers. Exterior rear-view mirrors to include heated option if available.			
66	Machine to come with side steel bumpers to limit damage to service doors.			
67	**Hydraulics:**			
68	Main System Maximum Rated Flow.	_____**L/Min**		
69	Auxiliary System Maximum Rated Flow.	_____**L/Min**		
70	Operating Pressure Implement.	_____**PSI**		
71	Operating Pressure Travel.	_____**PSI**		
72	Operating Pressure Swing.	_____**PSI**		
73	Operating Pressure Power Boost.	_____**PSI**		
74	Total combined flow from the two implement pumps shall not be less than 79 gal (300 L) per minute.			
75	All lines secured to boom and stick to be high pressure steel lines.			
76	Machine to have a minimum of 2 variable-displacement axial- piston pumps.			
77	Additional 5/8" coated steel line to be plumbed up the boom and stick to accommodate the brushing attachment for a case drain line. No filters or restrictions in this line before it returns to tank. Must have quick connect coupler to brushing attachment.			

#	Specification	Compliance Check one YES	NO	State Actual
78	In cab joystick controllers shall be pre-wired from the factory for auxiliary hydraulics.			
79	Hydraulic pumps to be fully serviceable/re-buildable.			
80	All hydraulic lines must be protected from rubbing, chaffing or cuts by means of protective covering, rubber grommets and placement.			
81	Machine shall come with factory installed auxiliary Tool Control hydraulic circuit with 1 or 2-pump flow, combined one-way or 2-way hyd. flow complete with high pressure steel lines down boom & stick and shut off taps & joystick thumb wheel control. Finished with hydraulic quick connects. 3- way manual ball valve to be supplied at the end of steel line mounted to the stick.			
82	Machine shall have a second circuit to be Med pressure bi- direction for rotate circuit w/ steel lines down boom & stick, both joysticks to incorporate thumb wheel implement control with full modulation. Complete with hydraulic quick connects and manual ball valve shut off.			
83	Machine shall have an automatic swing parking brake.			
84	Hydraulic system to have fine swing control.			
85	Machine to come equipped with factory oem boom and stick lowering control device.			

#	Specification	Compliance Check one YES	NO	State Actual
86	**Undercarriage:**			
87	Machine to have factory center track guide guard.			
88	Long undercarriage to be supplied not less than 10'2" center of drive gear to center of front idler wheel.			**Specify,**
89	Machine shall have a towing eye on frame base front and rear left and right.			
90	Machine to have minimum of one upper carrier roller and 7 lower rollers per side.			
91	Machine to have swivel guard.			
92	Track rollers and carrier rollers to be lifetime lubricated for increased service life.			
93	Machine to be equipped with 24-inch (600mm) steel triple grouser shoes.			
94	Machine to have full coverage heavy duty undercarriage removable bottom guards.			**Specify Gauge,**
95	**Operating Specifications:**			
96	Maximum digging depth at flat bottom shall be no less than 19'.5".			**Specify,**
97	Maximum reach at ground level to be no less than 29'7".			**Specify,**
98	Stick length to be no less than 8'6".			**Specify,**
99	Draw bar pull to be no less than 35,000lbf			**Specify,**
100	Swing torque.	**Specify,**		
101	Tail swing radius.	**Specify,**		

#	Specification	Compliance Check one YES	NO	State Actual
102	**Attachments:**			
103	Hydraulic thumb Machine to be equipped with H&H progressive link hydraulic thumb. 4 tines configured to mesh between the teeth of the digging bucket and must pivot on stick pin. Hydraulic thumb roller controller shall be intergraded in cab on right control joystick.			
106	Hydraulic thumb hoses to be equipped with hydraulic quick connect fittings at the stick.			
107	Machine to be equipped with one H&H 60", 1-yard hydraulic tilt ditching bucket, bolt on reversible cutting edge, two double acting cylinders and a 2.5" diameter main pivot pin.			
108	Machine to come with one 42", 1.06-yard heavy duty digging bucket, 5 standard replaceable dig teeth and a full one piece bottom wear plate, certified lift loop included.			
109	Machine shall be equipped with one category 5 H&H Hydraulic wedge coupler.			
110	Machine to come complete with FAE Mulcher Model UML/HY-100-VT W/ Mounting Bracket.			
111	Brush mulcher to be equipped with optional pusher pad with no bucket teeth installed.			

#	Specification	Compliance Check one YES	NO	State Actual
112	Brushmulcher frame to be fully welded and designed to be pushed on for carrier maneuvering.			
113	Brushmulcher to have replaceable shoes.			
114	Brushmulcher to have a minimum of 7/8" Qt main bearting plates.			
115	Brushmulcher hydraulic system to consist of anti-cavitation protection bent axis piston motor fixed or variable. 80cc.			**Specify,**
116	Brushmulcher must be provided with a 155HP rated synchronous drive belt.			
117	Brushmulcher cutting width to be 36".			
118	Brushmulcher to be rated for 2200 rpm			
119	Brushmulcher to be fitted with quad, chipper carbide tooling.			
120	Brushmulcher complete spare set of teeth.			
130	Brushmulcher cutting diameter to be 21".			
131	Brushmulcher to be fitted with a replaceable belt guard.			
132	Brushmulcher to be equipped with the correct adapter to attach to wedge coupler specified above (Line # 109).			
133	Brushing attachment to be supplied with all appropriate length hydraulic hoses and quick connect couplers needed to attach to carrier machine for operation. Including case drain.			

#	Specification	Compliance Check one YES	NO	State Actual
134	**Additional:**			
135	**Please list all information where applicable:** In Shop Rate: $_____ Service Truck rate: $_____ Mileage Rate: $_____ Mileage Rate Calculated from: _____ Mobile Technician rate: $_____ Consumable Charges: $_____ Environmental Charges: $_____ Other applicable Charges: $_____ Closest dealer in kilometers to 10230 Highway 28 Apsley Ontario :			
136	Machine and attachments to be delivered to the Municipality Of Magnetawan, 18 Miller Rd , Magnetawan, Ontario.			
137	Build sheet included.			
138	Operators' manual 2 paper copies.			
139	First engine service shall be performed at no charge to the Township including oil, filter, labour, and a full machine inspection, at the Municipality of Magnetawan Garage located at 18 Miller Rd , Magnetawan.			
140	The machine will have dirt seals on all bucket pins.			
141	Automatic grease system supplied and installed. (Groeneveld or Lubecore)			
142	**Warranty:**			
143	Full factory warranty to start from the date of delivery to the municipality and last a period of 1 year at a minimum.			**Please specify actual,**

Optional items:
Please provide a quote on the following options. These provisional items will be considered and may be added to the purchase price of the unit as extra costs. In the event that additional items are requested by the Township, an amended delivery date will be negotiated. H.S.T. is applicable to the item(s) listed, however, is not to be included in the submitted item cost.
Please list all prices "H.S.T. Extra".

Optional Items	Specification / Type	Price $
	Make: _____ Model: _____	$_____
Note: Optional warranty information; please submit attachments of all specifications and inclusions applicable to the specific optional warranties. The attachments are to be signed and dated by the bidder.		
Warranty option 1	_____	$_____
Warranty option 2	_____	$_____
Warranty option 3	_____	$_____
Warranty option 4	_____	$_____
Warranty option 5	_____	$_____
Warranty option 6	_____	$_____
Warranty option 7	_____	$_____
Warranty option 8	_____	$_____

The proponent vendor is expected to provide a full set of specifications, for each component system (including hydraulics), in their proposal. Although price is of significance, the proponent vendors are encouraged to put forward a good quality package. The Municipality is looking for durability as well as value. The foregoing are minimum guidelines only; however, any significant

dimensional change should be high-lighted for consideration. Bidder to consult attached Specifications sheets.
The proponent vendor shall have a licensed service facility within a reasonable distance from Magnetawan for the provision of major maintenance service and/or repair.

The delivery of the proposed unit to the Municipality of Magnetawan shall not be later than **one hundred and eighty calendar days after award by Council.**

Section 3 Requirements

3.01 Submission

For the Municipality of Magnetawan to evaluate Proposals fairly and completely, Bidders shall provide **all** information requested in the format set out in the RFP. Failure to provide all required information as detailed in this section may result in the Bidder being disqualified or scoring poorly in the evaluation.

Each Proponent shall submit one (1) set of their Proposal, containing the following items:

• An indication of the Proponent's understanding of the project scope and requirements, including how the specific required services shall be met.	
• List of equipment type including description	
• An overview of the Proponent's experience and expertise, as well as the expertise of any sub-contractors that will be involved as part of the Proponent's team.	
• A Completed proposal package including signatures.	
• Proposal Addendums signed by Proponent for acknowledgement.	
• All necessary funds.	

3.02 Evaluation Criteria, Process and Award

The Municipality of Magnetawan may make an award based on the proposals received without further discussion with the Bidders. Therefore, each initial offer should contain the Bidder's best terms/information, including all required documentation as listed in this RFP.

The evaluation committee will recommend Award to Council for the Bidder achieving the specifications required and the lowest price.

The successful Bidder shall be notified of the Award in writing to the e-mail address given on the Form of Proposal, and/or may be contacted verbally by the Lead Contact.

Section 4 Evaluation of the Proposals

4.01 Evaluation Criteria, Process and Award

As part of the evaluation process, the Municipality of Magnetawan may contact one or more Bidders to clarify or obtain more information about their Proposal or to request the Bidder to exhibit or otherwise demonstrate the information contained therein. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and Proposal. Discussions will be limited to specific sections of the RFP identified by the evaluation committee. The Lead Contact will only hold discussions with Bidders who have submitted a proposal deemed to be reasonably acceptable for Award.

The Municipality of Magnetawan may make an award based on the proposals received without further discussion with the Bidders. Therefore, each initial offer should contain the Bidder's best terms/information, including all required documentation as listed in this RFP.

4.02 Basis of Rejection of Proposal

Proposal not conforming to the requirements within this document and/or the following will be disqualified:

a. Proposal must be legible, in ink, typewritten, or by printer.
b. Proposal must be in the possession of the Municipality of Magnetawan by the closing date and time and on the form provided.
c. Proposal must be signed and sealed by an authorized official of the bidding organization. A joint proposal must be signed and sealed by each company.

The Contractor has carefully examined the conditions and specifications attached and referred to in this contract, and understands and accepts the said conditions and specifications, and for the prices set forth in this proposal, hereby offers to furnish all labour, equipment, and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.

Attached to this proposal is a certified cheque, in the amount of 10% of the total proposal, made payable to the Municipality of Magnetawan. The proceeds of this cheque shall, upon acceptance of the proposal, constitute a deposit which shall be forfeited to the Municipality of Magnetawan if the Contractor fails to perform the work in accordance with the conditions and specifications referred to or contained in this proposal.

It is also agreed that upon acceptance in writing by the Municipality of Magnetawan this proposal form becomes the agreement for the performance of the work between the contractor and the Municipality.

4.03 Maximum Evaluation Points Summary

Specification & Quality **40 points**

- Demonstration and documentation proving that the proposed vehicle meets or exceeds the minimum specifications, data spec sheets, and photographs. Evidence of a durable high-quality package.

Price & Delivery **30 points**

- Demonstration and documentation that the proposed unit is priced within reason when quality is considered, and that the unit can be delivered within the six-month time window.

Vendor's Background, Experience, and References **10 points**

- The Bidder's experience in heavy equipment sales and services, and business references.

Breakdown of Costs **10 points**

- Breakdown of costs, line items are complete and reasonable.

Distance to Service Facility **10 points**

- Distance in kilometres to proponents licensed service facility.

Maximum Points Available **100 points**

The successful Bidder shall be notified of the Award verbally or electronically by the Lead Contact.

Section 5 Form of Proposal

I/We, the Undersigned, having examined this Request for Proposals, do hereby offer to enter into an Agreement with the Municipality of Magnetawan to act as Engineer of Record under the terms as included.

I, We _____
(Name-Print) (Position)

of _____
(Company Name)

Dated at _____this _____ day of _____, 2023.

_____
AUTHORIZED SIGNATURE

_____
STREET ADDRESS

_____
CITY PROVINCE POSTAL CODE

_____
TELEPHONE NO. FACSIMILE NO. E-MAIL ADDRESS

Receipt of any issued addenda shall be acknowledged by initialing in the space provided below.
Last posted addendum on the website on Thursday May 2, 2024 _____

Signature in the designated space, by an authorized officer of the Bidder's company affirms acceptance of the Request for Proposal requirements set forth in this document, the associated costs attributed to the business arrangement between the Bidder and the Municipality of Magnetawan, and hereby certifies that the information supplied in this proposal to be true and complete in all respects.

Company Seal

The following required information may be forwarded on the Vendor's forms and should include all manufacturers specification and submitted with the overall package. However, the information requested here, specifically should be clearly presented, easily understood, and easy to find.

Schedule of Items & Prices

(All unit prices are Not to include HST)

The undersigned agrees to supply and deliver the goods and services as specified and required in accordance with Section 2 of the Proposal for the following prices:

The Municipality reserves the right to cancel any or all items.

One Steel Tracked Hydraulic Excavator

Make: _____

Model: _____ Year: _____

Price as per specifications in part 'C': $_____

Extras/Options:_____ $_____

Extras/Options:_____ $_____

Extras/Options:_____ $_____

Total Price before H.S.T. $_____

H.S.T. $_____

Total Price $_____

Additional Warranty Information/Price

Details: _____ $_____

Extended Warranty Total Price $_____

H.S.T. $_____

Net Price: $_____

Tracked Hydraulic Excavator Delivery Date: _____

Municipality of Magnetawan

P.O. Box 70, 4304 Hwy 520
Magnetawan, ON
P0A 1P0

Lead Contact: Scott Edwards
Public Works Superintendent
P.O. Box 70, 4304 Hwy 520
Magnetawan, ON
P0A 1P0
Email: publicworks@magnetawan.com

Request for Proposal

Project Name: RFP 2024-04 "BRUSH CHIPPER"

Date of Issue: Monday April 15, 2024

Proposal Submission Deadline: Thursday May 9, 2024, by 3:00 p.m.

Section 1 Introduction and General Instructions

1.01 Introduction

The Municipality of Magnetawan is inviting proposals for the supply of one (1) Brush Chipper. The successful proponent shall supply a 'turn-key' operational Brush Chipper

This Request for Proposals document (and any other applicable attachments or addenda) is available in PDF format through the Municipality of Magnetawan's website at www.magnetawan.com

Any information contained in the Request for Proposal that is changed by the Bidder (except for filling in the blanks) will be grounds for disqualification.

Magnetawan's Procurement By-law is available for review at the Municipal Office or on the website.

1.02 Submission of Proposals

Proposals shall be submitted in the form and format specified in Section 3 and shall include the completed Form of Proposal included as Section 5 at the end of this document. A designated signing officer authorized to bind the Bidder to the provisions of their Proposal must sign the Form of Proposal. Any addenda issued by the Municipality of Magnetawan in accordance with Subsection 1.06 must be acknowledged by the Bidder on the Form of Proposal.

All hard copy proposals must be signed, sealed, the envelope marked with the Bidder's name and the Project Name, and received by: The Municipality of Magnetawan, P.O. Box 70, 4304 Hwy 520, Magnetawan, ON P0A 1P0.

Electronic submissions will be accepted in response to this RFP. Electronic submissions will not be reviewed until the proposal opening date.

Faxed submissions will not be accepted.

Project Name: RFP 2024-04 Brush Chipper

Proposals must be received no later than Thursday May 9, 2024, by 3:00 p.m.

Proposals must not be restricted by a statement added to the Form of Proposal or by a covering letter, or by alterations to the Form of Proposal supplied unless otherwise provided in the RFP.

The onus unequivocally remains with the Bidder to ensure that the Municipality of Magnetawan receives proposals delivered or sent by courier prior to the Proposal Submission Deadline, in accordance with the submission process described in this section. Proposals received after the Proposal Submission Deadline will not be considered.

1.03 Contacts
All questions or inquiries must be made in writing or email to the Lead Contact named below, by the specified date and time:

Scott Edwards
PO Box 70, 4304 Hwy 520
Magnetawan, ON
P0A 1P0
publicworks@magnetawan.com

IMPORTANT: A Bidder may be disqualified if they make inquiries, between the Proposal issue date and the notification of the Award, in a manner other than that described in this RFP or to anyone involved in the process who is not the Lead Contact, including but not limited to the members of Council. This is to ensure that each Bidder receives the same information, and that no Bidder receives unfair treatment during the RFP process.

1.04 Schedule
The schedule set out herein represents the Municipality of Magnetawan's best estimate of the schedule that will be followed, and it is intended to be a guideline.

The approximate schedule is as follows:

RFP issue date	Monday April 15, 2024
Final date of posting addenda	Thursday May 2, 2024 by 4:30 p.m.
Proposal Submission Deadline	Thursday May 9, 2024 by 3:00 p.m.
Proposal Opening	Thursday May 9, 2024 by 3:00 p.m.

1.05 Required Review and Clarification
Bidders shall carefully review this RFP. If questions concerning clarification of the contents of this document arise, the questions must be made in writing and received by the Lead Contact to allow time for the issuance of any necessary addenda. Protests based on any omission or error or on the content of the RFP will be disallowed if these perceived faults have not been brought to the attention of the Lead Contact.

In submitting a Proposal, the Bidder acknowledges that they have read, completely understand, and accept the terms and conditions of the RFP in full. The Municipality of Magnetawan is not responsible for any misunderstanding of the RFP.

1.06 Amendments to the RFP
The Municipality of Magnetawan may issue addenda as they are received, clarify and/or modify certain aspects of the RFP prior to the Proposal Submission Deadline. No addenda shall be posted after **Thursday May 2, 2024** to our website at www.magnetawan.com and shall be available in the Municipal Office.

1.07 Reserved Rights of the Municipality of Magnetawan

The Municipality of Magnetawan reserves the right to:

a. make public the names of any or all Bidders and their quoted price.
b. request written clarification or the submission of supplementary written information in relation to the clarification request from any Bidder and incorporate a Bidder's response to that request for clarification into the Bidder's Proposal.
c. adjust a Bidder's scoring or reject a Bidder's Proposal based on:
    i) a financial analysis,
    ii) information provided by references,
    iii) the Bidder's past performance on previous contracts awarded by the Municipality of Magnetawan,
    iv) the information provided by a Bidder pursuant to the Municipality of Magnetawan exercising its clarification rights under this RFP process; or
    v) other relevant information that arises during the RFP process.
d. verify with any Bidder or with a third party any information set out in a Proposal.
e. check references other than those provided by any Bidder.
f. disqualify any Bidder whose Proposal contains misrepresentations and/or any other inaccurate and/or misleading information or qualifications.
g. disqualify any Bidder or the Proposal of any Bidder who has engaged in conduct prohibited by this RFP.
h. make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP.
i. select the Bidder other than the Bidder whose Proposal reflects the lowest cost to the Municipality of Magnetawan or the highest overall score.
j. cancel this RFP process at any stage.
k. cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables.
l. accept or reject any or all Proposals in whole or in part.
m. discuss with any Bidder different or additional terms to those contemplated in this RFP or in any Bidder's Proposal.
n. if a single Proposal is received, reject the Proposal of the sole Bidder, and cancel this RFP process.
o. to negotiate with the two lowest Bidder(s).

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

1.08 Not Responsible for Costs

The Municipality of Magnetawan shall not pay any costs associated with the preparation, submission, or presentation of the Bidder's Proposal. The Municipality of Magnetawan shall not be liable for any expenses, costs or losses suffered by the Bidder or any third party resulting from the Municipality of Magnetawan exercising any of its expressed or implied rights under this RFP.

1.09 Proposal Expiry Date

Bidders hereby acknowledge that their Proposals shall be irrevocable for a period of 60 days from the Proposal submission deadline. Extensions to this period may be granted with the mutual agreement of the Municipality of Magnetawan and the successful Bidder and may be initiated by either party.

1.10 Confidentiality and Ownership

Any information provided to the Bidder by the Municipality of Magnetawan before, during or after the project is completed shall be treated as confidential and shall not be used or communicated by the Bidder or any third party in any way unless otherwise identified or permitted by the Municipality of Magnetawan. The information, reports, documentation, plans, etc. that are produced by the successful Bidder in response to this project shall become the exclusive property of the Municipality of Magnetawan. However, intellectual property, such as specific tools, templates, processes, etc. that the Bidder provides as part of the deliverables remains the property of the Bidder.

1.11 Invoicing

The Vendor will be solely responsible for submitting a proper invoice as defined in the Construction Act, R.S.O. 1990 to the Municipality in accordance with the schedule and requirements of Section 2.04. In addition to the statutory requirements of a proper invoice, Contractors shall also submit the following documentation to the Municipality:

a. A valid WSIB clearance certificate that covers the invoice period;
b. If holdback is being retained by the Municipality, then on the second invoice (if applicable) and every invoice thereafter, a Statutory Declaration from the Contractor declaring that all accounts for labour, subcontracts, productions, construction equipment, and other indebtedness which may have incurred by the Contractor in the substantial performance of the Work and for which the Municipality might in any way be held responsible have been paid in full, except for amounts properly retained as a holdback or as an identified amount in the dispute on form CCDC 9A-2018 or some other alternative form acceptable to the Municipality; and
c. Supporting documentation including weight tickets for materials used to substantiate the Work delivered and/or performed to date.

1.12 Method of Delivery of Invoices

a. The Contractor shall send invoices to both the attention of the Municipal contact(s) specified in the Contract and the Treasurer. The Contractor shall reference the invoice Project Name in the email subject line and/or envelope.
b. Invoices not received by the Municipal contacts set out herein as instructed will not be acknowledged or considered received by the Municipality.
c. Invoices delivered after 4:00 pm between Monday to Friday or statutory holiday or weekend will be considered received on the next business day.

1.13 Processing of Proper Invoices

Failure of the Contractor to submit a Proper invoice will not be processed for the payment by the Municipality until a Proper invoice is received by the Municipality. It is the Contractor's responsibility to submit and re-submit a Proper Invoice to the Municipality whether the Municipality provides notice or not.

1.14 Payment Disputes

a. Upon receipt of a Proper Invoice from the Contractor, the Municipality may approve or dispute – all or part of the contents of the Proper Invoice.

b. If the Municipality does not agree with the invoiced Work or amounts, the Municipality will review the invoice with the Contractor and try to resolve the disputed amounts within ten (10) calendar days from the date of receipt. If the invoice cannot be resolved between the Municipality and the Contractor within ten (10) calendar days, the Municipality may pay the portion that it determines is owing and will include with the payment an explanation for any reduction of the invoiced amount. Any Notice of Non-Payment shall comply with the Construction Act.

c. The Municipality may withhold payment under the Contract for any disputed amounts, without interest until such dispute is settled or resolved – informally or formally i.e., litigation, adjudication, or any formal dispute resolution procedure.

d. No payment made under the Contract will constitute a waiver of any terms of the Contract or any other rights available at law or equity.

e. Unless otherwise agreed to by the parties, the Municipality will not be liable for any charge or fees for late payment.

f. If the Contractor is in any way indebted to the Municipality, either under the terms of the Contract or for any other reason, the Municipality shall have the right of set-off to the extent of such debt.

1.15 Freedom of Information

Any personal information required in the Proposal is received under the authority of the Municipality of Magnetawan. This information shall be an integral component of the submission. All written Proposals received by the Municipality of Magnetawan become a public record. Once a Proposal is accepted by the Municipality of Magnetawan and the contract has been awarded, all information contained in the Proposals may be available to the public, including personal information. Questions about the collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, as amended may be directed to the Lead Contact.

Section 2 Minimum General Specifications and Requirements

The successful Proponent/Bidder shall supply one (1) Municipal Brush Chipper. The unit must be designed for Canadian rural service on mostly gravel roads. The complete machine must meet all W.C.B and D.O.T rules and regulations to operate in Ontario. To note a minimum rated power, gross of 74hp (55Kw) and Minimum Max Torque to be 181lb.ft-lb (245.4 Nm)

The following general specifications are meant to be a guideline for the proposal.

#	Specification	Compliance Check one YES	NO	State Actual
1	**General**			
2	1(one) new Brush Chipper. As comparison Intimidator 12"XP (12" Drum Style) Brush Bandit , Vermeer BC1000XL Brush Chipper or equivalent size machine of other manufacturer.			
3	Brush Chipper usage: The Brush Chipper is to be used in a Public Works environment which includes the following duties: • Roadside Brushing Rural • Roadside Brushing Intown • Residential Brushing Landfill • Brushing in General Any components in this specification that do not allow this equipment to perform these duties should be brought to the attention of the Township. Machine must be complete and able to be used for the intended function at the time of delivery to the Municipality. If any parts or attributes not specifically mentioned in this specification are required for the vehicle to perform the intended work, then those parts shall be part of this specification.			List concerns if any,
4	Specify equipment manufacturer.	-		Manufacturer:
5	Specify year.	-		Year:
6	Specify model.	-		Model:

#	Specification	Compliance Check one YES	NO	State Actual
7	**Machine Weight / Dimensions:**			
8	Operating Weight	_____KG		
9	Length			
10	Width			
11	Height			
13	**Engine**			
14	State Engine make and model:			
15	Horsepower :74hp (55kW)			
16	Max Torque: 181 ft-lb (245.4Nm)			
17	Fuel Type: Diesel			
18	Engine to have economy mode to obtain maximum fuel efficiency while maintaining performance.			
19	Number of Cylinders: 4.			
20	Cooling Medium: Liquid			
21	Engine coolant to be factory filled long life anti-freeze protected to -34 degrees F (-37 degrees C)			
22	Cold start package, including glow plugs, block heater, grid heater or other. **Please specify.**			

#	Specification	Compliance Check one YES	NO	State Actual
23	**Electrical:**			
24	Machine to have a 12-volt electrical system.			
25	Any and all wiring to be insulated and secured and in such a way as to prevent rubbing on sharp objects and or stretching the wires throughout the machines full range of motion.			
26	Lights: LED stop, turn, tail and license			
27	All external wiring shall be enclosed in a manner to protect it from environmental damage.			
28	All Lighting on the machine to be L.E.D.			
29	**Standard**			
30	Hitch: Pintel			**Please Specify:**
31	**Cutting System**			
32	Shall be a Drum Style:			
33	**Other**			
34	Operator's manual: (2) two copies			

#	Specification	Compliance Check one YES	NO	State Actual
35	**Additional:**			
36	**Please list all information where applicable:** In Shop Rate: $_____ Service Truck rate: $_____ Mileage Rate: $_____ Mileage Rate Calculated from: _____ Mobile Technician rate: $_____ Consumable Charges: $_____ Environmental Charges: $_____ Other applicable Charges: $_____ Closest dealer in kilometers to 10230 Highway 28 Apsley Ontario :			
37	Machine and attachments to be delivered to the Municipality Of Magnetawan , 18 Miller Rd , Magnetawan, Ontario.			
38	Build sheet included.			
39	Operators' manual 2 paper copies.			
40	First engine service shall be performed at no charge to the Township including oil, filter, labour, and a full machine inspection, at the Municipality of Magnetawan Garage located at 18 Miller Rd , Magnetawan.			
41	**Warranty:**			
42	Full factory warranty to start from the date of delivery to the municipality and last a period of 1 year at a minimum.			**Please specify actual,**

Optional items:
Please provide a quote on the following options. These provisional items will be considered and may be added to the purchase price of the unit as extra costs. In the event that additional items are requested by the Township, an amended delivery date will be negotiated. H.S.T. is applicable to the item(s) listed, however, is not to be included in the submitted item cost.

Please list all prices "H.S.T. Extra".

Optional Items	Specification / Type	Price $
	Make : _____ Model: _____	$_____
Note: Optional warranty information; please submit attachments of all specifications and inclusions applicable to the specific optional warranties. The attachments are to be signed and dated by the bidder.		
Warranty option 1	_____	$_____
Warranty option 2	_____	$_____
Warranty option 3	_____	$_____
Warranty option 4	_____	$_____
Warranty option 5	_____	$_____
Warranty option 6	_____	$_____
Warranty option 7	_____	$_____
Warranty option 8	_____	$_____

The proponent vendor is expected to provide a full set of specifications, for each component system (including hydraulics), in their proposal. Although price is of significance, the proponent vendors are encouraged to put forward a good quality package. The Municipality is looking for

durability as well as value. The foregoing are minimum guidelines only, however, any significant dimensional change should be high-lighted for consideration. Bidder to consult attached Specifications sheets.
The proponent vendor shall have a licensed service facility within a reasonable distance from Magnetawan for the provision of major maintenance service and/or repair.

The delivery of the proposed unit to the Municipality of Magnetawan shall not be later than **one hundred and eighty calendar days after award by Council.**

Section 3 Requirements

3.01 Submission

For the Municipality of Magnetawan to evaluate Proposals fairly and completely, Bidders shall provide **all** information requested in the format set out in the RFP. Failure to provide all required information as detailed in this section may result in the Bidder being disqualified or scoring poorly in the evaluation.

Each Proponent shall submit one (1) set of their Proposal, containing the following items:

• An indication of the Proponent's understanding of the project scope and requirements, including how the specific required services shall be met.	
• List of equipment type including description	
• An overview of the Proponent's experience and expertise, as well as the expertise of any sub-contractors that will be involved as part of the Proponent's team.	
• A Completed proposal package including signatures.	
• Proposal Addendums signed by Proponent for acknowledgement.	
• All necessary funds.	

3.02 Evaluation Criteria, Process and Award

The Municipality of Magnetawan may make an award based on the proposals received without further discussion with the Bidders. Therefore, each initial offer should contain the Bidder's best terms/information, including all required documentation as listed in this RFP.

The evaluation committee will recommend Award to Council for the Bidder achieving the specifications required and the lowest price.

The successful Bidder shall be notified of the Award in writing to the e-mail address given on the Form of Proposal, and/or may be contacted verbally by the Lead Contact.

Section 4 Evaluation of the Proposals

4.01 Evaluation Criteria, Process and Award

As part of the evaluation process, the Municipality of Magnetawan may contact one or more Bidders to clarify or obtain more information about their Proposal or to request the Bidder to exhibit or otherwise demonstrate the information contained therein. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and Proposal. Discussions will be limited to specific sections of the RFP identified by the evaluation committee. The Lead Contact will only hold discussions with Bidders who have submitted a proposal deemed to be reasonably acceptable for Award.

The Municipality of Magnetawan may make an award based on the proposals received without further discussion with the Bidders. Therefore, each initial offer should contain the Bidder's best terms/information, including all required documentation as listed in this RFP.

4.02 Basis of Rejection of Proposal

Proposal not conforming to the requirements within this document and/or the following will be disqualified:

a. Proposal must be legible, in ink, typewritten, or by printer.
b. Proposal must be in the possession of the Municipality of Magnetawan by the closing date and time and on the form provided.
c. Proposal must be signed and sealed by an authorized official of the bidding organization. A joint proposal must be signed and sealed by each company.

The Contractor has carefully examined the conditions and specifications attached and referred to in this contract, and understands and accepts the said conditions and specifications, and for the prices set forth in this proposal, hereby offers to furnish all labour, equipment, and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.

Attached to this proposal is a certified cheque, in the amount of 10% of the total proposal, made payable to the Municipality of Magnetawan. The proceeds of this cheque shall, upon acceptance of the proposal, constitute a deposit which shall be forfeited to the Municipality of Magnetawan if the Contractor fails to perform the work in accordance with the conditions and specifications referred to or contained in this proposal.

It is also agreed that upon acceptance in writing by the Municipality of Magnetawan this proposal form becomes the agreement for the performance of the work between the contractor and the Municipality.

4.03 Maximum Evaluation Points Summary

Specification & Quality **40 points**

- Demonstration and documentation proving that the proposed vehicle meets or exceeds the minimum specifications, data spec sheets, and photographs. Evidence of a durable high-quality package.

Price & Delivery **30 points**

- Demonstration and documentation that the proposed unit is priced within reason when quality is considered, and that the unit can be delivered within the six-month time window.

Vendor's Background, Experience, and References **10 points**

- The Bidder's experience in heavy equipment sales and services, and business references.

Breakdown of Costs **10 points**

- Breakdown of costs, line items are complete and reasonable.

Distance to Service Facility **10 points**

- Distance in kilometres to proponents licensed service facility.

Maximum Points Available **100 points**

The successful Bidder shall be notified of the Award verbally or electronically by the Lead Contact.

Section 5 Form of Proposal

I/We, the Undersigned, having examined this Request for Proposals, do hereby offer to enter into an Agreement with the Municipality of Magnetawan to act as Engineer of Record under the terms as included.

I, We _____
(Name-Print) (Position)

of _____
(Company Name)

Dated at _____this _____ day of _____, 2023.

_____
AUTHORIZED SIGNATURE

_____
STREET ADDRESS

_____
CITY PROVINCE POSTAL CODE

_____
TELEPHONE NO. FACSIMILE NO. E-MAIL ADDRESS

Receipt of any issued addenda shall be acknowledged by initialing in the space provided below.
Last posted addendum on the website on Thursday May 2, 2024 _____

Signature in the designated space, by an authorized officer of the Bidder's company affirms acceptance of the Request for Proposal requirements set forth in this document, the associated costs attributed to the business arrangement between the Bidder and the Municipality of Magnetawan, and hereby certifies that the information supplied in this proposal to be true and complete in all respects.

Company Seal

The following required information may be forwarded on the Vendor's forms and should include all manufacturers specification and submitted with the overall package. However, the information requested here, specifically should be clearly presented, easily understood, and easy to find.

Schedule of Items & Prices

(All unit prices are Not to include HST)

The undersigned agrees to supply and deliver the goods and services as specified and required in accordance with Section 2 of the Proposal for the following prices:

The Municipality reserves the right to cancel any or all items.

One Brush Chipper

Make: _____

Model: _____ Year: _____

Price as per specifications in part 'C': $ _____

Extras/Options: _____ $ _____

Extras/Options: _____ $ _____

Extras/Options: _____ $ _____

Total Price before H.S.T. $ _____

H.S.T. $ _____

Total Price $ _____

Additional Warranty Information/Price

Details: _____ $ _____

Extended Warranty Total Price $ _____

H.S.T. $ _____

Net Price: $ _____

Brush Chipper Delivery Date: _____

SHOW YOUR SPIRIT
MAGNETAWAN
VIDEO CONTEST!!

Submit your video about Magnetawan for a chance to win cash prizes and a chance to be featured on Lakeland Networks' TV Community Channel!

Deadline for Submissions is Monday May 13th by 3 p.m.

FOR MORE DETAILS INCLUDING SUBMISSION RULES VISIT OUR WEBSITE AT
www.magnetawan.com
OR EMAIL recreation@magnetawan.com

Municipality of Magnetawan

Project Details

We are excited to share with you our Show Your Spirit Magnetawan Video Contest.

The Municipality is looking for video submissions that encompass why the Municipality of Magnetawan is **Where it's at!**. It is important that the content of the submission be relevant to our Municipality and includes several landmarks and why our Municipality is so special. All submissions may have a chance to be featured on Lakeland Networks' TV Community Channel.

Some of examples of content:

- Magnetawan has something for all ages! Trails, parks, beaches, falls to explore and so much more!
- Magnetawan is for you to discover, so go out and find the adventure that you've always dreamed of!
- Magnetawan is a beautiful community centrally located between Huntsville, North Bay, and Parry Sound.
- The community is surrounded by parks, beaches, waterways, trails and is home to the Magnetawan Locks and Dam system.
- We have a large array of activities for all ages thanks to our local community groups and the many volunteers in our community.
- Come spend a day and fall in love exploring our scenic view, parks, beaches, waterways, historic locks, dams, waterfalls, recreational facilities, hiking trails, Heritage Centre Museum, and enjoy local cuisine fishing, hunting, snowmobiling, boating, swimming and much more.
- The Municipality of Magnetawan is situated on the Magnetawan River and is centrally located 45 minutes from Parry Sound, Huntsville, and North Bay. We are open Winter, Summer, Spring and Fall and look forward to seeing you!

1st place will receive a $300 cash prize
2nd place will receive a $200 cash prize
3rd place will receive a $100 cash prize

Community Background

The Municipality of Magnetawan is situated on the Magnetawan River and is centrally located 45 minutes from Parry Sound, Huntsville, and North Bay. Come spend a day and fall in love exploring our scenic views, parks, beaches, waterways, historic locks, dams, waterfalls, recreational facilities, hiking trails, Heritage Centre Museum, and enjoy local cuisine, fishing, hunting, snowmobiling, boating and much more.

Risk and Responsibility

All participants should understand that the finished submitted work may be utilized on Lakeland Networks' TV Community Channel. The Municipality cannot guarantee the duration of the video being advertised on the Community Channel or be responsible for any damages or modifications of the video submission.

Proposal Submission Requirements

Each submission shall include one electronic copy submitted by email **or** hand delivered USB hand containing the following items:

- A signed Release Form by the participant.
- A signed Photograph & Video Release Form for every participant featured in the video submission.
- Specifications are 16:9 aspect ratio (1920X1080) high resolution images in the video submission.

Submissions

Submissions must be received by **Monday May 13, 2024, at 3:00 pm**
Late submissions will not be accepted
Email submissions to: lbrandt@magnetawan.com
By mail to 4304 Highway 520 P.O. Box 70 Magnetawan, ON P0A 1P0

Contact

Laura Brandt
Deputy Clerk Recreation and Communications
(705) 387-3947 Ext 1002
lbrandt@magnetawan.com

Municipality of Magnetawan

ICYMI
Council Highlights
April 10, 2024

To read the complete minutes, agenda packages and by-laws please visit our website at www.magnetawan.com

MOOSE HIDE CAMPAIGN
CAMPAGNE MOOSE HIDE

Council passed Resolution 2024-86 proclaiming May 16th as Moose Hide Campaign Day! To find out more information about the Moose Hide Campaign visit their website at https://moosehidecampaign.ca/

GREAT NEWS! Staff applied for grant funding and were successful in their application to the Enabling Accessibility Grant Funding Stream. The approved project for funding of $10,000 will include the purchase of a hockey sledge, wheelchair beach mat and beach wheelchair! Stay tuned for the launch of this project!

Council passed By-law 2024-16 Set Tax Ratios for Municipal Purposes and Levy the Rates of Taxation for the Year 2024. To view the By-law, visit our By-law page on the website under Government! To view the 2024 Budget, visit our Treasury page on the website under Residents! To view the tax rates, visit our Treasury page on the website under Residents!

Council passed resolution 2024-97 Approving the purchase and installation of a "Big Baseball" display at Croft Recreational Park! Stay tuned for updates on this exciting fun project!

DID YOU KNOW?

That you should check the Fire Rating before you burn. Currently the Municipality does not have a permit system, but you are required to burn according to the By-law!

SAVE THE DATE

The next open public meeting of Council is May 1, 2024, at 1:00 pm at the Magnetawan Community Centre.

Questions? Concerns? Ideas? Contact the Municipal Office at (705) 387-3947 or by email at info@magnetawan.com

Council Approval Accounts Payable and Payroll

Meeting Date: May 1/2024

Accounts Payable	Amount
Batch # 2024-QKCh Cheque Date: Mar 26/24 From: 25589 To: 25589	$ 850.00
Batch # 2024-00030 Cheque Date: Apr. 10/24 From: 25590 To: 25590	$ 22,698.38
Batch # 2024-00032 Cheque Date: Apr. 11/24 From: 25591 To: 25614	$ 450,952.62
Batch # 2024-00034 Cheque Date: Apr. 15/24 From: 25615 To: 25615	$ 4,724.32
Batch # 2024-00035 Cheque Date: Apr. 18/24 From: 25616 To: 25638	$ 60,773.45
Batch # 2024-00037 Cheque Date: May 1/24 From: 25639 To: 25676	$ 131,818.75
Batch # Cheque Date: From: To:	$
EFT Batch # 2024-00038	$ 72,125.90
EFT Batch #	$
Total Accounts Payable	$ 743,943.48

Cancelled Cheques

Payroll	
Staff Pay Pay Period: # 6 All Direct Deposit	$ 42,217.75

Staff Pay Pay Period: # 7 All Direct Deposit	$ 41,535.32
Staff Pay Pay Period: # All Direct Deposit	$
Council Pay Pay Period: # 6 All Direct Deposit	$ 4,644.02
Pay Period: # All Direct Deposit	$
Total Payroll	$ 88,397.09
Total for Resolution	$ 832,340.57

Municipality of Magnetawan
List Of Accounts for Approval
Batch: 2024-00029 to 2024-QkCh

Bank Code - CURR - CURRENT ACCOUNT

COMPUTER CHEQUE

Payment # / Invoice #	Date	Vendor Name / GL Account	GL Transaction Description	Detail Amount	Payment Amount
25589	**3/26/2024**	**CLODD, DANIELLE**			
20240325		1-4-2600-2015 - REC - EVENTS		850.00	850.00
25590	**4/10/2024**	**CROZIER CRETE**			
1685210	Accrual	1-4-7300-8000 - HALL - CAPITA	OFFICE WALKWAY	20,087.06	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	2,611.32	22,698.38
25591	**4/11/2024**	**ADAMS BROS. CONSTRUCTION LTD.**			
169663		1-4-4020-2020 - LF - LATRINE I	LANDFILL TOILET RENTAI	152.64	
		1-4-4030-2015 - RECY - LATRII	LANDFILL TOILET RENTAI	152.64	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	33.72	339.00
25592	**4/11/2024**	**ABC OVERHEAD GARAGE DOORS**			
24931		1-4-7200-2400 - PARKS - REPA	PARKS DOOR REPAIR - 1	974.62	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	107.65	1,082.27
24930		1-4-7300-2400 - HALL - REPAIF	PAVILLION GARAGE DOO	555.12	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	72.17	627.29
				Payment Total:	1,709.56
25593	**4/11/2024**	**AGRICULTURE FORESTRY CONSTRUCTION INC**			
5173		1-4-3217-2070 - BH4 - REPAIR	BH #4 BUCKET REPAIR	338.97	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	37.44	376.41
25594	**4/11/2024**	**BAILEY, JEFFREY**			
ROADEXCHAN		1-1-1100-1124 - A/R- J BAILEY	ROAD EXCHANGE FEE RE	197.31	197.31
25595	**4/11/2024**	**BEATTY PRINTING**			
58572		1-4-3101-2120 - J - OFFICE	PUBLIC WORKS TIME SHI	127.20	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	14.05	141.25
25596	**4/11/2024**	**COMPUTER TECH CD**			
2358		1-4-1200-2130 - ADMIN - COMF	MONTHLY SERVICE CON	271.70	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	30.01	301.71
25597	**4/11/2024**	**DISTRICT OF PARRY SOUND SOCIAL SERVICES**			
Q12024		1-4-6200-2710 - SOCIAL - DSS	Q1 2024 MUNICIPAL LEVY	82,018.59	82,018.59
25598	**4/11/2024**	**CINDY LEGGETT**			
03312024		1-4-2600-2400 - REC - PROGR	MARCH EXCERCISE CLAS	560.00	560.00
25599	**4/11/2024**	**ECOVUE CONSULTING SERVICES**			
24-2125-302		1-1-1100-2039 - A/R - ENG	MCILROY EASEMENT	1,305.08	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	144.16	1,449.24
25600	**4/11/2024**	**HUBB CAP**			
1034310		1-4-3101-2010 - J - MATERIALS	ROADS SUPPLIES	61.06	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	6.74	67.80
25601	**4/11/2024**	**INNOVATION, SCIENCE AND ECONOMIC**			
20240043590		1-4-2000-2054 - FD - RADIO M/	RADIO LICENSE RENEWA	815.52	815.52
25602	**4/11/2024**	**MANULIFE FINANCIAL**			
MARCH2024		1-4-8010-1010 - PLN - WAGES	GROUP BENEFITS - MARC	504.31	
		1-4-1200-1010 - ADMIN - WAGI	GROUP BENEFITS - MARC	1,502.43	
		1-4-1300-1010 - TREAS - WAGI	GROUP BENEFITS - MARC	998.12	

COMPUTER CHEQUE

Payment # / Invoice #	Date	Vendor Name / GL Account	GL Transaction Description	Detail Amount	Payment Amount
		1-4-2000-1010 - FD - WAGES &	GROUP BENEFITS - MARC	998.12	
		1-4-2100-1010 - CBO - WAGES	GROUP BENEFITS - MARC	504.31	
		1-4-3101-1010 - J - WAGES AN	GROUP BENEFITS - MARC	2,500.55	
		1-4-4020-1010 - LF - WAGES A	GROUP BENEFITS - MARC	1,502.43	
		1-4-7200-1010 - PARKS - WAG	GROUP BENEFITS - MARC	1,996.23	10,506.50
APRIL2024		1-4-8010-1010 - PLN - WAGES	GROUP BENEFITS - APRII	1,059.98	
		1-4-1200-1010 - ADMIN - WAGI	GROUP BENEFITS - APRII	3,157.85	
		1-4-1300-1010 - TREAS - WAGI	GROUP BENEFITS - APRII	2,097.87	
		1-4-2000-1010 - FD - WAGES &	GROUP BENEFITS - APRII	2,097.87	
		1-4-2100-1010 - CBO - WAGES	GROUP BENEFITS - APRII	1,059.98	
		1-4-3101-1010 - J - WAGES AN	GROUP BENEFITS - APRII	5,255.72	
		1-4-4020-1010 - LF - WAGES A	GROUP BENEFITS - APRII	3,157.85	
		1-4-7200-1010 - PARKS - WAG	GROUP BENEFITS - APRII	4,195.72	22,082.84
				Payment Total:	32,589.34
25603	**4/11/2024**	**MESSER CANADA INC**			
2107346938		1-4-3101-2080 - J - SMALL TOC	LEASE RENEWAL ROADS	491.04	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	54.25	545.29
25604	**4/11/2024**	**HURONIA ALARM & FIRE SECURITY INC.**			
1279118		1-4-7300-2400 - HALL - REPAIF	MUNICIPAL OFFICE ANNL	771.00	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	100.23	871.23
1279117		1-4-7300-2400 - HALL - REPAIF	SEMI ANNUAL KITCHEN H	213.00	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	27.69	240.69
				Payment Total:	1,111.92
25605	**4/11/2024**	**JIM MOORE PETROLEUM**			
644583		1-4-4030-2024 - RECY - PROP/	CROFT LF - DIESEL	362.52	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	40.04	402.56
644339		1-4-3101-2022 - J - CLEAR DIE	CLEAR DIESEL	443.47	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	48.98	492.45
643095		1-4-3101-2022 - J - CLEAR DIE	CLEAR DIESEL	623.74	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	68.89	692.63
643096		1-4-3101-2023 - J - DYED DIES	DYED DIESEL	445.21	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	49.18	494.39
643486		1-4-7300-2024 - HALL - HEATIN	COMMUNITY CENTRE - FU	358.14	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	46.56	404.70
643485		1-4-7300-2024 - HALL - HEATIN	PAVILLION FURNACE OIL	494.71	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	64.31	559.02
643479		1-4-7200-2024 - PARKS - HEAT	PARKS GARAGE FURNAC	131.28	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	14.50	145.78
643989		1-4-3101-2023 - J - DYED DIES	DYED DIESEL	127.70	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	14.10	141.80
643480		1-4-3101-2022 - J - CLEAR DIE	CLEAR DIESEL	1,264.69	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	139.69	1,404.38
643990		1-4-3101-2021 - J - PREMIUM (	PREMIUM GASOLINE	302.00	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	33.36	335.36
643988		1-4-3101-2022 - J - CLEAR DIE	LOW SULPHUR CLEAR DI	2,281.43	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	252.00	2,533.43
643487		1-4-3101-2023 - J - DYED DIES	CHAPMAN LANDFILL - DY	184.96	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	20.43	205.39
643481		1-4-3101-2023 - J - DYED DIES	DYED DIESEL	826.72	

COMPUTER CHEQUE

Payment # / Invoice #	Date	Vendor Name / GL Account	GL Transaction Description	Detail Amount	Payment Amount
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	91.31	918.03
643491		1-4-3101-2021 - J - PREMIUM (	PREMIUM GASOLINE	758.19	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	83.75	841.94
				Payment Total:	9,571.86
25606	**4/11/2024**	**MHBC PLANNING LIMITED**			
5033121		1-1-1100-1186 - A/R - D STEVE	STEVENSON CONSENT	724.53	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	80.03	804.56
5033126		1-1-1100-2038 - ROA - GOODJ	GOODJOHN - 1388 AHMIC	1,788.44	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	197.54	1,985.98
5033125		1-1-1100-1140 - A/R - MARK LA	LANGFORD ZBA (NEW LC	47.83	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	5.28	53.11
5033124		1-1-1100-2037 - R/A - ANTONIK	ANTONIK-354 SIMMONS L	127.20	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	14.05	141.25
5033123		1-1-1100-2033 - A/R - EISSES	EISSES-HWY 124	1,118.60	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	123.55	1,242.15
5033122		1-1-1100-1139 - A/R - KLAHANI	CAMP KLAHANIE	290.02	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	32.03	322.05
5033120		1-4-6350-4030 - PROPERTY - F	MUNICIPALLY INITIATED E	807.47	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	89.19	896.66
				Payment Total:	5,445.76
25607	**4/11/2024**	**NIPISSING-PARRY SOUND CATHOLIC DISTRICT**			
Q12024		1-4-8300-6120 - ES SCHOOL R	ENGLISH SEPERATE LEV	4,029.97	4,029.97
25608	**4/11/2024**	**NEAR NORTH DISTRICT SCHOOL BOARD**			
Q12024		1-4-8300-6100 - EP SCHOOL R	ENGLISH PUBLIC Q1 2024	296,813.88	296,813.88
25609	**4/11/2024**	**RUSSELL CHRISTIE LLP**			
63-283-365-3		1-1-1100-1125 - A/R - WIENS	LAND EXCHANGE - BAILE	505.84	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	55.87	561.71
63-283-442		1-1-1100-1184 - A/R - TAX REC	TAX ARREARS	265.94	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	29.37	295.31
63-283-444		1-1-1100-1184 - A/R - TAX REC	TAX ARREARS	130.43	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	14.40	144.83
63-283-443		1-1-1100-1184 - A/R - TAX REC	TAX ARREARS	134.86	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	14.90	149.76
63-283-441		1-1-1100-1184 - A/R - TAX REC	TAX ARREARS	278.61	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	30.77	309.38
63-283-440		1-1-1100-1184 - A/R - TAX REC	TAX ARREARS	295.79	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	32.67	328.46
63-283-439		1-1-1100-1184 - A/R - TAX REC	TAX ARREARS	299.83	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	33.11	332.94
				Payment Total:	2,122.39
25610	**4/11/2024**	**SERVICE 1 MUFFLERS & MORE**			
10425		1-4-3222-2070 - TR22 - REPAIF	TRUCK #22 ARM KIT	1,322.88	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	146.12	1,469.00
10179		1-4-3226-2070 - TR26 - REPAIF	TRUCK #26 REPAIR PART	21.90	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	2.42	24.32
10609		1-4-3222-2070 - TR22 - REPAIF	TRUCK #22 SHOCK ABSO	2,144.74	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	236.89	2,381.63
				Payment Total:	3,874.95
25611	**4/11/2024**	**SDB TRUCK & EQUIPMENT REPAIRS**			

COMPUTER CHEQUE

Payment # / Invoice #	Date	Vendor Name / GL Account	GL Transaction Description	Detail Amount	Payment Amount
13288		1-4-3229-2070 - TR29 - REPAIF	TRUCK #29 MONTHLY INS	152.64	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	16.86	169.50
13281		1-4-3229-2070 - TR29 - REPAIF	TRUCK #29 REPLACE LEA	335.81	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	37.09	372.90
13289		1-4-3228-2070 - TR28 - REPAIF	TRUCK #28 MONTHLY INS	152.64	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	16.86	169.50
13290		1-4-3226-2070 - TR26 - REPAIF	TRUCK #26 MONTHLY INS	152.64	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	16.86	169.50
13285		1-4-7225-2070 - PARKS TRAILI	SAFETY INSPECTION-PAF	254.40	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	28.10	282.50
13284		1-4-7218-2070 - TR12 - REPAIF	YEARLY SAFETY -TRUCK	566.80	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	62.61	629.41
13249		1-4-3224-2070 - TR24 - REPAIF	TRUCK #24 MONTHLY INS	152.64	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	16.86	169.50
13247		1-4-3226-2070 - TR26 - REPAIF	TRUCK #26 MONTHLY INS	152.64	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	16.86	169.50
13248		1-4-3227-2070 - TR27 - REPAIF	TRUCK #27 MONTHLY INS	152.64	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	16.86	169.50
13258		1-4-3222-2070 - TR22 - REPAIF	TRUCK #22 - MONTHLY IN	1,022.69	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	112.96	1,135.65
				Payment Total:	3,437.46
25612	**4/11/2024**	**STINSON ELECTRICAL INC.**			
16727	Accrual	1-4-7700-2400 - AHMIC - REPA	RELOCATION OF AHMIC F	1,526.71	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	198.47	1,725.18
25613	**4/11/2024**	**SIGNCRAFT CANADA INC.**			
2550		1-4-7200-2010 - PARKS - MATE	SIGNAGE - BANNERS	1,221.12	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	134.88	1,356.00
2551		1-4-2200-2010 - BLEO - MATEF	TRAILER LICENSE DECAL	66.14	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	7.31	73.45
2596		1-4-2600-2010 - REC - MATERI	OUT OF WATER SIGNAGE	117.02	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	12.93	129.95
				Payment Total:	1,559.40
25614	**4/11/2024**	**WURTH CANADA LIMITED**			
25792092		1-4-3101-2010 - J - MATERIALS	BRAKE PARTS AND CLEA	134.03	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	14.80	148.83
25615	**4/15/2024**	**LEGACY CARPENTRY INC.**			
26/11/2023(3)		1-4-7300-8000 - HALL - CAPITA		4,180.81	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	543.51	4,724.32
25616	**4/18/2024**	**Township Of Armour**			
ARM 24-34		1-4-2200-2010 - BLEO - MATEF	FEBRUARY BYLAW EXPE	220.19	
		1-4-2200-1010 - BLEO - WAGE	FEBRUARY BYLAW EXPE	4,261.72	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	495.04	4,976.95
25617	**4/18/2024**	**BELL MOBILITY INC**			
50066875APRIL		1-4-4020-2420 - LF - LANDFILL	TOWER RENTAL - FD & P\	59.89	
		1-4-4030-2420 - RECY - LANDF	TOWER RENTAL - FD & P\	59.88	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	13.23	133.00
25618	**4/18/2024**	**ECOVUE CONSULTING SERVICES**			

COMPUTER CHEQUE

Payment # / Invoice #	Date	Vendor Name / GL Account	GL Transaction Description	Detail Amount	Payment Amount
24-2125-202		1-3-8000-7800 - PLN - PLANNI	LORUSSO CONSENT	755.57	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	83.46	839.03
25619	**4/18/2024**	**FOREST CITY MODELS & PATTERNS LTD.**			
113419		1-4-4020-8000 - LF - CAPITAL I	OUTDOOR DUAL COMPO:	4,557.03	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	503.34	5,060.37
25620	**4/18/2024**	**FEDERATION OF NORTHERN ONTARIO**			
1963-24		1-4-1200-1310 - ADMIN - CONF	2024 FONOM MEMBERSH	231.52	231.52
25621	**4/18/2024**	**FIREHALL BOOKSTORE**			
BK0016313		1-4-2000-1410 - FD - VOLUNTE	FIRE DEPARTMENT TEXT	312.87	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	13.44	326.31
25622	**4/18/2024**	**GILROY'S TIRE**			
5878		1-4-3217-2070 - BH4 - REPAIR:	BH #4 SERVICE CALL	842.57	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	93.07	935.64
25623	**4/18/2024**	**PAUL, JENNY**			
03262024		1-4-2600-2400 - REC - PROGR.	MARCH FIT FAB FUN & YC	700.00	700.00
25624	**4/18/2024**	**JOSEPH BOYDEN**			
01152024		1-4-2000-2120 - FD - OFFICE	INSERVUS - MILEAGE RE	123.56	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	13.64	137.20
25625	**4/18/2024**	**LLOYD BARRY**			
S-J105		1-4-3101-8000 - J - CAPITAL E>	INSTALL SECURITY CAME	698.99	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	77.21	776.20
25626	**4/18/2024**	**LAKELAND ENERGY LTD**			
LE034175		1-4-3800-5012 - STREET - MAC	STREETLIGHT REPAIR	368.42	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	40.70	409.12
25627	**4/18/2024**	**M&L SUPPLY FIRE & SAFETY**			
021001		1-4-2000-7132 - FD - EQUIPME	FIRE DEPT. HELMET	481.22	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	53.16	534.38
020993		1-4-2000-2018 - FD - PPE & FIF	FIRE DEPT. MEDICAL BO(	492.62	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	54.41	547.03
				Payment Total:	1,081.41
25628	**4/18/2024**	**MUNICIPAL PROPERTY ASSESSMENT**			
1800035207		1-4-1300-2320 - TREAS - PROF	2ND QTR BILLING 2024	23,543.04	23,543.04
25629	**4/18/2024**	**NEAR NORTH INDUSTRIAL SOLUTIONS**			
91643		1-4-3226-2070 - TR26 - REPAIF	TRUCK #26 - REPAIR PAR	-28.12	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	-3.10	-31.22
91962		1-4-3101-2010 - J - MATERIALS	ROADS MATERIALS	146.53	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	16.19	162.72
91647		1-4-3228-2070 - TR28 - REPAIF	TRUCK #28 REPAIR PART	537.82	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	59.41	597.23
91572		1-4-3226-2070 - TR26 - REPAIF	TRUCK #26 REPAIR PART	28.13	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	3.10	31.23
91580		1-4-3101-2010 - J - MATERIALS	ROADS SUPPLIES	4.15	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	0.46	4.61
91644		1-4-3226-2070 - TR26 - REPAIF	TRUCK #26 REPAIR MATE	25.98	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	2.87	28.85

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				Payment Total:	793.42
25630	**4/18/2024**	**Hydro One Networks**			
3189APR24		1-4-3800-5016 - STREET - ROC	ROCKWYNN LANDING	66.70	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	3.99	70.69
0309MAR24		1-4-7200-2030 - PARKS - HYDF	18 MILLER RD. TWSP	202.03	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	27.54	229.57
3087APR24		1-4-3800-5014 - STREET - AHM	00 HWY 124 AHMIC HARB	53.95	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	6.91	60.86
6780MAR24		1-4-7205-2030 - P - HYDRO	6527 HWY 124	93.17	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	3.59	96.76
2621MAR24		1-4-2006-2030 - AHMIC STATIC	60 AHMIC ST	64.37	
		1-4-7700-2030 - AHMIC - HYDR	60 AHMIC ST	126.04	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	19.98	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	8.64	219.03
5146MAR24		1-4-3101-2029 - J - Hydro - 226	226 SIDERD 15 16 N	26.30	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	3.59	29.89
8809MAR2024		1-4-3101-2030 - J - HYDRO	18 MILLER RD. NEW GAR/	484.90	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	66.10	551.00
				Payment Total:	1,257.80
25631	**4/18/2024**	**ORKIN CANADA CORPORATION**			
C-4542393		1-4-7300-2400 - HALL - REPAIF	MAG CC ORKIN CARE API	306.10	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	39.79	345.89
C-4539431		1-4-3101-2400 - J - BUILDING M	PUBLIC WORKS GARAGE	76.32	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	8.43	84.75
C-4539429		1-4-4030-2120 - RECY - OFFIC	CROFT LANDFILL ORKIN	45.79	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	5.06	50.85
C-4539430		1-4-4020-2120 - LF - OFFICE	CHAPMAN LANDFILL ORK	45.79	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	5.06	50.85
C-4539387		1-4-7700-2400 - AHMIC - REPA	AHMIC HARBOUR CC & FI	96.80	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	12.58	109.38
C-4489131		1-4-7700-2400 - AHMIC - REPA	AHMIC HARBOUR CC & FI	90.00	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	11.70	101.70
C-4483330		1-4-3101-2400 - J - BUILDING M	PUBLIC WORKS GARAGE	76.32	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	8.43	84.75
C-4483328		1-4-4020-2400 - LF - REPAIRS	CROFT LANDFILL ORKIN	45.79	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	5.06	50.85
C-4483329		1-4-4030-2400 - RECY - REPAI	CHAPMAN LANDFILL ORK	45.79	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	5.06	50.85
C-4482848		1-4-7300-2400 - HALL - REPAIF	MAG CC ORKIN CARE MA	286.94	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	37.30	324.24
				Payment Total:	1,254.11
25632	**4/18/2024**	**WASTE CONNECTIONS OF CANADA INC.**			
7113-00003405		1-4-4010-4010 - GARBAGE - C	MARCH 2024 WASTE DISI	2,018.15	
		1-4-4030-4012 - RECY - RECYC	MARCH 2024 WASTE DISI	2,442.78	
		1-4-4020-4022 - LF - RUBBISH/	MARCH 2024 WASTE DISI	5,470.04	
		1-4-4030-4014 - RECY - RECYC	MARCH 2024 WASTE DISI	3,462.23	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	1,479.33	14,872.53
25633	**4/18/2024**	**SILVER SCREEN PRINTING**			
2445		1-4-1200-2010 - ADMIN - OFFIC	JACKET	72.76	

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		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	8.04	80.80
2432		1-4-1000-2010 - COUNCIL - MA	JACKETS	291.04	
		1-4-1200-2010 - ADMIN - OFFIC	JACKETS	291.04	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	64.30	646.38
				Payment Total:	727.18
25634	**4/18/2024**	**SPECTRUM TELECOM GROUP LTD**			
C1300059		1-4-2000-2053 - FD - COMMUN	TOWER RENTAL - FD & P\	208.61	
		1-4-3101-2053 - J - COMMUNIC	TOWER RENTAL - FD & P\	208.61	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	46.08	463.30
INV-34017-D8T(		1-4-3216-2070 - BH3 - REPAIRS	BH #3 RADIO INSTALLATI	659.56	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	72.86	732.42
				Payment Total:	1,195.72
25635	**4/18/2024**	**SELECTCOM**			
0005216561		1-4-1200-2050 - ADMIN - TELEI	LONG DISTANCE PHONE	687.03	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	75.92	762.95
25636	**4/18/2024**	**TICKLED TEALS ENTERTAINMENT**			
255		1-4-2600-2015 - REC - EVENTS	FACE PAINTING-CANADA	185.71	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	20.52	206.23
25637	**4/18/2024**	**UPS CANADA**			
5549400401		1-4-2600-2400 - REC - PROGR.	RECREATION - SLEDGE	60.28	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	118.74	179.02
25638	**4/18/2024**	**XEROX CANADA LTD**			
F62077619		1-4-1200-2140 - ADMIN - COPY	COPYING EXPENSES	337.43	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	37.27	374.70
25639	**5/1/2024**	**ADAMS BROS. CONSTRUCTION LTD.**			
170128		1-4-4020-2020 - LF - LATRINE I	LANDFILL MONTHLY TOIL	152.64	
		1-4-4030-2015 - RECY - LATRII	LANDFILL MONTHLY TOIL	152.64	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	33.72	339.00
25640	**5/1/2024**	**ABC OVERHEAD GARAGE DOORS**			
24985		1-4-3101-2400 - J - BUILDING M	DOORS #1 & #6 - INSTALL	960.68	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	106.11	1,066.79
25641	**5/1/2024**	**AGRICULTURE FORESTRY CONSTRUCTION INC**			
5220		1-4-3218-8000 - BH5 - CAPITAL	BH #5 - MANIFOLD REPAII	7,580.43	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	837.29	8,417.72
25642	**5/1/2024**	**ALGONQUIN CLEAN WATER SERVICES INC**			
2085		1-4-7300-2400 - HALL - REPAIF	WATER SOFTENER & INS	2,173.13	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	282.51	2,455.64
25643	**5/1/2024**	**ATCO STRUCTURES & LOGISTICS LTD.**			
10699029		1-4-4030-8000 - RECY - CAPIT/	10X32 USED TRAILER	20,352.04	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	2,247.96	22,600.00
25644	**5/1/2024**	**CANADOOR DOOR SYSTEMS INC**			
65996277		1-4-2005-7140 - MAG STATION	891 ALBERT ST. - GARAG	1,223.66	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	135.15	1,358.81
25645	**5/1/2024**	**COMWAVE**			
352888		1-4-1200-2050 - ADMIN - TELEI	VOIP LINES	47.84	

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		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	5.28	53.12
25646	**5/1/2024**	**CURRIE TRUCK CENTRE**			
0582435P		1-4-3101-2010 - J - MATERIALS	ROADS - HAND WIPERS	103.39	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	11.42	114.81
25647	**5/1/2024**	**DEAN'S AUTO CARE**			
24003		1-4-3221-2070 - TR21 - REPAIF	TRUCK #21 - OIL CHANGE	224.56	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	24.81	249.37
25648	**5/1/2024**	**DEKRA - LITE**			
DLIO2022521		1-4-2600-2010 - REC - MATERI	QTY 8 - 3' WREATHS	4,452.24	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	491.77	4,944.01
25649	**5/1/2024**	**Sam Dunnett**			
04032024		1-4-1000-2010 - COUNCIL - MA	CAPB MILEAGE REIMBUR	44.12	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	4.88	49.00
25650	**5/1/2024**	**ENVIRONMENTAL 360 SOLUTIONS LTD.**			
A-241570		1-4-7500-2010 - LOCKS - MATE	TOILET RENTAL - PARKS	188.85	
		1-4-7100-2400 - WHARFS - RE	TOILET RENTAL - PARKS	192.16	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	24.55	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	21.23	426.79
25651	**5/1/2024**	**FREIGHTLINER NORTH BAY**			
RN10572		1-4-3227-2070 - TR27 - REPAIF	TRUCK #27 REPAIRS - LH	12,556.54	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	1,386.93	13,943.47
25652	**5/1/2024**	**GILROY'S TIRE**			
6367		1-4-3227-2070 - TR27 - REPAIF	TRUCK #27 REPAIR	3,689.82	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	407.56	4,097.38
25653	**5/1/2024**	**IRWIN TYLER R. G.**			
1080286		1-4-2100-2010 - CBO - MATERI	CALCULATOR BATTERY -	11.18	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	1.24	12.42
25654	**5/1/2024**	**JADE EQUIPMENT CO. LTD.**			
P19710		1-4-3101-2010 - J - MATERIALS	ROADS MATERIALS	870.45	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	96.14	966.59
25655	**5/1/2024**	**JOHNSTON CALVIN**			
2024-1		1-4-3042-4010 - D2 - CONTRAC	HIRED GRADER - MARCH	4,273.93	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	472.07	4,746.00
25656	**5/1/2024**	**MAGNETAWAN GRILL AND GROC**			
42315160		1-4-2600-2015 - REC - EVENTS	FAMILY DAY SUPPLIES	46.19	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	1.80	47.99
37638256		1-4-2600-2015 - REC - EVENTS	MARCH SENIORS DINNEF	91.29	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	2.01	93.30
				Payment Total:	141.29
25657	**5/1/2024**	**MAGNETAWAN BUILDING CENTRE (PARKS)**			
102-51351		1-4-7300-2010 - HALL - MATER	SUPPLIES	40.92	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	5.32	46.24
104-101421		1-4-7200-2010 - PARKS - MATE	SUPPLIES	31.12	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	3.44	34.56

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101-137259		1-4-7200-2010 - PARKS - MATE	SUPPLIES	26.26	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	2.91	29.17
101-137246		1-4-7200-2010 - PARKS - MATE	SUPPLIES	23.79	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	2.63	26.42
101-137073		1-4-7200-2400 - PARKS - REPA	SUPPLIES	45.33	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	5.01	50.34
104-101215		1-4-7200-2400 - PARKS - REPA	SUPPLIES	13.19	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	1.45	14.64
101-136930		1-4-7200-2010 - PARKS - MATE	SUPPLIES	9.31	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	1.03	10.34
101-136467		1-4-7300-2010 - HALL - MATER	SUPPLIES	55.25	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	7.18	62.43
				Payment Total:	274.14
25658	**5/1/2024**	**MAGNETAWAN BUILDING CENTRE (ROADS)**			
102-51216		1-4-3101-2010 - J - MATERIALS	SUPPLIES	33.75	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	3.73	37.48
101-137084		1-4-3051-2010 - E1 - MATERIAI	SUPPLIES	39.36	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	4.35	43.71
101-136721		1-4-3101-2120 - J - OFFICE	SUPPLIES	51.14	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	1.35	52.49
101-136338		1-4-3051-2010 - E1 - MATERIAI	SUPPLIES	309.20	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	34.15	343.35
104-101064		1-4-3101-2010 - J - MATERIALS	SUPPLIES	4.99	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	0.55	5.54
				Payment Total:	482.57
25659	**5/1/2024**	**MAGNETAWAN BUILDING CENTRE (FIRE DEPT.)**			
103-125825		1-4-2005-7140 - MAG STATION	SUPPLIES	60.50	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	3.81	64.31
103-125893		1-4-2005-7140 - MAG STATION	SUPPLY CREDIT	-12.51	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	-1.38	-13.89
101-136943		1-4-2005-7140 - MAG STATION	SUPPLIES	30.51	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	3.37	33.88
				Payment Total:	84.30
25660	**5/1/2024**	**MAGNETAWAN BUILDING CENTRE (LANDFILL)**			
101-137098		1-4-4020-2010 - LF - MATERIAI	SUPPLIES	10.17	
		1-4-4030-2010 - RECY - MATEF	SUPPLIES	10.17	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	2.25	22.59
101-136278		1-4-4020-2120 - LF - OFFICE	SUPPLIES	9.74	
		1-4-4030-2120 - RECY - OFFIC	SUPPLIES	9.73	19.47
104-100788		1-4-4020-2010 - LF - MATERIAI	SUPPLIES	13.52	
		1-4-4030-2010 - RECY - MATEF	SUPPLIES	13.52	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	2.98	30.02
103-125566		1-4-4020-2010 - LF - MATERIAI	SUPPLIES	19.81	
		1-4-4030-2010 - RECY - MATEF	SUPPLIES	19.82	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	4.37	44.00
103-125686		1-4-4020-2120 - LF - OFFICE	SUPPLIES	16.24	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	1.79	18.03
101-137186		1-4-4020-2120 - LF - OFFICE	SUPPLIES	9.74	
		1-4-4030-2120 - RECY - OFFIC	SUPPLIES	9.73	19.47
				Payment Total:	153.58

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25661	**5/1/2024**	**MINISTER OF FINANCE**			
3019032411251		1-4-2500-2010 - PROTECT - PC	FEB 2024 LSR OPP BILLIN	39,182.00	39,182.00
3006032407532		1-4-2500-2010 - PROTECT - PC	OCT-DEC 2023 LSR REVE	-287.00	-287.00
				Payment Total:	38,895.00
25662	**5/1/2024**	**MIS Municipal Insurance Services Ltd.**			
48618 & 49774		1-4-2600-2400 - REC - PROGR.	BASEBALL & HATCHERY I	229.18	
		1-4-1000-5018 - COUNCIL - DO	BASEBALL & HATCHERY I	921.68	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	78.74	1,229.60
25663	**5/1/2024**	**JIM MOORE PETROLEUM**			
644873		1-4-3101-2023 - J - DYED DIES	DYED DIESEL	549.73	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	60.72	610.45
644872		1-4-3101-2022 - J - CLEAR DIE	CLEAR DIESEL	1,209.26	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	133.56	1,342.82
644871		1-4-7200-2024 - PARKS - HEAT	PARKS GARAGE-FURNAC	589.43	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	65.10	654.53
645055		1-4-7300-2024 - HALL - HEATIN	COMMUNITY CTR-FURNA	669.48	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	87.03	756.51
645054		1-4-7300-2024 - HALL - HEATIN	PAVILION - FURNACE OIL	420.65	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	54.68	475.33
645229		1-4-3101-2021 - J - PREMIUM C	PREMIUM GASOLINE	2,780.43	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	307.11	3,087.54
645228		1-4-3101-2022 - J - CLEAR DIE	CLEAR DIESEL	841.07	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	92.90	933.97
645230		1-4-3101-2023 - J - DYED DIES	DYED DIESEL	513.27	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	56.69	569.96
				Payment Total:	8,431.11
25664	**5/1/2024**	**MOORE PROPANE LIMITED**			
6023036		1-4-7300-2030 - HALL - HYDRC	COMMUNITY CTR-PROPA	59.76	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	7.77	67.53
6023024		1-4-3101-2024 - J - HEATING	18 MILLER RD. - PROPANI	2,343.47	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	258.84	2,602.31
				Payment Total:	2,669.84
25665	**5/1/2024**	**MOORE PROPANE LIMITED**			
6022358		1-4-6250-2024 - FRIENDSHIP C	FRIENDSHIP CLUB - PROI	448.71	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	49.56	498.27
25666	**5/1/2024**	**MY-TECH INFORMATION TECHNOLOGY**			
MAR312024		1-4-1200-2130 - ADMIN - COMF	MARCH 2024 IT SERVICES	1,984.32	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	219.18	2,203.50
25667	**5/1/2024**	**OLDER ADULT CENTRES' ASSOCIATION**			
02769		1-4-2600-2400 - REC - PROGR.	MEMBER RENEWAL - LEV	300.00	300.00
25668	**5/1/2024**	**GF PRESTON SALES AND SERVICE LTD.**			
IN03628		1-4-3236-2070 - BROOM - REP.	SWEEPER PLUG	8.55	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	0.94	9.49
25669	**5/1/2024**	**SLING-CHOKER MFG. (NORTH BAY) LTD.**			
104893		1-4-3101-2010 - J - MATERIALS	WELD ON HOOK WITH LA	122.96	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	13.58	136.54
25670	**5/1/2024**	**STAPLES BUSINESS ADVANTAGE**			

COMPUTER CHEQUE

Payment # / Invoice #	Date	Vendor Name / GL Account	GL Transaction Description	Detail Amount	Payment Amount
66216341		1-4-1200-2010 - ADMIN - OFFIC	OFFICE SUPPLIES	90.58	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	10.00	100.58
65975189		1-4-1200-2010 - ADMIN - OFFIC	OFFICE SUPPLIES	55.13	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	6.09	61.22
66053563		1-4-1200-2025 - ADMIN - HEAL	OFFICE SUPPLIES	15.65	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	1.73	17.38
66029656		1-4-1200-2025 - ADMIN - HEAL	OFFICE SUPPLIES	52.49	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	5.80	58.29
66185849		1-4-1200-2025 - ADMIN - HEAL	OFFICE SUPPLIES	193.43	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	21.36	214.79
65969692		1-4-1200-2010 - ADMIN - OFFIC	OFFICE SUPPLIES	163.73	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	18.09	181.82
66023242		1-4-1200-2010 - ADMIN - OFFIC	OFFICE SUPPLIES	24.92	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	2.75	27.67
66019061		1-4-1200-2010 - ADMIN - OFFIC	OFFICE SUPPLIES	132.23	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	14.61	146.84
				Payment Total:	808.59
25671	**5/1/2024**	**STINSON ELECTRICAL INC.**			
16892		1-4-3101-2400 - J - BUILDING M	ROADS-GENERATOR SEF	193.34	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	21.36	214.70
25672	**5/1/2024**	**AJ STONE COMPANY LTD**			
182156		1-4-2000-7132 - FD - EQUIPME	GAS DETECTOR	659.71	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	72.87	732.58
25673	**5/1/2024**	**TOTAL POWER**			
SALES0196970		1-4-7300-3030 - HALL - GENER	ANNUAL INSPECTION-GE	1,250.00	
		1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	162.50	1,412.50
25674	**5/1/2024**	**TRUE NORTH CRETE**			
2282-2		1-4-5010-8000 - CEM - CAPITA	COLUMBARIUM FOUNDAT	5,778.73	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	638.28	6,417.01
25675	**5/1/2024**	**THOMSON REUTERS CANADA**			
6160254901		1-4-1200-2025 - ADMIN - HEAL	2024 OH&S ACTS & REGU	28.99	
		1-4-2100-2010 - CBO - MATERI	2024 OH&S ACTS & REGU	28.99	
		1-4-7200-2020 - PARKS - SAFE	2024 OH&S ACTS & REGU	86.98	
		1-4-3101-2010 - J - MATERIALS	2024 OH&S ACTS & REGU	144.97	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	12.47	302.40
25676	**5/1/2024**	**TRACKMATICS INC**			
42003		1-4-3101-2045 - J - GPS MONIT	ROADS GPS MONITORINC	487.43	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	53.84	541.27
41969		1-4-2110-2045 - CBO VEHICLE	CBO - GPS MONTHLY MO	35.62	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	3.93	39.55
				Payment Total:	580.82
				Total COMPUTER CHEQUE:	671,817.52

ONLINE BANKING

Payment # / Invoice #	Date	Vendor Name / GL Account	GL Transaction Description	Detail Amount	Payment Amount
APR. 10	**4/10/2024**	**ROYAL BANK VISA EFT**			

ONLINE BANKING

Payment # / Invoice #	Date	Vendor Name / GL Account	GL Transaction Description	Detail Amount	Payment Amount
7685827		1-4-7200-2400 - PARKS - REPA	AMAZON-WEED EATER P/	174.88	174.88
0017823		1-4-7200-2400 - PARKS - REPA	AMAZON-GRAVELY ZERO	72.52	72.52
CA4X8BH7IXI		1-4-7200-2010 - PARKS - MATE	AMAZON-PARKS OIL FILTE	49.86	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	5.51	55.37
29449		1-4-2000-2010 - FD - MATERIA	ACTION FIRST AID-SUPPL	113.45	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	12.53	125.98
10105		1-4-2000-1310 - FD - CONFERE	DEERHURST-CONFEREN	353.31	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	39.03	392.34
10303		1-4-2000-1310 - FD - CONFERE	DEERHURST-CONFEREN	176.66	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	19.51	196.17
10221		1-4-2000-1310 - FD - CONFERE	DEERHURST-CONFEREN	176.66	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	19.51	196.17
10320		1-4-2000-1310 - FD - CONFERE	DEERHURST-CONFEREN	353.31	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	39.03	392.34
10105-2		1-4-2000-1310 - FD - CONFERE	DEERHURST-CONFEREN	353.31	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	39.03	392.34
90355		1-4-2000-1310 - FD - CONFERE	DEERHURST-CONFEREN	69.51	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	6.29	75.80
21425142		1-4-2000-2120 - FD - OFFICE	STAPLES - OFFICE SUPPI	310.68	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	34.29	344.97
1389		1-4-2000-1310 - FD - CONFERE	NEFEC 2024 CONFERENC	763.20	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	84.30	847.50
04012024		1-4-1300-2310 - TREAS - BANK	ANNUAL FEE	12.00	12.00
040538		1-4-1000-2010 - COUNCIL - MA	THE WAGON WHEEL-COL	110.06	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	9.94	120.00
				Payment Total:	120.00
APR. 10	**4/10/2024**	**ROYAL BANK VISA EFT**			
36698630		1-4-2600-2010 - REC - MATERI	AMAZON-PICKLEBALL TAI	53.44	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	5.91	59.35
22		1-4-2600-2015 - REC - EVENTS	PRIMEAU MULTIMEDIA-DI	581.70	581.70
FEBR92QEJ2		1-4-2600-2400 - REC - PROGR.	FACEBOOK-ADVERTISINC	40.70	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	4.50	45.20
9CHC92CEJ2		1-4-2600-2400 - REC - PROGR.	FACEBOOK-ADVERTISINC	17.35	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	1.92	19.27
357147297		1-4-1000-1310 - COUNCIL - CO	GOTO MEETING-MONTHL	26.46	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	2.92	29.38
5902133		1-4-8010-2210 - PLN - LEGAL /	ONLAND-PROPERTY INDE	5.09	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	0.56	5.65
5899396		1-4-8010-2210 - PLN - LEGAL /	ONLAND-INSTRUMENT	3.05	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	0.34	3.39
1098570458		1-4-1200-2010 - ADMIN - OFFIC	COSTCO-OFFICE COFFEE	75.98	75.98
8262649		1-4-1200-2010 - ADMIN - OFFIC	AMAZON-OFFICE COFFEE	29.95	29.95
2062631		1-4-1200-2010 - ADMIN - OFFIC	AMAZON-HEADPHONES	28.47	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	3.15	31.62
1649046		1-4-2600-2010 - REC - MATERI	AMAZON-PICKLEBALL TAI	63.28	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	6.98	70.26
104DEA83-0001		1-4-2100-2010 - CBO - MATERI	TRAX-ANNUAL RENEWAL	170.96	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	18.88	189.84
03292024		1-4-2300-2010 - ED - MATERIA	SURVEY MONKEY-PROFE	100.74	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	11.13	111.87

ONLINE BANKING

Payment # / Invoice #	Date	Vendor Name / GL Account	GL Transaction Description	Detail Amount	Payment Amount
5933887		1-4-8010-2210 - PLN - LEGAL /	ONLAND-PROPERTY INDI	5.09	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	0.56	5.65
76911		1-4-1300-1310 - TREAS - CONF	AMCTO-ENHANCED INTEI	111.94	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	12.36	124.30
INV131727		1-4-2100-1320 - CBO - MEMBE	OBOA - JG MEMBERSHIP	358.20	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	39.56	397.76
5899364		1-4-8010-2210 - PLN - LEGAL /	ONLAND-PROPERTY INDI	5.09	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	0.56	5.65
5896391		1-4-8010-2210 - PLN - LEGAL /	ONLAND-PLAN	15.18	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	1.12	16.30
5896207		1-4-8010-2210 - PLN - LEGAL /	ONLAND-PARCEL REGIST	33.06	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	2.62	35.68
5896192		1-4-8010-2210 - PLN - LEGAL /	ONLAND-PROPERTY INDI	5.09	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	0.56	5.65
5896101		1-4-8010-2210 - PLN - LEGAL /	ONLAND-PLAN	15.18	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	1.12	16.30
03062024-1		1-4-8010-2210 - PLN - LEGAL /	ONLAND-PROPERTY INDI	5.09	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	0.56	5.65
104985		1-4-3101-2020 - J - SAFETY SU	PIE, OH MY PIZZERIA, SAI	81.41	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	8.99	90.40
5901687		1-4-8010-2210 - PLN - LEGAL /	ONLAND-PROPERTY INDI	5.09	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	0.56	5.65
5899351		1-4-8010-2210 - PLN - LEGAL /	ONLAND-PARCEL REGIST	33.06	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	2.62	35.68
5897379		1-4-8010-2210 - PLN - LEGAL /	ONLAND-PROPERTY INDI	5.09	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	0.56	5.65
5897316		1-4-8010-2210 - PLN - LEGAL /	ONLAND-PLAN	15.18	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	1.12	16.30
03062024-2		1-4-8010-2210 - PLN - LEGAL /	ONLAND-PROPERTY INDI	5.09	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	0.56	5.65
03222024		1-4-1300-2010 - TREAS - TAXA	CANADA POST-REGISTEF	11.77	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	0.50	12.27
VP_JSW7VCQC		1-4-3101-2120 - J - OFFICE	VISTA PRINT-PUBLIC WO	41.26	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	4.56	45.82
8281041		1-4-1200-2025 - ADMIN - HEAL	AMAZON-HEALTH AND SA	36.58	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	4.04	40.62
2524237		1-4-2600-2010 - REC - MATERI	AMAZON-SLEDGE GUARD	14.95	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	1.65	16.60
26655		1-4-3101-2120 - J - OFFICE	NETSPECTRUM-ROADS II	101.71	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	11.23	112.94
28127		1-4-1200-2130 - ADMIN - COMF	NETSPECTRUM-CENTENI	106.80	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	11.79	118.59
6612214		1-4-2600-2010 - REC - MATERI	AMAZON-SUPER SENIOR	54.94	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	6.07	61.01
8939404		1-4-2600-2010 - REC - MATERI	AMAZON-PHOTO BOOTH	28.48	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	3.15	31.63
469360		1-4-1200-1310 - ADMIN - CONF	ACHIEVE CENTRE-2 EMPI	323.60	
		1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	35.74	359.34
				Payment Total:	570.57

APR. 12 **4/12/2024** **MINISTER OF FINANCE EFT**

ONLINE BANKING

Payment # / Invoice #	Date / Vendor Name / GL Account	GL Transaction Description	Detail Amount	Payment Amount
MARCH2024	1-2-1000-1045 - EHT PAYABLE	MARCH 2024 EHT REMITT	2,542.39	2,542.39
APRIL 10	**4/10/2024 RECEIVER GENERAL**			
MARCH 15-31/2	1-2-1000-1047 - CPP PAYABLE	MARCH 15/31 2024 PAYR(	6,466.84	
	1-2-1000-1048 - EI PAYABLE	MARCH 15/31 2024 PAYR(	2,057.64	
	1-2-1000-1049 - INCOME TAX F	MARCH 15/31 2024 PAYR(	8,942.19	17,466.67
MARCH 15-31/2	1-2-1000-1047 - CPP PAYABLE	MARCH 15-31/2024 PAYR(	560.82	
	1-2-1000-1048 - EI PAYABLE	MARCH 15-31/2024 PAYR(	180.98	
	1-2-1000-1049 - INCOME TAX F	MARCH 15-31/2024 PAYR(	1,251.30	1,993.10
			Payment Total:	1,993.10
MAR. 22	**3/22/2024 RECEIVER GENERAL**			
MARCH 1-15/24	1-2-1000-1047 - CPP PAYABLE	MARCH 1-15/2024 PAYRO	6,705.38	
	1-2-1000-1048 - EI PAYABLE	MARCH 1-15/2024 PAYRO	2,129.58	
	1-2-1000-1049 - INCOME TAX F	MARCH 1-15/2024 PAYRO	9,543.46	18,378.42
MAR. 22/24	**3/22/2024 RECEIVER GENERAL**			
MARCH 1-15/24	1-2-1000-1047 - CPP PAYABLE	MARCH 1-15/2024 PAYRO	289.00	
	1-2-1000-1048 - EI PAYABLE	MARCH 1-15/2024 PAYRO	149.04	
	1-2-1000-1049 - INCOME TAX F	MARCH 1-15/2024 PAYRO	425.50	863.54
MARCH 26	**3/26/2024 OMERS EFT**			
FEBRUARY202·	1-2-1000-1022 - OMERS PAYAI	FEBRUARY 2024 OMERS	21,352.52	21,352.52
			Total ONLINE BANKING:	68,819.57

AUTOMATIC WITHDRAWAL

Payment # / Invoice #	Date / Vendor Name / GL Account	GL Transaction Description	Detail Amount	Payment Amount
PAD APR. 10	**4/10/2024 LAKELAND POWER - EFT**			
072644MAR24	1-4-6250-2030 - FRIENDSHIP C	130 SPARKS ST	174.13	
	1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	23.73	197.86
077271MAR24	1-4-3800-5012 - STREET - MAC	SPARKS ST. STLGT	98.02	
	1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	13.36	111.38
076283MAR24	1-4-7200-2030 - PARKS - HYDF	4135 HWY 520	58.75	
	1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	8.01	66.76
072693MAR24	1-4-7200-2030 - PARKS - HYDF	61 SPARKS ST.	130.93	
	1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	17.85	148.78
MAR24-072693	1-4-7600-2030 - HERITAGE - H	4205 HWY 520	61.49	
	1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	8.38	69.87
073252MAR24	1-4-7300-2030 - HALL - HYDRC	4304 HWY 520	1,176.08	
	1-1-1100-1101 - HST RECEIVA	HST100%Reb Tax Code	189.46	1,365.54
073239MAR24	1-4-3800-5012 - STREET - MAC	STREET LIGHTS	858.00	
	1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	116.95	974.95
072642MAR24	1-4-2005-2030 - MAG STATION	81 ALBERT ST. FIRE	135.29	
	1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	18.44	153.73
			Payment Total:	3,088.87
PAD-APR. 30/24	**4/30/2024 MUNISOFT**			
2024-25-00627	1-4-1300-1310 - TREAS - CONF	TRAINING-HALF DAY	195.89	
	1-1-1100-1102 - HST RECEIVA	HSTBIReb Tax Code	21.63	217.52
			Total AUTOMATIC WITHDRAWAL:	3,306.39

Total CURR: 743,943.48

Certified May 1, 2024

Mayor

Treasurer

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2024 -

BEING A BY-LAW TO LICENSE, REGULATE AND GOVERN HAWKERS AND PEDDLERS FOR THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

WHEREAS Section 11(3) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality may pass by-laws respecting business licensing;

AND WHEREAS Section 150(1) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides in part that a local municipality may license, regulate and govern business wholly or partly carried on in the municipality;

AND WHEREAS the Council of the Municipality of Magnetawan deems it in the public interest to license hawkers and peddlers operating within the corporate limits of the Municipality of Magnetawan;

NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN AS FOLLOWS:

1.0 LICENSE REQUIRED

1.1 No person shall hawk, peddle, or sell goods, wares, or merchandise within the Municipality of Magnetawan without first obtaining a license from the CAO/Clerk.

1.2 No person shall hawk, peddle, or sell goods, wares or merchandise on a public highway, public park, public playground, or other public property within the Municipal limits of the Municipality, unless prior written consent is obtained from the Municipality of Magnetawan Council.

1.3 No person shall go from place to place or to a particular place with goods, wares, or merchandise for sale within the Municipality of Magnetawan or shall carry and expose samples, patterns or specimens of foods, wares or merchandise which is to be delivered in the municipality afterwards without first obtaining a license under the provision of this By-law.

1.4 No license shall be required for hawking, peddling, or selling goods, ware, or merchandise:

- To wholesale or retail dealers in similar goods, wares, or merchandise.
- In the foods, wares or merchandise are grown, produced, or manufactured in Ontario and are hawked, peddled, or sold by the grower, producer or manufacturer or his agent or employee having written authority to do so, in the municipality in which the grower, producer or manufacturer resides.
- If the goods, wares, or merchandise were grown or produced by a farmer resident in Ontario who offers for sale or sells only the produce of his own farm.
- If the goods, wares, or merchandise are hawked, peddled, or sold by a person who pays business tax in the municipality or by his employee or by his agent.
- If the goods, wares, or merchandise are hawked, peddled, or sold by an agent of the grower, producer or manufacturer acting on behalf of a dealer who pays business tax in the municipality in respect of premises used for the sale of such goods, wares, or merchandise.
- If the goods, wares, or merchandise are hawked, peddled, or sold by persons participating in community events approved or sanctioned by the Municipality and participating in the event with written approval of the sponsor or organizer of the community event.
- If the person is acting solely on behalf of a bona fide nonprofit registered or incorporated charitable organization.

2.0 LICENSE APPLICATION

2.1 Application for a license under this By-law shall be made in writing to the Municipal CAO/Clerk on the form of application approved by Council and the fee for the license shall be paid to the Municipality.

2.2 All Hawkers and Peddlers Licenses issued under the provisions of this by-law shall expire no later than the 31st day of December of the year of issuance of the license, however the Clerk may revoke the license at any time if, in the opinion of the Clerk, the provisions of this By-law are not complied with.

2.3 No license shall be transferable.

2.4 The CAO/Clerk and/or Council may at any time revoke a license held by the licensee for cause. Without limiting the generality of the foregoing, Council may suspend a license for breach of the Criminal Code of Canada and/or any violation of the provisions of this By-law.

3.0 FEE

3.1 The fee to be paid to the Municipality for a license pursuant to the provisions of this by-law shall be in an amount as prescribed in the current Fees and Charges By-law.

4.0 PENALTIES

4.1 Every person and/or owner and/or occupant who contravenes and/or directs another person(s) to contravene and/or permits another person the doing of any act which contravenes any of the provisions of this By-law is guilty of an offence and may be subject to:

- fees, fines, penalties, and/or charges under the Administrative Monetary Penalties By-law and/or
- fees or charges as per the current Fees and Charges By-law and/or
- upon conviction is liable to a fine, to a maximum of $5,000 (five thousand dollars) for each offence exclusive of the costs, as prescribed by the *Provincial Offences Act, R.S.O. 1990, c.P. 33,* as amended.

And further, in addition to any other remedy and to any other penalty the person convicted may also be prohibited from continuing or repeating the offence in accordance with the provisions of section 442 of the *Municipal Act.*

4.2 Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2024 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

5.0 ENFORCEMENT

5.1 That this By-law shall come into force and effect on the date of passing.

5.2 Nothing herein shall be deemed to limit the ability of the Ontario Provincial Police to enforce this By-law at any time.

5.3 The enforcement of the By-law is assigned to any By-law Enforcement Officer for the Municipality of Magnetawan.

6.0 REPEAL

6.1 That By-law 1998-20 and previously conflicting Bylaws are hereby repealed.

7.0 SEVERABLITY

7.1 All sections of this By-law shall be deemed to be separate and independent and the invalidity of any section or provision thereof shall not affect the remaining sections.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 1st day of May 2024.

THE CORPORATION OF THE

MUNICIPALITY OF MAGNETAWAN

_____

Mayor

_____

CAO/Clerk

Municipality of Magnetawan

SCHEDULE "A"

TO BY-LAW 2024- Hawkers and Peddler

PART 1 PROVINCIAL OFFENCES ACT

SET FINE SCHEDULE

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine
1	Operating as a hawker and peddler without a Municipal License	Section 1.1	$250
2	Operating as a hawker and peddler on a public highway or municipal property without written consent of the Municipality of Magnetawan Council	Section 1.2	$250

Note: The general penalty provision for the offences listed above is Section 4 of By-law 2024- , a certified copy of which has been filed.

Municipality of
Magnetawan

FEES, FINES, PENALTIES, AND/OR CHARGES SCHEDULE

SCHEDULE "B"

TO BY-LAW 2024- Hawkers and Peddler

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine
1	Operating as a hawker and peddler without a Municipal License	Section 1.1	$250
2	Operating as a hawker and peddler on a public highway or municipal property without written consent of the Municipality of Magnetawan Council	Section 1.2	$250

Fees, fines, penalties, and/or charges are as Schedule "B" attached for 2024 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule"b" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2024-

BEING A BY-LAW TO REGULATE AND PRESCRIBE FOR OPEN AIR FIRES WITHIN THE MUNICIPALITY OF MAGNETAWAN

WHEREAS pursuant to section 7.1 of the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4, as amended, a Council of a municipality may pass by-laws to regulate the setting of open-air fires, including establishing the times during which open air fires may be set;

AND WHEREAS pursuant to section 128 of the *Municipal Act, 2001*, c.25, s. 128 (1), as amended, permits a local municipality to prohibit and regulate with respect to public nuisances, including matters that, in the opinion of council, are or could become or cause public nuisances;

AND WHEREAS: pursuant to Part XII, section 391 of the *Municipal Act, 2001,* S.O. 2001, c. 25 without limiting sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons:

(a) for services or activities provided or done by or on behalf of it;

(b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and

(c) for the use of its property including property under its control. 2006, c. 32, Sched. A, s. 163 (1).

AND WHEREAS: pursuant to Part XIV, section 429, subject to subsection (4), of the Municipal Act, 2001, S.O. 2001, c. 25, a municipality may establish a system of fines for offences under a by-law of the municipality passed under this Act. 2006, c. 32, Sched. A, s. 184;

AND WHEREAS Section 434.1 (1) of the Municipal Act, S.O. 2001, c.25, as amended, a municipality may require a person to pay an administrative penalty for failing to comply with a By-Law of the municipality passed under this Act;

AND WHEREAS: pursuant to Part XIV, section 446, (1) if a municipality has the authority under this or any other Act or under a by-law under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense. 2006, c. 32, Sched. A, s. 184;

(1) For the purposes of subsection (1), the municipality may enter upon land at any reasonable time. 2006, c. 32, Sched. A, s. 184.

(2) The municipality may recover the costs of doing a matter or thing under subsection (1) from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes. 2006, c. 32, Sched. A, s. 184.

AND WHEREAS the Council of The Corporation of the Municipality of Magnetawan deems it expedient to regulate the setting of open fires, including establishing the times during which open air fires may be set;

NOW THEREFORE the Council of The Corporation of the Municipality of Magnetawan hereby enacts as follows:

PART 1 - DEFINITIONS

In this By-law:

"By-Law Enforcement Officer" means the Municipality of Magnetawan By-Law Enforcement Officer and/or his or her designate, and includes any other employee of the Municipality designated by Council to carry out duties specified in this By-law;

"Campfire" means a fire no larger than two (2) feet (61cm) by two (2) feet (61cm) or eight (8) cubic feet (0.26 cubic meters) in size;

"Cooking and Warmth" means a campfire for the purposes of cooking or warmth when no other means are available;

"Chief Fire Official" means the Fire Chief and/or his or her designate;

"Council" means the Council for The Corporation of the Municipality of Magnetawan;

"Designate" means any member of the Magnetawan Fire Department. Fire Chief, Deputy Fire Chief, Fire Prevention Officer, Captain or Firefighter;

"Dwelling Unit" means a building, structure or suite operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities;

"Extinguish" means to completely put out a fire and be cool to the touch;

"Extreme" (red on fire danger rating) means total fire ban, absolutely no burning of any kind. Fireworks prohibited;

"Fire Ban" means a period of time designated by the Chief Fire Official or their designate, where a total prohibition on all Open-Air Burning is in place. No burning or fireworks allowed at any time;

"Fire Department" means the Magnetawan Fire Department;

"Fire Site/Pit" means a fire burn area specifically designed for an open air fire;

"Fireworks" means consumer or commercial grade devices that explode or burn to produce visual or sound effects;

"Flying Lanterns" means a small hot air balloon or other device designed to carry an open flame as an airborne light, also known as sky lanterns, Chinese lanterns, wish lanterns, sky candle or fire balloon;

"Fire Danger Rating" are the four categories (low, moderate, high, extreme) of risk for forest/wildland fires. It is determined using the Fire Weather Index (FWI), an internationally used method for determining the risk of fires in open air. It uses factors such as the relative humidity, temperature, previous 24-hour rain amount, wind directions and wind speed in combination with the forest fuel type and loads;

"Hazardous Materials" includes, but is not limited to, materials with properties such as flammability, corrosiveness, inherent toxicity or is hazardous to human health or the environment;

"High" (orange on the fire danger rating) means no daytime burning is allowed. Campfires for cooking and warmth **only** are permitted after 6pm and shall be totally extinguished no later 10 am;

"Low" (green on fire danger rating) means daytime burning allowed in compliance of this By-law;

"Moderate" (yellow on fire danger rating) means no daytime burning is allowed except for, a campfire for cooking and warmth **only**. All other fires shall be set after 6pm and shall be totally extinguished no later 10 am;

"Non-Recreational Open-Air Burning" or **"Non-Recreational Open-Air Burn"** means any open air burning that is not recreational and exceeds the definition of a Campfire;

"Noxious Material" includes, but is not limited to, petroleum products, tires, plastics, rubber products, drywall, construction waste (except clean wood products), tar, asphalt products, pressure-treated wood, creosote-treated wood, painted wood, and includes Hazardous Materials;

"Open Air Burning" or **"Open Air Burn"** means the burning of any material outside of a building, including but without limiting the generality of the foregoing, wood, cardboard, brush or yard waste, where the flame is not wholly contained and is, thereby, open to the air;

"Owner" means the registered owner of the land on which open air burning occurs, and includes a trustee acting on behalf of the registered owner, the estate of the registered owner, and a person with a leasehold interest in the land;

"Recreational Open-Air Burning" or **"Recreational Open-Air Burn"** means a small, controlled and contained fire for the purpose of cooking, warmth, or personal enjoyment;

"Municipality" means The Corporation of the Municipality of Magnetawan;

"Yard Waste" includes but is not limited to, grass, leaves, trees, brush trimmings, spent flowers, garden plants, weeds, pine needles, hay, straw, and sawdust.

PART 2 – GENERAL PROHIBITIONS

2.1 No person and/or owner shall set or permit an open-air fire in the Municipality between the hours of 10:00 am and 6:00 pm from April 1st to October 31st (subject to fire danger rating) except for cooking and warmth as permitted and under Part 3 of this By-law.

2.2 No person and/or owner shall set or permit an open-air fire in the Municipality at any other time except as permitted under Parts 3, 4 and 5 of this By-law.

2.3 No person and/or owner shall set or permit an open-air fire in the Municipality during a Total Fire Ban. Notwithstanding the exceptions set out in Parts 3, 4, and 5 of this By-law, the Chief Fire Official may declare a total ban against open air fire when atmospheric conditions or local circumstances make such fires hazardous. Bans against open air fire shall be advertised through the Municipality of Magnetawan's website and Facebook page and fire danger rating signs throughout the fire service area.

2.4 No person and/or owner in the Municipality shall set or permit a flying lantern or any other device designed to carry an open flame as an airborne light, also known as sky lanterns, Chinese lanterns, wish lanterns, sky candles or fire balloon.

PART 3 – GENERAL EXEMPTIONS

3.1 Barbeques used to cook shall be exempt from this By-law provided the following conditions are followed:

a) the barbeques shall be supervised at all times

b) the barbeques shall be place on non-flammable material; and

c) the fuel is a commercially produced charcoal, briquette, or a flammable liquid commercially produced for the purpose of cooking, such as natural gas and propane gas.

3.2 Gas-fired Outdoor Devices (ULC or CSA certified) used for warmth or cooking shall be exempt from this By-law, provided such appliance is safe to operate and that it is not operated in such manner as to create a fire hazard.

3.3 With approval from the Chief Fire Official, this By-law shall not apply to fires set, started, or maintained in the course of activities undertaken by or on behalf of the Municipality by an employee or agent of the Municipality.

3.4 The Fire Department shall be exempt from the provisions of this by-law with respect to open air fire set or permitted for the purpose of educating and training individuals.

PART 4 – APPROVAL

4.1 Approval under this Part is required for burning during prohibited times.

4.2 Notwithstanding any other provisions of this By-law, the Chief Fire Official may approve any open-air fire subject to the fire being adequately supervised, having an effective extinguishing agent or device of sufficient size and with the capability of extinguishing the fire immediately available, and any special conditions the Chief Fire Official may direct.

4.3 The Chief Fire Official may withdraw permission for and/or stop an open-air burn at any time if, in his or her opinion;

a) the fire presents a fire hazard; or
b) smoke produced by the fire is causing visibility concerns on roads in the area of the burn; or
c) the weather has deteriorated and has become unfavorable for an open-air fire; or
d) conditions attached to the granting of permission are not being adhered to; or
e) this by-law is being contravened.

4.4 Upon the notification of the withdrawal of permission by the Chief Fire Official or designate, the person and/or the owner shall immediately extinguish the fire. If the person and/or the owner fails to immediately extinguish the fire upon such notification, the Chief Fire Official or designate may take action to have the fire extinguished, and the person and/or the owner may be held liable for any and all costs incurred by the Fire Department to extinguish the fire. Where applicable, such costs shall be calculated in accordance with the current fee by-law of the administering Municipality. In addition to the fire department costs, fines can also be laid against the owner or any person setting the fire.

PART 5 – RECREATIONAL OPEN-AIR FIRE (campfires)

5.1 Every person and/or owner, conducting, or permitting a recreational open-air burn shall abide by the Fire Danger Rating as defined.

5.2 Every owner shall ensure that all recreational open air burning on their land complies with this By-law

5.3 No person setting or permitting a recreational open-air fire shall burn materials other than commercially produced charcoal, briquettes or clean, dry, seasoned wood.

5.4 No person shall set or permit any recreational open-air fire in which any hazardous or noxious materials, kitchen garbage, household waste, construction materials, or materials made of/or containing rubber, plastics, treated wood or tar are burned.

5.5 Every person setting or permitting a recreational open-air fire shall confine the fire to either an open-air fire device or to a fire pit with a burn area no larger than two (2) feet (61 cm) by two (2) feet (61 cm) or 8 cubic feet (0.26 cubic meters) in size.

5.6 No person setting or permitting a recreational open-air fire shall burn wood having a dimension greater than the size of the open-air fire device or burn pit. All such fires shall be totally confined within the open fire device or fire pit or site at all times.

5.7 Every person setting or permitting a recreational open-air fire shall confine the fire to a location that provides for a minimum distance of 6 meters (19.5 feet) from any building or structure, combustible materials, overhead wires, or roadway.

5.8 Every person setting or permitting a recreational open-air fire shall confine the fire pit or site to a location that provides for a minimum distance of 6 meters (19.5 feet) in all directions from adjacent properties.

5.9 Every person setting or permitting a recreational open-air fire shall take all reasonable steps to ensure that adjacent properties and individuals are protected from any fire hazard and are not adversely affected by the products of combustion (size of fire and smoke).

5.10 Every person setting or permitting a recreational open-air fire shall ensure the fire site is attended, controlled, and supervised at all times by a competent adult and that the fire is completely extinguished before the fire site is vacated.

5.11 Every person setting or permitting a recreational open-air fire shall have immediately available for use an effective extinguishing agent or device of sufficient size and with the capability of extinguishing the fire.

5.12 Every person setting or permitting a recreational open-air fire shall take any other precautions as may be reasonably necessary to prevent the fire from getting beyond control, causing damage, or becoming a danger to life and/or property. Adequate water, shovels, rakes or any other machinery that can assist in containing a fire, should it get beyond its origin, shall be immediately available.

5.13 No person shall set or permit a recreational open-air fire when the wind speed exceeds 20 kilometers per hour, or at times when a smog alert for any area of the Municipality has been declared by the Ministry of the Environment for Ontario.

5.14 No person shall set or permit a fire in open air if the Chief Fire Official or the Ministry of Natural Resources has declared a total fire ban due to atmospheric conditions or local circumstances make such fires hazardous.

5.15 If the Fire Department attends at a recreational open-air fire to respond to public safety concerns due to fire hazard, whether in response to a complaint or otherwise, the Chief Fire Official or Designate has the discretion to order the fire extinguished and/or brought into compliance with this By-law and this order shall be final. Any person and/or owner setting or permitting such fire shall comply with the order of the Chief Fire Official. If the person and/or the owner fails to comply as directed, the Chief Fire Official may take action to have the fire extinguished or otherwise brought into compliance, and that person and/or the owner may be held liable for any and all costs incurred by the Fire Department to extinguish the fire or bring it into compliance. Where applicable, such costs shall be calculated in accordance with the Fees and Charges By-law. In addition to the fire department costs, fines can also be laid against the owner or any person setting the fire.

6.0 Non-Recreational Open-Air Burning

6.1 Every person and/or owner, conducting, or permitting a non-recreational open-air burn shall abide by the Fire Danger Rating as defined.

6.2 Every owner shall ensure that all non-recreational open air burning on their land complies with this By-law.

6.3 Every person and/or owner setting, conducting, or permitting a non-recreational open-air burn shall burn only clean, dry seasoned wood or yard waste as defined in the By-law.

6.4 No person and/or owner shall set, conduct, or permit any non-recreational open-air burn in which kitchen garbage, construction materials or materials made of/or containing rubber, plastic, or tar, hazardous materials, or noxious materials are burned.

6.5 No person and/or owner shall set, conduct, or permit a non-recreational open-air burn if burn pile is greater than two and a half (2.5) meters (10 ft.) in diameter and two and a half (2.5) meters (6.5ft.) in height.

6.6 Every person and/or owner setting, conducting, or permitting a non-recreational open-air burn shall confine the fire to a location that provides for a minimum distance of fifteen (15) meters (50 ft) from any building or structure, combustible materials, overhead wires, or roadway.

6.7 Every person and/or owner setting or permitting a non-recreational open-air fire shall confine the fire pit or site to a location that provides for a minimum distance of fifteen (15) meters (50 ft) in all directions from adjacent properties.

6.8 Every person and/or owner setting, conducting, or permitting a non-recreational open-air burn shall take all reasonable steps to ensure that adjacent properties and individuals are protected from any fire hazard and are not adversely affected by the products of combustion (size of fire and smoke).

6.9 Every person and/or owner setting or permitting a non-recreational open-air fire shall ensure the fire site is attended, controlled, and supervised at all times by a competent adult and that the fire is completely extinguished before the fire site is vacated.

6.10 Every person and/or owner setting or permitting a non-recreational open-air fire shall have immediately available for use an effective extinguishing agent or device of sufficient size and with the capability of extinguishing the fire.

6.11 Every person and/or owner setting or permitting a non-recreational open-air fire shall take any other precautions as may be reasonably necessary to prevent the fire from getting beyond control, causing damage, or becoming a danger to life and/or property. Adequate water, shovels, rakes or any other machinery that can assist in containing a fire, should it get beyond its origin, shall be immediately available.

6.12 No person and/or owner shall set or permit a non-recreational open-air fire when the wind speed exceeds 20 kilometers per hour, or at times when a smog alert for any area of the Municipality has been declared by the Ministry of the Environment for Ontario.

6.13 No person and/or owner shall set or permit a fire in open air if the Chief Fire Official or the Ministry of Natural Resources has declared a total fire ban due to atmospheric conditions or local circumstances make such fires hazardous.

6.14 If the Fire Department attends at a non-recreational open-air fire to respond to public safety concerns due to fire hazard, whether in response to a complaint or otherwise, the Chief Fire Official or Designate has the discretion to order the fire extinguished and/or brought into compliance with this By-law and this order shall be final. Any person and/or owner setting or permitting such fire shall comply with the order of the Chief Fire Official. If the person and/or the

owner fails to comply as directed, the Chief Fire Official may take action to have the fire extinguished or otherwise brought into compliance, and that person and/or the owner may be held liable for any and all costs incurred by the Fire Department to extinguish the fire or bring it into compliance. Where applicable, such costs shall be calculated in accordance with the Fees and Charges By-law. In addition to the fire department costs, fines can also be laid against the owner or any person setting the fire.

PART 7 – RESPONSE TO COMPLAINTS

7.1 The Chief Fire Official, designate, or By-Law Enforcement Officer may give an owner or a person setting or permitting an open-air fire a verbal notice of remedy and require immediate action or other means of remediation, where in the sole discretion of either there is an immediate risk to public health or safety.

7.2 When the Fire Department is dispatched to a fire due to a fire hazard created by an open-air fire, whether upon a complaint or notification of a prohibited open-air fire not authorized under this By-law or otherwise, the Chief Fire Official or designate can order the owner or person setting or permitting the fire to immediately extinguish the fire.

7.3 Any owner or person setting or permitting an open-air fire shall extinguish the fire when ordered to do so by the Chief Fire Official or designate. If such owner or person fails to immediately extinguish the fire upon such notification, the Chief Fire Official or designate may take action to have the fire extinguished, and the owner and/or the person setting or permitting the fire may be held liable for any and all costs incurred by the Fire Department to extinguish the fire. Where applicable, such costs shall be calculated in accordance with the Fire Fees By-law. In addition to the fire department costs, fines can also be laid against the permit holder, owner or any person setting the fire.

PART 8 – RIGHT OF ENTRY

8.1 The Chief Fire Official, designate or By-Law Enforcement Officer may enter upon lands or into structures at any reasonable time to inspect the land to determine whether an open-air fire is being set or permitted in accordance with this By-law.

8.2 The Chief Fire Official, designate or By-Law Enforcement Officer may enter upon lands or into structures at any reasonable time to inspect barbecues, fire pits/sites, or open-air fire devices that are being used or can be used for open air fire to determine whether such things are in compliance with this By-law.

8.3 The Chief Fire Official, designate or By-Law Enforcement Officer may enter upon lands or into structures at any reasonable time to direct or require that a matter or thing be done, and in default of that matter or thing being done, to do such matter or thing in accordance with this By-law.

8.4 A person exercising a power of entry on behalf of the Municipality under this By-law may be accompanied by any person under his or her direction.

8.5 A person exercising a power of entry on behalf of the Municipality under this By-law must, on request, display or produce proper identification.

PART 9 - REMEDIATION

9.1 The Chief Fire Official, designate, or By-law Enforcement Officer is authorized to order any person to extinguish any fire or to cause such a fire to be extinguished when there is a breach of any of the provisions of this By-law or where, in his or her sole discretion, there is a danger of such fire spreading or otherwise endangering life or property and the owner or person setting the fire shall comply with any such order.

9.2 Where an owner is in default of doing any matter or thing directed or required to be done under this By-law, The Chief Fire Official, designate or By-law Enforcement Officer may direct such matter or thing to be done at the owner's expense.

9.3 The Municipality may recover the remedial action costs incurred by action, or by adding them to the tax roll and collecting them in the same manner as taxes in accordance with section 446 of the *Municipal Act*.

9.4 Prior to recovering remedial costs under section 8.3, the Municipality may invoice owners requesting voluntary payment of those remedial costs.

PART 10 – OFFENCES AND PENALTIES

10.1 Every person and/or owner who contravenes any of the provisions of this By-law is guilty of an offence and is subject to the set fines and/or administrative monetary penalties.

Every person who violates any provision of this By-law or causes or permits a violation shall be guilty of an offence and may be subject to fees under the Administrative Monetary Penalties By-law and/or fined as per the current Fees and Charges By-law.

10.2 Every person and/or owner who is convicted of an offence under this By-law shall be subject to a fine of not more than Five Thousand Dollars ($5,000.00) for each offence. Such fines shall be recoverable under the Provincial Offences Act, R.S.O. 1990, c. P.22, as amended.

10.3 The provisions of this By-law may be enforced pursuant to the provisions of the Provincial Offences Act, R.S.O. 1990, c. P.33 as amended, and where any provision of this By-law is contravened and a conviction entered, in addition to any other remedy and to any other penalty the person convicted may also be prohibited from continuing or repeating the offence in accordance with the provisions of section 442 of the Municipal Act

PART 11 – OBSTRUCTION

11.1 No person shall hinder or obstruct, or attempt to hinder or obstruct, any person exercising a power or performing a duty under this By-law.

11.2 Any person who has been alleged to have contravened any of the provisions of this By-law, shall identify themselves to the Chief Fire Official, designate or By-Law Enforcement Officer upon

request, failure to do so shall be deemed to have obstructed or hindered the Chief Fire Official, designate or By-Law Enforcement Officer in the execution of his/her duties.

PART 12 – MUNICIPALITY NOT LIABLE

12.1 The Municipality assumes no liability for property damage or personal injury resulting from remedial action or remedial work undertaken with respect to any person or property that is subject of this By-law.

PART 13 – VALIDITY AND SEVERABILITY

13.1 Should any section, subsection, clause, paragraph, or provision of this bylaw be declared by a Court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity of the enforceability of any other provision of this By-law, or of the By-law as a whole.

PART 14 – SEPARATE OFFENCE

14.1 For the purpose of this by-law, each event, complaint, or call shall be deemed to be a separate offence.

PART 15 – SHORT TITLE

15.1 The short title of this by-law is the "Open Air Burning By-law".

PART 16 - REPEALED

16.1 By-law No. 2023-16 is hereby repealed.

PART 17 - FORCE AND EFFECT

17.1 This By-law comes into effect on the date of its passing.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 1st day of May 2024.

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN

_____
Mayor

_____
CAO/Clerk

MUNICIPALITY OF MAGNETAWAN
PART 1 PROVINCAL OFFENCES ACT
By-law Number 2024 -
SCHEDULE "A"
Open Air Burning By-law

Item #	Short Form Wording	Provision Creating Or Defining Others	Set Fine
1	Set or permit open air fire during prohibited hours	2.1	$300.00
2	Set or permit open air fire contrary to general prohibition	2.2	$500.00
3	Burning during total fire ban	2.3	$500.00
4	Set or permit a flying lantern	2.4	$300.00
5	Failure to extinguish fire otherwise allowed under approval when ordered to do so	4.4	$500.00
6	Failure to abide by fire danger rating recreational fire	5.1	$300.00
7	Failure by owner to ensure compliance during recreational fire	5.2	$500.00
8	Recreational burning of materials not permitted	5.4	$500.00
9	Recreational burning in pit larger than permitted	5.5	$300.00
10	Recreational fire of oversized wood	5.6	$300.00
11	Recreational fire within 6 meters (19.5 ft.) of combustible structure	5.7	$300.00
12	Recreational fire within 6 meters (19.5 ft.) of adjacent property	5.8	$300.00
13	Recreational fire adversely affecting other persons	5.9	$300.00
14	Failure to supervise recreational burning	5.10	$300.00
15	Recreational fire without extinguishing provisions and devices	5.11	$300.00
16	Failure to take reasonable precautions during recreational fire	5.12	$300.00
17	Recreational fire during high winds or during smog advisory	5.13	$300.00
18	Failure to extinguish fire or comply during recreational fire	5.15	$500.00
19	Failure to abide by fire danger rating non-recreational fire	6.1	$500.00
20	Failure by owner to ensure compliance during non-recreational fire	6.2	$500.00
21	Non-recreational burning of materials not permitted	6.4	$500.00
22	Non-recreational fire pile larger than permitted	6.5	$300.00
24	Non-recreational fire within 15 meters (50 ft.) of combustible structure	6.6	$300.00
25	Non-recreational fire within 15 meters (50 ft.) of adjacent property	6.7	$300.00
26	Non-recreational fire adversely affecting other persons	6.8	$300.00
27	Failure to supervise non-recreational burning	6.9	$300.00
28	Non-recreational fire without extinguishing provisions and devices	6.10	$300.00

29	Failure to take reasonable precautions during non-recreational fire	6.11	$300.00
30	Non-recreational fire during high winds or during smog advisory	6.12	$300.00
31	Failure to extinguish fire or comply during non-recreational fire	6.14	$500.00
32	Failure to extinguish fire when ordered to do so	7.3	$500.00
33	Hinder or obstruct any person exercising a power or performing a duty under this By-law	11.1	$500.00

Note: The general penalty provision for the offences listed above is Section 10 of this By-law 2024- , a certified copy of which has been filed

MUNICIPALITY OF MAGNETAWAN
FEES, FINES, PENALTIES, AND/OR CHARGES SCHEDULE
By-law Number 2024- Open Air Burning By-law
SCHEDULE "B"

Item #	Short Form Wording	Provision Creating Or Defining Others	Set Fine
1	Set or permit open air fire during prohibited hours	2.1	$300.00
2	Set or permit open air fire contrary to general prohibition	2.2	$500.00
3	Burning during total fire ban	2.3	$500.00
4	Set or permit a flying lantern	2.4	$300.00
5	Failure to extinguish fire otherwise allowed under approval when ordered to do so	4.4	$500.00
6	Failure to abide by fire danger rating recreational fire	5.1	$300.00
7	Failure by owner to ensure compliance during recreational fire	5.2	$500.00
8	Recreational burning of materials not permitted	5.4	$500.00
9	Recreational burning in pit larger than permitted	5.5	$300.00
10	Recreational fire of oversized wood	5.6	$300.00
11	Recreational fire within 6 meters (19.5 ft.) of combustible structure	5.7	$300.00
12	Recreational fire within 6 meters (19.5 ft.) of adjacent property	5.8	$300.00
13	Recreational fire adversely affecting other persons	5.9	$300.00
14	Failure to supervise recreational burning	5.10	$300.00
15	Recreational fire without extinguishing provisions and devices	5.11	$300.00
16	Failure to take reasonable precautions during recreational fire	5.12	$300.00
17	Recreational fire during high winds or during smog advisory	5.13	$300.00
18	Failure to extinguish fire or comply during recreational fire	5.15	$500.00
19	Failure to abide by fire danger rating non-recreational fire	6.1	$500.00
20	Failure by owner to ensure compliance during non-recreational fire	6.2	$500.00
21	Non-recreational burning of materials not permitted	6.4	$500.00
22	Non-recreational fire pile larger than permitted	6.5	$300.00
24	Non-recreational fire within 15 meters (50 ft.) of combustible structure	6.6	$300.00
25	Non-recreational fire within 15 meters (50 ft.) of adjacent property	6.7	$300.00
26	Non-recreational fire adversely affecting other persons	6.8	$300.00
27	Failure to supervise non-recreational burning	6.9	$300.00
28	Non-recreational fire without extinguishing provisions and devices	6.10	$300.00

29	Failure to take reasonable precautions during non-recreational fire	6.11	$300.00
30	Non-recreational fire during high winds or during smog advisory	6.12	$300.00
31	Failure to extinguish fire or comply during non-recreational fire	6.14	$500.00
32	Failure to extinguish fire when ordered to do so	7.3	$500.00
33	Hinder or obstruct any person exercising a power or performing a duty under this By-law	11.1	$500.00

Fees, fines, penalties, and/or charges are as Schedule "B" attached for 2024 are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "B" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2024 -

BEING A BY-LAW TO APPOINT A DEPUTY FIRE CHIEF FOR THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

WHEREAS Section 6 (6) of *Fire Protection and Prevention Act, 1997*, states a Fire Chief may delegate his or her powers or duties under sections 14, 19 and 20 and such other powers and duties as may be prescribed to any firefighter or class of firefighters, subject to such limitations, restrictions or conditions as may be prescribed or set out in the delegation. 1997, c. 4, s. 6;

AND WHEREAS, Bylaw 2020-54 to Establish and Regulate a Fire Department states the Deputy Fire Chief shall be the second ranking officer of the Fire Department and shall be subject to and shall obey all orders of the Fire Chief, shall perform such duties as are assigned by the Fire Chief and shall act on behalf of the Fire Chief in case of absence or vacancy in the office of Fire Chief;

AND WHEREAS, Deputy Fire Chief means the person appointed by Council to act on behalf of the Fire Chief in the case of an absence or a vacancy in the office of the Fire Chief;

AND WHEREAS, the Council of the Corporation of the Municipality of Magnetawan deems it expedient to appoint a Deputy Fire Chief for the Municipality of Magnetawan;

NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN AS FOLLOWS:

1. That Mark Wignall is hereby appointed Deputy Fire Chief for the Municipality of Magnetawan effective May 1, 2024.

2. That By-law 2022-31 and any previously conflicting by-laws are hereby repealed.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 1st day of May 2024.

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

_____

Mayor

_____

CAO/Clerk

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2024-

Being a By-law to confirm the proceedings of Council May 1, 2024

WHEREAS Section 5(3) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, requires a municipal Council to exercise a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Municipality of Magnetawan deems it desirable to confirm the proceedings of Council and to ratify decisions made at its meeting hereinafter set out;

NOW THEREFORE the Council of the Corporation of the Municipality of Magnetawan enacts as follows:

1. **Ratification and Confirmation**

   THAT the action of the Council of the Municipality of Magnetawan at its meeting for the aforementioned date(s) with respect to each motion, resolution and other action passed and taken by this Council at its meetings, except where otherwise required, is hereby adopted, ratified, and confirmed as if such proceedings and actions were expressly adopted and confirmed by its separate By-law.

2. **Execution of all Documents**

   THAT the Mayor of the Council of the Municipality of Magnetawan and the proper officers of the Municipality of Magnetawan are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, except where otherwise provided, and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents and to affix the Corporate Seal of the Municipality to such documents.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 1st day of May 2024.

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

_____
Mayor

_____
CAO/Clerk

on desk May 1, 2024

Laura Brandt

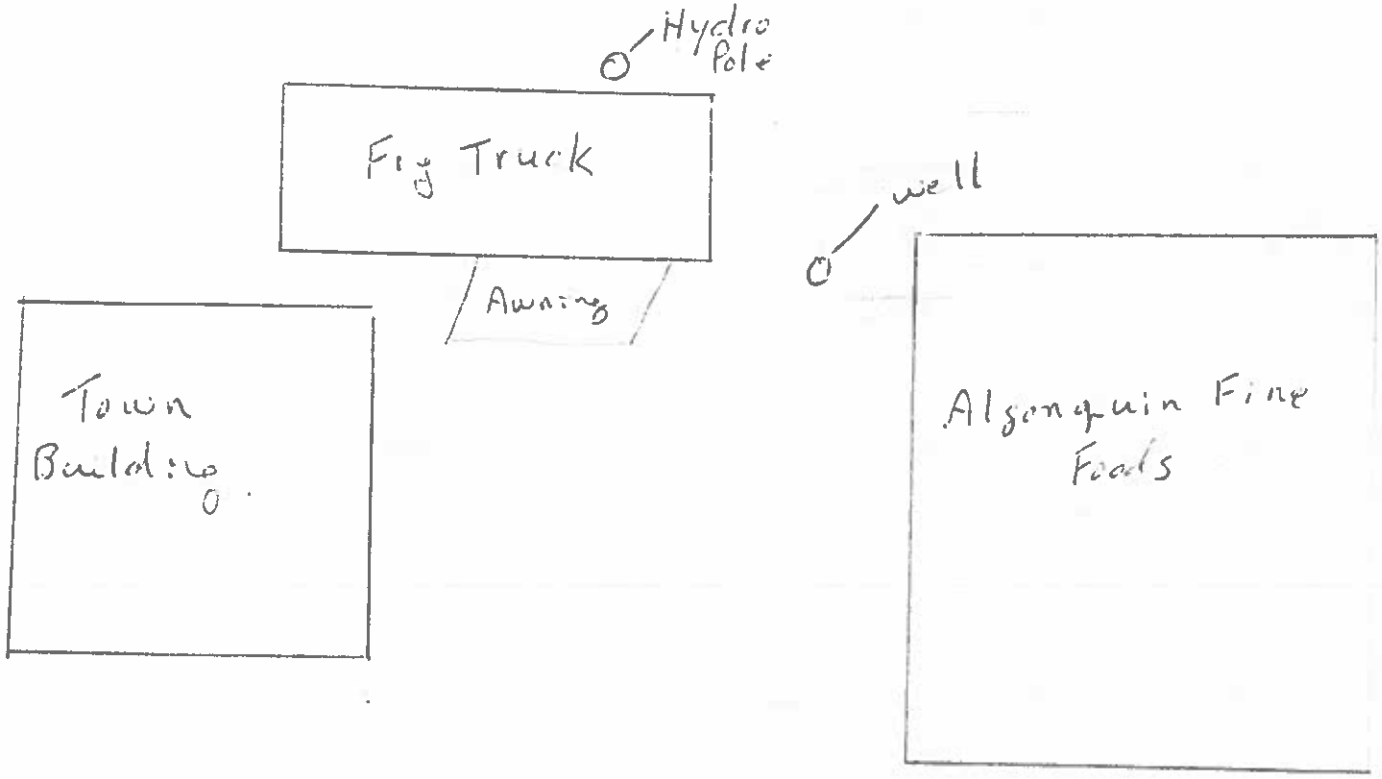
Subject: FW: Land use application
Attachments: Scan_20240430.png

From: aileen ireland <infoalgonquinfinefoods@gmail.com>
Sent: Tuesday, April 30, 2024 3:43 PM
To: Kerstin Vroom <Clerk@magnetawan.com>
Subject: Land use application

Good Afternoon,

I am applying at go before council to ask for permission to park my food truck partially on town property. We intend to have the food truck open from May long weekend until Thanksgiving weekend. We have all the applications in already to conform with all health, fire and safety regulations. As you will see on my map, the trailer would extend behind the small town building.
Thank you
Aileen Ireland
Algonquin Fine Foods

On deck May 1, 2024



ON DESK MAY 1, 2024

2023 Waste Disposal Site Monitoring Review

MUNICIPALITY OF MAGNETAWAN

Presented by Tim McBride

MEMBER OF THE PINCHIN GROUP

INTRODUCTION

Tim McBride, B.Sc., P.Geo., QP_{ESA}

Practice Specialist - Hydrogeology

Director, Northern Ontario

Alana Valle, B.Eng., E.I.T.

Project Manager

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SUMMARY

- Croft Waste Disposal Site
  - 2023 Annual Monitoring Program Results
- Chapman Waste Disposal Site
  - 2019 MECP Comments
  - 2023 Annual Monitoring Program Results
  - Leachate Management Plan Strategy

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CROFT WASTE DISPOSAL SITE

2023 Monitoring Program

- Current monitoring network:
  - 8 groundwater wells
  - 3 drive point monitors
  - 3 surface water locations

- All wells were observed to be in good condition and in compliance with Reg. 903
  - Apart from BH-11 which was found to have a broken casing lid, as well as no PVC cap

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CROFT WASTE DISPOSAL SITE

Site Plan

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CROFT WASTE DISPOSAL SITE

Monitoring Locations

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CROFT WASTE DISPOSAL SITE

2023 Annual Monitoring Program Results

- Based on the 2023 groundwater and surface water monitoring results, Pinchin has not identified any significant landfill related impacts at the Site

- With the support of the newly installed downgradient wells, it is interpreted that elevated contaminant concentrations are attenuated prior to the property boundary

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CROFT WASTE DISPOSAL SITE

Recommendations for 2024 Monitoring Program

- Continue with the routine groundwater and surface water monitoring during the spring and fall of 2024
- Surface water samples analyzed for aluminum should be field filtered (PWQO standards)
- The casing lid on monitoring well BH-11 should be repaired and given a PVC cap

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CHAPMAN WASTE DISPOSAL SITE

2023 Monitoring Program

- Current monitoring network:
  - 13 groundwater wells
  - 4 surface water locations

- All wells were observed to be in good condition and in compliance with Reg. 903
  - Apart from BH1 and BH3-II which have the PVC riser too tall to close the casing lid

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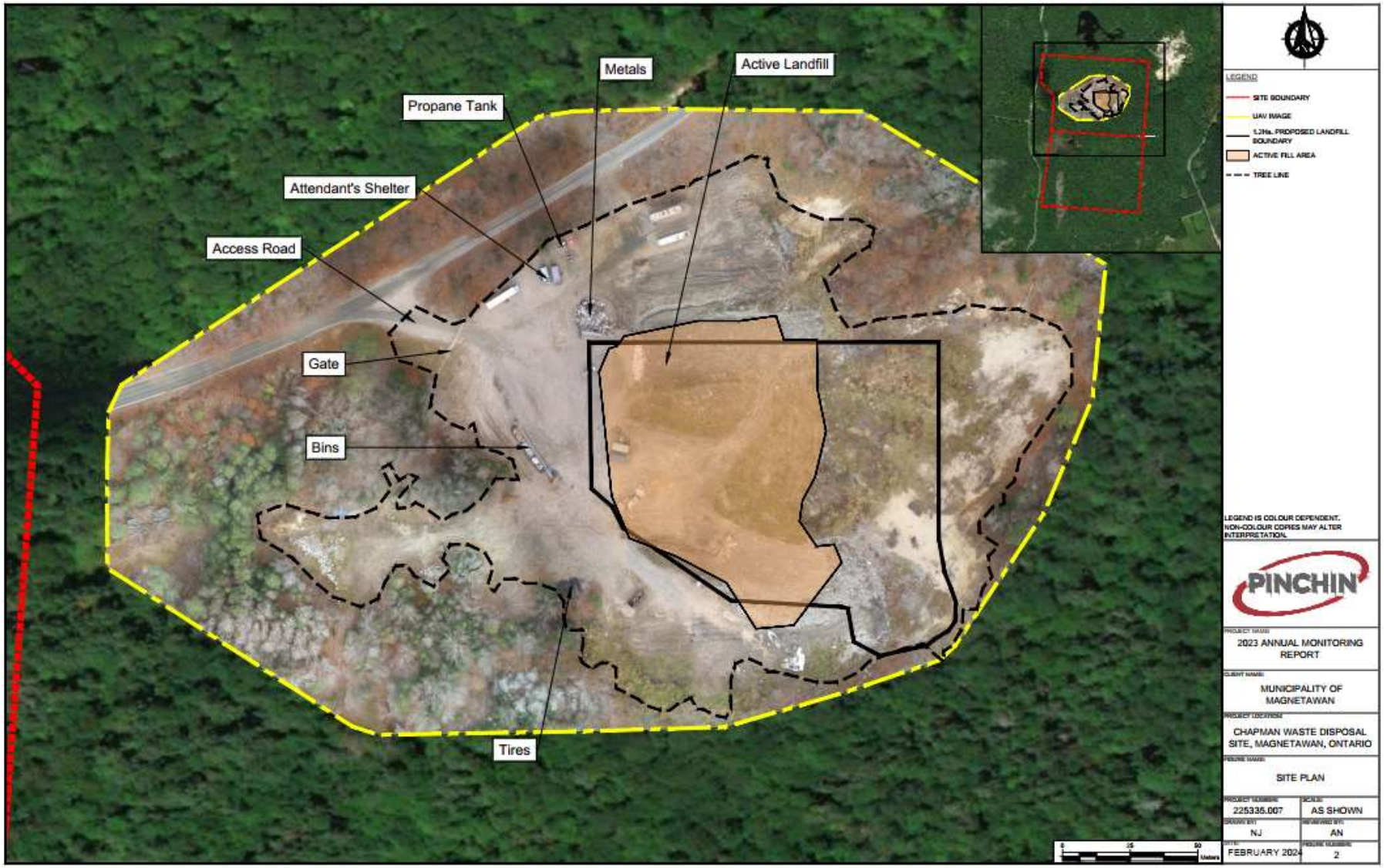
CHAPMAN WASTE DISPOSAL SITE

Site Plan



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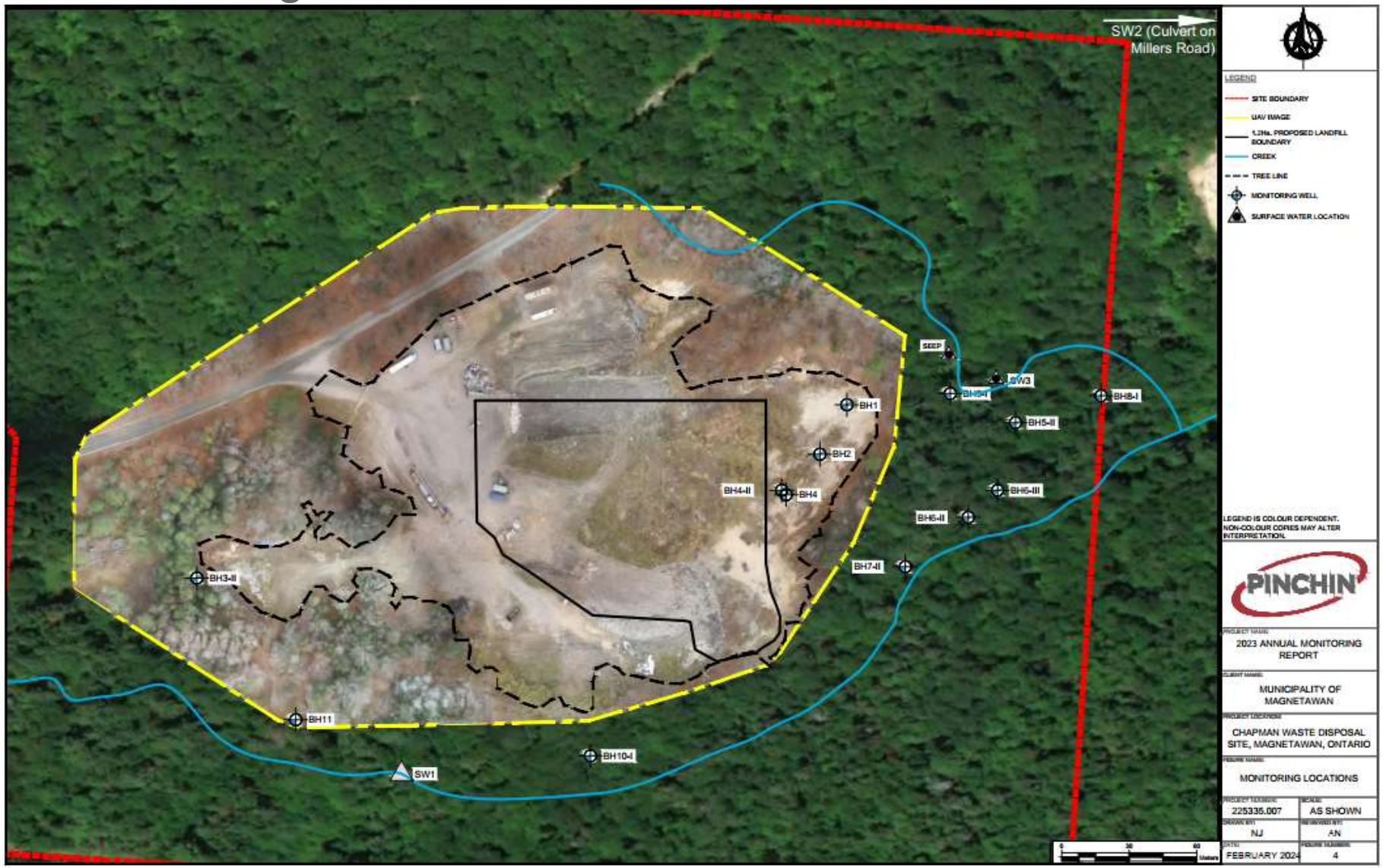
CHAPMAN WASTE DISPOSAL SITE

Monitoring Locations



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CHAPMAN WASTE DISPOSAL SITE

MECP Comments

- In 2020, the MECP reviewed the following reports for Chapman:
  - 2019 Annual Monitoring Report
  - Waste Capacity Study
  - Leachate Management Plan
  - Fish & Benthic Invertebrate Assessment

- Comments made by the MECP
  - *MECP Hydrogeologist Memorandum, dated May 5, 2020*
  - *MECP Surface Water Specialist Memorandum, dated May 21, 2020*

- **All comments have been addressed in 2020-2023**

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CHAPMAN WASTE DISPOSAL SITE

MECP Comments – Updated Trigger Plan

- As per the MECP comments, the proposed updated trigger program was included in 2023 analysis for discussion purposes only for trigger wells and trigger SW locations
  - BH6-III and BH8-I out of compliance - Additional sampling required to confirm concentrations (only 10 events)
  - All surface water trigger concentrations were satisfied, with the exception of iron
- Received additional comments from the MECP in April 2024 and must revise the Trigger Plan
- Trigger program to be applied once leachate management strategy has been implemented

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CHAPMAN WASTE DISPOSAL SITE

2023 Annual Monitoring Program - Results

- Site compliance evaluated based on the MECP Guideline B-7
- Pinchin has not identified any significant landfill related impacts at the Site
- Nitrate (health-related parameter) exceedances downgradient
  - Quantified at BH5-II
  - Often fluctuate seasonally throughout the historical record
  - Nitrate impacts not quantified in surface water downstream
  - Further sampling required to confirm
- Anomalous nitrite exceedances quantified at BH5-II and BH8-I during the spring
- All other B-7 exceedances (TDS, iron, DOC and manganese) not considered a significant concern originating from the Site

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CHAPMAN WASTE DISPOSAL SITE

Recommendations for 2024 Monitoring Program

- Continue with routine groundwater and surface water monitoring during the spring and fall of 2024
- Revise the Updated Trigger Plan and submit to the MECP
- Once the mitigative measures for the seep are executed, implement the proposed trigger level monitoring program and revised Updated Trigger Plan
- The riser at monitoring wells BH1 and BH3-II should be cut and re-surveyed
- MECP comments to be continued:
  - Sampling of VOCs and mercury at BH4-II
  - Sampling the leachate seep and surface water flow

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CHAPMAN LEACHATE MANAGEMENT PLAN STRATEGY

Leachate Seep

Spring 2022

Fall 2023

AN0

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Slide 16

AN0 Couldn't find a picture from the spring

Aezlyn Nisbet, 2024-04-19T14:57:23.121

CHAPMAN LEACHATE MANAGEMENT PLAN STRATEGY

Overview of Recommended Approach

- ***Stage 1- evaluate the remaining waste capacity of the landfill site***
- ***Stage 2- completion of aquatic survey***
- Stage 3- complete earthworks to enhance the contaminant attenuation zone
- Stage 4a- implement a trigger level monitoring program in both the groundwater and surface water media; and
- Stage 4b- If required, based on the results of the Trigger Level Monitoring Program, evaluate the significance of the impacts to water quality at the Site, and implement a strategy to manage the leachate-impacted groundwater plume:
    - Install a perimeter toe drain system to collect the groundwater;
    - Install a constructed wetland to treat the collected groundwater; and
    - Discharge the groundwater from the constructed wetland to the adjacent surface water feature.

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CHAPMAN LEACHATE MANAGEMENT PLAN STRATEGY

Stage 3 Process

Eliminate the leachate seep and enhance contaminant attenuation zone:

- Applying additional overburden material on the existing leachate discharge location
- Backfill the incised valley with additional granular material
- Infilling would require the relocation of the eastern perimeter tributary
- Infilling the area including the leachate seep will establish a formal contaminant attenuation zone

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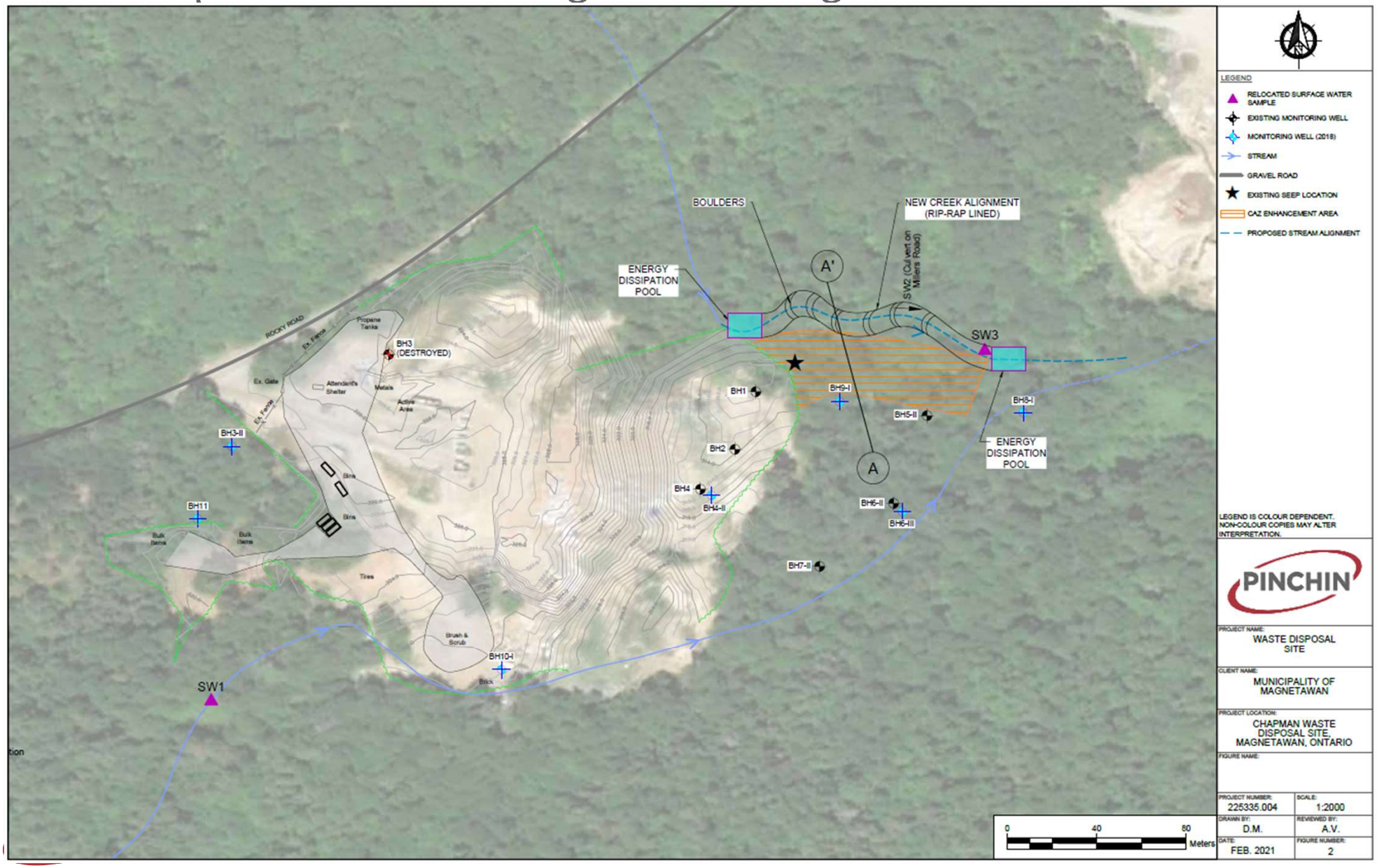
CHAPMAN LEACHATE MANAGEMENT PLAN STRATEGY

Proposed Creek Realignment Design



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CHAPMAN LEACHATE MANAGEMENT PLAN STRATEGY

Proposed Creek Realignment Design

- Pinchin completed a Site Visit on August 16, 2023
- Reviewed current Site conditions
- Evaluated the feasibility of potential re-design to decrease the required fill volume
- Marked out new proposed flow pathway

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CHAPMAN & CROFT WASTE DISPOSAL SITES

Next Steps for 2024

- **2024 Annual Monitoring and Reporting for Chapman & Croft**
  - *Continue 2023-2025 sampling and reporting requirements under existing contract*
  - *Complete repairs at identified wells – change order required to proceed*

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CHAPMAN & CROFT WASTE DISPOSAL SITES

Next Steps for 2024

- **Additional Tasks in Progress Under 2023-2025 Contract**
  - *Topographic Survey Completed in Fall 2023 – Volume Estimates in progress*
  - *2023 Liability Estimates*
  - *Progressive Fill & Closure Plans*

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CHAPMAN WASTE DISPOSAL SITE

Next Steps for 2024

- **Continue with Chapman Leachate Management Plan Strategy**
  - *April 2024 comments from MECP to be reviewed and revised Updated Trigger Plan to be submitted*
  - *Continue with Creek Re-alignment Updated Design*

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QUESTIONS?

Tim McBride
tmcbride@pinchin.com
705.521.0560 ext 3416

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Thank You.

MEMBER OF
PG
THE PINCHIN GROUP