



AMENDED AGENDA – Regular Meeting of Council

Wednesday, September 23, 2020

1:00 PM

Magnetawan Community Centre

Pg # 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

PRESENTATION

- 8 Chas Anselmo, Senior Manager KPMG, Service Delivery Review
- 116 Jamie Robinson, Planner MHBC, Second Dwellings

PLANNING MEETING

- 126 Zoning By-law Amendment Application – 292 Clayton's Bay Trail - Olney - Second Dwelling
- 149 Zoning By-law Amendment Application – 537 Rocky Reef Road - Reid - Second Dwelling

STAFF REPORTS, MOTIONS AND DISCUSSION

- 170 2.1 Report from CAO/Clerk Kerstin Vroom, COVID19 Safe Restart Funds
- 172 2.2 Report from Public Works Superintendent Scott Edwards, Broom Attachment
- 174 2.3 Report from Public Works Superintendent Scott Edwards, Digital Radio Upgrades
- 178 2.4 Report from Parks & Maintenance Manager Steve Robinson, Parks Tractors
- 180 2.5 Draft By-law Regional Fire Training Officer Services 2021-2023
- 201 2.6 Correspondence from Bob McPhail, Next Steps for Regional Fire Department
- 205 2.7 Correspondence from Town of Parry Sound Supplemental Emergency Medical Services Levy
- 2.8 Discussion on Engineering for Bridge 11, West Poverty Bay Road
- 2.9 Discussion on Building Department, Succession Planning

MUNICIPAL BOARDS AND COMMITTEE MINUTES

- 207 3.1 Almaguin Community Economic Development (ACED) Minutes August 17, 2020
- 211 3.2 Almaguin Highlands Health Centre (AHHC) Minutes September 11, 2020

CORRESPONDENCE

- 213 4.1 Municipality of Tweed Illegal Cannabis Operations Fine
- 215 4.2 Bakertilly, Chartered Professional Accountants Audit of the Municipality, Management Letter
- 218 4.3 Muskoka Algonquin Health Care COVID-19 Update
- 220 4.4 2020 POA Summary of Operations Quarter 2 Update
- 223 4.5 Correspondence from Product Care Association Outstanding June Hazmat Rebate
- 224 4.6 Request for Tender 2020-08 Guide Rail Inventory
- 234 4.7 Magnetawan Lock System Brochure

ACCOUNTS

236 5.1 Accounts in the amount of \$283,225.60

BY-LAWS

269 6.1 By-law Fire Establishing and Regulating a Fire Department (E&R)

295 6.2 By-law Regional Fire Training Officer Services 2021-2023

305 6.3 By-law Zoning Amendment Olney

308 6.4 By-law Zoning Amendment Reid

CONFIRMING BY-LAW AND ADJOURNMENT

311 7.1 Confirm the Proceedings of Council and Adjourn



COUNCIL MEETING MINUTES
September 2, 2020

The meeting of the Council of the Corporation of the Municipality of Magnetawan was held at the Magnetawan Community Centre and streamed electronically for the public through "Go To Meeting" on Wednesday September 2, 2020 at 6:00 pm with the following present:

Mayor Sam Dunnett
Deputy Mayor Tim Brunton
Councillor Brad Kneller
Councillor Wayne Smith

Regrets:
Councillor John Hetherington

Staff: Kerstin Vroom, CAO/Clerk and Laura Brandt, Acting Deputy Clerk, were present for the entire meeting. Joe Readman was present for his respective section in the meeting.

OPENING BUSINESS

- 1.1 Call to Order
The meeting was called to order at 6:00 p.m.
- 1.2 Adoption of the Agenda
RESOLUTION 2020-214 Brunton-Kneller
BE IT RESOLVED THAT BE IT the Council of the Municipality of Magnetawan adopts the agenda as presented.
Carried.
- 1.3 Disclosure of Pecuniary Interest
Mayor 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 2020-215 Kneller-Brunton
BE IT RESOLVED THAT BE IT the Council of the Municipality of Magnetawan adopts the minutes of August 12, 2020 as copied and circulated.
Carried.

DEPUTATION

Application from Ken Mihan, Ridge Runners Snowmobile Club, Property Dispute

RESOLUTION 2020-216 Smith-Brunton

WHEREAS the Council of the Municipality of Magnetawan thanks Ken Mihan, Ridge Runners Snowmobile Club for his deputation Property Dispute;

AND FURTHER THAT, the Council of the Municipality of Magnetawan supports the hard work the volunteers of the Magnetawan Ridge Runners Snowmobile Club have done to maintain local trails to provide significant snowmobiling opportunities to both local residents and tourists;

HOWEVER BE IT RESOLVED THAT the Council of the Municipality of Magnetawan has a duty to ensure its bylaws are being adhered to on an impartial basis;

AND the CAO/Clerk is authorized to sign Schedule A, attached, MOU prescribed Snowmobile Trail Land Use Permission.

Carried.

Direction was given to Staff to investigate Land Use Compensation for Recreational Uses.

Application from Denis Lachance, Custom Home Designs, Secondary Dwellings
Denis Lachance and Mark Langford attended.

Direction was given to Staff to request MHBC to attend the September 23, 2020 Council meeting.

STAFF REPORTS, MOTIONS AND DISCUSSION

- 2.1 Correspondence from Canadian Heritage, COVID-19 Emergency Support Fund
RESOLUTION 2020-217 Brunton-Kneller
WHEREAS, the Council of the Municipality of Magnetawan is appreciative of the funds received from Canadian Heritage, COVID-19 Emergency Support Fund;
NOW THEREFORE BE IT RESOLVED THAT, Staff is directed to bring a report back to Council outlining the best use of these funds.
Carried.
- 2.2 DRAFT By-law Establishing and Regulating a Fire Department (E&R)
RESOLUTION 2020-218 Kneller-Smith
BE IT RESOLVED THAT the Council of the Municipality has reviewed the DRAFT By-law Establishing and Regulating a Fire Department and directs Staff to make changes as discussed and bring back to a future meeting for passing.
Carried.
- 2.3 SCBA RFP Results (On Desk)
RESOLUTION 2020-219 Brunton-Smith
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives and approves the report from Fire Chief Joe Readman, SCBA RFP and awards the SCBA contract to M&L Supply in the amount of \$136,065.56;
AND FURTHER authorizes the Treasurer to transfer \$6,065.56 from the "Clean Air Exchange Funds" account to the "Equipment Replacement" account.
Carried.

RESOLUTION 2020-220 Kneller-Brunton

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives and approves the report from Fire Chief Joe Readman, Transfer of Funds for Back up SCBA Cylinders for the purchase of 12 Universal Emergency Breathing Safety Systems and 8 cylinders;

AND FURTHER authorizes the transfer of funds from "Clean Air Exchange" to "Equipment Replacement" for this purchase.

Carried.

2.4 DRAFT By-law Lakeside Trail Turn Around Agreement

RESOLUTION 2020-221 Smith-Kneller

BE IT RESOLVED THAT the Council of the Municipality approves the DRAFT By-law Lake Side Trail Turn Around Agreement (Watts) as presented, with no deposit required, and a By-law on this matter will be passed later in the meeting.

Carried.

2.5 DRAFT By-law Tranquility Trail Turn Around Agreement

RESOLUTION 2020-222 Brunton-Kneller

BE IT RESOLVED THAT the Council of the Municipality approves the DRAFT By-law Tranquility Trail Turn Around Agreement (Cary) as presented, with no deposit required, and a By-law on this matter will be passed later in the meeting.

Carried.

2.6 Planning Report from MHBC, Validation Certificate-14 Forestwood Lane

RESOLUTION 2020-223 Brunton-Smith

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives and approves the Planning Report from MHBC, Validation Certificate, 14 Forestwood Lane.

Carried.

2.7 DRAFT By-law Wiens-Minklers Lane Maintain Unopened Road Allowance Agreement

RESOLUTION 2020-224 Smith-Brunton

BE IT RESOLVED THAT the Council of the Municipality approves the DRAFT By-law Wiens-Minklers Lane Maintain Unopened Road Allowance Agreement as presented and a By-law on this matter will be passed later in the meeting.

Carried.

2.8 Correspondence from Ministry of Municipal Affairs and Housing, Safe Restart Agreement

RESOLUTION 2020-225 Kneller-Smith

WHEREAS the Council of the Municipality of Magnetawan is grateful to the Ministry of Municipal Affairs and Housing for the funding received under the Safe Restart (Covid19);

NOW THEREFORE BE IT RESOLVED, Council directs the CAO/Clerk, Treasurer, Mayor and Deputy Mayor to meet regarding the allocation of the funds and bring a report back to Council.

Carried.

CORRESPONDENCE

- 3.1 The Municipality of West Grey Resolution Anti-Racism
- 3.2 Correspondence from Ministry of Municipal Affairs, Recent Changes to the *Municipal Act, 2001*
- 3.3 Correspondence from Lakeland Energy, Launching of Shovel Ready Broadband Builds
- 3.4 Correspondence from The Federation of Northern Ontario Municipalities (FONOM), Media Release
- 3.5 Community of Expression of Interest Proposal Northern Ontario Residential Broadband Project #3

RESOLUTION 2020-226 Brunton-Kneller

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the correspondence items as copied and circulated.

Carried.

RESOLUTION 2020-227 Smith-Brunton

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan endorses item 3.1 and supports The Municipality of West Grey Resolution Anti-Racism.

Carried.

ACCOUNTS

- 4.1 Accounts in the amount of \$407,722.74

RESOLUTION 2020-228 Kneller-Smith

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the accounts in the amount of \$407,722.74 as presented.

Carried.

BY-LAWS

- 5.1 By-law Lakeside Trail Turn Around Agreement
- 5.2 By-law Tranquility Trail Turn Around Agreement
- 5.3 By-law Weins-Minklers Lane Maintain Unopened Road Allowance Agreement

RESOLUTION 2020-229 Brunton-Kneller

BE IT RESOLVED by 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:

5.1 By-law Lakeside Turn Around Agreement (Watts)

5.2 By-law Tranquility Trail Turn Around Agreement (Cary)

5.3 By-law Minklers Lane Maintain Unopened Road Allowance Agreement (Weins)

Carried.

CLOSED SESSION

In accordance with Section 239(2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, Council shall proceed into Closed Session in order to address matters pertaining to: (b) personal matters about an identifiable individual, including municipal or local board employees (resignation of Committee Member) and (c) a proposed or pending acquisition or disposition of land by the municipality or local board (land purchase).

RESOLUTION 2020-230 Smith-Kneller

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan moves to a closed session at 7:30 pm pursuant to Section 239(2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, Council shall proceed into Closed Session in order to address matters pertaining to: (b) personal matters about an identifiable individual, including municipal or local board employees (resignation of Committee Member) and (c) a proposed or pending acquisition or disposition of land by the municipality or local board (land purchase).

RESOLUTION 2020-231 Brunton-Kneller

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan returns to open session at 8:25pm.

Carried.

RESOLUTION 2020-232 Smith-Kneller

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan regretfully accepts the resignation of Emily Bolduc, Chair of the Magnetawan Community Development Committee, and thanks Emily for her dedication to the Committee and the community of the Municipality of Magnetawan.

Carried.

CONFIRMING BY-LAW AND ADJOURNMENT

6.1 Confirm the Proceedings of Council and Adjourn

RESOLUTION 2020-233 Kneller-Brunton

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 8:35 pm to meet again on Wednesday, September 23rd, 2020 at 1:00 pm or at the call of the Chair.

Carried.

Approved by:

Mayor

Clerk



Municipality of Magnetawan

Municipal Service Delivery Review

Final Report
September 10, 2020



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Municipality of Magnetawan

Municipal Service Delivery Review

Chapter I
Introduction



Introduction

A. Overview of our engagement

KPMG has been retained by the Municipality of Magnetawan (the “Municipality”) to undertake a review of its municipal services including:

- Assisting the Municipality with the establishment of a methodology for the review;
- In conjunction with the Municipality’s staff, undertaking analysis of services, internal processes, service levels and associated costs and funding; and
- Summarizing the results of our analysis and presenting potential opportunities to the Municipality.

Our review is being undertaken in connection with funding received by the Municipality from the Municipal Modernization Program (the “Program”). The Program was established by the Province to assist municipalities in identifying potential cost savings from operational efficiencies and other strategies. Pursuant to the provisions of the Program, the Municipality is required to:

- Retain a third party advisor for the purposes of the review, rather than undertaking the review internally;
- Provide public disclosure as to the results of the review; and
- Establish that front line service reductions and increases in user fees are not outcomes of the review.

The terms of reference for our review is based on our engagement letter dated March 20, 2020.

Our review relied heavily on the contributions and knowledge of municipal personnel and we would like to express our appreciation and thanks for the assistance provided to us by staff.

Introduction

B. Our approach

Our review involved a series of facilitated working sessions with staff to discuss the current processes used by the Municipality for the delivery of various municipal services. During these working sessions, KPMG facilitated discussion with staff to identify the individual steps in the process under review, as well as any issues that were perceived as impacting operating efficiencies, customer service, internal controls or risk management.









The approach adopted to review the Municipality's processes reflected the LEAN concept of value-stream mapping. While there are many different definitions of LEAN, we define LEAN thinking as the belief that there is a simpler, better way through a continuous drive to identify and eliminate waste, or inefficiencies and errors, in day-to-day work. It is about making work environments efficient and effective, so organizations can provide higher quality of services to their customers. LEAN helps create time for quality improvement to be part of everyday routine activity.

There are five common principles of LEAN thinking:

1. Value is defined by the **voice of the client**. If a process or function doesn't create value for the client (recognizing that clients can be internal or external), the question is why is it being performed.
2. LEAN requires that you **understand your process**. Process mapping allows you to have a picture of your process so that you can begin to make improvements. Without this understanding, it is difficult to have transparency and see where the problems are. It also helps teams gain an understanding of everyone's involvement in the process.
2. LEAN seeks to develop **flow**, so that products or services move fluidly and without interruptions through the process.
3. LEAN seeks to establish **pull**, so that activities are undertaken in response to what a client needs when they need it, by reacting to a trigger. This is contrary to how many processes are structured, which involves a push to the next user regardless of whether they are ready or not.
4. LEAN is a means of **continuous improvement**. When done right, LEAN is not a one-time event but rather a journey to continually improve processes and constantly strive to supply value, from the perspective of the client.

Introduction

LEAN methodologies are intended to help organizations identify and address one of eight typical types of inefficiencies.

Inefficiency	Description	Examples
 Defects	Work or services that are not completed correctly the first time.	Departments key in hours worked incorrectly, requiring payroll to fix errors.
 Overproduction	Doing more than what is required to complete the task.	Generating reports that are not used by management.
 Waiting	Idle time when material, information, people or equipment are waiting.	Waiting for approvals prior to issuing cheques.
 Non-utilized talent	Not utilizing all of the skills of employees.	Incurring overtime because staff working in other departments cannot be used.
 Transportation	Moving equipment, supplies or equipment from place to place.	Transferring paper files from one location to another rather than using email.
 Inventory	Having more material and supplies on hand than what its needed.	Stocking extra stores inventory to prevent stockouts caused by poor order management.
 Motion	Unnecessary movement by employees to complete an activity.	Having staff attend meetings in person rather than by video or teleconference.
 Extra processing	Spending extra time and effort for an activity, including duplication of efforts.	Developing Excel spreadsheets to track information that is already available in MIS.

Introduction

C. How to read our report

For each process under review, we have provided process maps that outline the individual worksteps undertaken as part of the process in Chapter II. These maps are outlined in flowchart form and are intended to assist in understanding (i) the individual worksteps performed by municipal personnel; (ii) the sequential ordering of the worksteps; and (iii) decision points included in the process.

Where an area for potential improvement has been identified, they have been indicated in the process maps through the following markers:



Process inefficiencies, which may include duplication of efforts, manual vs. automated processes and the performance of work with nominal value



Financial risk, representing areas where the Municipality's system of internal controls is insufficient to prevent the risk of financial loss



Client service limitations, representing aspects of the Municipality's operations that may adversely impact on customer satisfaction



Litigation risk, consisting of potential areas where the Municipality's processes may expose it to risk, including areas where existing measures to mitigate risk are considered insufficient

Included with the process maps are the potential areas for improvements, as well as potential courses of action that could be adopted by the Municipality to address the identified issues.

Introduction

D. Restrictions

This report is based on information and documentation that was made available to KPMG at the date of this report. We had access to information up to September 8, 2020 in order to arrive at our observations but, should additional documentation or other information become available which impacts upon the observations reached in our report, we will reserve the right, if we consider it necessary, to amend our report accordingly. This report and the observations and recommendations expressed herein are valid only in the context of the whole report. Selected observations and recommendations should not be examined outside of the context of the report in its entirety.

Our observations and full report are confidential and are intended for the sole use of the Municipality of Magnetawan's management team. We consider this report to be operational in nature and as such, intended for internal management use only. In order to satisfy the public reporting requirements of the Program, key themes emerging from our review have been reported in a separate public document.

Our review was limited to, and our recommendations are based on, the procedures conducted. The scope of our engagement was, by design, limited and therefore the observations and recommendations should be in the context of the procedures performed. In this capacity, we are not acting as external auditors and, accordingly, our work does not constitute an audit, examination, attestation, or specified procedures engagement in the nature of that conducted by external auditors on financial statements or other information and does not result in the expression of an opinion.

Pursuant to the terms of our engagement, it is understood and agreed that all decisions in connection with the implementation of advice and opportunities as provided by KPMG during the course of this engagement shall be the responsibility of, and made by, Municipality of Magnetawan. Accordingly, KPMG will assume no responsibility for any losses or expenses incurred by any party as a result of the reliance on our report.

Comments in this report are not intended, nor should they be interpreted, to be legal advice or opinion.

KPMG has no present or contemplated interest in the Municipality of Magnetawan nor are we an insider or associate of the Magnetawan or its management team. Our fees for this engagement are not contingent upon our findings or any other event. Accordingly, we believe we are independent of the Municipality of Magnetawan and are acting objectively.





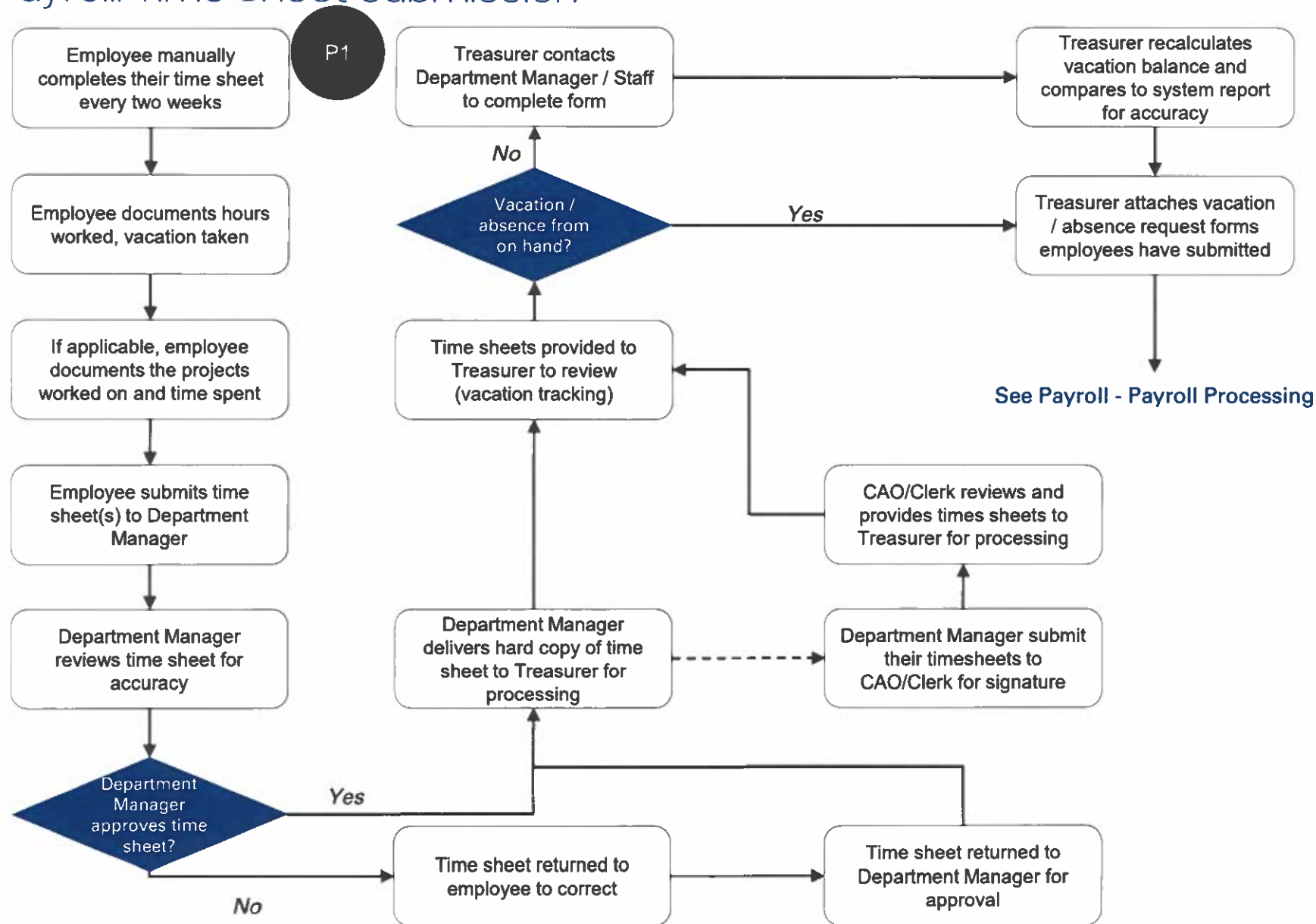
Municipality of Magnetawan

Municipal Service Delivery Review

Chapter II
Finance Process Maps and Potential Courses
of Action



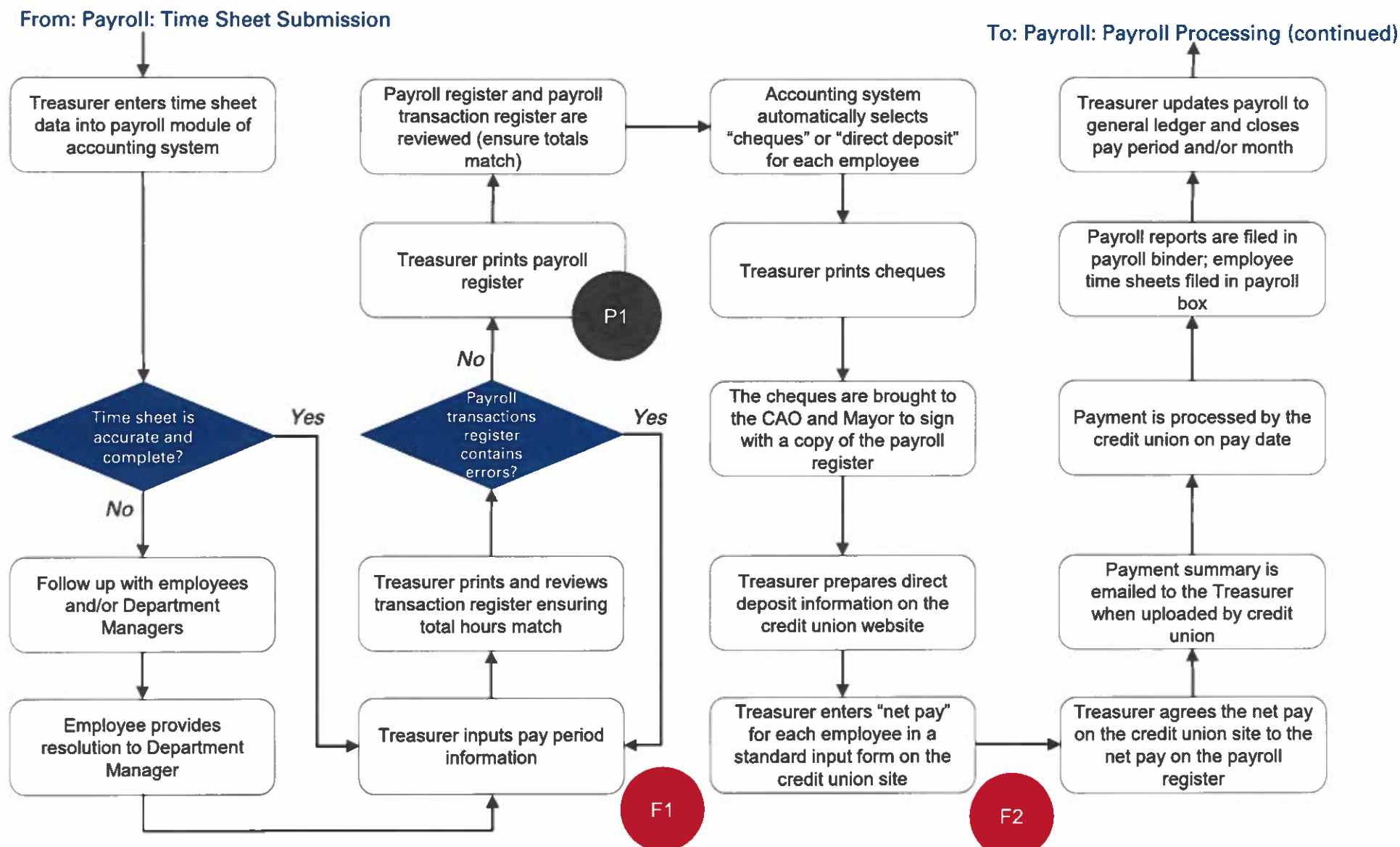
Payroll: Time Sheet Submission



Potential Courses of Action

Issue	Potential Course of Action
<p>P1</p> <p>Timesheets are prepared manually which can result in timesheets being inaccurate (e.g. all hours not adding to 70 hours every pay period) or incomplete (e.g. description of the tasks and projects completed not being recorded).</p>	<p>Have staff complete timesheets electronically, restricting submission until all errors or discrepancies have been addressed.</p> <p>The Municipality may not be in be a position to fully implement this opportunity as a result of information technology barriers.</p>

Payroll: Payroll Processing

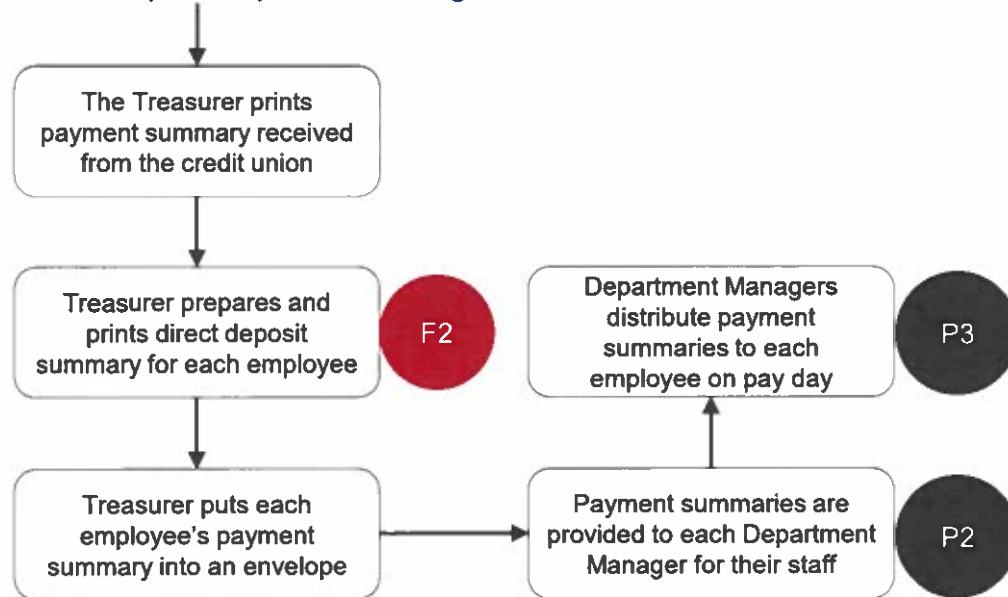


Potential Courses of Action




Issue	Potential Course of Action
<p>F1</p> <p>When there is a change in wage rate for an employee, there is no independent review of the changes to ensure that the approved changes have been accurately entered into the payroll system. Without independent verification, there is a risk that changes could be entered incorrectly.</p>	<p>Whenever employee pay rate information is changed, a Senior staff member independent from the payroll function should verify a sample of employees' payroll records to ensure that changes have been entered correctly. Wage rates should be reviewed regularly to ensure accuracy.</p>
<p>P1</p> <p>The Municipality's payroll process is heavily paper based with exception reports and payroll registers printed. This results in numerous pages of information that is incorrect or requires updating after review.</p>	<p>Consideration should be given to using and saving only electronic versions of payroll information. Electronic signatures can be developed and used for approvals. Saving in printing costs as storage space requirements would also result.</p>
<p>F2</p> <p>The Treasurer is required to enter in net pay for each employee into the credit union website. This is a duplication of data entry as well as prone to input error.</p>	<p>Discuss with the accounting system provider as well as financial institution to determine if the accounting system can produce a standard file that can be exported and subsequently imported to the credit union site. KPMG is aware that this functionality exists with other financial accounting software and financial institution. This will reduce input risk, improve accuracy and increase efficiency. Should this not be possible, the Municipality may want to explore the use of third party service provider.</p>

Payroll: Payroll Processing (continued)

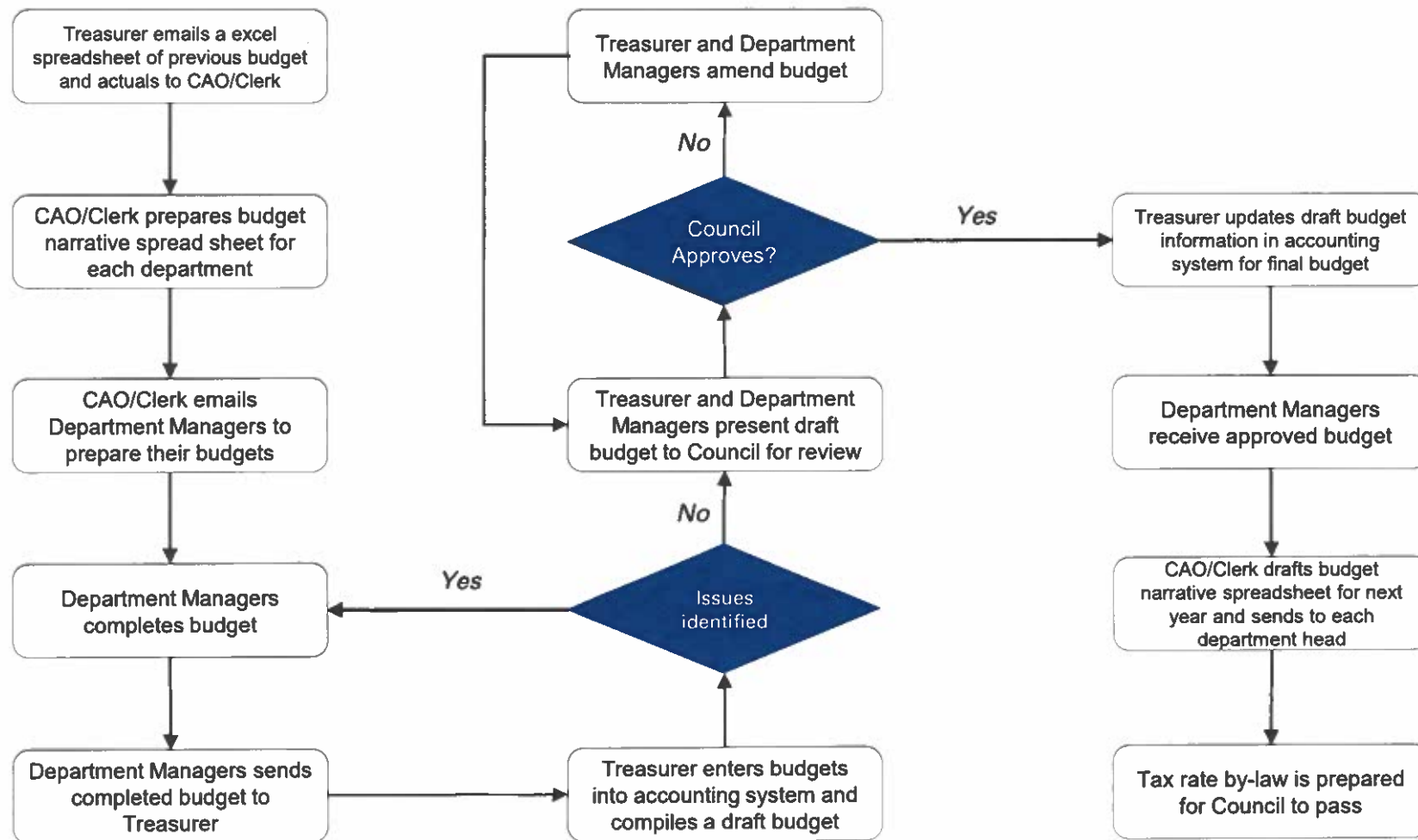
From: Payroll: Payroll Processing



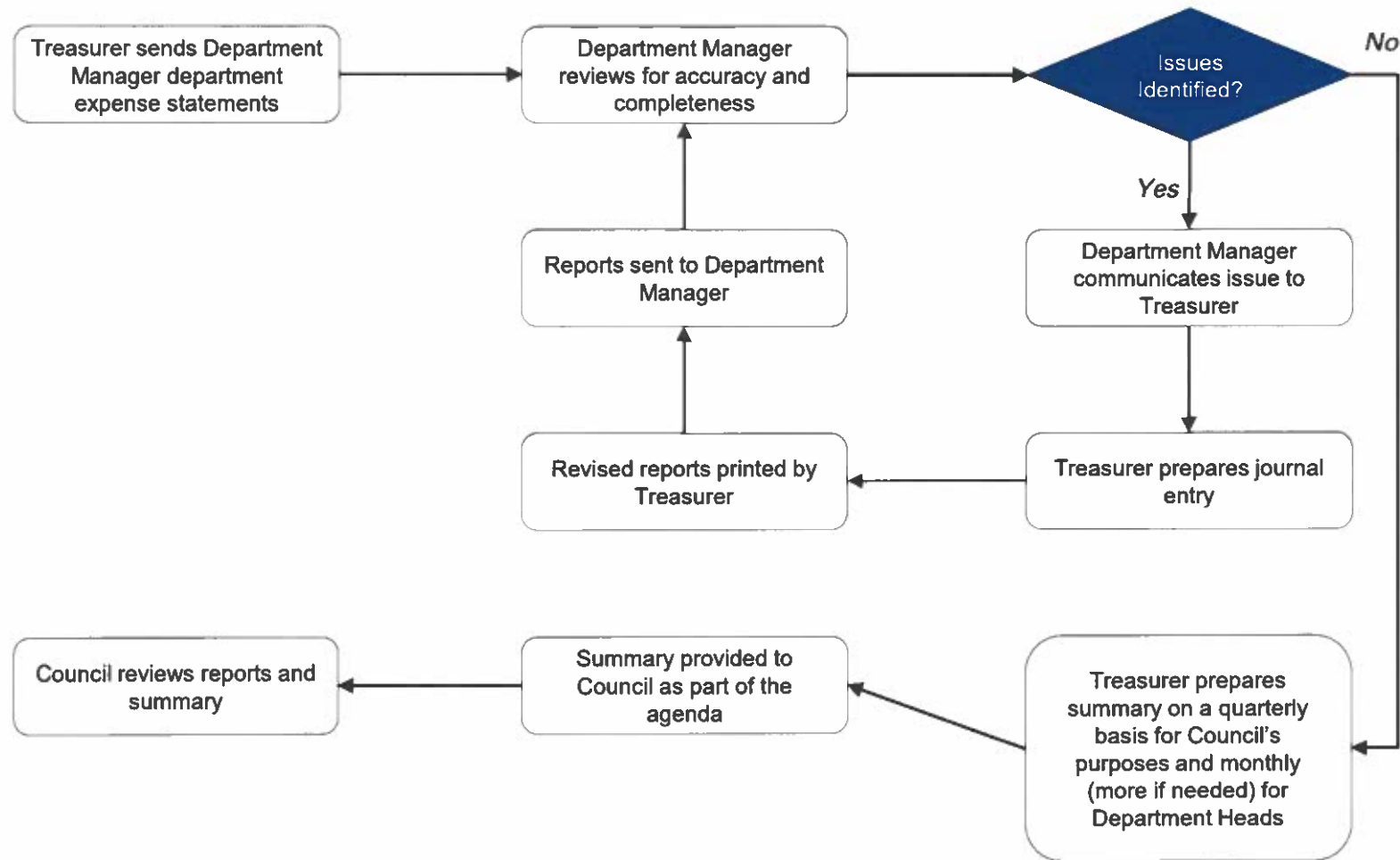
Potential Courses of Action

Issue	Potential Course of Action
 <p>Treasurer is the only staff member involved in the payroll process. If there are errors in the payroll entry, they may not be identified until a second individual reviews the payment (cheque preparation).</p>	<p>Have the payroll module prepared by another member of the finance team and provided to the Treasurer to review and approve before the cheques are prepared for the pay period.</p>
 <p>A number of processes for payroll processing gather, store and use the same information resulting in an increase in the risk of human error and duplication of efforts. The cost and time savings associated with the implementation of a direct deposit program can be significant.</p>	<p>Should the Municipality be unable to use its accounting software, consideration should be given to using a third party payroll provider (E.g. Ceridian, ADP, etc.), as well as automating the time tracking required for the payroll process (e.g. swipe cards, mobile application check in, etc.) . This will reduce the inefficiency from duplicating information in the current process and simplify the year end reporting processes and requirements, including T4 preparation.</p>
 <p>Staff are provided with payroll summaries of what is paid to them after payroll has been processed. Errors are detected by employees at this time which require correction by Finance staff.</p>	<p>Provide hourly staff with access to a preliminary payroll report outlining what will be paid to them on the upcoming pay date. Providing access to this information prior to processing the payroll will allow issues to be identified and corrected before processing, reducing the number of employee's pay that require rework and subsequent adjustments.</p>

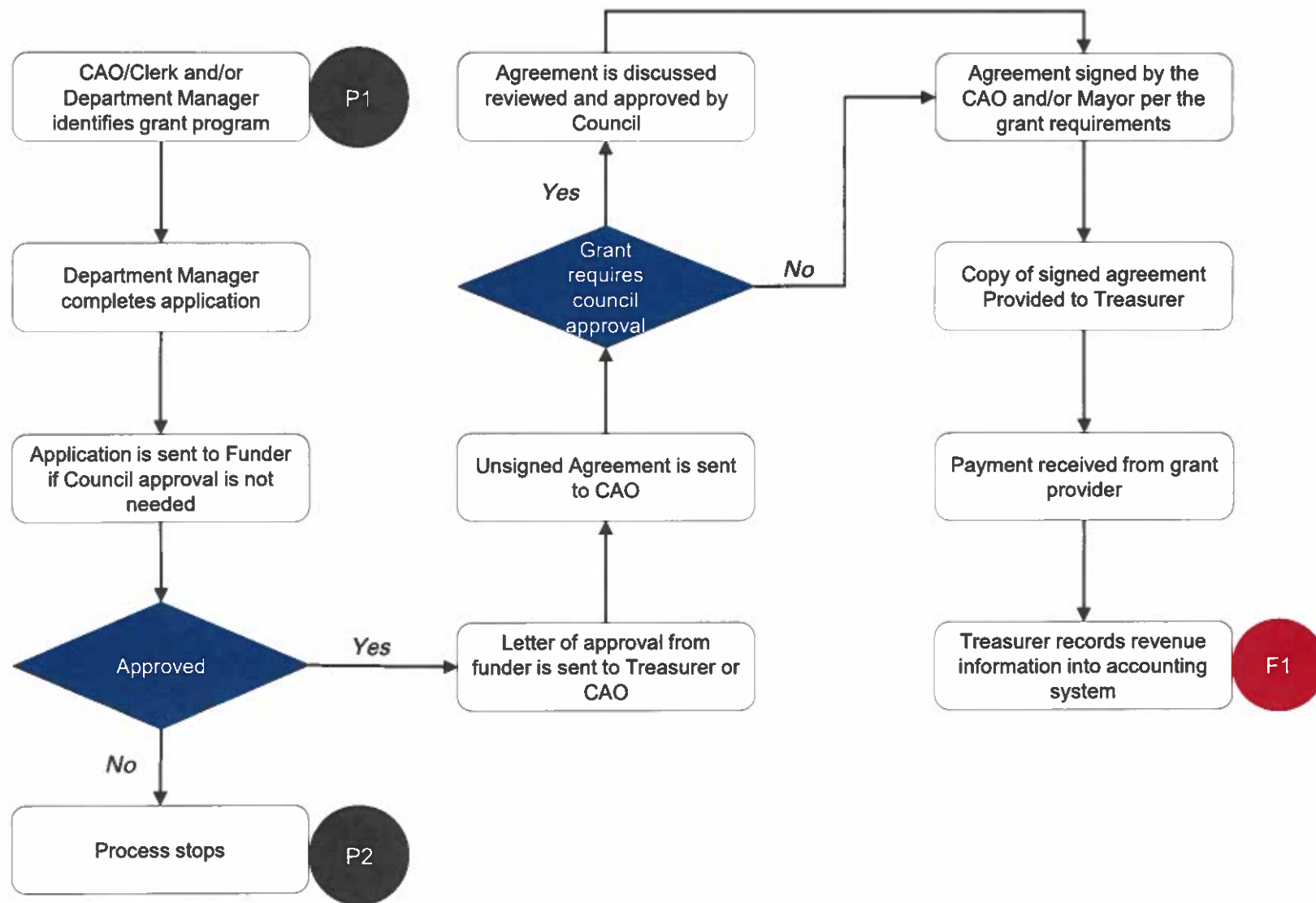
Financial Reporting: Budgeting



Financial Reporting: Reporting to Council



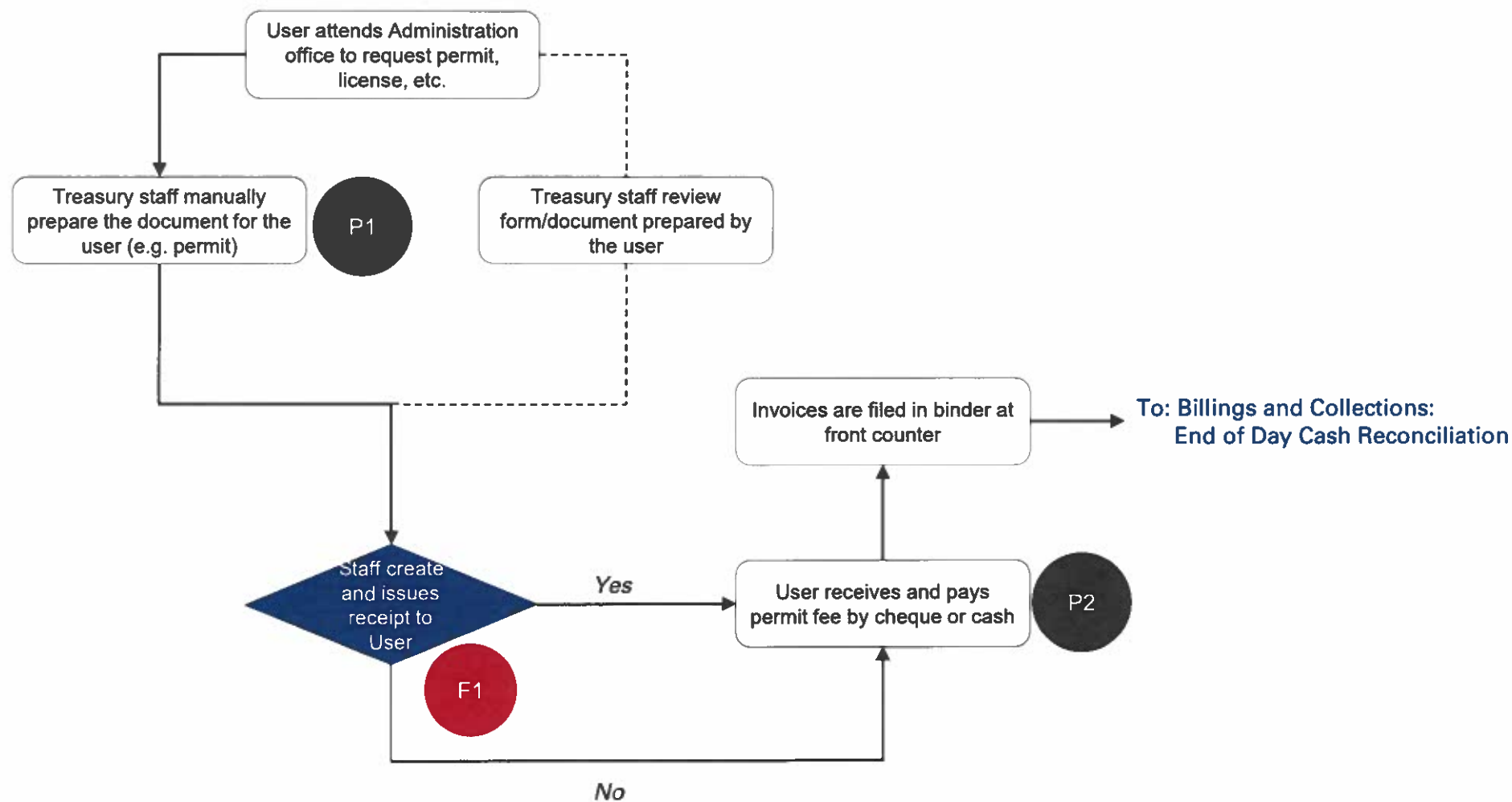
Billings and Collections: Grants



Potential Courses of Action

Issue	Potential Course of Action
<p>P1</p> <p>Currently there is no formal guidance given from Council to establish grant priorities. As a result, the Department Managers may be focusing efforts on initiatives that are not a priority of the Municipality.</p>	<p>Establish the following procedure:</p> <ul style="list-style-type: none"> • Prior to the budgeting process, Council set specific categories for grant funding • Assign category to Department Manager or Treasurer, making them accountable for identifying and applying for grant funding.
<p>P2</p> <p>Currently, review of why a grant application failed does not always occur. Reviewing strengths, weaknesses and lessons learned will result in improved grants submissions in the future.</p>	<p>The Municipality can implement the following process step:</p> <ul style="list-style-type: none"> • Treasurer follows up with the funding agency identifying why the Municipality was not approved for the grant.
<p>F1</p> <p>Revenue and the related receivable for grant funding is not recorded until the funds are received. There is a risk at the end of a period, revenue related to that period is not recorded. Additionally, since the receivable balance is not recorded, there is an increased risk that funds owed to the Municipality are not collected.</p>	<p>Grants should be recorded as accounts receivable when approved and/or earned. This receivable should then be cleared when the cash is received. This will allow the Treasurer to follow up on any outstanding balances and also provide more accurate information for cash forecasting and budgeting.</p>

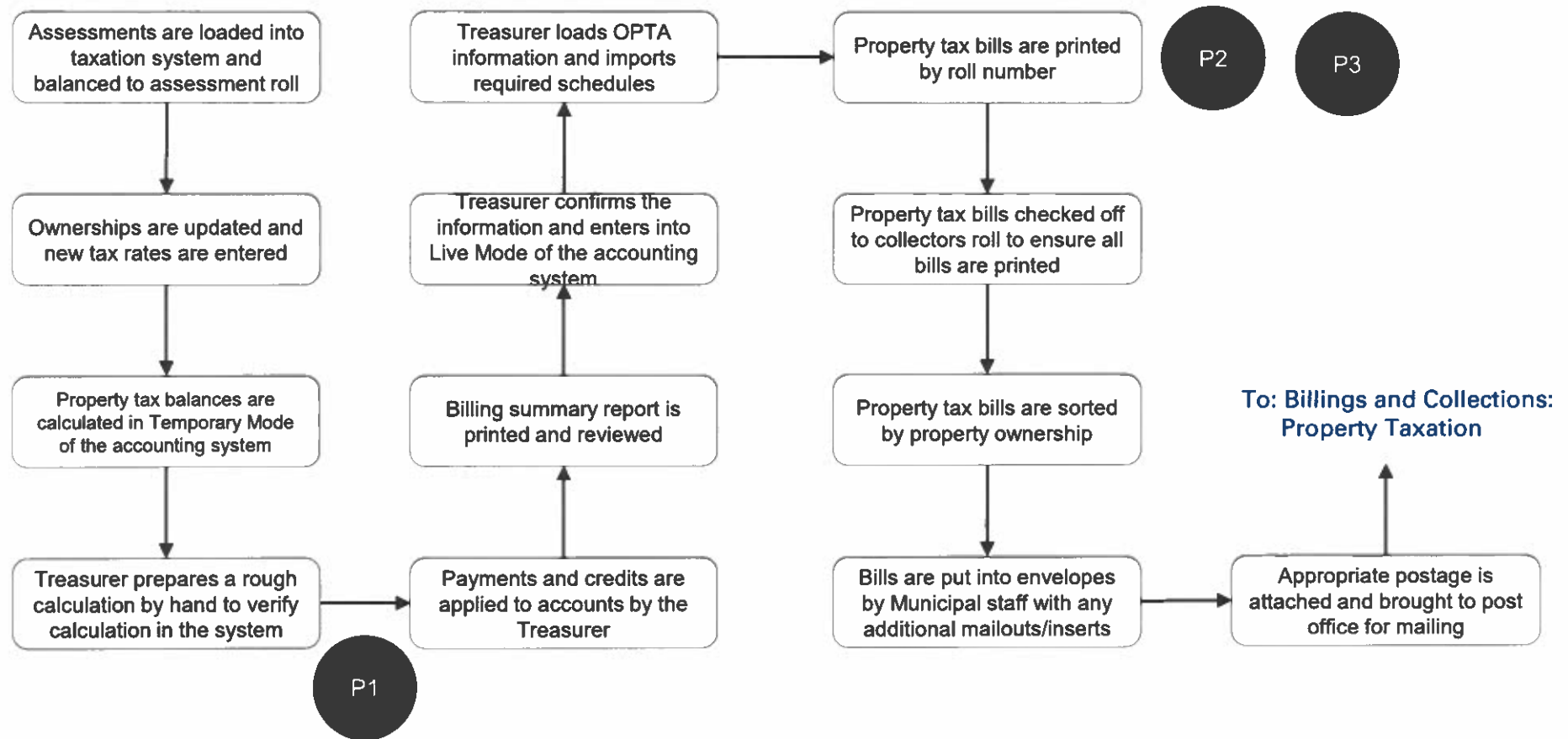
Billings and Collections: User Fees



Potential Courses of Action

Issue	Potential Course of Action
<p>P1</p> <p>A number of user fees require the completion of a standardized form (e.g. dog tag, event permits, etc.). These forms are completed manually and provided to the user which can sometimes takes considerable time.</p> <p>We understand that the Municipality has transferred all application forms to the municipal website and is in the process of making all fillable PDFs.</p>	<p>Develop standard electronic templates (e.g. word, fillable PDFs, etc.) that the Treasury Staff can complete and provide to the user. In addition, frequently requested forms should be made available on the Municipality's website for the user to complete before attending the Municipal office, reducing the amount of time spent by Treasury Staff on this process.</p>
<p>F1</p> <p>A receipt is not always created and issued if a user does not request a receipt. There is a risk that a tag or permit is manually completed, issued to the user and fee collected but never entered into the accounting system, providing the opportunity to misappropriation of funds.</p>	<p>Ensure a receipt is issued for all user fees. Create signage at the reception desk that informs users to ask for and receive a receipt for all purchases. Integration of forms/permits into the accounting system to eliminate manual preparation will also reduce risks around cash payments since transactions will be recorded in the system and will be accompanied by a balance owing.</p>
<p>P2</p> <p>Electronic payments methods at the Municipal office are not currently available.</p> <p>We understand that the Municipality is in the process of exploring the use of a debit/credit terminal and performing a cost for service comparison.</p>	<p>A debit/credit payment terminal should be added to the front desk to accept in-person payments. This will reduce the amount of cash transacted at the Municipal office, reducing the risk of fraud and theft.</p>

Billings and Collections: Property Taxation - Assessment & mailing

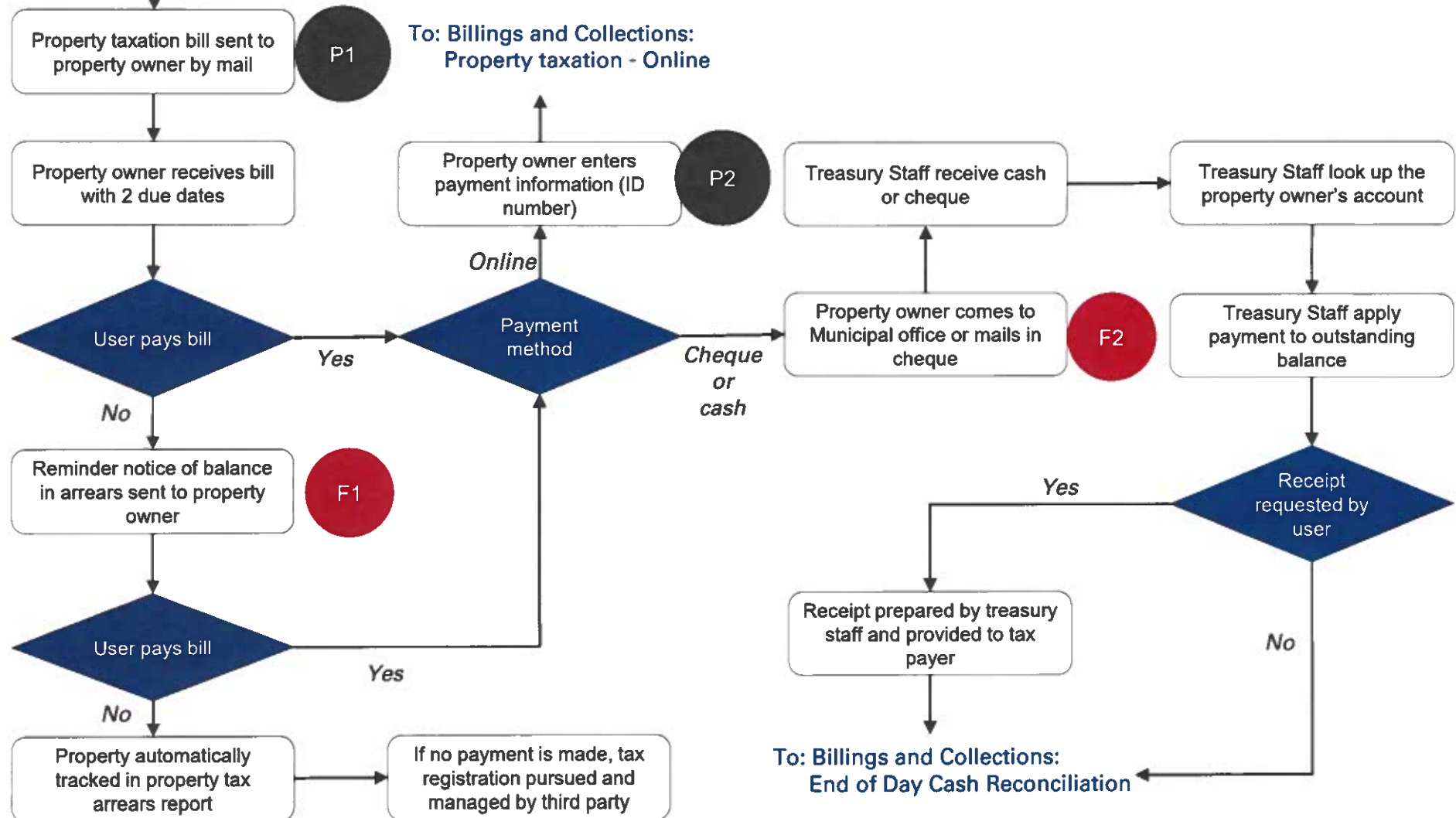


Potential Courses of Action

Issue	Potential Course of Action
<p>P1</p> <p>A draft calculation of total property taxes is prepared outside of the accounting system.</p>	<p>Property taxes should be calculated in an Excel spreadsheet opposed to manually and drafted directly in the accounting system. A back-up of the accounting module can be used in case an error is made and changes need to be reversed.</p>
<p>P2</p> <p>Tax bills are printed by roll number. Some individuals own multiple properties which can result in duplicate mailings to the same property owner or additional time to search and pull out bills to be sent to one address.</p>	<p>Print property tax bills by property owner. This will simplify the process to pull out bills to be sent to the same property owner.</p>
<p>P3</p> <p>Currently, property tax bills are printed on legal sized paper on a low volume printer. This involves waiting longer than required to print tax bills.</p>	<p>Reorganize tax bills to be able to be printed on regular 8"x11" paper. Furthermore, printing should be completed on the Municipality's commercial grade, high volume printer.</p> <p>Opportunities exist to send tax bill electronically, reducing printing costs and is described in more detail on subsequent pages.</p>

Billings and Collections: Property Taxation

From: Billings and Collections: Property Taxation – Assessment & mailing



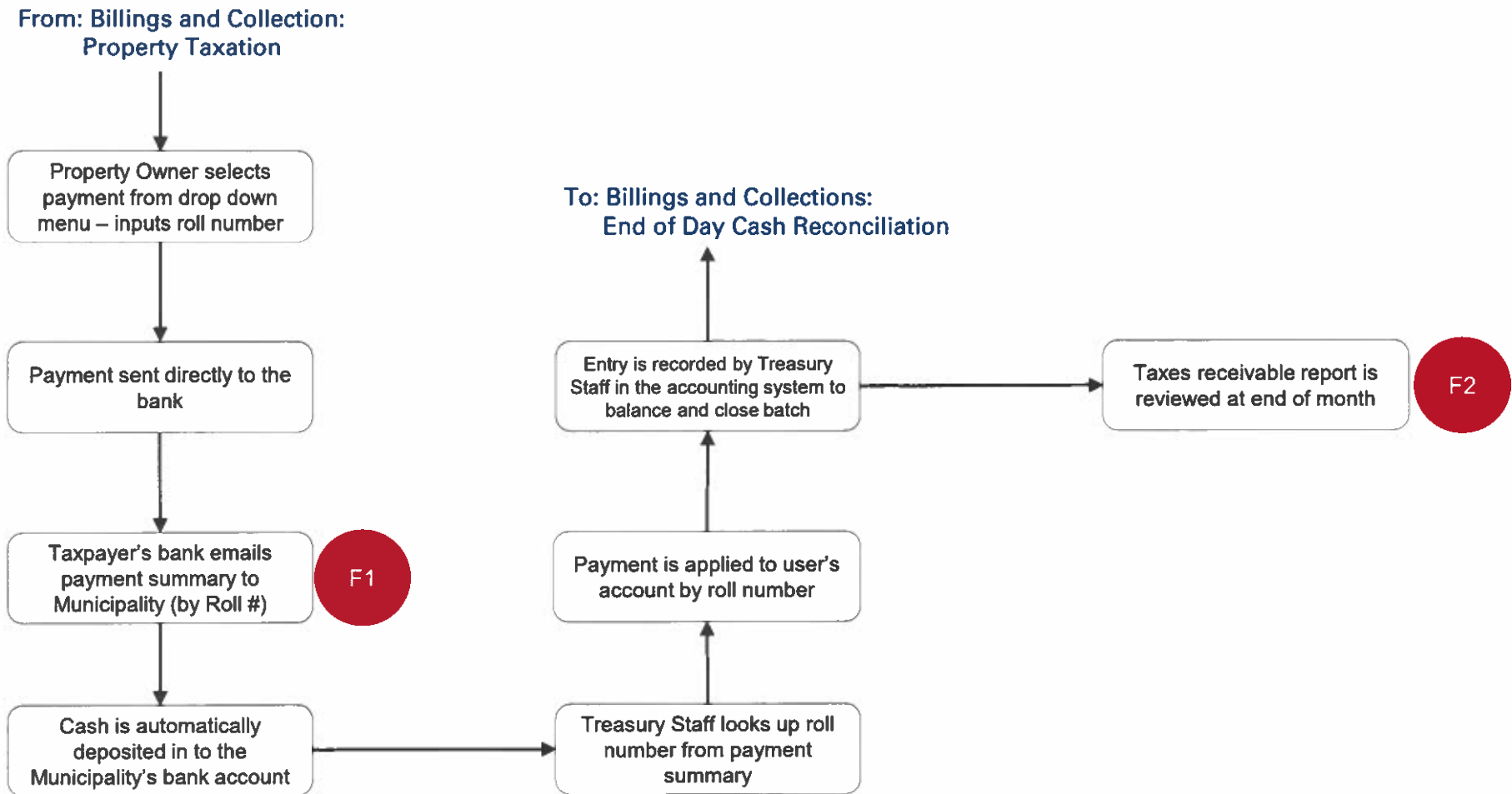
Potential Courses of Action

Issue	Potential Course of Action
<p>P1</p> <p>All property tax bills are currently manually prepared and sent by mail. This results in additional time and postage costs incurred by the Municipality.</p>	<p>Allow users to receive bills electronically through email or “epost” through Canada Post. System generated emails can be produced that will send users their bills electronically reducing costs associated with post and the time required to prepare and mail the bills.</p>
<p>F1</p> <p>Review and follow-up of property tax arrears occur at irregular intervals. There are also inconsistent methods used for collection (payment plans, collections/lawyer, etc.) and exposed the Municipality to potential legal and reputational risks.</p>	<p>The Municipality should develop a formal policy that is followed for property tax arrears and tax registration. The policy should be approved by council and made public to inform all users and residents of the process and policy in place.</p> <p>Development and adherence to a formal policy will allow staff to address operational matters in a more efficient and time sensitive manner.</p> <p>For example, tax arrears notices should be sent after the 1st bill and the final bill (first due date) to encourage property owners to pay outstanding balances. In October of every year, a formal letter can be sent from the Municipal Treasurer out to property owners with balances in arrears. The Municipality may wish to coordinate efforts with their legal counsel to send arrears letters on their behalf to further encourage payment.</p>

Potential Courses of Action

Issue	Potential Course of Action
<p>P2</p> <p>Property tax owners pay their bills by either cash/cheque or online. This requires the property owner to initiate the transaction, increasing the risk that payments are not made as quickly as possible.</p>	<p>Setup with the bank and allow property owners to pay their property taxes through a pre-authorize tax payment plan. Two options should be provided:</p> <ul style="list-style-type: none"> • Ten Month Automatic Bank Withdrawals – payments are withdrawn from bank account on a specific day of each month (January to October). • Due Date Tax Payment Plan – payments are withdrawn from property owner's bank account on the installment due dates (4 times a year). <p>This was result in a decrease in the cash collection cycle, improve cash flow and help to reduce the balance in arrears.</p>
<p>F2</p> <p>Currently, one member of the Treasury Staff opens the Municipality's mail and applies payments received from customers to accounts receivable balances. The segregation of duties related to the origination and authorization, receipt of consideration, and recording of transactions is a key aspect of effective internal accounting control.</p>	<p>Someone independent of recording the transactions should be assigned to open the mail and record its contents before being forwarded to another member of the Treasury Staff for posting.</p> <p>The individual responsible for opening the mail should not have the ability to record transactions into the accounting system.</p>

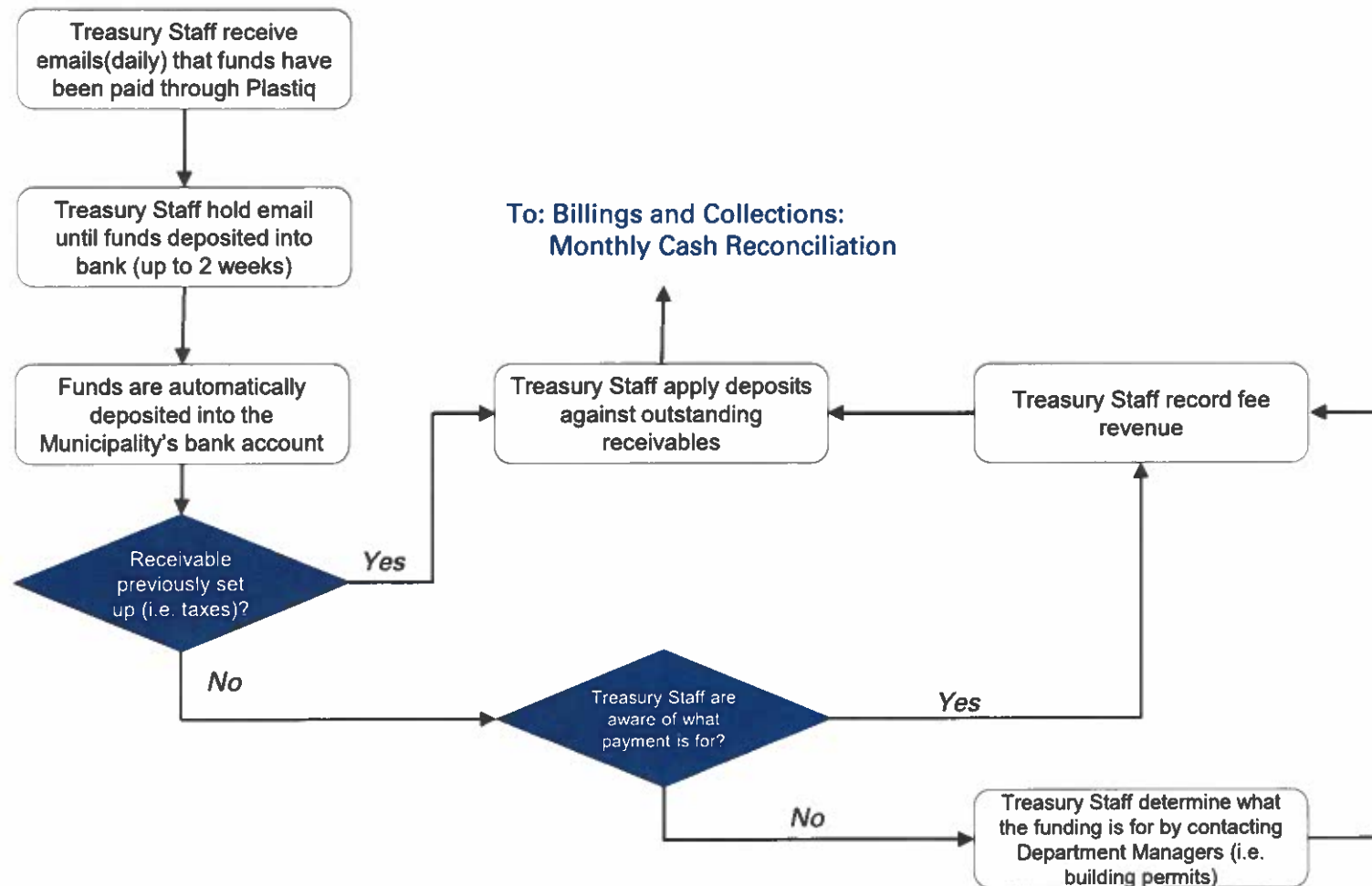
Billings and Collections: Property Taxation - Online



Potential Courses of Action

	Issue	Potential Course of Action
F1	Currently, multiple reports from numerous banks are received. Treasury Staff then need to match up these payments to the cash deposits in the Municipality's bank.	The Municipality should inquire with their financial institution if they are able to provide a daily summary of all payments received including the ability to download this information directly. This will reduce the number of sources that Treasury Staff need to review, increasing efficiency.
F2	Review and follow-up of property tax arrears occur at irregular intervals. There are also inconsistent methods used for collection (payment plans, collections/lawyer, etc.) and exposed the Municipality to potential legal and reputational risks.	<p>The Municipality should develop a formal policy that is followed for property tax arrears. The policy should be approved by council and made public to inform all users and residents of the process and policy in place.</p> <p>Development and adherence to a formal policy will allow staff to address operational matters in a more efficient and time sensitive manner.</p> <p>For example, tax arrears notices should be sent after the 1st bill and the final bill (first due date) to encourage property owners to pay outstanding balances. In October of every year, a formal letter can be sent from the Municipal Treasurer out to property owners with balances in arrears. The Municipality may wish to coordinate efforts with their legal counsel to send arrears letters on their behalf to further encourage payment.</p>

Billings and Collections: Online Payments Reconciliation (Plastiq)

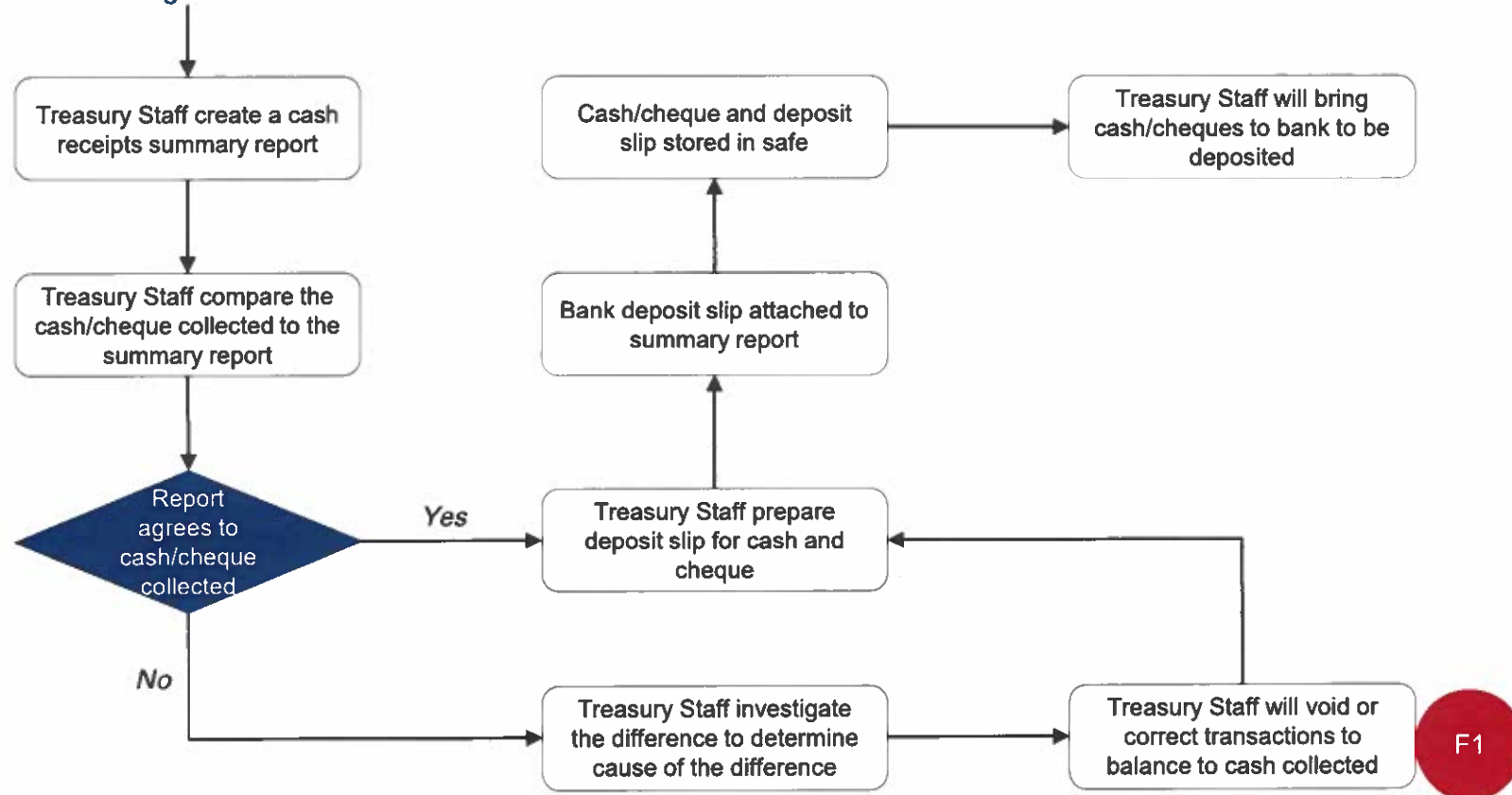


Billings and Collections: End of Day Cash Reconciliation

From: Billings and Collections: Property Taxation

From: Billings and Collections: Property Taxation – Online

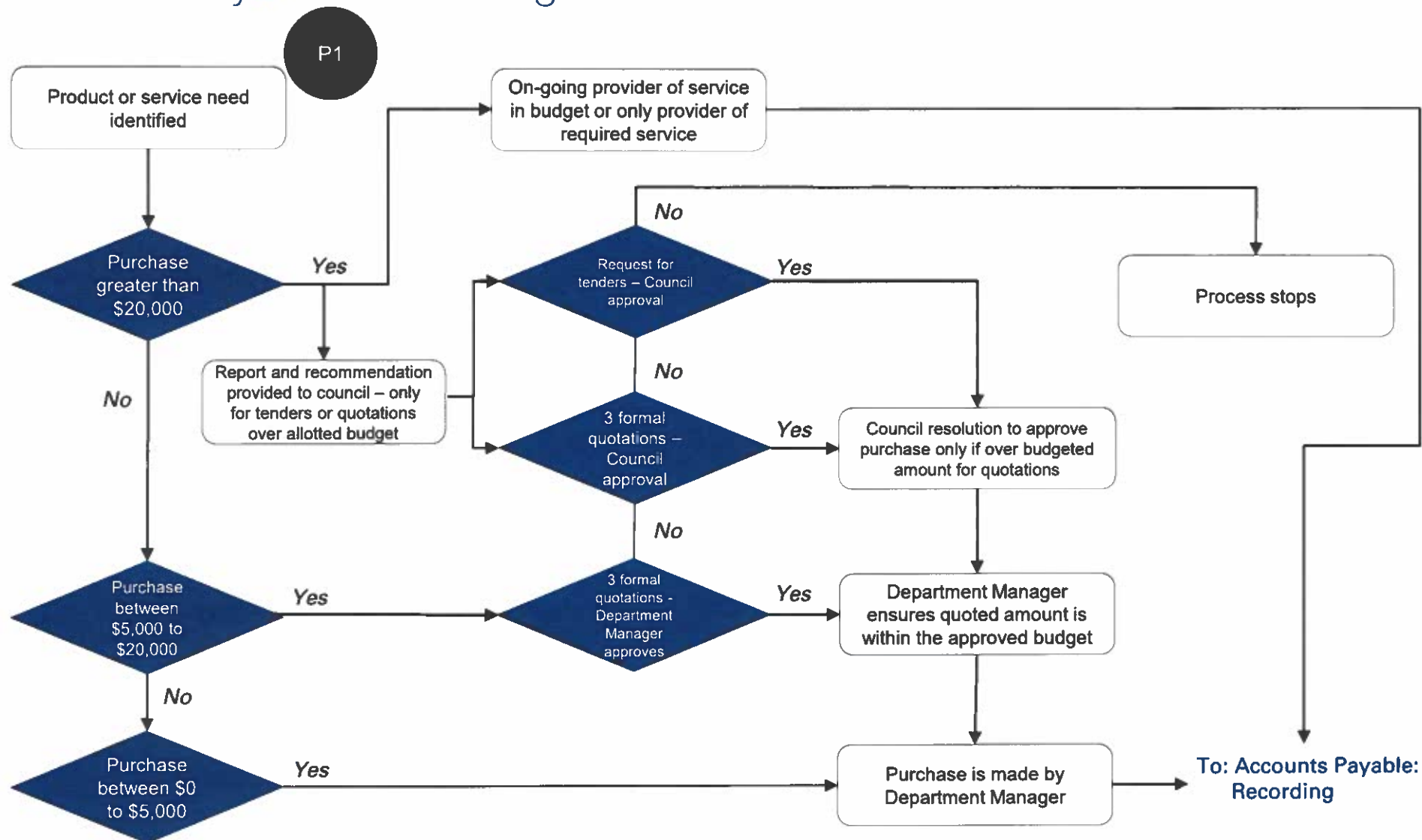
From: Billings and Collections: User Fees



Potential Courses of Action

Issue	Potential Course of Action
<p>F1</p> <p>An element of effective internal controls is the proper segregation of duties. The basic premise of segregating duties is to prevent situations where an employee has the ability to perpetrate an error or irregularity and to conceal it as well. Proper segregation of duties provides for a system of checks and balances such that the functions by one employee are subject to review through the performance of the interrelated functions of another employee. In the course of our examination, we noted several situations involving conflicting duties, such as:</p> <ul style="list-style-type: none"> • The individuals responsible for maintaining the accounts receivable records also are responsible for handling, processing and recording of cash receipts and preparing bank deposit slips. • The accounting management individual who is actively involved in all accounting operations including monthly bank reconciliations has the ability to issue cheques. • Accounting personnel initiate transactions and also perform related data entry on the computer. <p>Each of the above situations could result in an intentional or unintentional error or irregularity going undetected.</p>	<p>While the size of the Municipality's accounting staff prohibits complete adherence to this concept, the following practices could be implemented to improve existing internal control without impairing efficiency:</p> <ol style="list-style-type: none"> 1. Mail should be opened by employee not responsible for accounting records. Cash receipts could be recorded and the deposit prepared by this person. 2. Management should review supporting documents for normal recurring disbursements (not usually reviewed) on a spot-check basis. Non-routine testing would aid in ensuring compliance with Municipal policy for all disbursements. 3. Journal entries should be approved by an employee other than the one who prepared the entry.

Accounts Payable: Purchasing

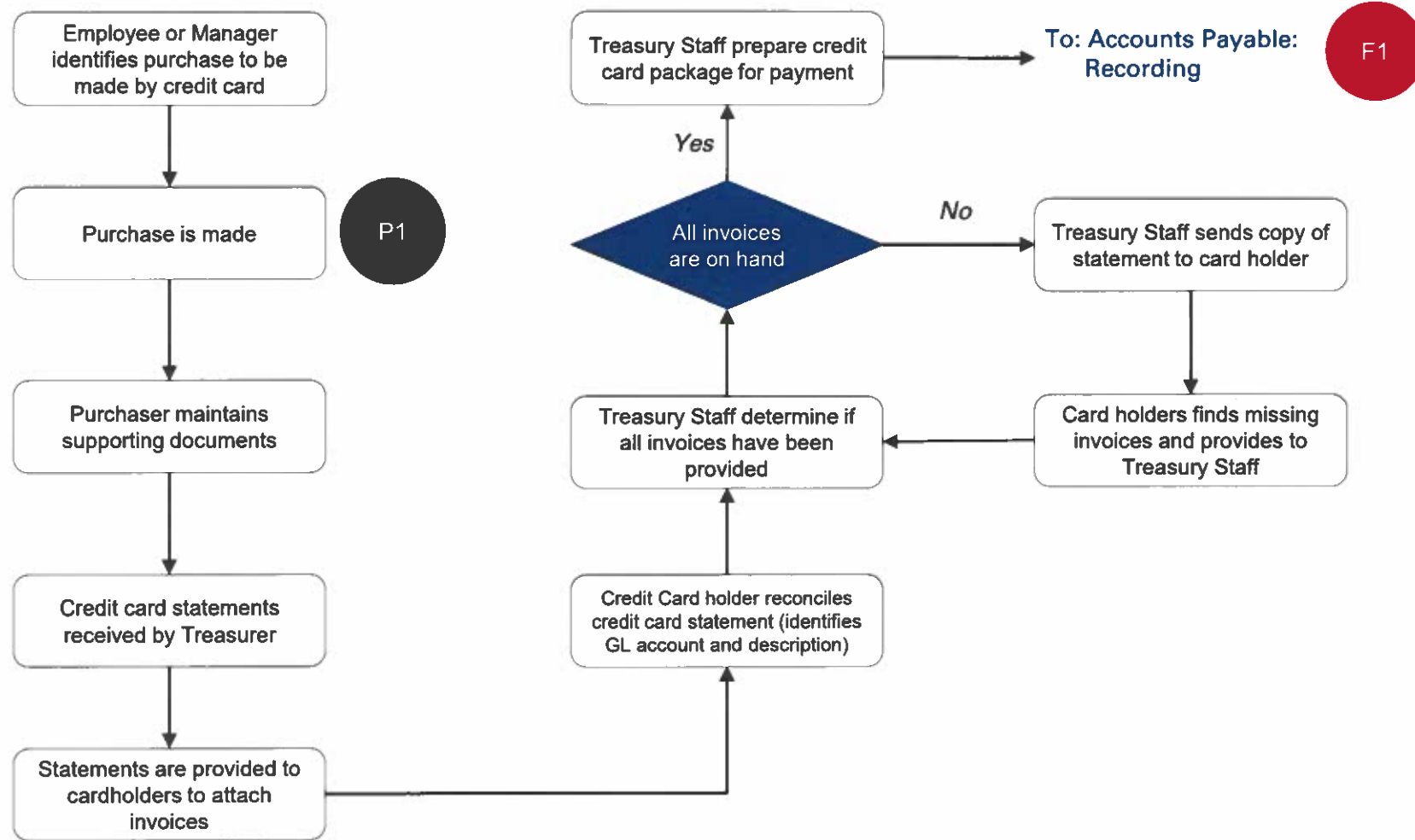


* Procurement policy per By-law No. 2018-08

Potential Courses of Action

Issue	Potential Course of Action
<p>P1</p> <p>The Municipality does not use purchase orders for procurement. As such, there is a risk that departments will purchase goods or services without sufficient budget room. The absence of purchase order requirements also exposes the Municipality to risk in the event that unauthorized purchases are made as it has no current process for monitoring commitments made by personnel until after the goods or services are received (which may commit the Municipality to the expenditure)</p>	<p>The Municipality may wish to consider the implementation of a formal purchase order system that requires personnel to obtain approval prior to the ordering of goods and services. If adopted, suppliers should be advised of the requirement that all invoices must quote a PO number in order for payment to be received. The purchase order system would include the following controls:</p> <ul style="list-style-type: none"> • Department heads are required to submit purchase orders for purchases greater than \$2,500 • Purchase orders should be numbered sequentially, required for all purchases of inventory and supplies, controlled numerically, and bear the appropriate documented approval from the appropriate responsible official. • Personnel requesting and approving purchase orders should be independent of the individuals in the receiving area, to allow for a proper segregation of duties. • The receiving reports should be matched with the purchase order by Treasury Staff and this comparison documented on the receiving report. Any differences should be reviewed on a timely basis. • Vendor invoices received should be matched with the attached purchase order and receiving report and the procedure documented on the invoice to determine that the invoice reflects the merchandise ordered and received. • A centralized purchasing function should be used to allow the Municipality to take advantage of volume discounts through group purchasing of large quantities. It would also ensure purchases are made only when inventory levels have declined to the appropriate reorder quantity and reduce the amount of cash invested in excess inventories

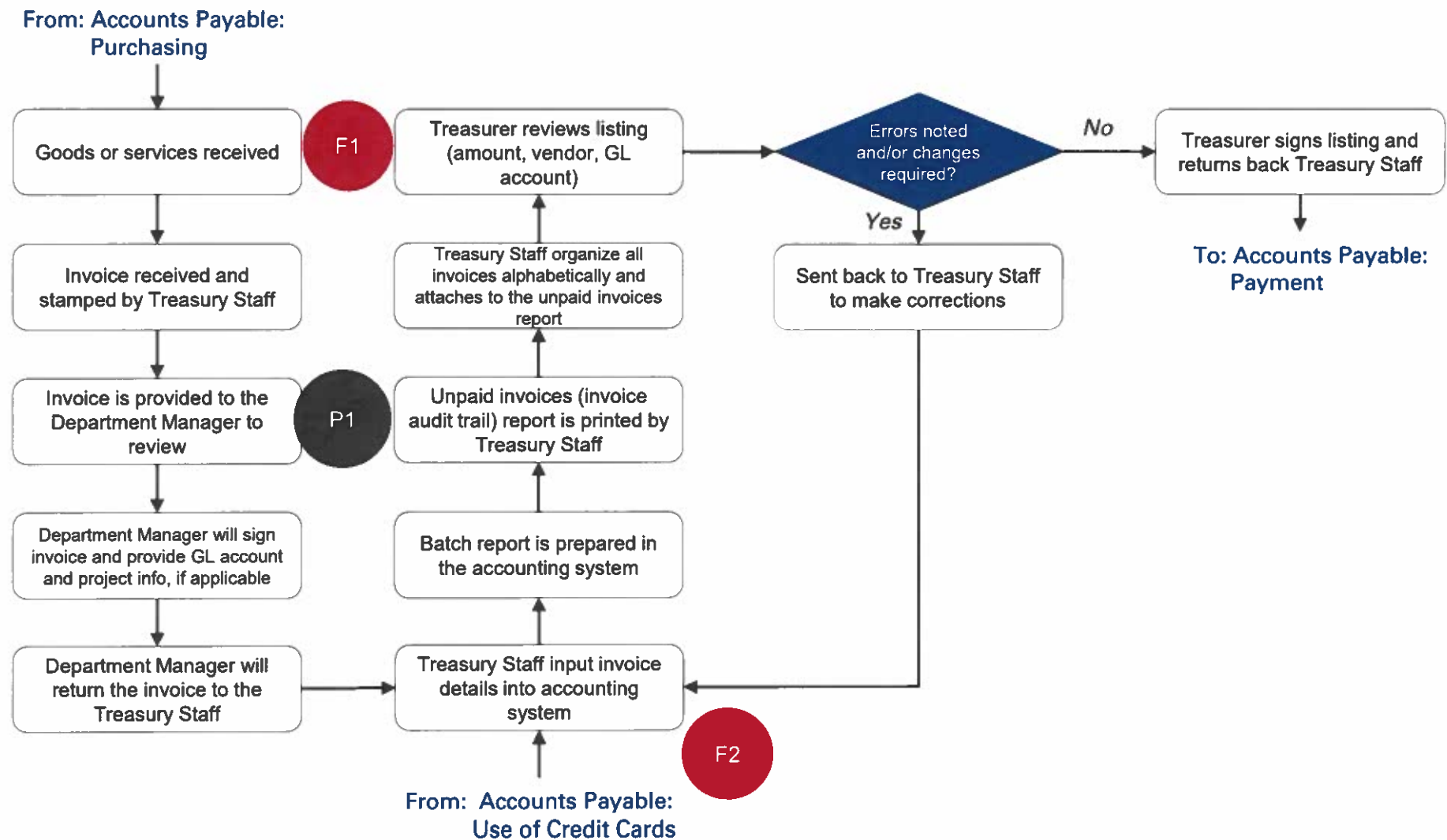
Accounts Payable: Use of Credit Cards



Potential Courses of Action

Issue	Potential Course of Action
<p>P1</p> <p>The Municipality's policy as to what type of purchases can be made by credit cards has not been reviewed in many years. Further, it does not appear to be consistently enforced.</p> <p>Depending on the amount of the authorization limit, the opportunity exists to bypass the authorization limits described in Accounts Payable: Purchasing process.</p>	<p>Establish what purchases are authorized to be made by credit card (hotel, travel costs etc.)</p>
<p>F1</p> <p>Credit card statements are not approved before being processed. This can result in unapproved purchases being prepared, and potentially processed if not identified.</p>	<p>All credit card statements should be reconciled with the supporting documentation by the card holder. This reconciliation should then be provided to a staff member senior to the card holder for review and approval. This will ensure that only authorized payments are prepared and processed.</p>

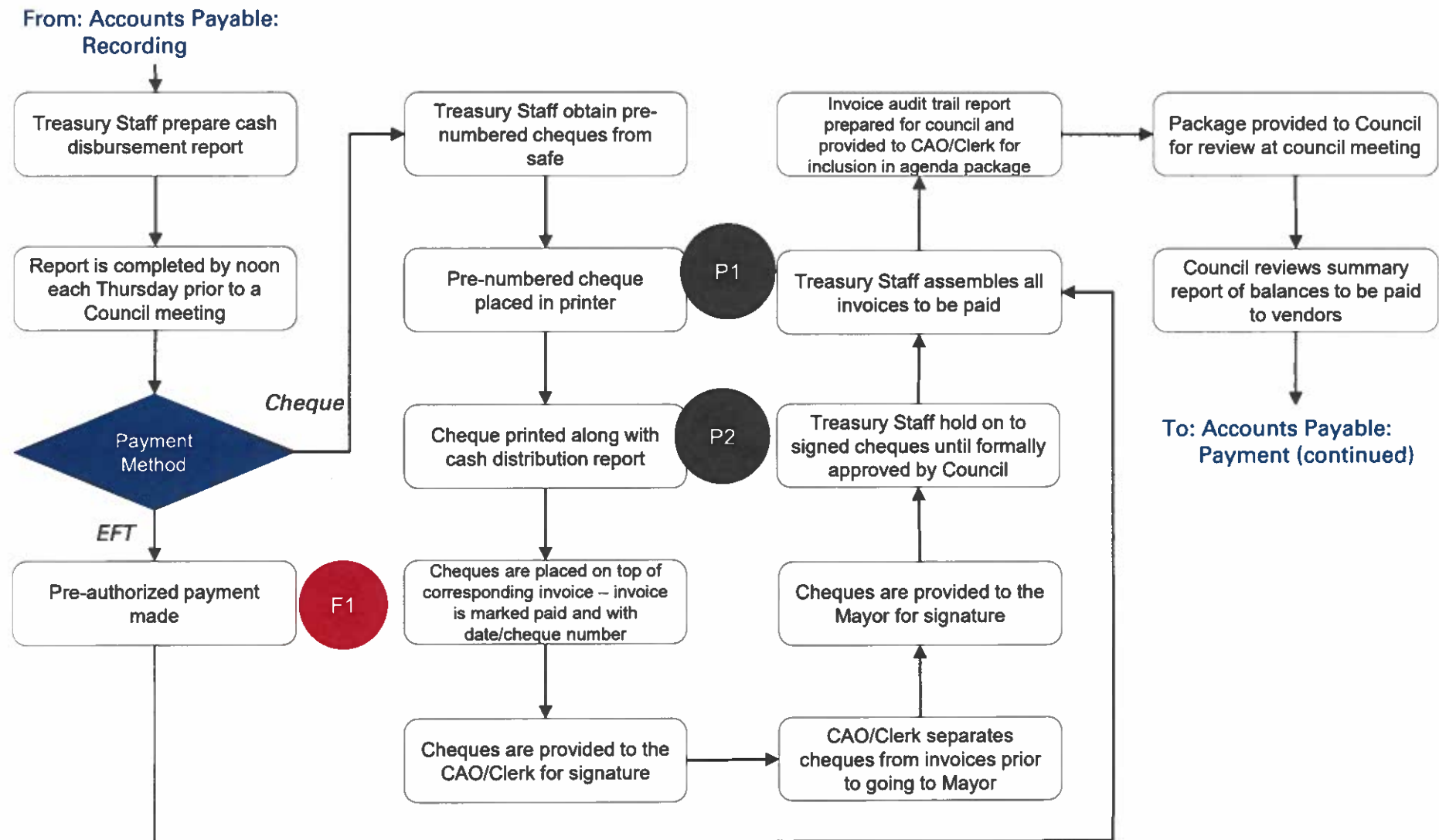
Accounts Payable: Recording



Potential Courses of Action

Issue	Potential Course of Action
<p>F1</p> <p>Goods received are not verified by a second individual. This could lead to inappropriate purchases being made and misappropriation of the Municipality's assets (e.g. materials purchased by the municipality and used personally by staff).</p>	<p>Personnel requesting and approving purchase orders should be independent of the individuals who receives good, to allow for a proper segregation of duties and confirmation of receipt and appropriate Municipal use.</p>
<p>P1</p> <p>The Municipality's account payable process is paper based, with emailed copies of invoices printed out for processing. This represents a potential inefficiency as (i) the process consumes time and resources associated with the printing of electronic invoices; and (ii) the approval process involves the physical movement of invoices as opposed to email.</p>	<p>The Municipality should consider the use of electronic invoices as opposed to paper copies, whereby invoices received by mail are scanned prior to processing.</p> <p>Invoices should be scanned and saved by date and vendor only. A naming convention should be developed that will allow for an efficient electronic search (e.g. vendor, amount, batch number, payment date, cheque number, etc.)</p> <p>Electronic invoices can also be submitted to a shared folder location with access restricted to only the Department Managers. Treasury Staff can retrieve the documents from this location every week to prepare the payment batch.</p>
<p>F2</p> <p>The Municipality's process for new vendor set-up involves minimal controls and review and is initiated once an invoice is received. It is possible that staff can purchase goods or services from related parties or false vendors without independent due diligence into the vendor.</p>	<p>The Municipality may wish to establish a process whereby new vendor set-up requires certain verification procedures, including proof of operation and reviews of potential conflicts of interest.</p> <p>The listing of active vendors should be reviewed regularly for accuracy and independence. Vendors which have not been used over the last 24 months should be removed.</p>

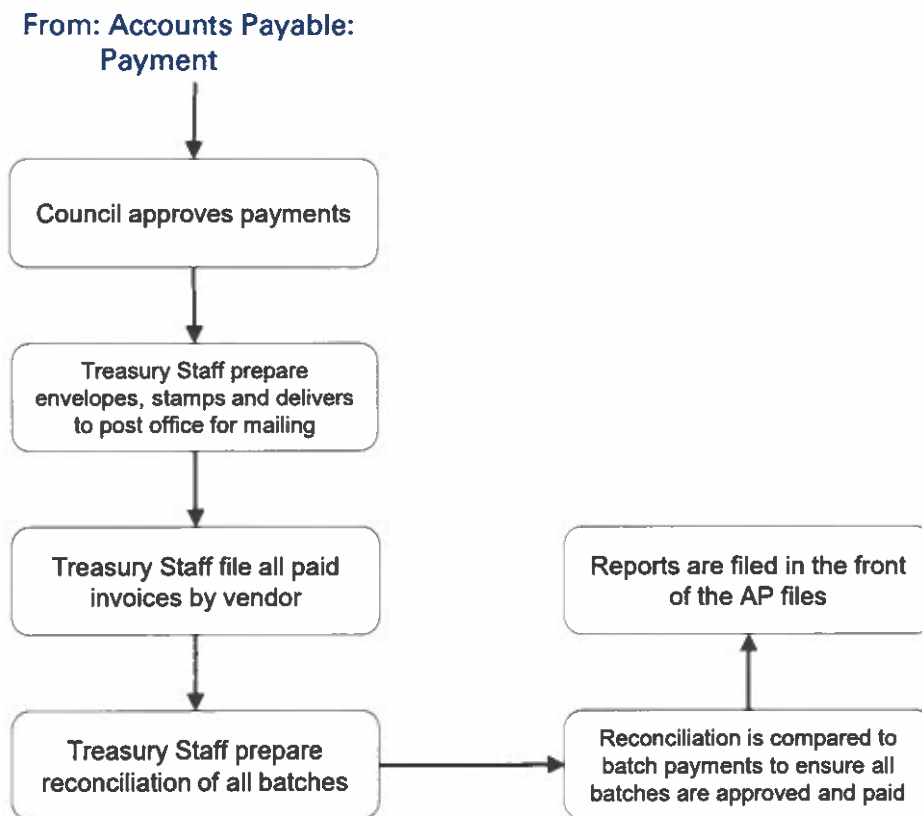
Accounts Payable: Payment



Potential Courses of Action

Issue	Potential Course of Action
<p>F1</p> <p>Payment of the corporate credit cards has recently changed to pre-authorized payment. Previously, credit cards were not paid until Treasury Staff received all supporting documents/backup which would sometimes result in late fees and penalties. While there are now potential savings, credit balances are now not settled before review.</p>	<p>Payment of credit card balances should not be pre-authorized. Copies of the credit card statements should be provided to Treasury Staff from the Treasurer. Treasury Staff should then be responsible for timely follow-up of outstanding items/invoices/approved expense reports with card holders prior to electronic payment.</p>
<p>P1</p> <p>The majority of transactions are paid by cheque. This results in additional efforts and time required to process a payment.</p>	<p>We recommend considering use of Electronic Fund Transfers (EFTs) with integration into the account system. The recommended process is as follows:</p> <ul style="list-style-type: none"> • Treasury Staff run EFT process in accounting system • Treasury Staff print EFT batch report and attaches invoices which are provided to the Treasurer for review • Treasury Staff upload EFT file the bank (payment does not process at this time) • Treasurer receives notification that an EFT has been updated. Treasure reviews the EFT with the provided supporting documentation and approves the EFT payment. • EFT confirmation is provided to the Treasury Staff to save and file with the payment batch information.
<p>P2</p> <p>The cash distribution report is printed and filed by Treasury Staff with the related batch. This information is automatically saved in the system and can be retrieved by searching the batch number, invoice number or vendor. This creates a duplication of information.</p>	<p>Consideration should be given to discontinuing the printing and filing the cash distribution report.</p>

Accounts Payable: Payment (continued)





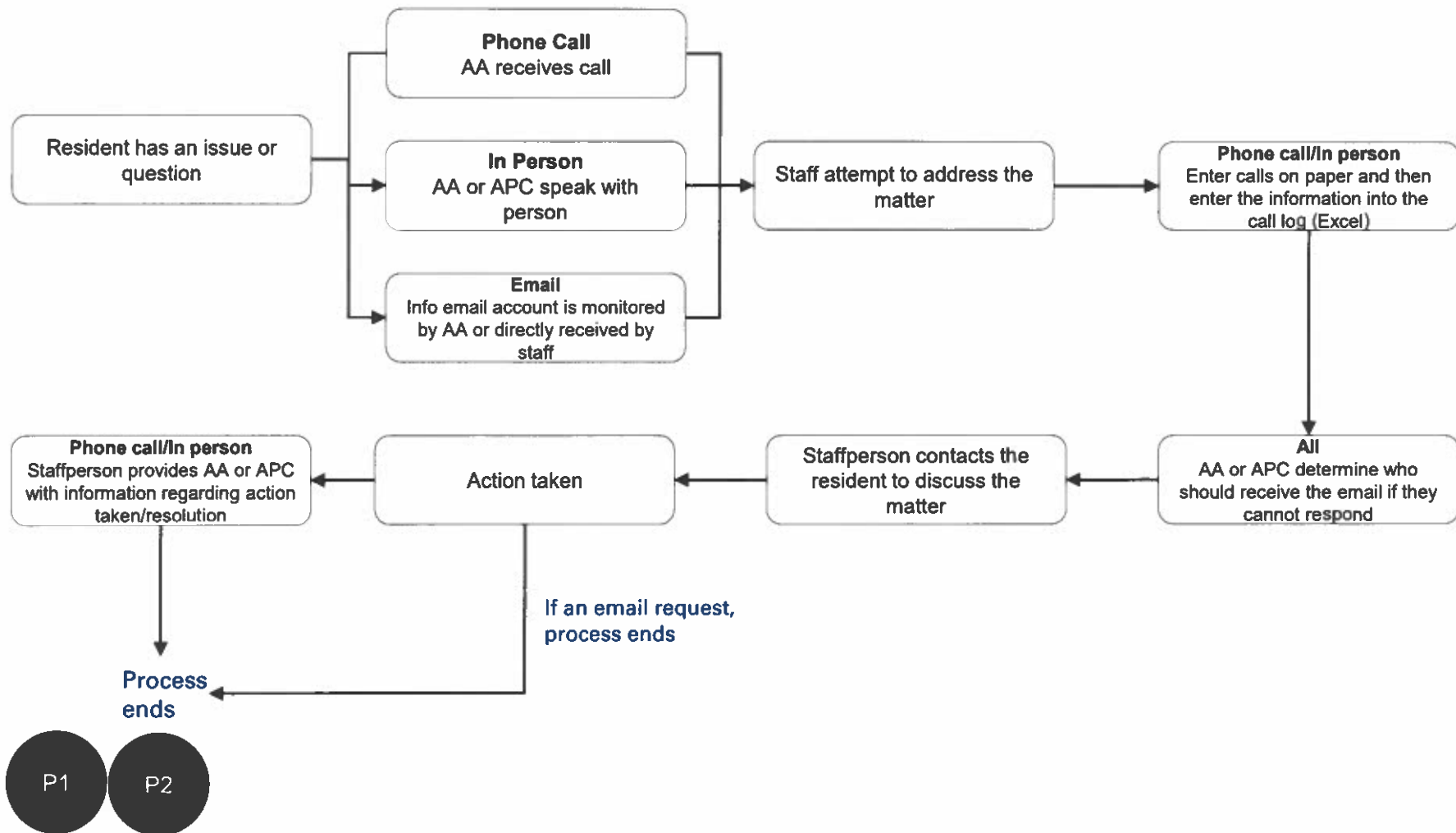
Municipality of Magnetawan

Municipal Service Delivery Review

Chapter III
Non Finance Process Maps and Potential
Courses of Action



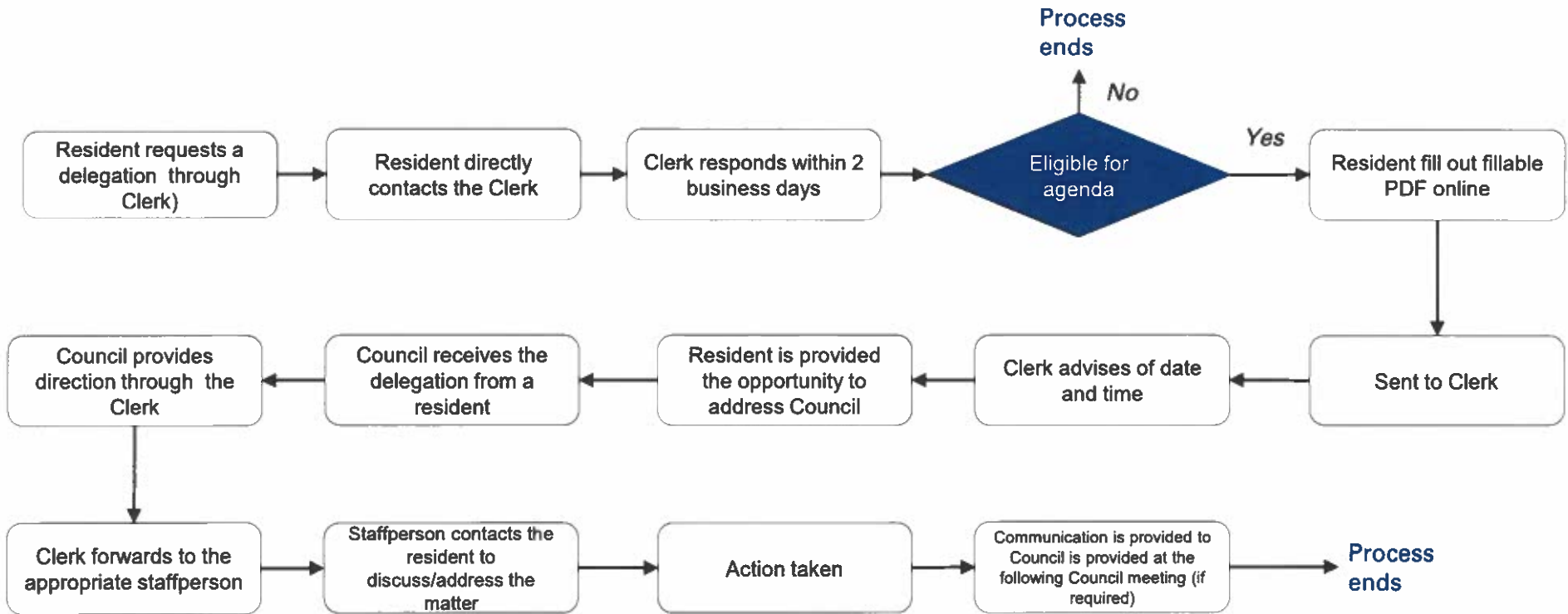
Customer Service - Resident Issues



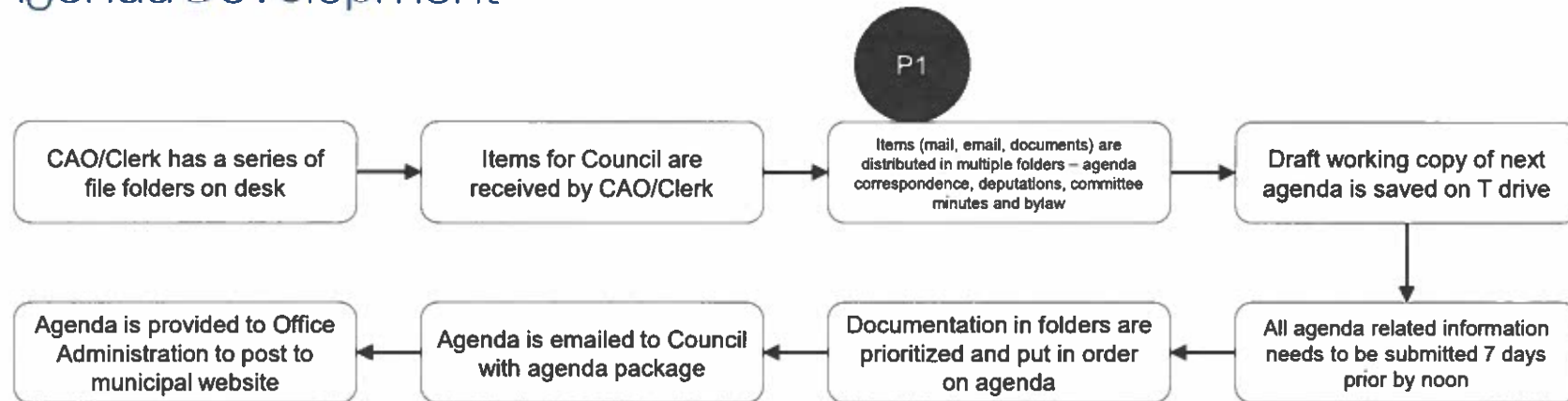
Potential Courses of Action

Issue	Potential Course of Action
<p>P1</p> <p>There does not appear to be a process step that “closes the loop” whereas the action taken by staff is recorded on the Excel based tracking sheet.</p> <p>We understand that the Municipality in the process of increasing the amount of information recorded within its call log to capture the action taken.</p>	<p>The Municipality may want to establish a process work step by which the staff responding to a matter use the call log document for the purposes of capturing what actions were taken. This allows for the matter to be closed out and provide the Municipality with more complete records of issues. The Municipality may also want to ensure that the call log is located on a shared server to allow for access for all staff responding.</p>
<p>P2</p> <p>There does not appear to be a formal mechanism by which staff report to Council on issues received within this process.</p> <p>We understand that going forward the Municipality will be providing quarterly updates to Council.</p>	<p>The Municipality may want to establish a report back to Council on issues received within this process. This could be done on a quarterly basis which summarizes the nature of the issues opposed to case by case identification.</p>

Customer Service - Delegation Request



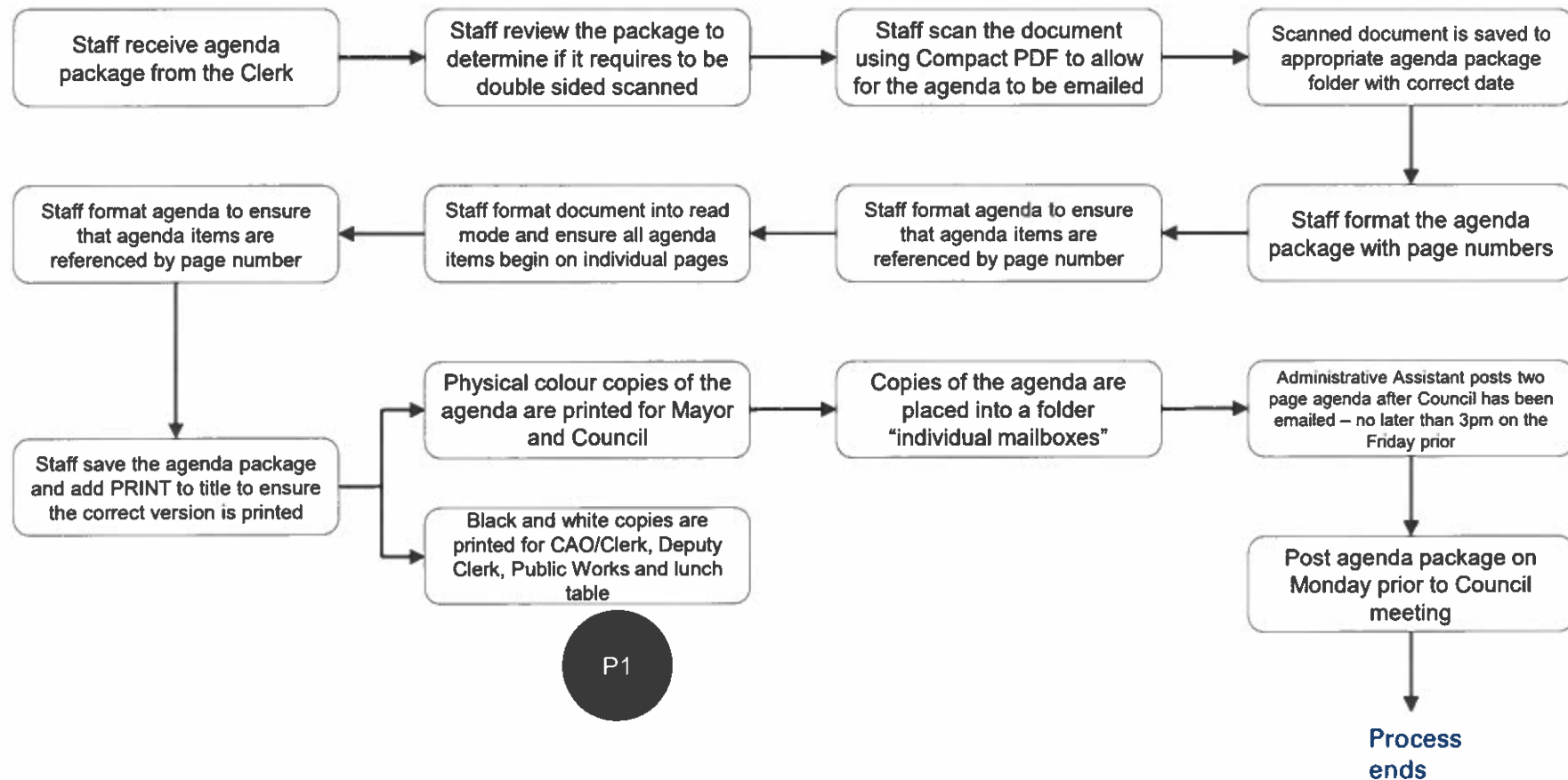
Agenda Development



Potential Courses of Action

Issue	Potential Course of Action
<div data-bbox="142 435 268 565">P1</div> <p>Currently, agenda items are distributed among multiple physical folders including agenda correspondence, deputations, committee minutes, etc. The use of physical folders requires the printing of these documents for filing. This practice may also increase the risk of documents not being printed and/or filed as well as filed in the incorrect folders.</p>	<p>To the extent that the Municipality can make use of technology, the Municipality may want to create a shared folder for the purpose of developing the agenda opposed to physical folders.</p> <p>Beyond the use of a shared folder, the Municipality may also want to explore the implementation and use of electronic agenda preparation software.</p>

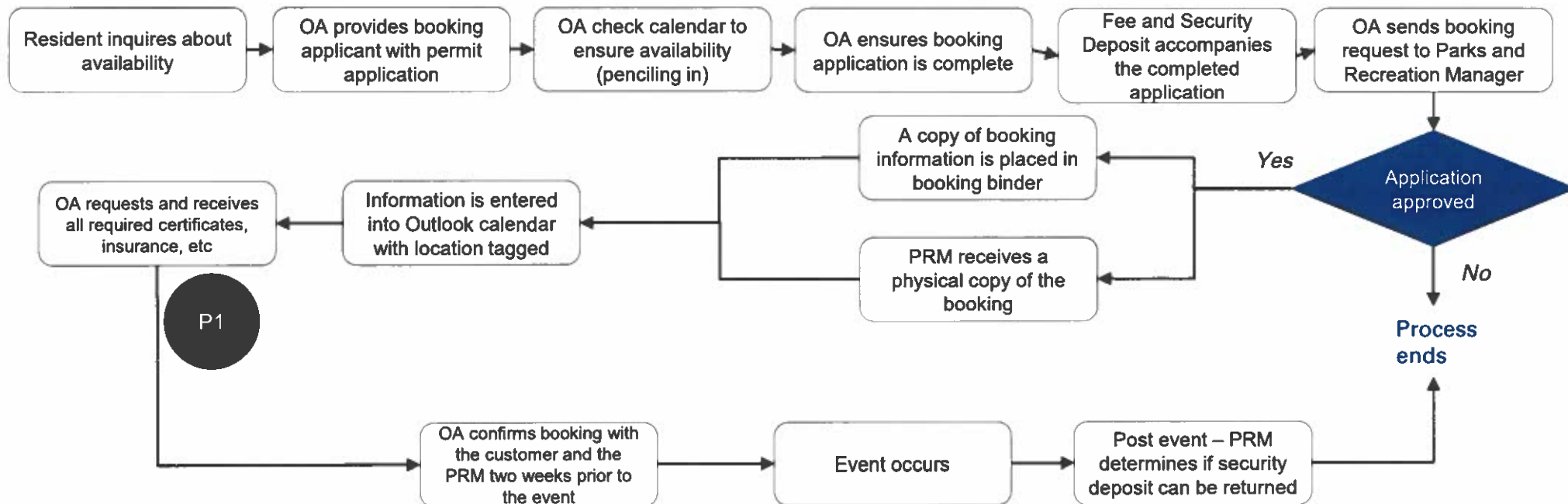
Agenda Package Preparation



Potential Courses of Action

Issue	Potential Course of Action
<p>P1</p> <p>Currently, the Municipality produces physical colour copies of the agenda for all members of Council as well as four black and white copies for various municipal staff as well as a copy for the Municipality's lunch room. The Municipality may want to give some consideration to ending the practice of producing physical Council agenda packages.</p>	<p>The Municipality could potentially move to electronic agenda packages that would allow for amendments to be done and then uploaded opposed to reproduction of physical documents. A shift in this approach would be consistent with municipal best practice and frees up internal capacity within the organization.</p>

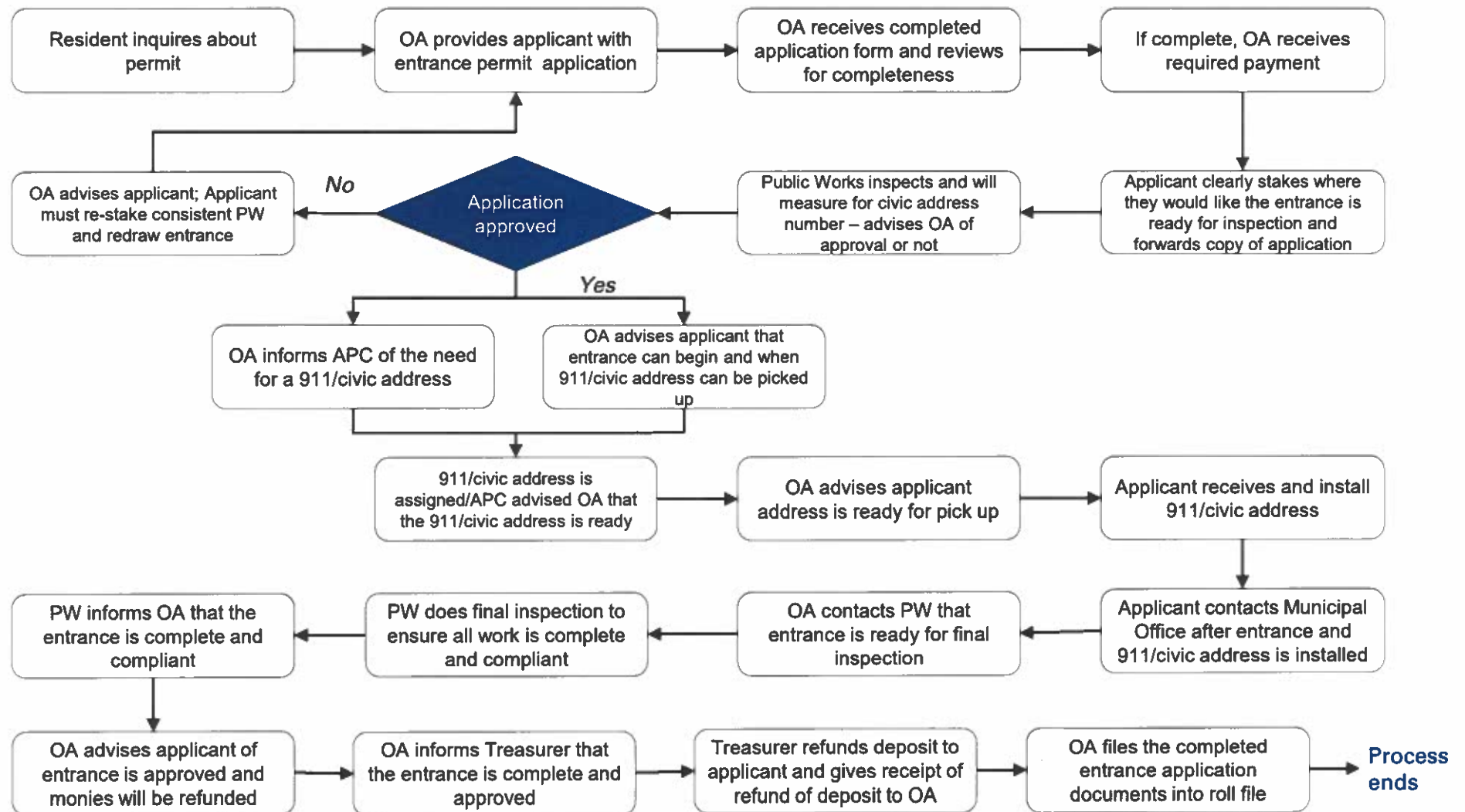
Community Centre Rental



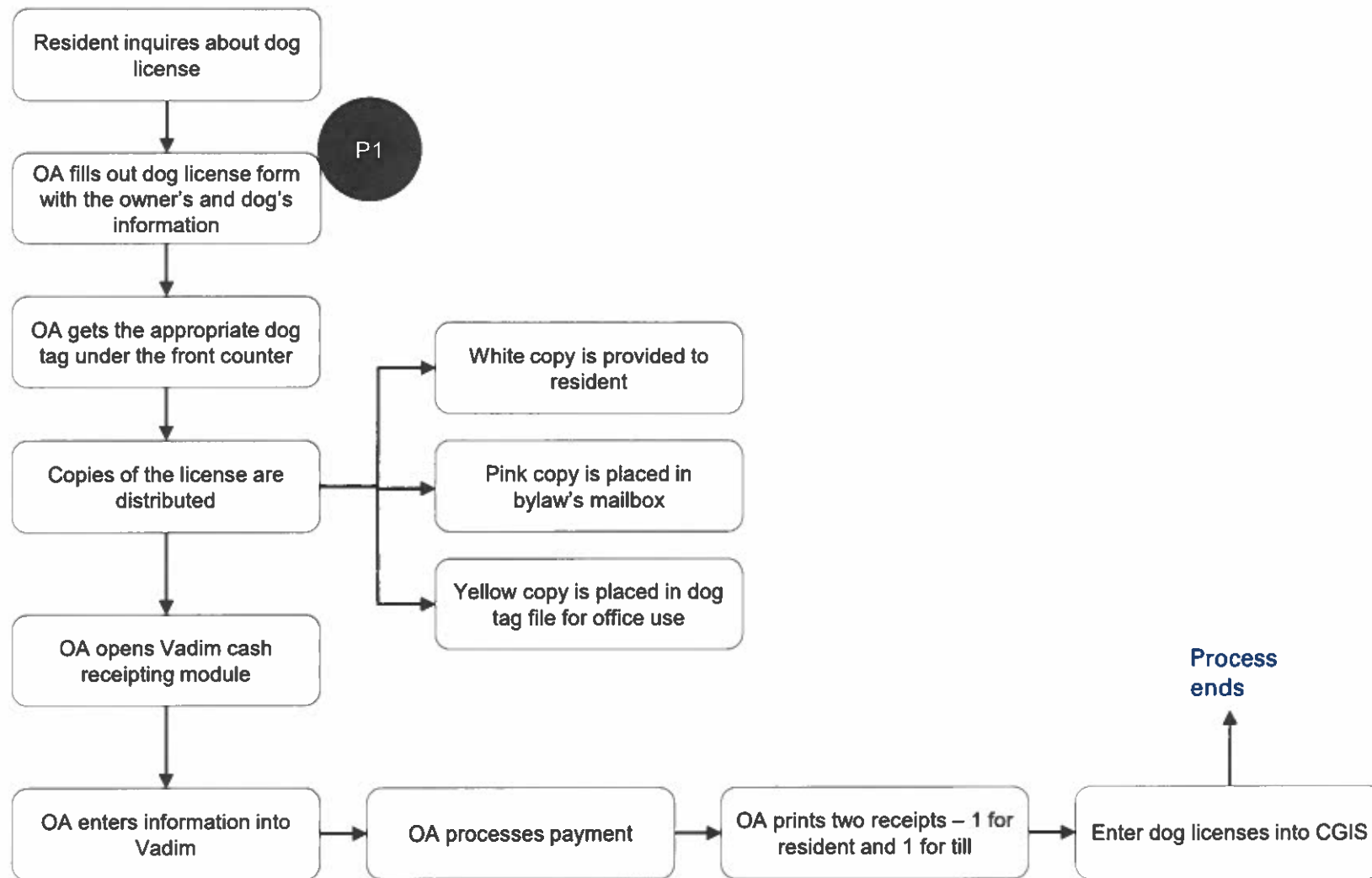
Potential Courses of Action

Issue	Potential Course of Action
<div data-bbox="163 423 289 548">P1</div> <p data-bbox="317 431 1157 529">At this point in the process, the Office Assistant requires the applicant to provide the necessary insurance and certificates based on the nature of the event.</p>	<p data-bbox="1213 431 1934 529">If the Municipality still wants to track this information, the process work step should move up within the process and occur shortly after payment has been received.</p>

Issuance of an Entrance Permit



Issuance of Dog License

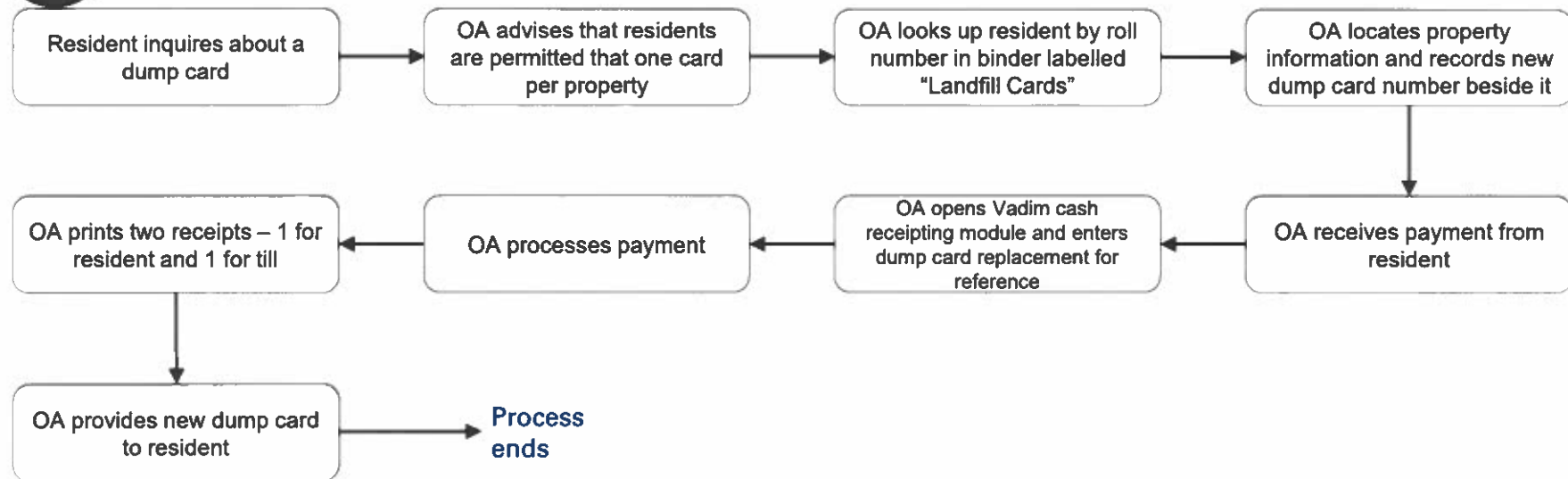


Potential Courses of Action

Issue	Potential Course of Action
<p>P1</p> <p>Currently, the Municipality issues dog licenses to dog owners on either an annual and/or lifetime basis. Dog owners seeking to purchase a dog license are required to visit the municipal office. Dog owners are not able to either initially purchase or renew a dog license with the use of the Municipality's website.</p> <p>We understand that the Municipality is in the process of providing the ability to apply and renew online.</p>	<p>The Municipality may want to make use of its municipal website and provide the opportunity for dog owners to acquire and pay for dog licenses via the website. This would be consistent with municipal best practices.</p>

Issuance of Dump Card

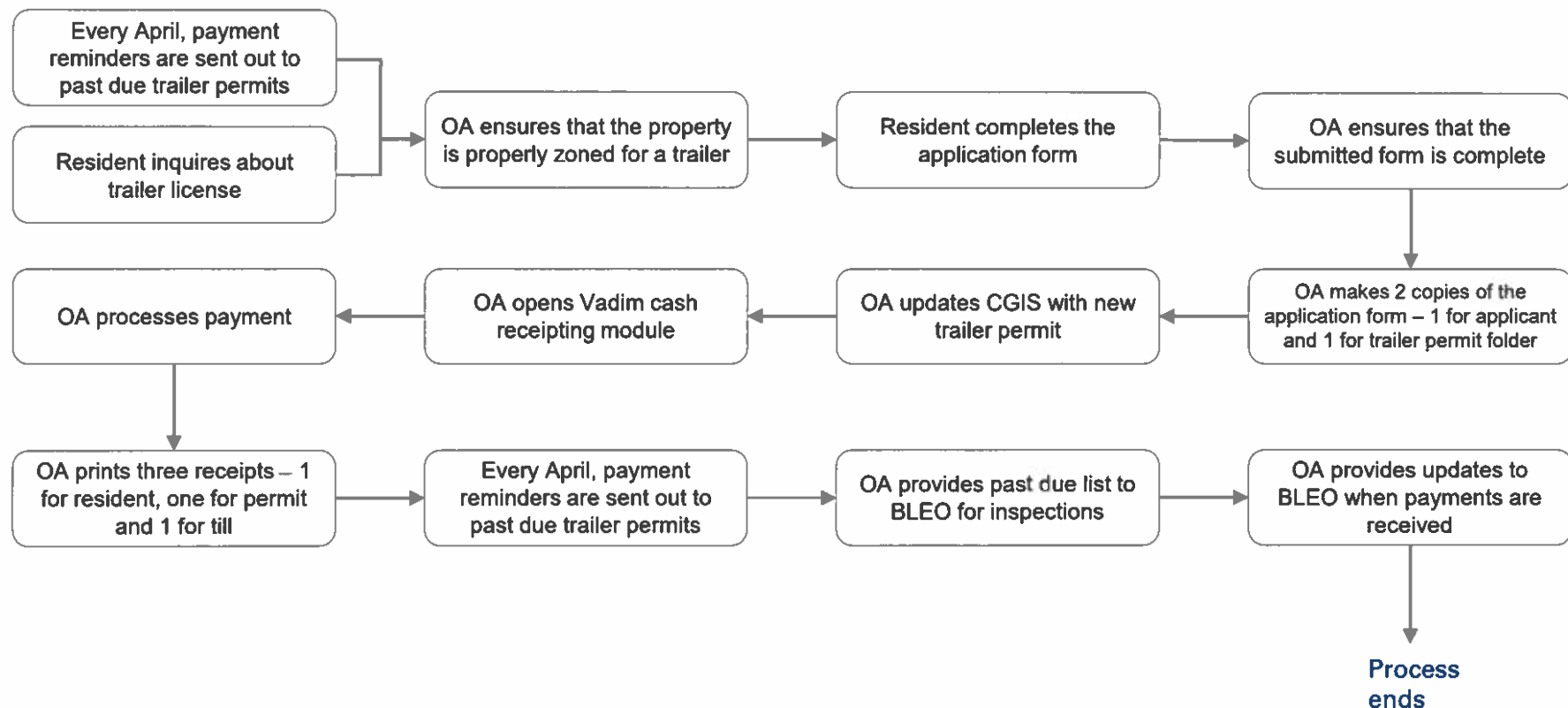
P1



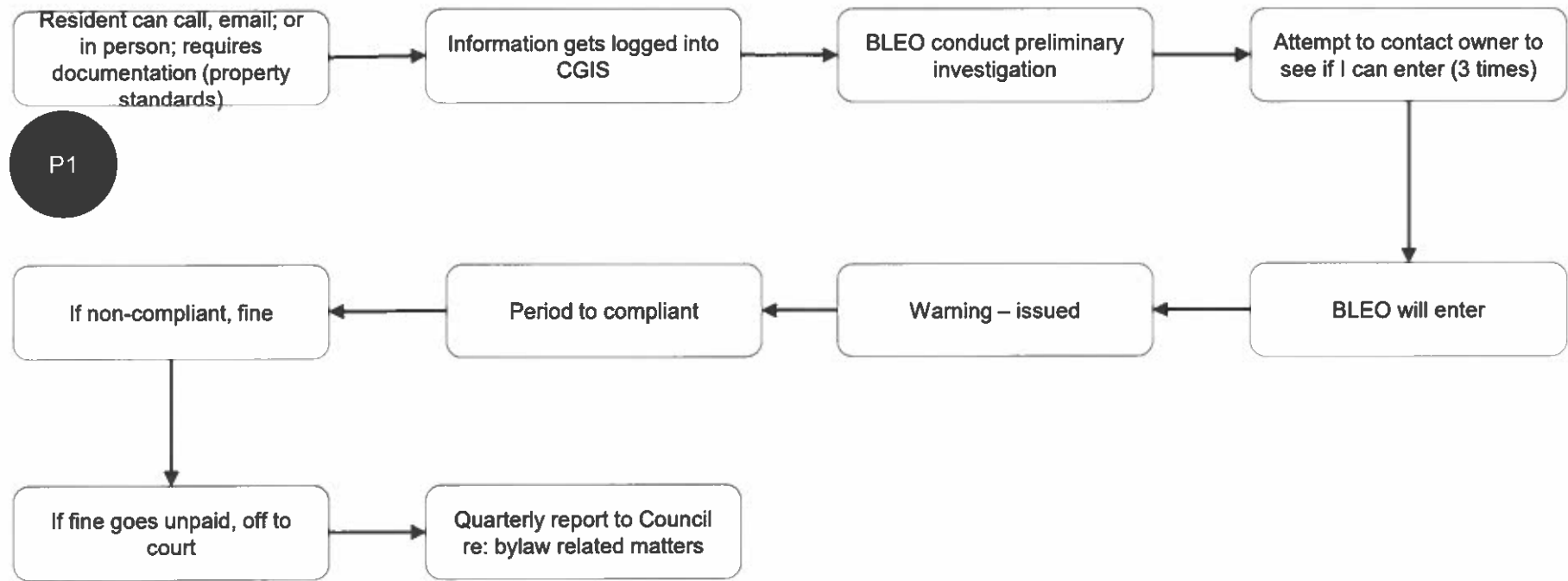
Potential Courses of Action

Issue	Potential Course of Action
<p>P1</p> <p>Currently, the Municipality issues physical dump cards for its residents for access to the municipal landfill. Card holders are required to present their card at the landfill to access. While the Municipality charges for lost cards, the process by which the cards are tracked is a manual process and appears that may allow for multiple cards to exist and provide for the following:</p> <ul style="list-style-type: none"> • Access to the service to those who may not be eligible; • Lost revenues; and • Inability to potentially account for waste received at the site. <p>We understand that the Municipality is in the process of examining its future landfill needs and as such, the potential courses of action align to future state and not current state.</p>	<p>The Municipality may want to explore transforming how the Municipality provides access to the landfill site. There are two potential approaches that the Municipality may want to consider:</p> <ul style="list-style-type: none"> • Shift away from the current process slightly by issuing color-coded cards on an annual basis to assist in identifying expired cards; • The second approach would require the Municipality to invest in the landfill site. Within this approach, the Municipality would shift from the use of paper based dump cards to a swipe card system. This would provide with the Municipality with the ability to maintain a higher level of control over cards including the ability to deactivate cards with greater ease. <p>This opportunity would require an investment of approximately \$30,000 plus the costs of implementing swipe card technology. Additionally, given the remaining years of the landfill site, the Municipality may want to make incremental changes to the process versus the implementation of swipe card technology. Once the Municipality determines its longer term approach to solid waste management, there may be a greater opportunity to implement a new approach</p>

Issuance of a Trailer License



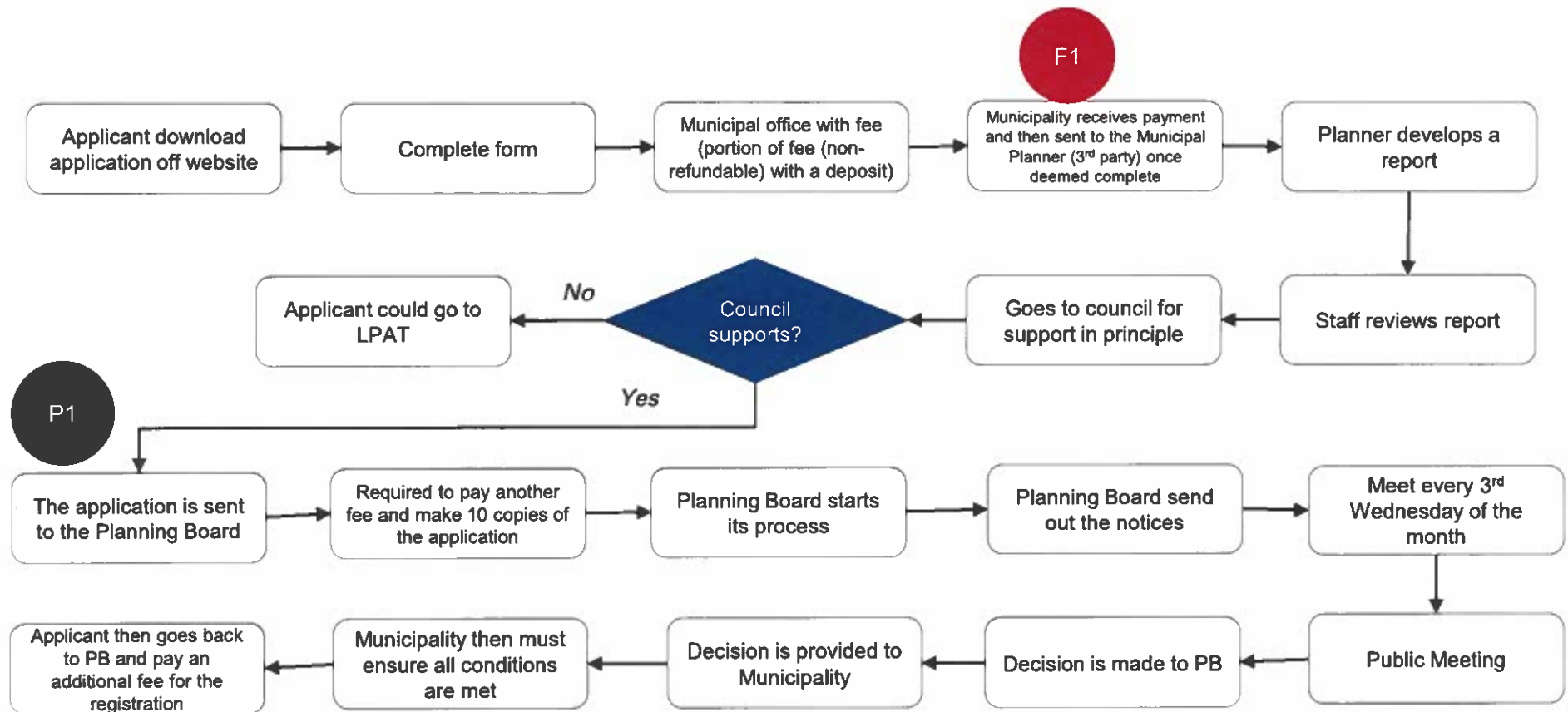
Bylaw Enforcement



Potential Courses of Action

Issue	Potential Course of Action
<div data-bbox="142 435 268 565">P1</div> <p>Currently, the Municipality provides bylaw enforcement services through a shared service agreement with four other neighbouring municipalities (Kearney, McMurrich-Monteith, Ryerson and Whitestone). There are several issues with respect to bylaw enforcement:</p> <ul style="list-style-type: none"> • Bylaw related calls appear to be increasing on annual basis – given the current service delivery model, continual increases may present issues with respect to responsiveness to local needs versus the other partner municipalities; • Bylaw related records are maintained and stored in various ways including both physical and electronic formats – this poses a potential risk to the Municipality's records retention as well as access to history of property specific complaints; and 	<p>The Municipality may want to explore the following to address bylaw enforcement:</p> <ul style="list-style-type: none"> • Explore the potential of shifting away from the shared service model for bylaw enforcement; This potential change would potentially add a full-time position within the Municipality and then the Municipality could potentially sell any excess capacity to neighbouring communities as part of a shared service agreement.

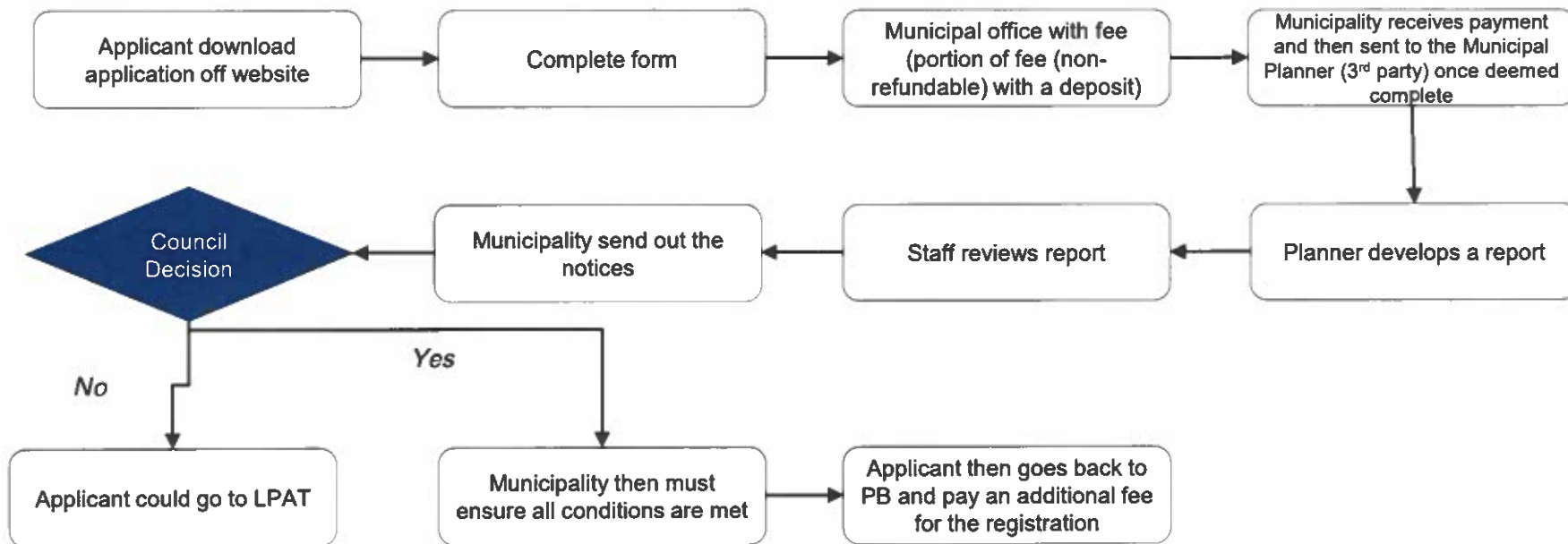
Planning - Consent



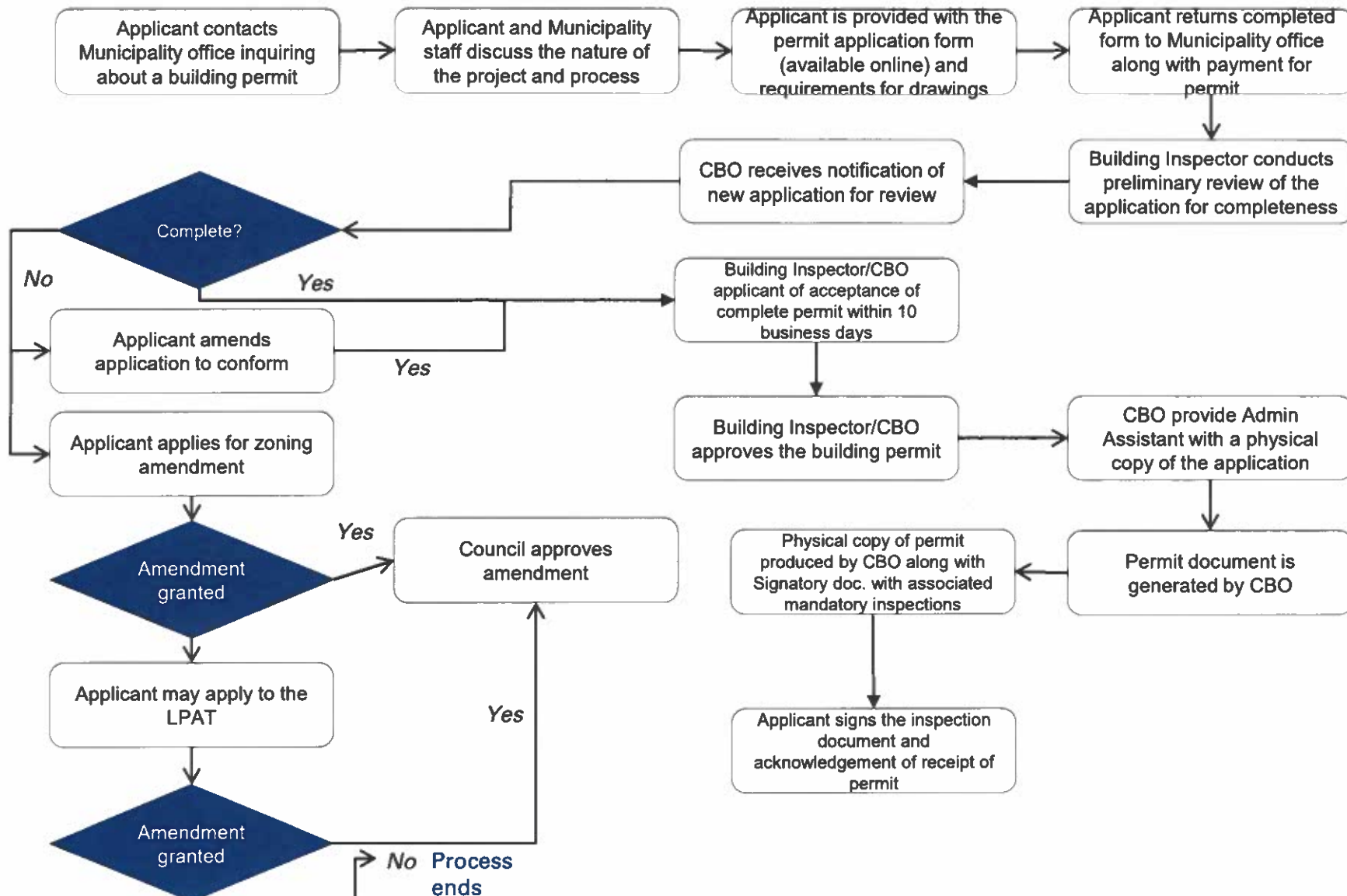
Potential Courses of Action

Issue	Potential Course of Action
<p>P1</p> <p>Currently, the Municipality is a member of the Central Almaguin Planning Board who have the delegated authority under the Planning Act to deal with consent applications. The Municipality appears to have the capacity to offer a variety of land use planning services and the involvement of the Planning Board adds to the time required to review and decide upon consent applications.</p>	<p>The Municipality may want to explore whether or not the Municipality wants to remain a member of the Central Almaguin Planning Board. In order to pursue this opportunity, the Municipality should first consult with the Ministry of Municipal Affairs and Housing as to what would be required of the Municipality.</p>

Planning - Minor Variance/Zoning Bylaw Amendments

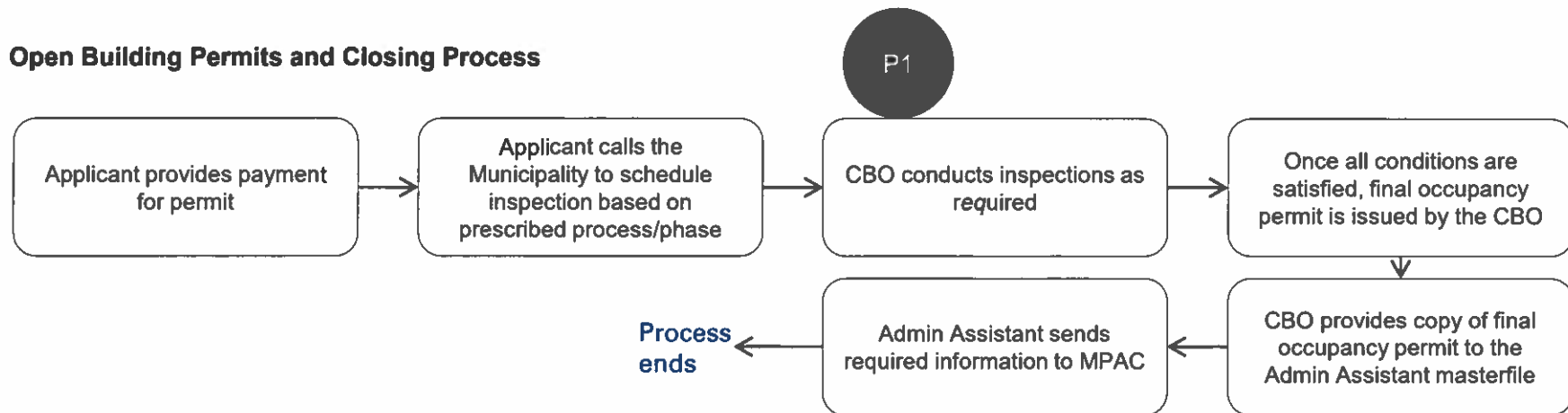


Building Permits

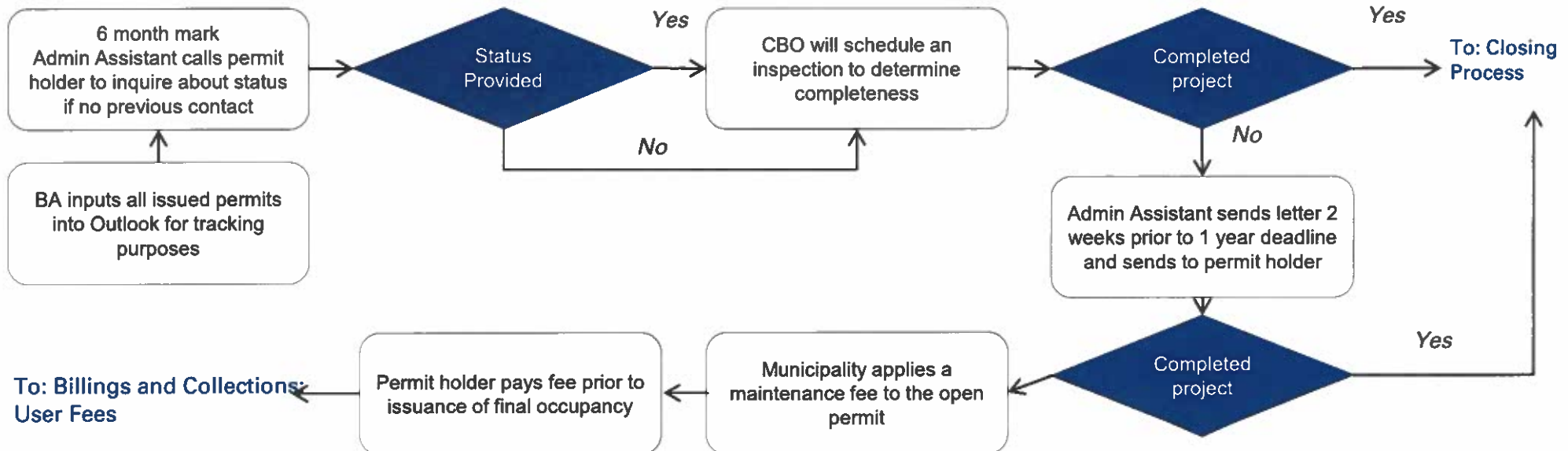


Building Permits

Open Building Permits and Closing Process



Open Permits (6 months from issuance)

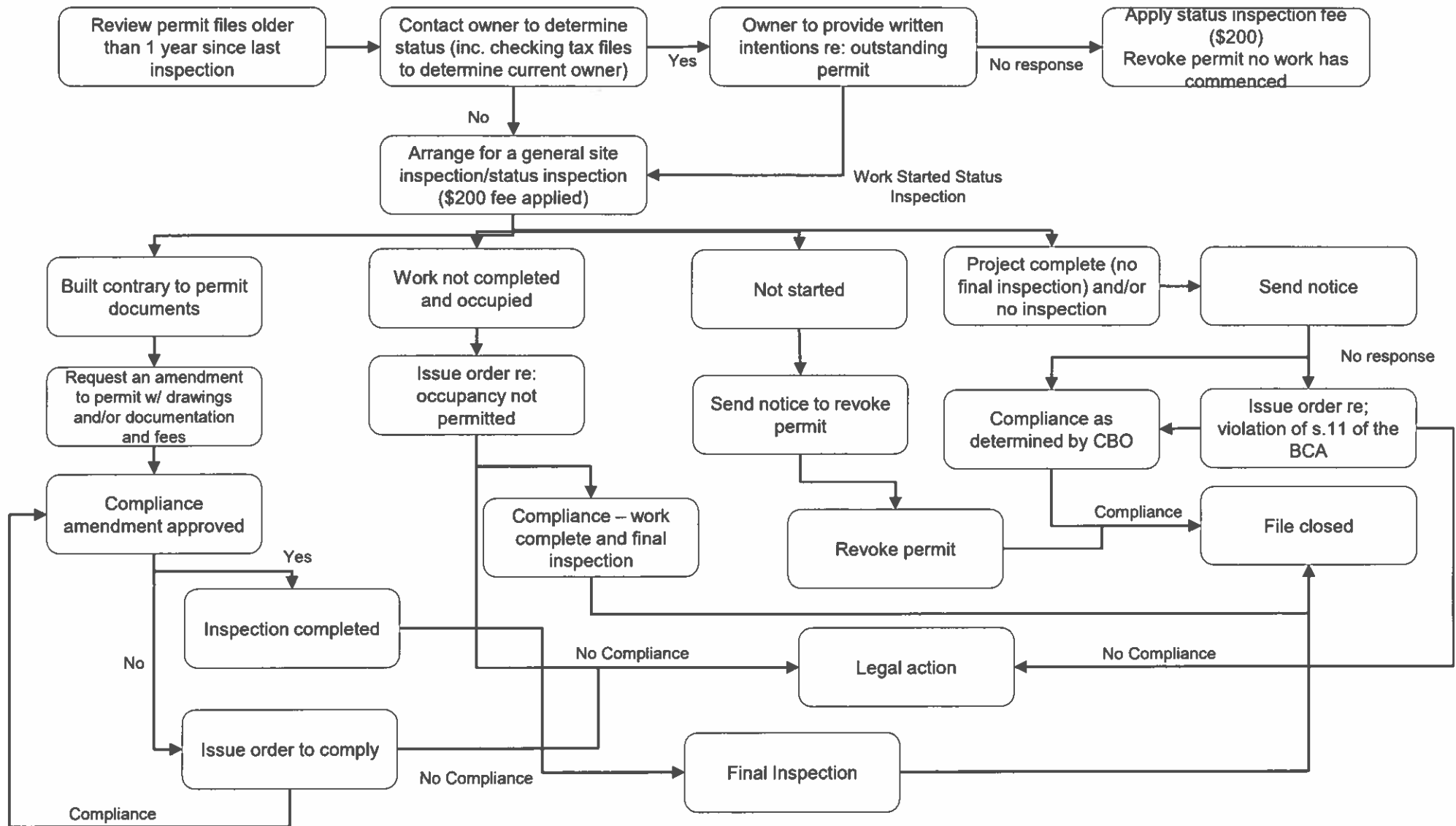


Potential Courses of Action

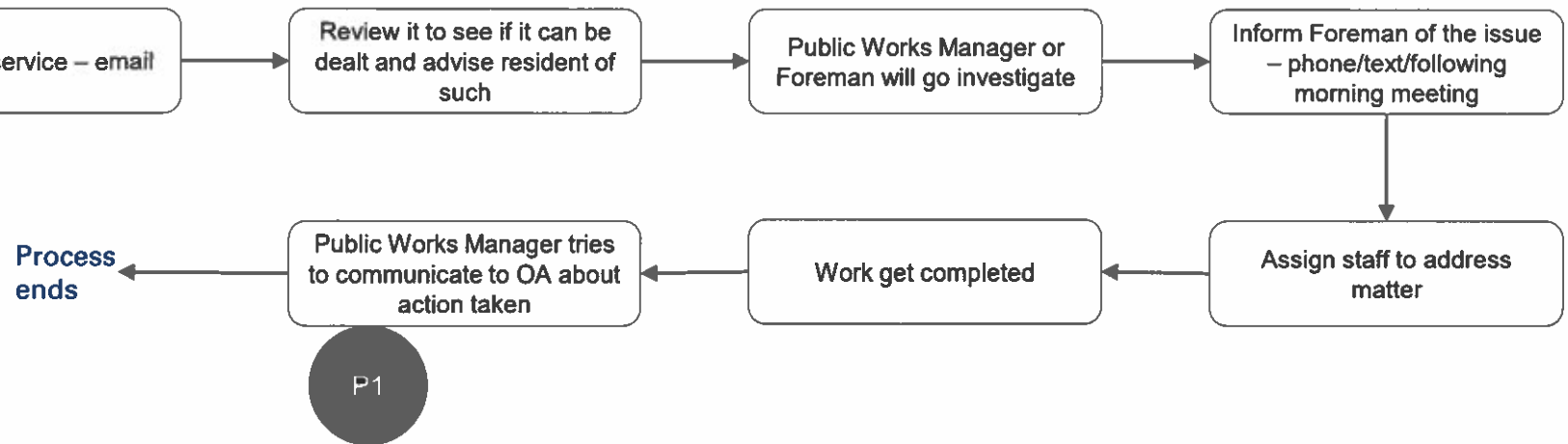
Issue	Potential Course of Action
<div data-bbox="149 440 268 565">P1</div> <p>Currently the Municipality tracks building permits using manual processes and the current process provides the opportunity for open permits to be potentially lost. The Municipality also has the CBO module within its CGIS which has not been implemented.</p>	<p>The Municipality may want to consider the implementation and use of the CBO module within its CGIS.</p>

Building Permits

Dormant/Incomplete/Abandoned Permit Files (1 Year since last inspection) – Proposed Process



Public Works – Work Order Management



Potential Courses of Action

Issue	Potential Course of Action
<p>P1</p> <p>Currently, the Municipality responds to requests for service with the use of informal work orders. As a result, the tracking of requests for services are done informally. Requests for services are also filed within the Municipality's property files but the file is not set up that allows it to be user friendly.</p>	<p>The Municipality may want to explore the implementation of a formal work order system whereas all requests for services are tracked from the time of receipt until the issue has been addressed.</p> <p>Additionally and another potential course of action, the Municipality may want to implement a formal work order system including the acquisition of an electronic work order system.</p>



Municipality of Magnetawan

Municipal Service Delivery Review

Appendix A – Municipal Service Profiles



Mayor and Council Service Profile

Program		Service Overview		Service level			
Governance		Council acts as the governance body for the Municipality. Council's role includes representing the public and consider the well-being and interests of the Municipality including the financial integrity. Council is also responsible for the development and evaluation of programs and policies for the Municipality.			Below Standard	At Standard	Above Standard
Organizational Unit				Service type			
Mayor and Council							
Service Type							
External							
Expenditures and Personnel							
2019 Budgeted Expenditures	\$89,000						
FTE	Not Applicable						



Office of CAO/Clerk

Service Profile


Program		Service Overview		Service level		
Administration		<p>The Municipality's CAO/Clerk fulfill the statutory requirements as outlined within the Municipal Act as well as the services necessary to support efficient and effective governance as well as exercise general control and management of the affairs of the Municipality for the purposes of ensuring the efficient and effective operations.</p> <p>This includes the preparation and distribution of meeting agendas and minutes and attendance in meetings to provide support for both Council and committees. The Administration is also responsible for the oversight of municipal elections every four years and supports customer service initiatives within the organization.</p>		Below Standard	At Standard	Above Standard
Organizational Unit						
Office of CAO/Clerk						
Service Type						
External						
Expenditures and Personnel		Service Value		<div>Service type</div> <div><div>Mandatory</div><div>Essential</div><div>Traditional</div><div>Other Discretionary</div></div> <div><div><div></div><div></div></div><div>Municipal Clerk</div><div>CAO</div></div>		
2019 Budgeted Expenditures	\$432,300	<p>The Administration function is responsible for providing support to Council in the conducting of effective and efficient meetings in compliance with all related provincial legislation and by doing so, ensuring Council operates in an accountable and transparent manner.</p>				
FTE	3.5					
		Basis For Delivery				
		<p>Mandatory – Section 228 of the <i>Municipal Act</i> requires all municipalities to appoint a clerk with the formal duties of the Clerk established within the legislation.</p> <p>Essential – Pursuant to Section 229 of the <i>Municipal Act</i>, municipalities may (but are not required) to appoint a CAO. Notwithstanding the optional nature of this position, our experience demonstrates that most municipalities with population levels similar to the Municipality's typically have a CAO position within its organizational structure.</p>				

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Finance

Service Profile

Program		Service Overview		Service level		
Treasury		<p>Financial administration for the Municipality is provided through its Treasury function. The financial and corporate services provided include:</p> <ul style="list-style-type: none">• Budgeting and financial planning;• Levying and collecting taxes;• Transaction processing (cash receipts, cash disbursements, payroll);• Internal and external financial reporting; and• Procurement.		Below Standard	At Standard	Above Standard
Organizational Unit						
Finance						
Service Type						
External		Service type	Mandatory			
			Essential			
			Traditional			
			Other Discretionary			
Expenditures and Personnel		Service Value				
2019 Budgeted Expenditures	\$239,720	<p>The Municipality's Treasury function is responsible for providing sound financial leadership, planning and advice to Council, the organization and the community.</p>				
FTE	2.0					
		Basis For Delivery				
		<p>Mandatory – Pursuant to Section 286(1) of the <i>Municipal Act</i>, all Ontario municipalities are required to appoint a treasurer “who is responsible for the handling of all financial affairs of the municipality on behalf of and in a manner directed by the council of the municipality.”</p>				




Fire Services Service Profile

Program		Service Overview		Service level		
Protective Services		<p>The Municipality's Fire Department is responsible for ensuring the health and safety of residents through the provision of programs and services focusing on three areas: education, prevention and suppression. The Fire Department provides this with the use of volunteer fire personnel across its two fire stations. The Fire Department is also responsible for emergency management.</p>		Below Standard	At Standard	Above Standard
Organizational Unit						
Fire Services						
Service Type						
External		Service Value		Service type		
		The Municipality Fire Department seeks to promote a safe community through public education and prevention and the deployment of resources when required.				
Expenditures and Personnel		Basis For Delivery				
2019 Budgeted Expenditures		<p>Mandatory – Section 2(1) of the <i>Fire Prevention and Protection Act, 1997</i>, S.O. 1997, c.4 (the 'FPPA') sets out that every municipality is required to establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention and provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.</p>				
FTE						

Building Services

Service Profile


Program		Service Overview		Service level		
Protective Services		<p>Building Services provide an efficient system of building permit approvals which minimize hazards to persons and property by ensuring that all construction within the Municipality adheres to provincial and municipal regulations. This section issues building, plumbing, demolition, occupancy and other permits governed by the Ontario Building Code.</p>		Below Standard	At Standard	Above Standard
Organizational Unit				Service type		
Building Services						
Service Type						
External						
Expenditures and Personnel		Service Value		Mandatory		
2019 Budgeted Expenditures	\$141,540	<p>Through inspections, Building Services ensures that projects are designed and constructed in accordance with the terms and conditions of applicable municipal and legislative requirements.</p>				
FTE	1.0*					
* - shared contract		Basis For Delivery		Essential		
		<p>Mandatory – Pursuant to Section 3.1 of the <i>Building Code Act</i> ('BCA'), municipalities are mandated the responsibility to enforce the BCA and in doing so, are required to appoint a chief building officer and such inspectors under Section 3(2) of the BCA. .</p>				
				Traditional		
				Other Discretionary		

* - shared contract




Bylaw Enforcement

Service Profile


Program		Service Overview		Service level			
Protective Services		<p>The objective of municipal bylaw enforcement is to obtain compliance in accordance with the Municipality’s bylaws. This applies to both private and public property where the focus is health and safety, nuisance control, and quality of life issues including property standards.</p>			Below Standard	At Standard	Above Standard
Organizational Unit				Service type			
Bylaw Enforcement							
Service Type							
External							
Expenditures and Personnel		Service Value					
		<p>All citizens and visitors benefit from the enforcement of municipal bylaws as the result is the increased level of public safety, neighbourhood satisfaction, community pride, and overall positive impact on the quality of life.</p>					
		Basis For Delivery					
		<p>Essential – Section 10 of the <i>Municipal Act</i> provides municipalities with the ability to pass bylaws with respect to several matters including the economic, social and environmental well being of the community.</p>					

Police Services

Service Profile

Program		Service Overview		Service level		
Protective Services		<p>The Municipality provides police services through a third party agreement with the Ontario Provincial Police ('OPP'). The OPP provide the Municipality with the services outlined within the Police Services which include crime prevention, law enforcement, assistance to victims of crime, public order maintenance, and emergency response.</p>		Below Standard	At Standard	Above Standard
Organizational Unit						
Police Services						
Service Type						
External						
Expenditures and Personnel		Basis For Delivery		Service type		
2019 Budgeted Expenditures	\$493,495	<p>Mandatory – Under Section 4 of the Police Services Act, “every municipality to which this subsection applies shall provide adequate and effective police services in accordance with its needs.”</p> <p>The legislation provides what adequate and effective police services at a minimum for municipalities.</p>				
FTE	Not applicable					
				Mandatory		
				Essential		
				Traditional		
				Other Discretionary		

Community Development Service Profile

Program		Service Overview		Service level		
Community Development		<p>The Municipality’s economic development approach is regional in nature. The Municipality partners with both neighbouring communities as well as those communities of the greater Almaguin Highlands area for purposes of undertaking a variety of initiatives such as business retention and expansion, marketing and promotional campaigns and website development.</p>		Below Standard	At Standard	Above Standard
Organizational Unit						
Economic Development						
Service Type						
External		<p>Community and economic development initiatives focus on improving the economic well-being and quality of life for the respective communities by retaining and creating jobs, supporting the development of the community and growing the tax base.</p>		Service type		
Budget (in thousands)						
2019 Budgeted Expenditures	\$108,146					
		Basis For Delivery		Mandatory		
		<p>Traditional – The delivery of economic development services is not a legislative requirement for a municipality but municipalities of similar size undertake economic development, either through a economic development corporation or using their own resources</p>				
				Essential		
				Traditional		
				Other Discretionary		




Public Works Service Profile

Program		Service Overview		Service level			
Transportation Services		<p>The Municipality’s Public Works department is responsible for the maintenance of the municipal road network, including sidewalks, culverts, and municipal bridges. The department is responsible for the provision of year-round road maintenance (winter and summer)..</p>			Below Standard	At Standard	Above Standard
Organizational Unit				Service type			
Public Works					Mandatory		
					Essential		
					Traditional		
Service Type			Other Discretionary				
External		Service Value					
		<p>The Public Works department provides the effective and efficient delivery of service which contributes to the public safety and health of the community.</p>					
Expenditures and Personnel							
2019 Budgeted Expenditures	\$2,164,373						
FTEs	5.0						
		Basis For Delivery					
		<p>Essential – Section 44(1) of the <i>Municipal Act</i> establishes the Municipality’s responsibility to keep highways or bridges under its jurisdiction “in a state of repair that is reasonable in the circumstances.” Ontario Regulation 239/20: Minimum Maintenance Standards for Municipal Highways (which has been amended by Ontario Regulation 47/13) provides further clarification by establishing minimum maintenance standards for a range of road network maintenance activities.</p>					




Solid Waste Management

Service Profile


Program		Service Overview		Service level					
Environmental Services		Solid waste management services for the Municipality include the operation of two municipal landfill sites (Croft and Chapman). The two sites are operated on seasonal schedules (Summer and Winter). Both sites accept household waste and recycling.		Below Standard	At Standard	Above Standard			
Organizational Unit				Service type					
Solid Waste Management									
Service Type									
External									
Expenditures and Personnel		Service Value		Mandatory					
2019 Budgeted Expenditures	\$402,569	The Municipality contributes to the health of the environment and the residents through the appropriate collection and management of household waste, recyclables, and other selected/designated materials.							
FTE	1.0								
		Basis For Delivery		Essential					
		Essential – There is no requirement under the <i>Municipal Act</i> for municipalities to collect solid waste or maintain landfill operations. However, where a municipality chooses to do so, the provisions of the <i>Environmental Protection Act</i> , R.S.O. 1990, c.E.19 and Ontario Regulation 232/98: Landfilling Sites ('EPA') apply. Municipalities with a population over 5,000 are required to provide waste diversion services.							
				Traditional					
				Other Discretionary					

Recreation, Parks and Facilities Service Profile

Program		Service Overview		Service level		
Recreation and Cultural Services		The Municipality provides for the operation and maintenance of various outdoor facilities across the community. The facilities include community centres, parks, wharfs, locks and the Heritage Centre. municipal marina, parks and playgrounds, sporting fields,		Below Standard	At Standard	Above Standard
Organizational Unit						
Recreation, Parks and Facilities						
Service Type						
External				Service type		
Expenditures and Personnel						
2019 Budgeted Expenditures	\$447,110	Service Value				
FTE	4.0	Recreation, parks and facility-related services provide for a system of clean, safe, quality municipal facilities that invite community organizations, sport organizations and others to enjoy a variety of recreational activities and contribute to the well-being of the community and surrounding area.				
Basis For Delivery						
		Traditional – There is not a specific piece of legislation or regulation requiring a municipality to delivery and/or operate recreational facilities but all municipalities of a similar size provide access to various recreational facilities.				

Magnetawan Public Library

Service Profile

Program		Service Overview		Service level				
Recreation and Culture Services		The Magnetawan Public Library provides library services for its residents in-person, by telephone, and e-mail through one branch. The library operates four days a week with a total of 26 operating hours per week with over 850 active card holders.		Below Standard	At Standard	Above Standard		
Organizational Unit				Service type				
Magnetawan Public Library								
Service Type		Mandatory	Essential				Traditional	Other Discretionary
External								
Expenditures and Personnel		Service Value						
		The library offers an environment within the community and provides a space for residents to gather or pursue their interests and goals and offers programs and spaces for cultural activities as well as learning and personal development						
		Basis For Delivery						
		Traditional – The <i>Public Libraries Act</i> does not require a municipality to establish public library but all municipalities of a similar size contribute to the provision of library services.						

Planning and Zoning Service Profile

Program		Service Overview		Service level			
Administration		Planning provides information, expertise and guidance to the public relative to development approval processes, Official Plan Policies and the Zoning By-Law. Planning services are provided by the Central Almaguin Planning Board.			Below Standard	At Standard	Above Standard
Organizational Unit							
Planning and Zoning							
Service Type							
External				Service type			
					Mandatory		
					Essential		
					Traditional		





Municipality of Magnetawan

Municipal Service Delivery Review

Appendix B – Financial indicators



Financial Indicators

In order to provide additional perspective on the Municipality's financial performance and position, we have included in this appendix an analysis of financial indicators for the Municipality and other comparative municipalities.

In Canada, the development and maintenance of principles for financial reporting fall under the responsibility of the Accounting Standards Oversight Council ('AcSOC'), a volunteer body established by the Canadian Institute of Chartered Accountants in 2000. In this role, AcSOC provides input to and monitors and evaluates the performance of the two boards that are tasked with established accounting standards for the private and public sector:

The Public Sector Accounting Board ('PSAB') establishes accounting standards for the public sector, which includes municipal governments; and

The Accounting Standards Board ('AcSB'), which is responsible for the establishment of accounting standards for Canadian entities outside of the public sector.

In May 2009, PSAB released a Statement of Recommended Practice that provided guidance on how public sector bodies should report on indicators of financial condition. As defined in the statement, financial condition is 'a government's financial health as assessed by its ability to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others'. In reporting on financial condition, PSAB also recommended that three factors, at a minimum, need to be considered:

- **Sustainability.** Sustainability is the degree to which the Municipality can deliver services and meet its financial commitments without increasing its debt or tax burden relative to the economy in which it operates. To the extent that the level of debt or tax burden grows at a rate that exceeds the growth in the Municipality's assessment base, there is an increased risk that the Municipality's current spending levels (and by association, its services, service levels and ability to meet creditor obligations) cannot be maintained.
- **Flexibility.** Flexibility reflects the Municipality's ability to increase its available sources of funding (debt, taxes or user fees) to meet increasing costs. Municipalities with relatively high flexibility have the potential to absorb cost increases without adversely impacting on affordability for local residents and other ratepayers. On the other hand, municipalities with low levels of flexibility have limited options with respect to generating new revenues, requiring an increased focus on expenditure reduction strategies.
- **Vulnerability.** Vulnerability represents the extent to which the Municipality is dependent on sources of revenues, predominantly grants from senior levels of government, over which it has no discretion or control. The determination of vulnerability considers (i) unconditional operating grants such as OMPF; (ii) conditional operating grants such as Provincial Gas Tax for transit operations; and (iii) capital grant programs. Municipalities with relatively high indicators of vulnerability are at risk of expenditure reductions or taxation and user fee increases in the event that senior levels of funding are reduced. This is particularly relevant for municipalities that are vulnerable with respect to operating grants from senior levels of government, as the Municipal Act does not allow municipalities to issue long-term debt for operating purposes (Section 408(2.1)).

Financial Indicators

As a means of reporting the Municipality's financial condition, we have considered the following financial indicators (*denotes PSAB recommended financial indicator).

Financial Condition Category	Financial Indicators
Sustainability	<ol style="list-style-type: none"> 1. Financial assets to financial liabilities* 2. Total reserves and reserve funds per household 3. Total operating expenses as a percentage of taxable assessment* 4. Capital additions as a percentage of amortization expense
Flexibility	<ol style="list-style-type: none"> 5. Residential taxes per household 6. Total long-term debt per household 7. Residential taxation as a percentage of average household income 8. Total taxation as a percentage of total assessment* 9. Debt servicing costs (interest and principal) as a percentage of total revenues* 10. Net book value of tangible capital assets as a percentage of historical cost of tangible capital assets*
Vulnerability	<ol style="list-style-type: none"> 11. Operating grants as a percentage of total revenues* 12. Capital grants as a percentage of total capital expenditures*

A detailed description of these financial indicators is included on the following pages, including a comparison of the Municipality's performance and position against comparative municipalities chosen in conjunction with the Municipality.

As noted on the following pages, the Municipality's financial indicators appear to demonstrate the Municipality does not appear to have issues with the three financial condition categories. From an overall perspective, we note that the Municipality's financial position indicators are generally consistent with but in some cases less favourable, than the comparator municipalities (indicators related to residential taxation).

Financial Indicators

FINANCIAL ASSETS TO FINANCIAL LIABILITIES

This financial indicator provides an assessment of the Municipality's solvency by comparing financial assets (including cash, investments and accounts receivable) to financial liabilities (accounts payable, deferred revenue and long-term debt). Low levels of financial assets to financial liabilities are indicative of limited financial resources available to meet cost increases or revenue losses.

TYPE OF INDICATOR

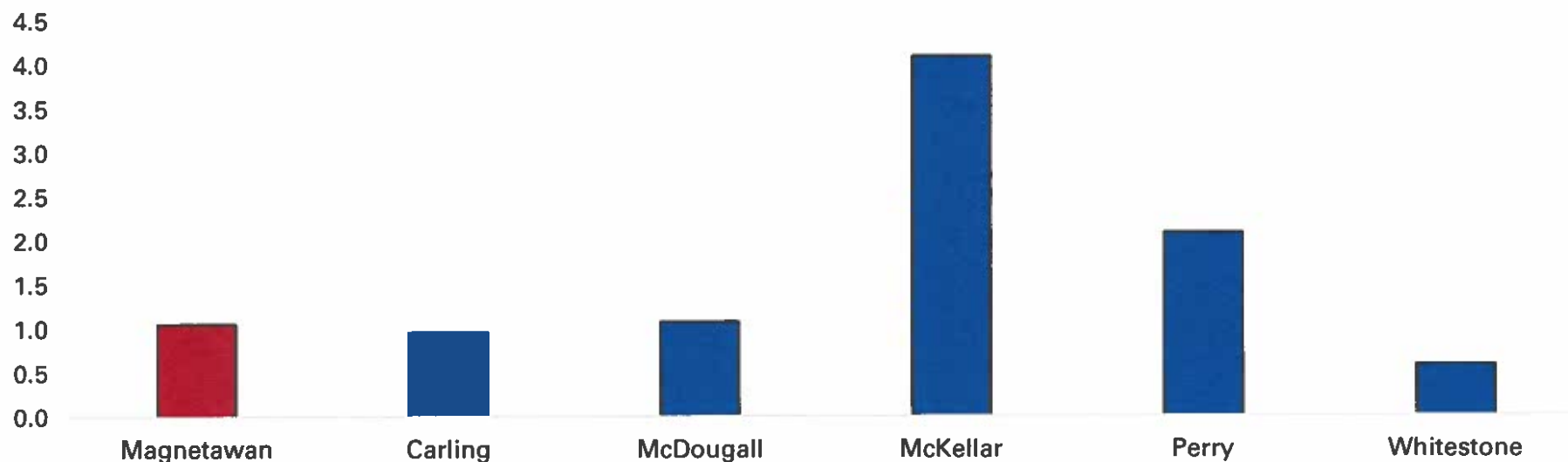
Sustainability ✓
Flexibility
Vulnerability

FORMULA

FIR Schedule 70, Line 9930,
Column 1 divided by FIR
Schedule 70, Line 9940,
Column 1

POTENTIAL LIMITATIONS

- Financial assets may include investments in government business enterprises, which may not necessarily be converted to cash or yield cash dividends
- Financial liabilities may include liabilities for employee future benefits and future landfill closure and post-closure costs, which may (i) not be realized for a number of years; and/or (ii) may not be realized at once but rather over a number of years



Financial Indicators

TOTAL RESERVES AND RESERVE FUNDS PER HOUSEHOLD

This financial indicator provides an assessment of the Municipality's ability to absorb incremental expenses or revenue losses through the use of reserves and reserve funds as opposed to taxes, user fees or debt. Low reserve levels are indicative of limited capacity to deal with cost increases or revenue losses, requiring the Municipality to revert to taxation or user fee increases or the issuance of debt.

TYPE OF INDICATOR

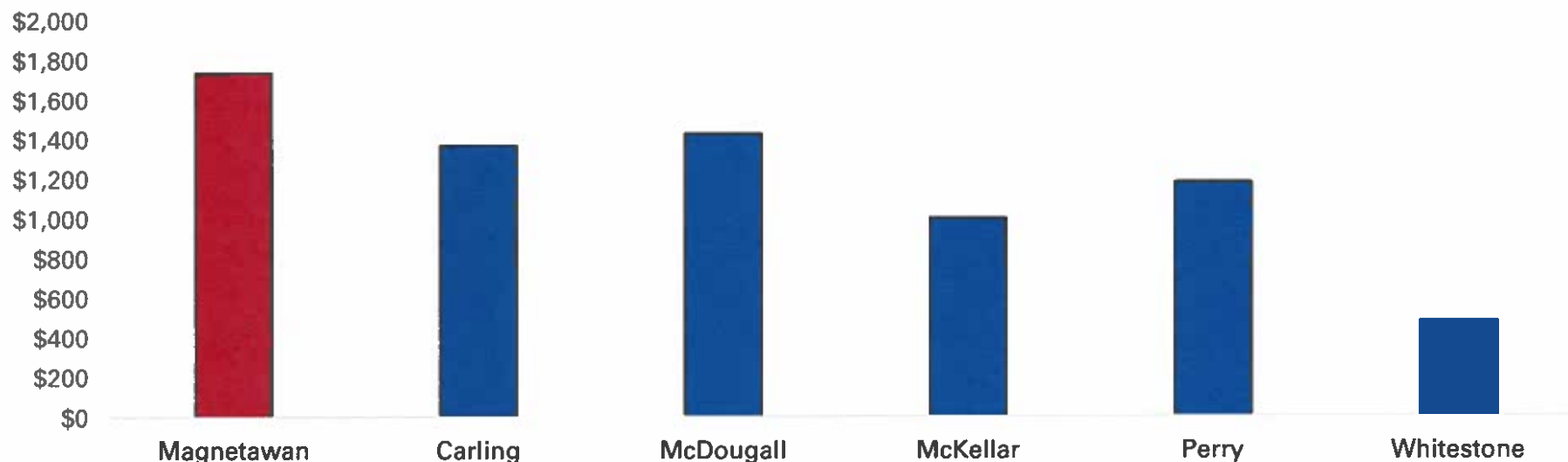
Sustainability ✓
Flexibility
Vulnerability

FORMULA

FIR Schedule 70, Line 6420,
Column 1 divided by FIR
Schedule 2, Line 40, Column
1

POTENTIAL LIMITATIONS

- Reserves and reserve funds are often committed to specific projects or purposes and as such, may not necessarily be available to fund incremental costs or revenue losses
- As reserves are not funded, the Municipality may not actually have access to financial assets to finance additional expenses or revenue losses



Financial Indicators

TOTAL OPERATING EXPENSES AS A PERCENTAGE OF TAXABLE ASSESSMENT

This financial indicator provides an assessment of the Municipality's solvency by determining the extent to which increases in operating expenses correspond with increases in taxable assessment. If increases correspond, the Municipality can fund any increases in operating costs without raising taxation rates.

TYPE OF INDICATOR

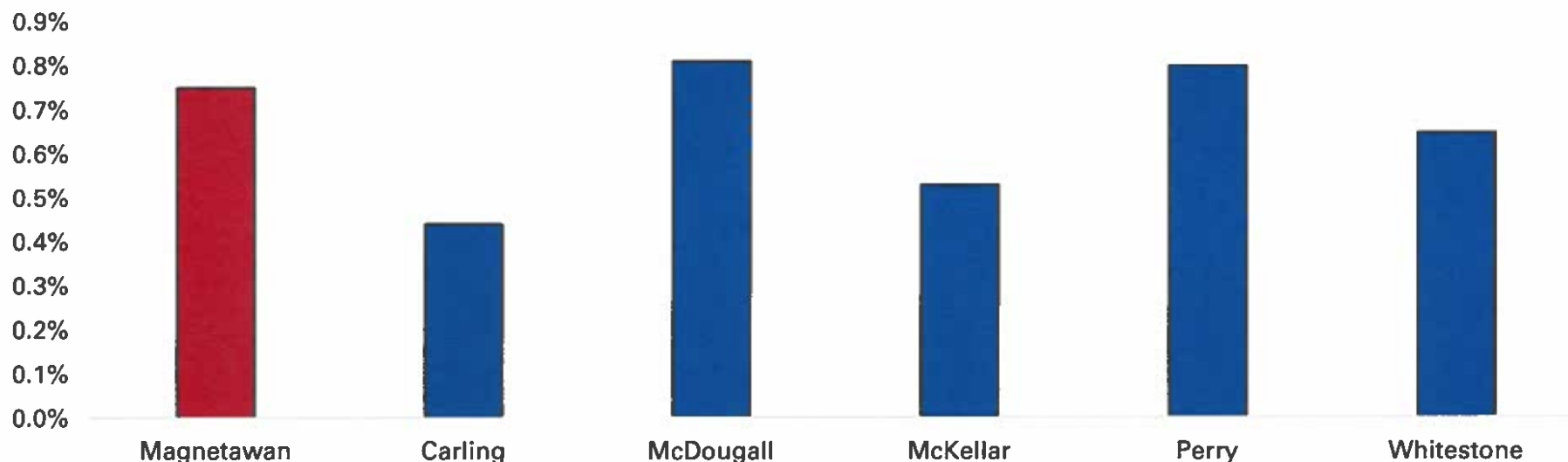
Sustainability ✓
Flexibility
Vulnerability

FORMULA

FIR Schedule 40, Line 9910, Column 7 less FIR Schedule 40, Line 9910, Column 16 divided by FIR Schedule 26, Column 17, Lines 9199 and 9299

POTENTIAL LIMITATIONS

- As operating expenses are funded by a variety of sources, the Municipality's sustainability may be impacted by reductions in other funding sources that would not be identified by this indicator.



Financial Indicators

CAPITAL ADDITIONS AS A PERCENTAGE OF AMORTIZATION EXPENSE

This financial indicator provides an assessment of the Municipality's solvency by assessing the extent to which it is sustaining its tangible capital assets. In the absence of meaningful reinvestment in tangible capital assets, the Municipality's ability to continue to deliver services at the current levels may be compromised.

TYPE OF INDICATOR

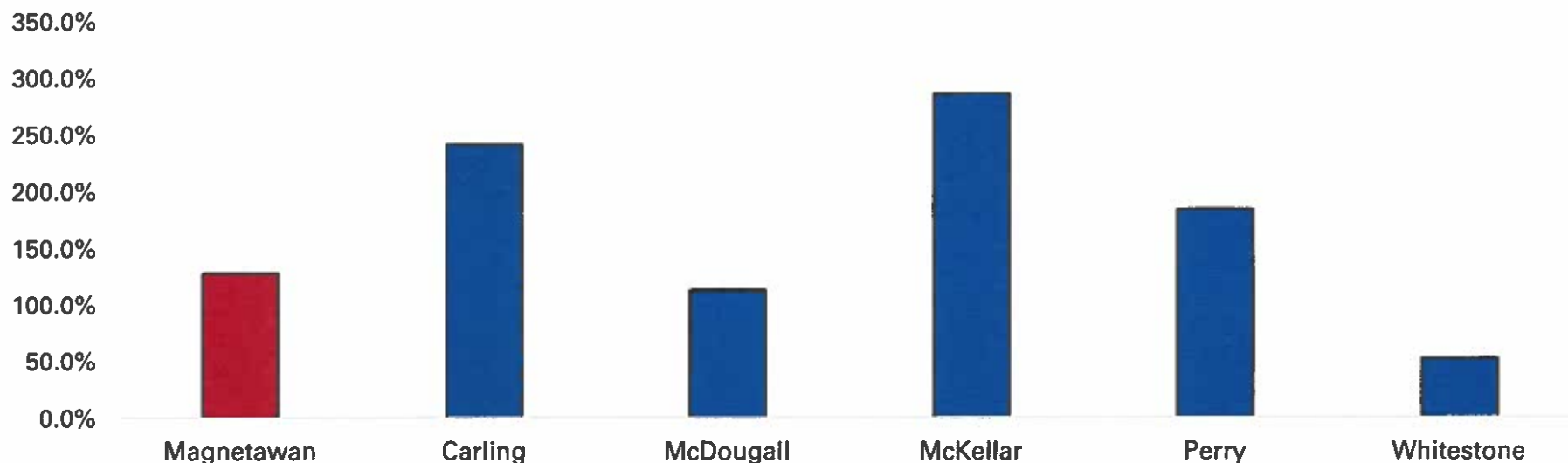
Sustainability ✓
Flexibility
Vulnerability

FORMULA

FIR Schedule 51, Line 9910,
Column 3 divided by FIR
Schedule 40, Line 9910,
Column 16

POTENTIAL LIMITATIONS

- This indicator considers amortization expense, which is based on historical as opposed to replacement cost. As a result, the Municipality's capital reinvestment requirement will be higher than its reported amortization expense due to the effects of inflation.
- This indicator is calculated on a corporate-level basis and as such, will not identify potential concerns at the departmental level.



Financial Indicators

RESIDENTIAL TAXES PER HOUSEHOLD

This financial indicator provides an assessment of the Municipality's ability to increase taxes as a means of funding incremental operating and capital expenditures.

TYPE OF INDICATOR

Sustainability

Flexibility ✓

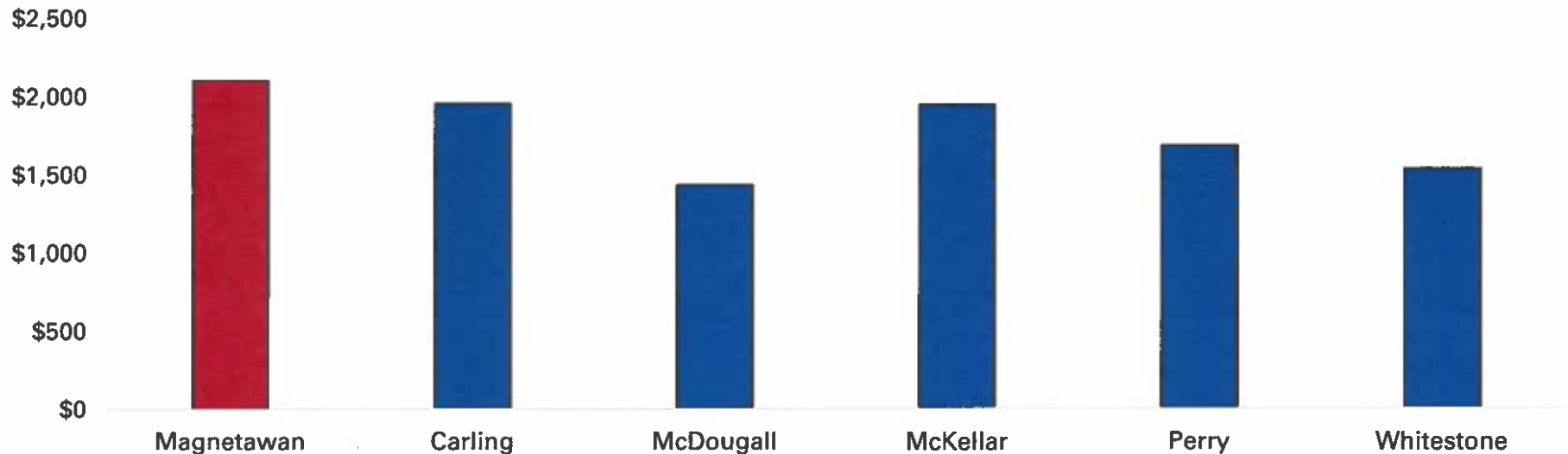
Vulnerability

FORMULA

FIR Schedule 26, Line 0010 and Line 1010, Column 4 divided by FIR Schedule 2, Line 0040, Column 1

POTENTIAL LIMITATIONS

- This indicator does not incorporate income levels for residents and as such, does not fully address affordability concerns.



Financial Indicators

RESIDENTIAL TAXATION AS A PERCENTAGE OF HOUSEHOLD INCOME

This financial indicator provides an indication of potential affordability concerns by calculating the percentage of total household income used to pay municipal property taxes.

TYPE OF INDICATOR

Sustainability

Flexibility ✓

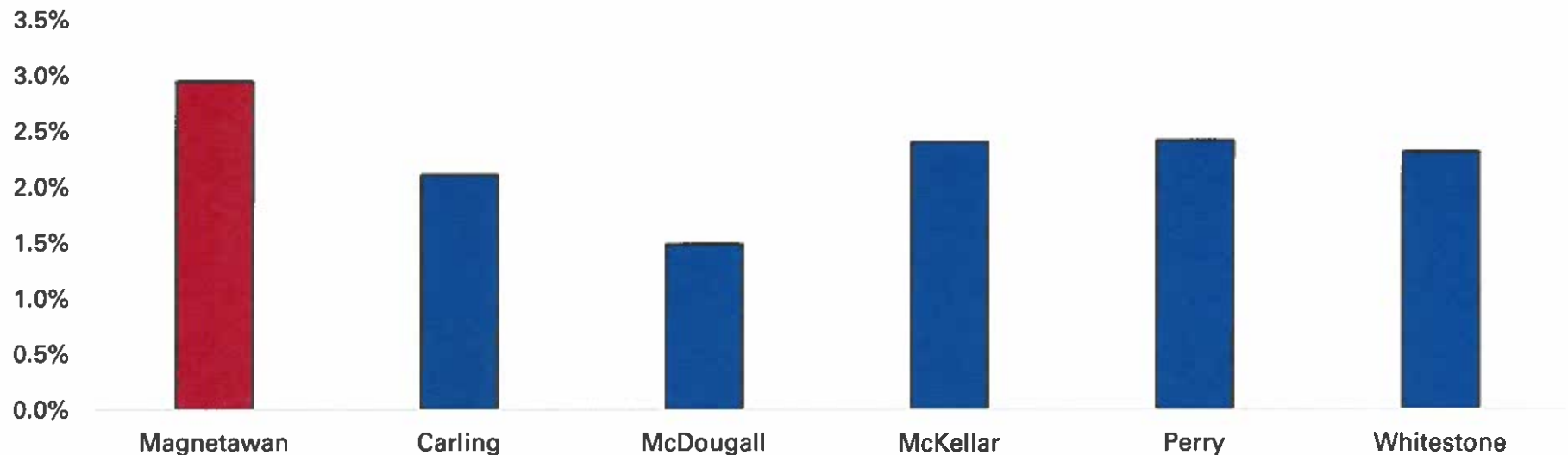
Vulnerability

FORMULA

FIR Schedule 26, Line 0010 and Line 1010, Column 4 divided by FIR Schedule 2, Line 0040, Column 1 (to arrive at average residential tax per household). Average household income is derived from the National Housing Survey.

POTENTIAL LIMITATIONS

- This indicator considers residential affordability only and does not address commercial or industrial affordability concerns.
- This indicator is calculated on an average household basis and does not provide an indication of affordability concerns for low income or fixed income households.



Financial Indicators

TOTAL LONG-TERM DEBT PER HOUSEHOLD

This financial indicator provides an assessment of the Municipality's ability to issue more debt by considering the existing debt loan on a per household basis. High debt levels per household may preclude the issuance of additional debt.

TYPE OF INDICATOR

Sustainability

Flexibility ✓

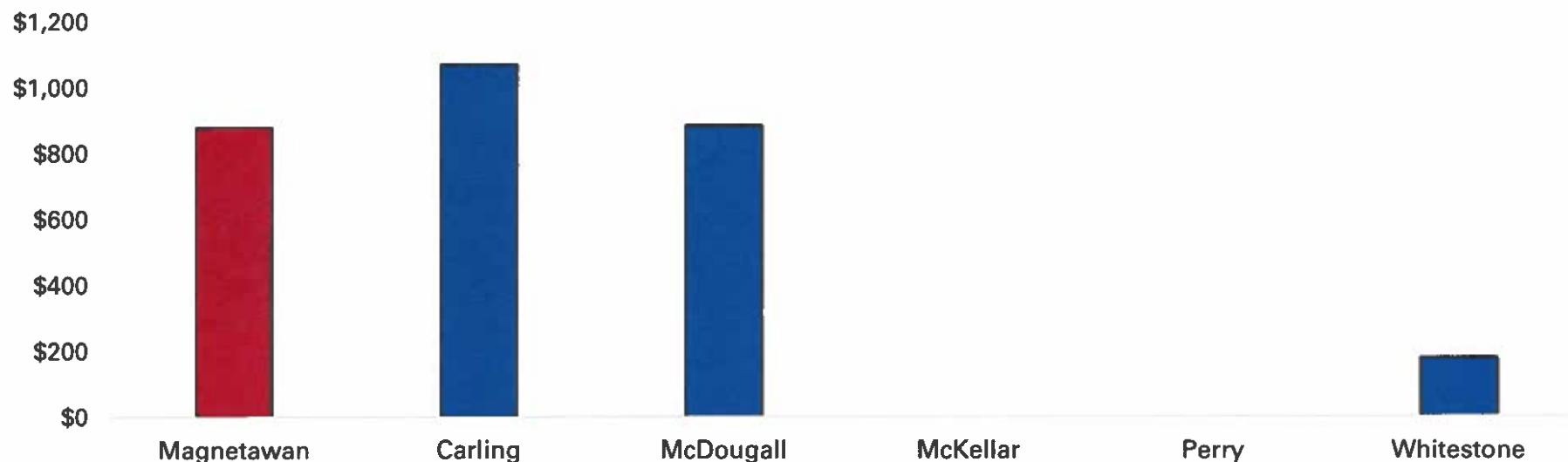
Vulnerability

FORMULA

FIR Schedule 70, Line 2699,
Column 1 divided by FIR
Schedule 1, Line 0040,
Column 1

POTENTIAL LIMITATIONS

- This indicator does not consider the Provincial limitations on debt servicing cost, which cannot exceed 25% of own-source revenues unless approved by the Ontario Municipal Board



Financial Indicators

TOTAL TAXATION AS A PERCENTAGE OF TOTAL ASSESSMENT

This financial indicator provides an indication of potential affordability concerns by calculating the Municipality's overall rate of taxation. Relatively high tax rate percentages may limit the Municipality's ability to generate incremental revenues in the future.

TYPE OF INDICATOR

Sustainability

Flexibility ✓

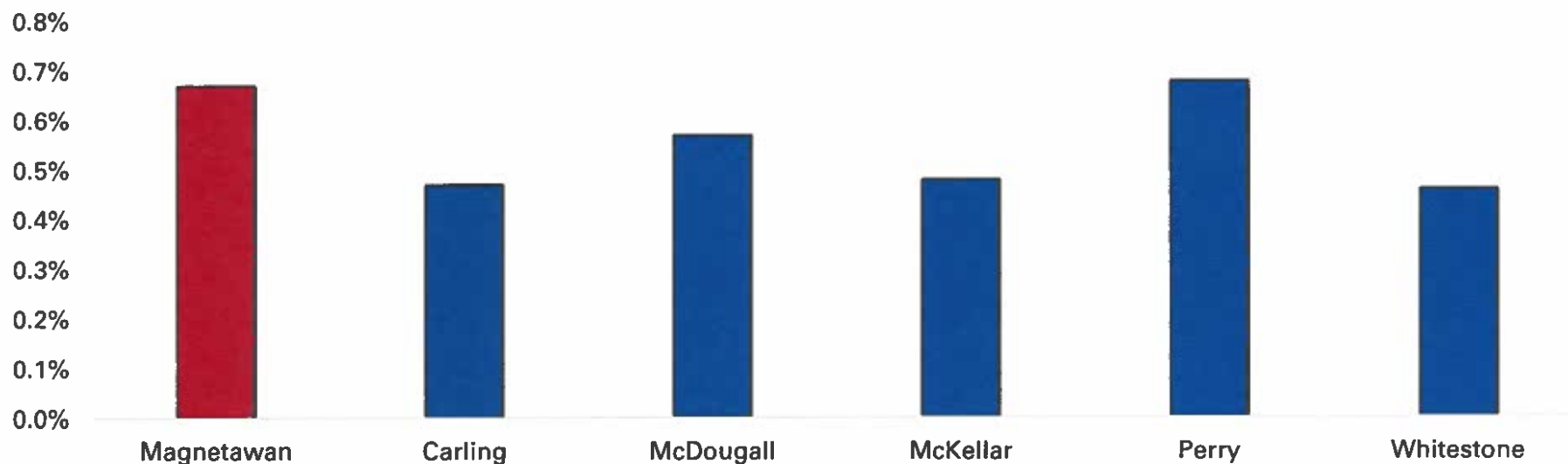
Vulnerability

FORMULA

FIR Schedule 26, Line 9199 and Line 9299, Column 4 divided by FIR Schedule 26, Line 9199 and 9299, Column 17.

POTENTIAL LIMITATIONS

- This indicator considers the Municipality's overall tax rate and will not address affordability issues that may apply to individual property classes (e.g. commercial).



Financial Indicators

DEBT SERVICING COSTS (INTEREST AND PRINCIPAL) AS A PERCENTAGE OF TOTAL REVENUES

This financial indicator provides an indication as to the Municipality's overall indebtedness by calculating the percentage of revenues used to fund long-term debt servicing costs. The Municipality's ability to issue additional debt may be limited if debt servicing costs on existing debt are excessively high.

TYPE OF INDICATOR

Sustainability

Flexibility ✓

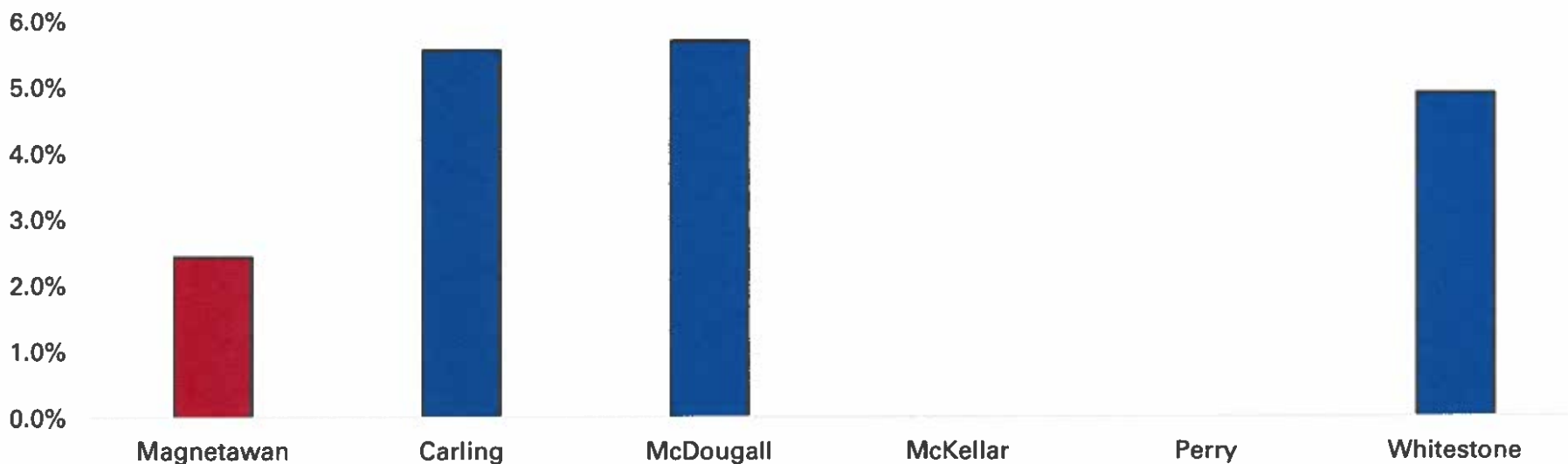
Vulnerability

FORMULA

FIR Schedule 74C, Line 3099, Column 1 and Column 2 divided by FIR Schedule 10, Line 9910, Column 1.

POTENTIAL LIMITATIONS

- No significant limitations have been identified in connection with this indicator



Financial Indicators

NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS AS A PERCENTAGE OF HISTORICAL COST OF TANGIBLE CAPITAL ASSETS

This financial indicator provides an indication as to the extent to which the Municipality is reinvesting in its capital assets as they reach the end of their useful lives. An indicator of 50% indicates that the Municipality is, on average, investing in capital assets as they reach the end of useful life, with indicators of less than 50% indicating that the Municipality's reinvestment is not keeping pace with the aging of its assets.

TYPE OF INDICATOR

Sustainability

Flexibility ✓

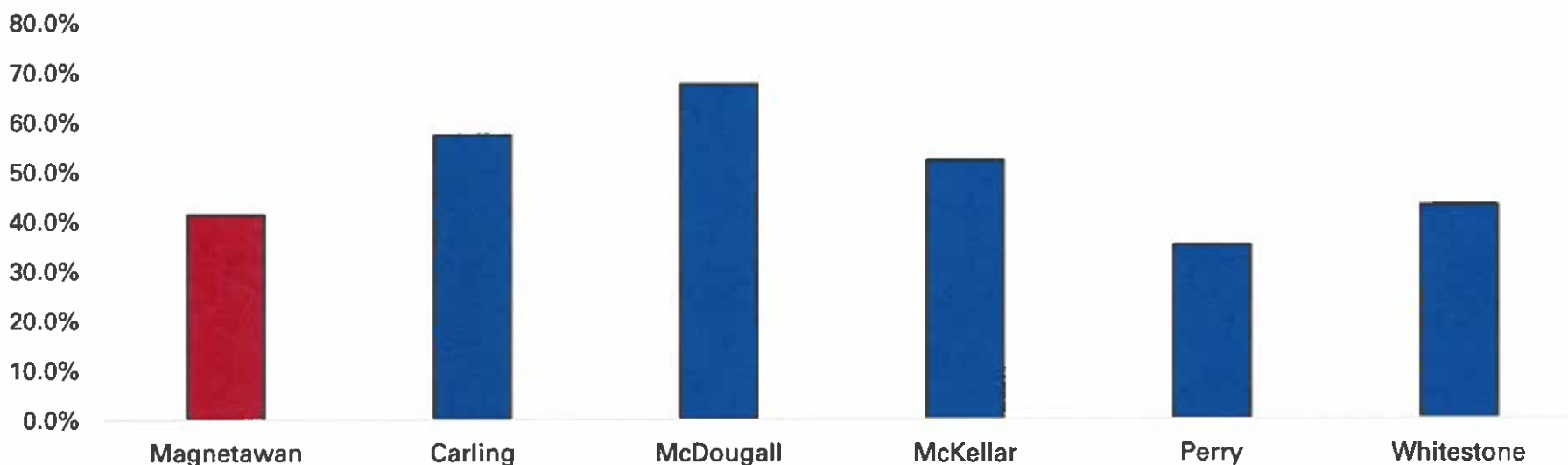
Vulnerability

FORMULA

FIR Schedule 51A, Line 9910, Column 11 divided by FIR Schedule 51A, Line 9910, Column 6.

POTENTIAL LIMITATIONS

- This indicator is based on the historical cost of the Municipality's tangible capital assets, as opposed to replacement cost. As a result, the Municipality's pace of reinvestment is likely lower than calculated by this indicator as replacement cost will exceed historical cost.
- This indicator is calculated on a corporate-level basis and as such, will not identify potential concerns at the departmental level.



Financial Indicators

OPERATING GRANTS AS A PERCENTAGE OF TOTAL REVENUES

This financial indicator provides an indication as to the Municipality's degree of reliance on senior government grants for the purposes of funding operating expenses. The level of operating grants as a percentage of total revenues is directly proportionate with the severity of the impact of a decrease in operating grants.

TYPE OF INDICATOR

Sustainability

Flexibility

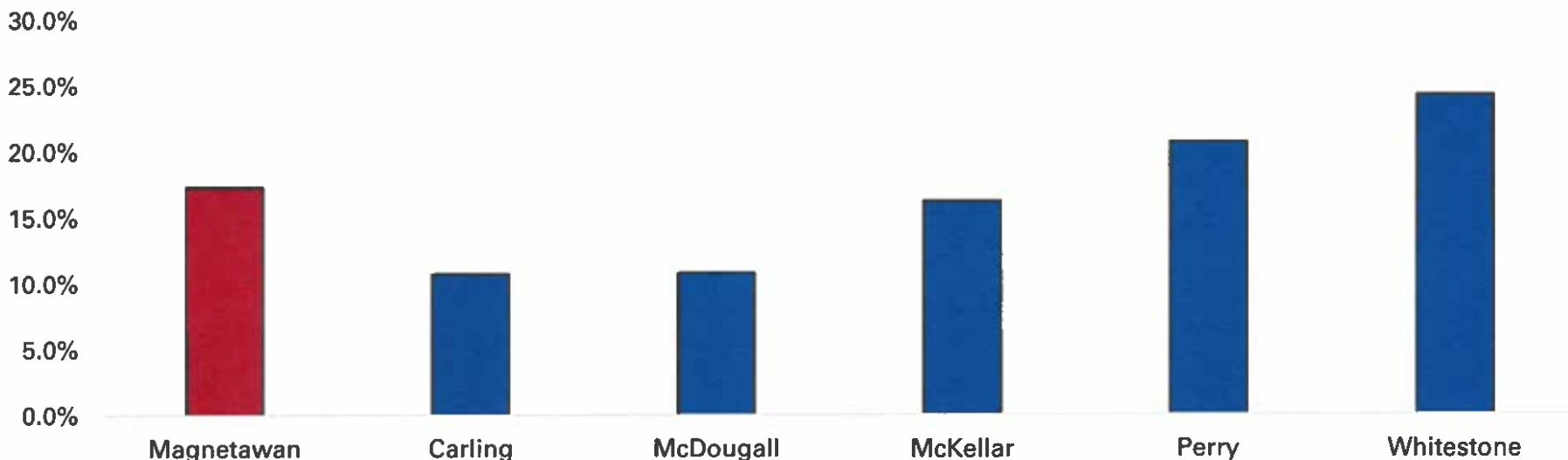
Vulnerability ✓

FORMULA

FIR Schedule 10, Line 0699,
Line 0810, Line 0820, Line
0830, Column 1 divided by
FIR Schedule 10, Line 9910,
Column 1.

POTENTIAL LIMITATIONS

- To the extent possible, the Municipality should maximize its operating grant revenue. As such, there is arguably no maximum level associated with this financial indicator.



Financial Indicators

CAPITAL GRANTS AS A PERCENTAGE OF TOTAL CAPITAL EXPENDITURES

This financial indicator provides an indication as to the Municipality's degree of reliance on senior government grants for the purposes of funding capital expenditures. The level of capital grants as a percentage of total capital expenditures is directly proportionate with the severity of the impact of a decrease in capital grants.

TYPE OF INDICATOR

Sustainability

Flexibility

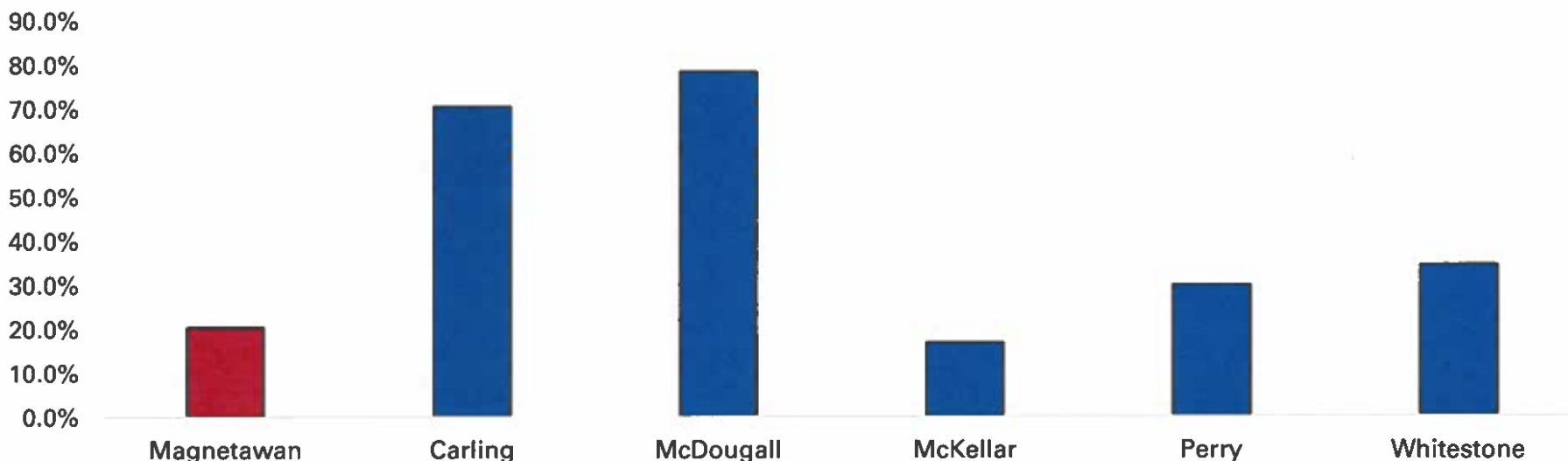
Vulnerability ✓

FORMULA

FIR Schedule 10, Line 0815,
Line 0825, Line 0831, Column
1 divided by FIR Schedule 51,
Line 9910, Column 3.

POTENTIAL LIMITATIONS

- To the extent possible, the Municipality should maximize its capital grant revenue. As such, there is arguably no maximum level associated with this financial indicator.





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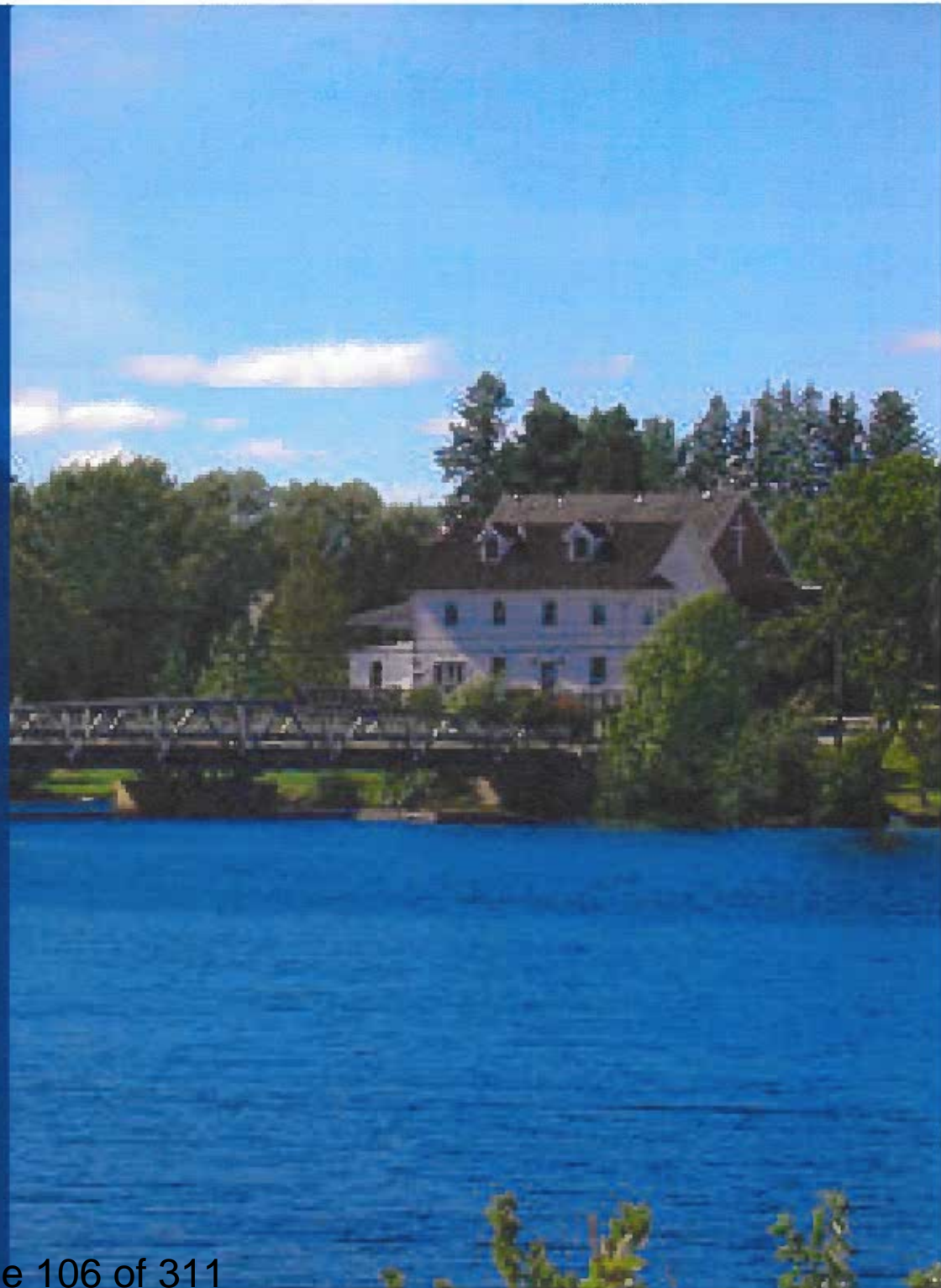
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Municipality of Magnetawan

Service Delivery Review

September 23, 2020



Presentation Agenda

- Introduction
- Objectives of the Review
- Key Findings
- Potential Courses of Action
- Questions

Objectives of the Review

- Evaluation of current service offerings provided by the Municipality;
- Review operating effectiveness and efficiency of the Municipality's processes;
- Identifying potential opportunities intended to increase the overall effectiveness and efficiency of the Municipality.

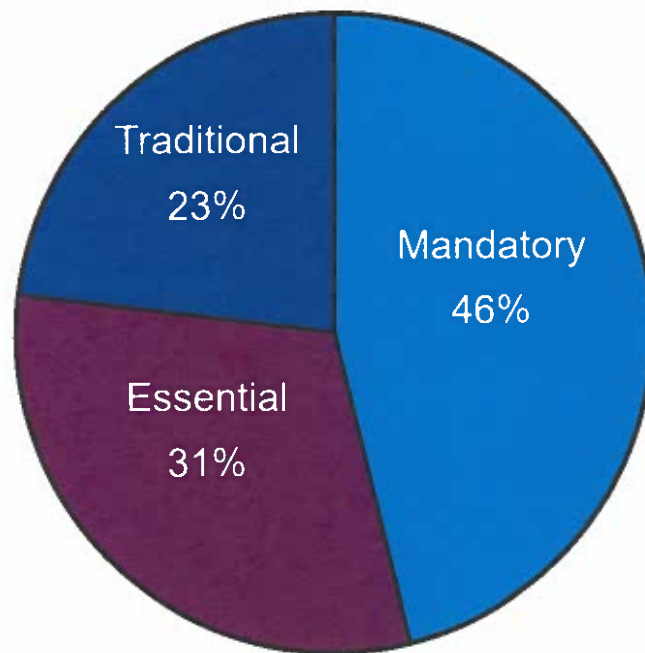
Scope of Work

1. Development of municipal service profiles
2. Comparative analysis
3. Process mapping of municipal workflow processes across the entire organization
4. Identification of potential courses of action to increase upon operational effectiveness and efficiency

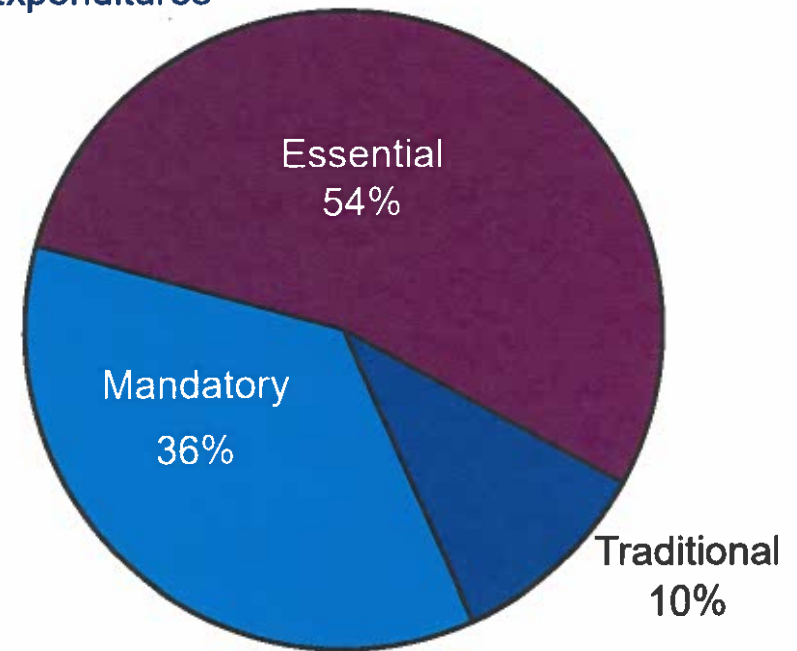
Key Findings

1. The majority of the Municipality's municipal services are either mandatory in nature (i.e. required by legislation) or essential. The Municipality involvement in traditional and discretionary services are minimal which therefore, limits Council's ability to reduce the overall municipal levy

Municipal Services by Category



Municipal Services by Category and Budgeted Expenditures



Key Findings

1. The majority of the Municipality's municipal services are either mandatory in nature (i.e. required by legislation) or essential. The Municipality involvement in traditional and discretionary services are minimal which therefore, limits Council's ability to reduce the overall municipal levy
2. The current complement of services provided by the Municipalities is consistent with those delivered by similarly sized municipalities
3. Generally, the Municipality's financial indicators compare favourably to the selected municipal comparators
4. Consistent with municipal best practices, the Municipality appears to be making good use of shared service agreements to deliver various municipal services.

Key Findings

5. A number of the Municipality's processes may benefit from various changes including reducing manual processes and increasing the overall use of technology

Potential Courses of Action

The following are the key areas for potential courses of action within the Municipality's services:

- Reduction in manual processes
- Reduction in potential risks to the Municipality
- Identification of potential gaps in municipal policies
- Increased use of technology for internal service delivery

Potential Courses of Action

The following are the key areas for potential courses of action within the Municipality's services:

- Expanded use of online tools including the municipal website for greater ease and access to municipal services
- Adjustments to service delivery to allow for potential increases in the resident's experience



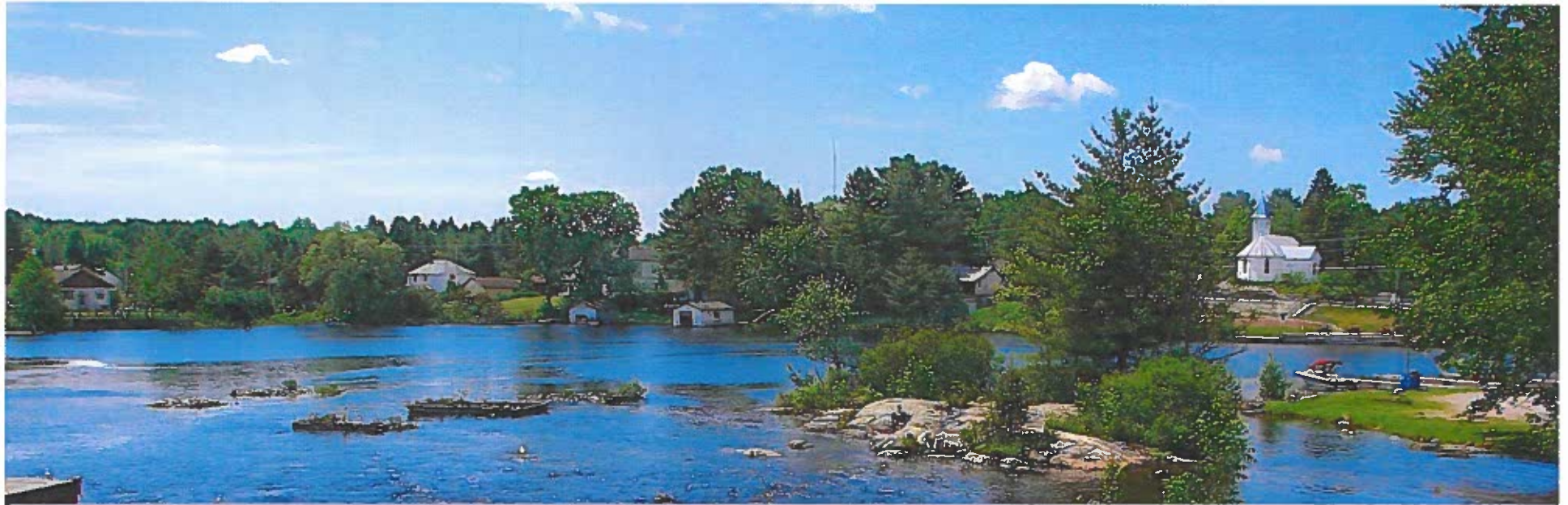
kpmg.ca



The information contained herein is of a general nature and is not intended to address the circumstances of any particular individual or entity. Although we endeavour to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation.

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SECONDARY DWELLING UNITS



Wednesday, September 23, 2020

Jamie Robinson, BES, MCIP, RPP | Partner

Purpose

- Provide an update on applicable secondary unit polices and regulations.
- Provide an update the status of current municipal planning documents with respect to secondary units.
- Seek direction from Council on proceeding with the development of new Official Plan policies and Zoning By-law regulations to guide the development of secondary units.

Provincial Legislative Framework

Promoting Affordable Housing Act(2016) & More Homes More Choices Act (2019):

- Sets out requirements and tools for municipalities to establish policies that would allow second units in new and existing developments.
- Notes that policies are to deal with such matters as appropriate locations and constraints.
- Settlement Areas, Rural Areas, Shoreline Areas

Provincial Legislative Framework

Planning Act

- Section 16(3) of the Planning Act requires an Official Plan to contain policies that authorize the use of second dwelling units

(3) An official plan shall contain policies that authorize the use of additional residential units by authorizing,

(a) the use of two residential units in a detached house, semi-detached house or rowhouse; and

(b) the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse. 2019, c. 9, Sched. 12, s. 2 (1).

- Section 35.1 requires municipalities to pass by-laws to give effect to the second unit policies that are included in an Official Plan.

Provincial Policy Framework

Provincial Policy Statement (PPS):

- Speaks to accommodating an appropriate range and mix of residential uses.
- Includes second units, affordable housing and housing for older persons.

Magnetawan Official Plan & Zoning By-law

- Official Plan does not have policies that guide the establishment of secondary dwelling units throughout the Municipality.
- The Official Plan does have policies that permit a second dwelling unit on larger properties in the Shoreline Designation. The permission for a second unit on these lots is specifically tied to the size of property and the ability for the lot to be severed.

Considerations for the Municipality of Magnetawan

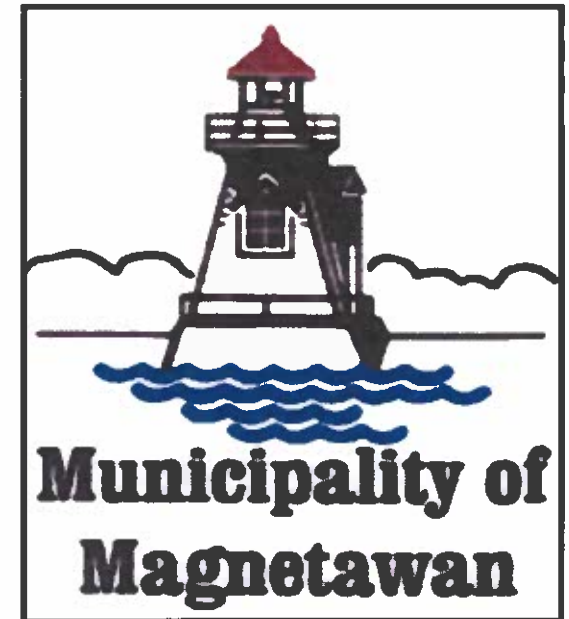
- Where is it appropriate to permit second dwelling units? Settlement Areas? Rural Areas? Shoreline Areas?
- Should secondary units be permitted “as-of-right”? Should a Zoning By-law Amendment be required?
- What lot characteristics should exist for a lot to be eligible for a secondary unit?
- Secondary units in accessory buildings?
- Number of secondary units per lot?

SITE SPECIFIC CONSIDERATIONS

- Intensity of use
- Building Size
- Number of Buildings
- Parking
- Character
- Servicing
- Building Code

NEXT STEPS

1. Incorporate Secondary Unit policies in Official Plan through Official Plan update; or,
2. Undertake a stand-alone planning process to incorporate planning policies for secondary unit policies into the Official Plan (OPA) and establish regulations for the Township Zoning By-law.



THANK-YOU

Jamie Robinson, Partner
jrobinson@mhbcplan.com

THE MUNICIPALITY OF MAGNETAWAN

PLANNING REPORT

TO: Kerstin Vroom, CAO/Clerk,
Municipality of Magnetawan

FROM: Jamie Robinson, BES, MCIP, RPP & Jonathan Pauk HBASc., MSc.
MHBC Planning

DATE: September 23, 2020

SUBJECT: Zoning By-law Amendment Application – Olney
Roll: 4944030004125150000
292 Clayton's Bay Trail, Magnetawan

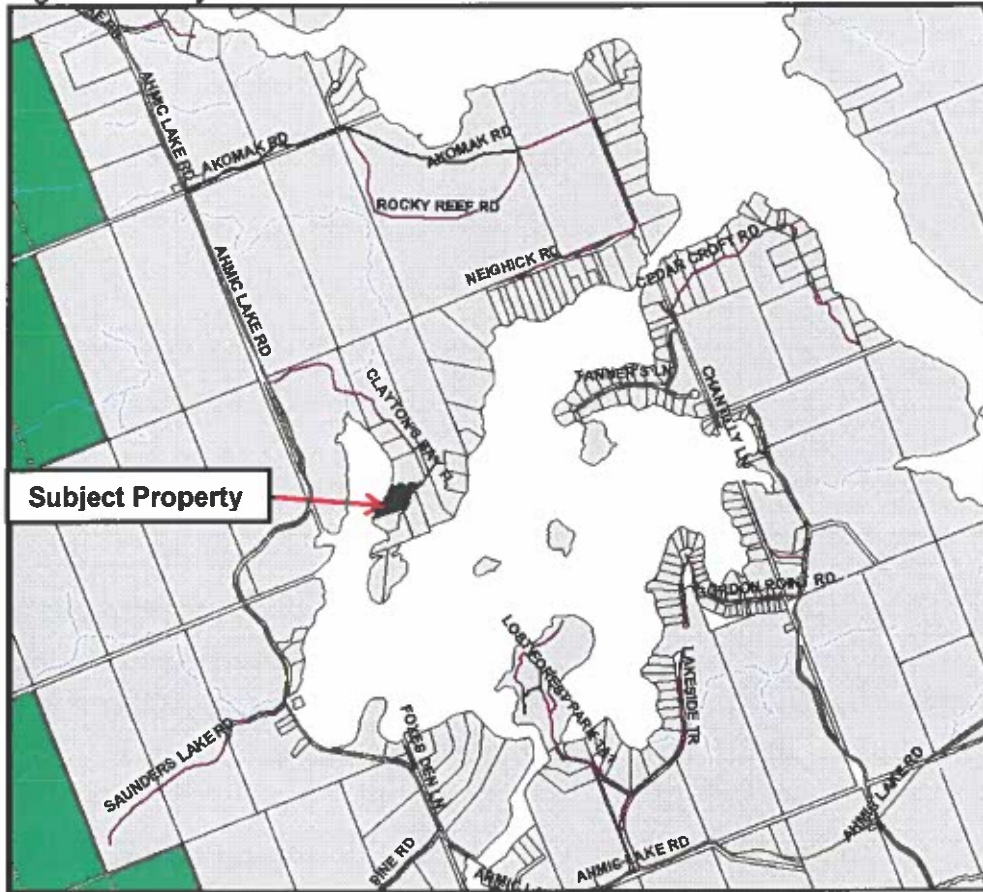
Recommendations

1. That Council receive this Report; and,
2. If no comments are received that require further Staff review, that Council enact the attached Zoning By-law Amendment.

Proposal / Background

A Zoning By-law Amendment application has been submitted by Denis Lachance on behalf of the property owner Shirley Olney for the subject property legally described as Concession 5, Part Lots 19 and 20, RP 42R18872, Parts 1 and 2 RP 42R19090, Part 3 former geographic Township of Croft and municipally know as 292 Clayton's Bay Trail in the Municipality of Magnetawan. The location of the subject property is shown in Figure 1.

Figure 1: Subject Lands



The subject property has a lot area of 1.9 hectares (4.7 Acres) with approximately 203 metres of frontage onto Beaver Lake. The subject property is designated Shoreline in the Municipality's Official Plan. The subject property is zoned as and Shoreline Residential Exception 18 in the Municipality's Zoning By-law.

The application proposes to permit the construction of a new detached garage with an accessory dwelling unit in the second storey of the garage measuring 119.6 square metres (1,288 square feet). The secondary dwelling unit is proposed to be serviced by a new septic system. The Applicant has identified the location of the new septic on the proposed site plan as per the North Bay Mattawa Conservation Authority. An excerpt of the site plan drawing included in the application submission is included as Figure 2. The elevation drawings of the proposed garage are included in Figure 3.

Figure 2: Proposed Site Plan

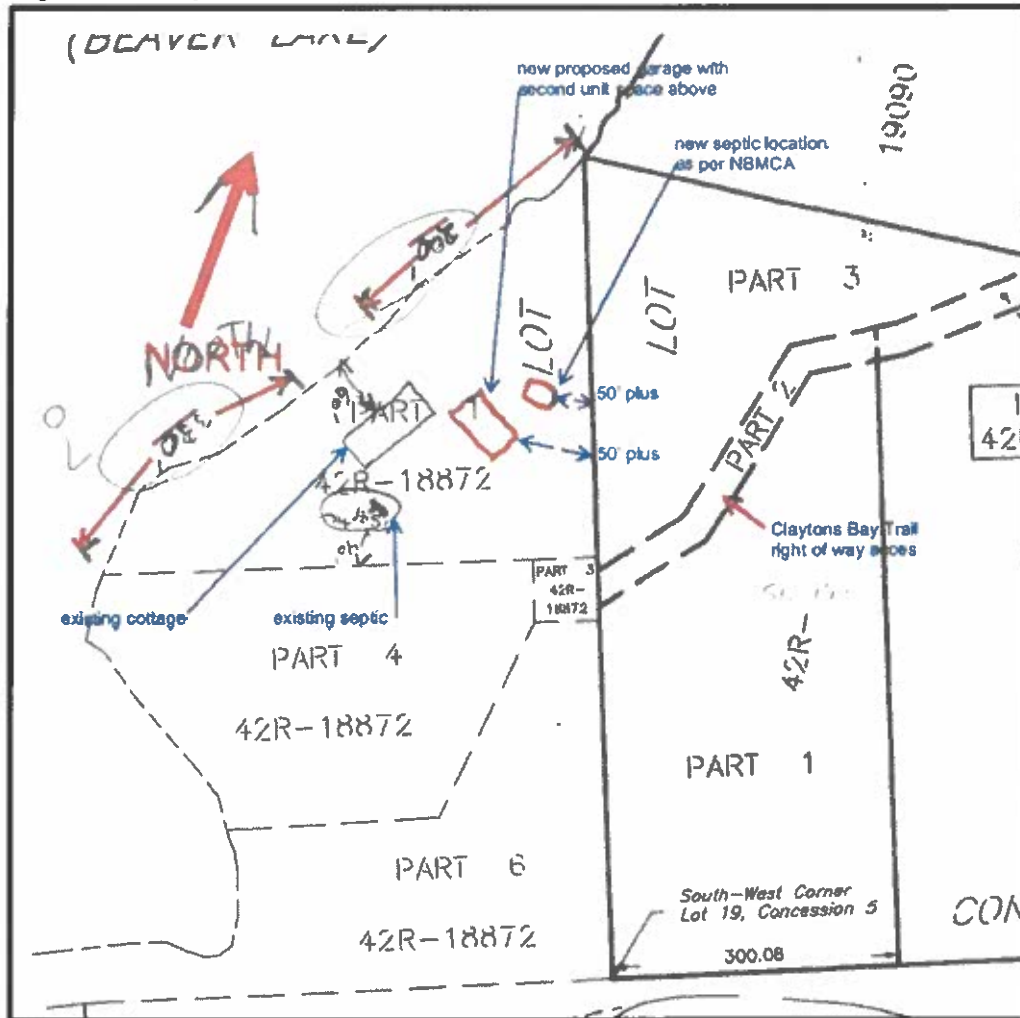
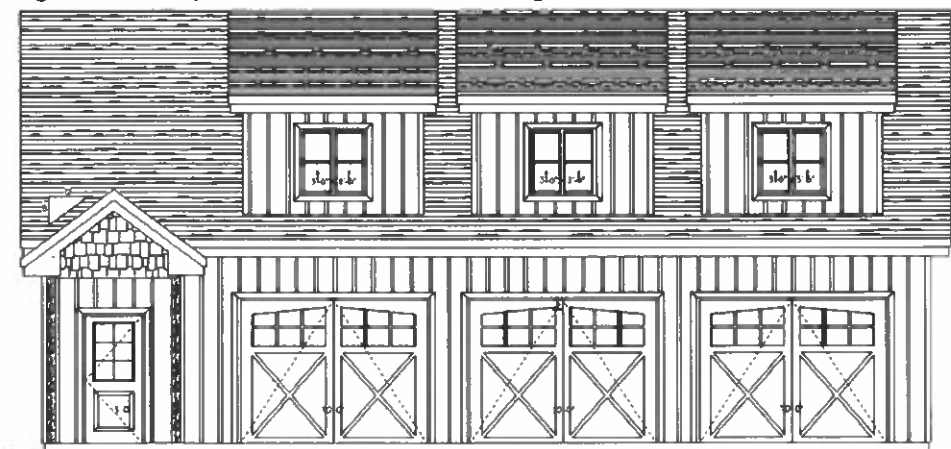
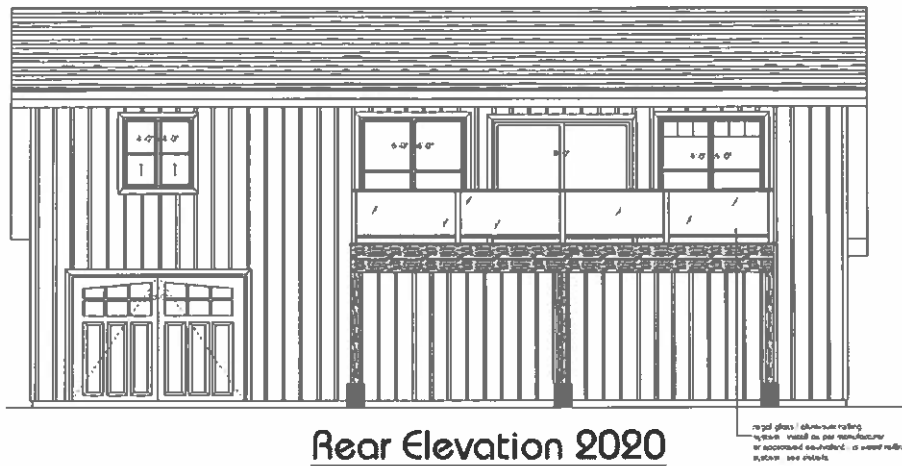


Figure 3: Proposed Elevation Drawings



Front Elevation 2020



Area Context

North: Residential dwellings fronting on to Beaver Lake and the extension of Clayton's Bay Trail
East: Residential dwellings fronting on to Beaver Lake;
South: Residential dwellings fronting on to Beaver Lake; and,
West: Beaver Lake

Policy Analysis

Planning Act

The *Planning Act* is the legislation that forms the foundation of land use planning in the Province. The *Planning Act* and supporting regulation 299/19 require Municipalities to adopt policies in their official plans and enact by-laws to permit second units.

The *Planning Act*, through the Strong Communities through Affordable Housing Act, 2011 sets out a policy framework for municipalities to establish Official Plan policies and Zoning By-law provisions allowing second units in detached, semi-detached and row houses as well as in ancillary structures.

Bill 108 included amendments to the *Planning Act* and related regulations that came into effect on September 3, 2019. The Amendments permitted additional residential units on properties which contain a detached house, semi-detached house or row houses. Prior to the amendments included in Bill 108, one (1) accessory dwelling was permitted within the dwelling, this was included in Bill 139. The recent amendments included in Bill 108 now prescribes two residential units are permitted in a detached house, and permits the use of a residential unit a structure ancillary to a detached house.

The purpose of the recent changes to the *Planning Act* are to implement the affordable housing objectives of the Province.

Provincial Policy Statement

The subject lands are Rural Lands in accordance with the PPS. The PPS, specifically Section 1.1.5.2, recognizes resource-based recreational development, including recreational dwellings, as a permitted use on Rural Lands. The proposed garage is an accessory use to an existing residential use that is considered resource-based recreational development.

Section 1.6.6.4 provides policies that apply to development on individual well and septic. It states that individual on-site sewage services and individual on-site water services may be used for a new development provided that site conditions are suitable for the long-term provision of such services with no negative impacts. The existing cottage is serviced by an existing septic system and drilled well. The Applicant has confirmed that proposed secondary dwelling unit in the proposed garage is to be serviced by a new septic system. Included in the application submission was confirmation from the North Bay Mattawa Conservation Authority (NBMCA) that a sewage system can be located on the lot to service the new secondary dwelling unit.

Section 2 of the Provincial Policy Statement contains policies that provide for the protection of natural resources. There is a deer wintering area on and adjacent to the site.

Based on our review of the PPS, the proposed accessory dwelling unit on the subject property is consistent with the PPS.

Municipality of Magnetawan Official Plan

Schedule A (Land Use Map) to the Official Plan identifies the subject lands as being designated Shoreline as shown in Figure 4.

Figure 4: Excerpt from Official Plan – Schedule A



Based on Schedule B (Natural Heritage Features) of the Official Plan, the subject property is entirely located within the Deer Wintering area (Stratum 2) overlay. There is an area of Type 1 Fish Habitat approximately 210 metres to the northwest of the subject property.

Section 4.6 of the Official Plan contains policies regarding Deer Habitat and states that these areas are generally described as areas having dense conifer cover and lands having woody deciduous vegetation within 30 metres of dense conifer vegetation.

Section 5.4.1 establishes permitted uses and detached dwellings are a permitted use in the Shoreline designation. The subject property is currently used for residential purposes and the proposed dwelling unit is to be secondary to the principal residential dwelling.

Section 5.4.2 states,

It is a policy of this Plan to permit one additional cottage and accessory buildings where the parcel may otherwise be eligible for a severance and the additional buildings are located in conformity with the provisions of the Plan as if the lots were separated. Site specific zoning may be used to enable the additional dwelling and prevent the further division of the lands.

Based on a review of the application sketch, the proposed secondary unit and detached garage are not sited in a location on the lot where the lot could be severed in the future in accordance with the provisions of the Zoning By-law. This is a requirement of Section 5.4.2 of the Official Plan. However, through the site specific Zoning By-law Amendment, the existing lot size and lot area could be recognized as the minimum in order to limit further lot creation. Provided this limitation is applied, the proposed application would conform to the intent of Section 5.4.2 of the Official Plan.

Section 4.19 of the Official Plan contains policies that pertain to Garden Suites and Accessory Apartments and states:

Garden suites and accessory apartment shall be permitted in all designations that permit residential uses without amendment to this Plan provided there is adequate sewage disposal and water service capacity available to service the units acceptable to the appropriate approval agency and the roads are of a standard that can accommodate the increased use.

The reference to accessory apartments in Section 4.19 is in regards to accessory apartments in a principal dwelling and not an accessory building.

The Applicant has submitted confirmation from the North Bay Mattawa Conservation Authority (NBMCA) to support the location of the new septic to service the accessory dwelling unit. The proposed accessory dwelling unit is in conformity with 4.19 of the Official Plan

Section 5.4.8, states that new development in the Shoreline Area designation should be directed to lands that are physically suitable for development in their natural state in an effort to maintain the area's unique character. The proposed location of the garage on the subject property appears to be located in an area of the lot that requires minimal removal of vegetation. The location of the detached garage and development provisions relating to the secondary

dwelling unit should be implemented through a Site Plan Control Agreement between the Owner and Municipality.

Section 8.4 of the Official Plan states that the Municipality may utilize Site Plan Control to ensure that development in the Municipality is attractive and compatible with adjacent uses and may be applied where special environmental features are required to mitigate impact of residential developments. It is recommended that Site Plan Control be applied to the proposed Zoning By-law Amendment application.

The proposed Zoning By-law Amendment application is in conformity with the Municipality's Official Plan.

Municipality of Magnetawan Zoning By-law

The subject lands are zoned Shoreline Residential Exception 18 (RS-18) in the Municipality's comprehensive Zoning By-law. The site specific zoning exception includes the following provisions:

1. *Minimum shoreline frontage shall be 85 metres;*
2. *Minimum lot area shall be 0.85 hectares;*
3. *Minimum depth of natural vegetated buffer along the full width of the shoreline shall be 15 metres measured at right angles to the shoreline;*
4. *Maximum width of shoreline activity area 10 metres located at or near the water's edge;*
5. *Maximum area of shoreline activity area shall be 50m²;*
6. *Maximum width of trail from dwelling to shoreline activity area shall be 2.5 metres;*
7. *Minimum setback from water's edge for a septic system shall be 30 metres.*

Furthermore, for lands located in the RS-18 zone, Sections 3.1 (f) and 3.6 (second and third paragraphs) of By-law 2001-26 shall not apply.

Table 1 provides a summary of the minimum requirements for the Shoreline Residential (RS) Zone with respect to the proposed garage on the subject property.

Table 1: Zone Standards

Zoning By-law Requirements		Lot Configuration
	Shoreline Residential Exception 18 (RS-18) Zone	Proposed
Minimum Lot Area	0.85 ha (Site specific)	1.89 hectares (existing)
Minimum Lot Frontage	85 metres (Site specific)	+/-203 metres
Minimum Front Yard Setback	20 metres from high water mark	> 30 metres
Minimum Interior Yard Setback	3.5 metres	> 15.2 metres
Minimum Rear Yard	10 metres	> 60 metres
Maximum Lot Coverage	15%	1.6%
Maximum Height for Accessory Building	6 metres	5.38 metres

The location and size of the proposed garage complies with the minimum zoning provisions of the Shoreline Residential Zone.

Section 3.6 of the Zoning By-law contains provisions for the number of dwelling units on a lot and states,

Unless specified elsewhere in this By-law, no more than one dwelling unit shall be permitted on a lot.

For the purposes of determining the number of dwelling units on a lot, the second storey of a habitable boathouse, where equipped with cooking and sanitary facilities shall be considered as a second dwelling unit.

On the lands abutting a navigable waterway, where a lot has at least 180 metres of frontage, a second dwelling unit is permitted provided that there is not more than one sleeping cabin on the lot.

The subject property has more than 180 metres of lot frontage and does not contain a sleeping cabin. The subject property is eligible for a second dwelling unit in accordance with Section 3.6 of the Zoning By-law.

The proposed Zoning By-law Amendment would seek to permit a secondary dwelling unit on the subject property. A draft Zoning By-law Amendment has been included as Attachment 1.

Summary

Based on a review of the proposed Zoning By-law Amendment application, the application to permit a secondary dwelling unit would be consistent with the Provincial Policy Statement and would conform to the policies of the Municipality of Magnetawan Official Plan, provided the site specific Zoning By-law Amendment recognizes the existing lot size and existing lot frontage as the minimum in order to restrict future lot creation and ensure that the intent of Section 5.4.2 is maintained.

It is our opinion, subject to the Owner entering into a Site Plan Agreement with the Municipality, that the Zoning By-law Amendment application represents good land use planning and, should be approved.

Respectively submitted,



Jonathan Pauk HBASc., MSc.
Planning Consultant
MHBC Planning



Jamie Robinson, BES, MCIP, RPP
Planning Consultant
MHBC Planning

Attachment 1

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN
BY-LAW NO. [REDACTED]

Being a By-law to amend By-law No. 2001-26, as amended, the Zoning By-law for the Corporation of the Municipality of Magnetawan with respect to lands located on Concession A, Part Lot 98 the Municipality of Magnetawan, municipally known as 292 Clayton's Bay Trail, Magnetawan – Olney (Roll: 4944 030 004 12515).

WHEREAS the Council of the Corporation of the Municipality of Magnetawan is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the Planning Act, R.S.O. 1990;

AND WHEREAS the owner of the subject lands has filed an application with the Municipality of Magnetawan to amend By-law 2001-26 as amended;

AND WHEREAS the Council of the Corporation of the Municipality of Magnetawan deems it appropriate to amend By-law No. 2001-26 as amended;

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

1. Schedule 'A-1', to Zoning By-law No. 2001-26 as amended, is further amended by zoning lands legally described as Concession 5, Part Lots 19 and 20, RP 42R18872, Parts 1 and 2 RP 42R19090, Part 3 former geographic Township of Croft and municipally known as 292 Clayton's Bay Trail in the Municipality of Magnetawan from the "Shoreline Residential Exception 18" (RS-18) Zone to the "Shoreline Residential Exception Eighteen" (RS-18) Zone **as amended**, as shown on Schedule 'A-1' attached forming part of this By-law.
2. Section 4.2 of By-law 2001-26 is hereby amended by deleting Section 4.2.4.6 and replacing Section 4.2.4.6 with the following.

4.2.4.6 Shoreline Residential Exception Eighteen (RS-18) Zone, as amended.
Notwithstanding the provisions of this By-law to the contrary, within the Shoreline Residential Exception Eighteen (RS-18) Zone, as amended, the following shall apply:

- 1. Minimum depth of natural vegetated buffer along the full width of the shoreline shall be 15 metres measured at right angles to the shoreline;*
- 2. Maximum width of shoreline activity area 10 metres located at or near the water's edge;*
- 3. Maximum area of shoreline activity area shall be 50m²;*
- 4. Maximum width of trail from dwelling to shoreline activity area shall be 2.5 metres;*

5. *Minimum setback from water's edge for a septic system shall be 30 metres.*
6. *A secondary dwelling unit measuring 119.2 square metres in area shall be permitted.*
7. *Minimum required lot area – as existing.*
8. *Minimum required lot frontage – as existing.*
9. *All development shall be subject to Site Plan Control pursuant to Section 41 of the Planning Act.*

This By-law take effect on the date of its passage, subject to the provisions of Section 34 (30) and (31) of the Planning Act (Ontario).

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto this _____ day of _____ 2020.

**THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN**

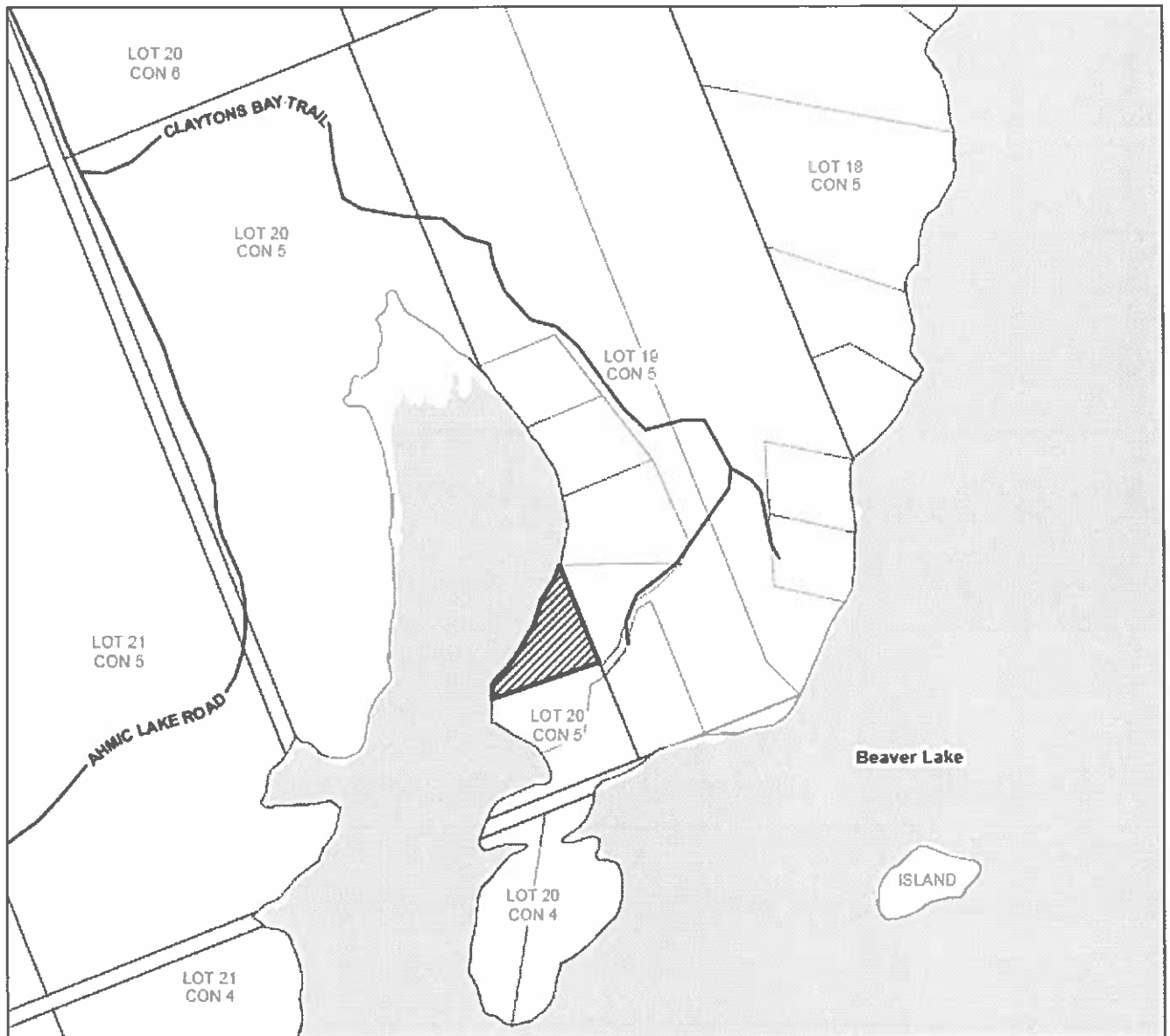
Sam Dunnett, Mayor

Kerstin Vroom Clerk



Schedule 'A' to Zoning By-law Amendment _____

292 Claytons Bay Trail
Part of Lot 19, Concession 5
(Geographic Township of Croft)
Municipality of Magnetawan
District of Parry Sound



Land to be rezoned from Shoreline Residential Exception 18 (RS-18) Zone
to Shoreline Residential Exception 18 (RS-18) Zone, as amended.

This is Schedule 'A' to Zoning By-law _____
Passed this ____ day of _____, 2020

Mayor _____

Clerk _____

AUG 10 2020



The Corporation of the
Municipality of Magnetawan
Box 70 4304 Hwy 520
Magnetawan ON P0A 1P0
Phone 705 287 3947 Fax 705 387 4875
www.magnetawan.com

RECEIVED

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APPLICATION FORM
ZONING BY-LAW AMENDMENT

Date Received by Municipality: _____

1) APPLICATION INFORMATION

Name of Applicant: DENIS LALHANCE
Mailing Address: BOX 312, 40 PEGASUS ST, Sundridge, Ont.
Telephone Number (Home): _____ Fax Number: _____
Telephone Number (Business): 705 499 7070 Fax Number: _____
POA 120

2) REGISTERED OWNER

If the Applicant is not the Registered Owner of the subject lands, then authorization from the Owner is required, as well as the following information:

Owners Name: SHIRLEY OLNEY
Mailing Address: 3242 BARN DR., Bloomfield Hills, Michigan, USA
Telephone Number (Home): 248-283-9304 Fax Number: _____
48302

Correspondence to be sent to: ☐ Owner ☐ Agent ☒ Both

* 3) MORTGAGES, CHARGES OR OTHER ENCUMBRANCES

Name: _____
Mailing Address: NONE
Name: _____
Mailing Address: _____

4) SUBJECT LANDS

Geographic Township: Magnetawan Concession: 5 Lot: 20
Reference Plan: 42 R PARCEL # 18872, PHS 142
Street Name and Number: 292 CLAYTON'S BAY TRAIL
(If corner lot, please include both Street Names)

Water Access only: No

Area of subject lands (ha): 12.0 (Name of Waterbody)
Frontage (m): 160 Depth (m): 60+

5) **OFFICIAL PLAN / ZONING STATUS**

What is the current designation of the subject lands in the approved Official Plan?

RS Shoreline Residential

What is the current Zoning?

RS

6) **REASONS FOR REQUEST**

Please describe the reasons for and extent of, the request:

"second units" ABOVE GARAGE.

7) **ACCESS**

Are the subject lands accessible by:

- ☐ Provincial Highway
- ☐ Municipal Road (seasonal maintenance)
- ☐ Municipal Road (year round maintenance)
- ☒ Right of Way
- ☐ Unopened Road Allowance
- ☐ Water Access
- ☐ Other (describe) _____

8) **BUILDINGS, STRUCTURES AND USES**

What are the existing buildings on the subject land?

Cottage

What are they used for?

Cottage

Please complete the following for each building or structure:

	Building One	Building Two	Building Three
Type of Building	<u>Cottage</u>		
Setback from Front Lot Line	<u>60' +</u>		
Setback from Rear Lot Line	<u>50' +</u>		
Setback from Side Lot Line	<u>40' +</u>		
Setback from Side Lot Line	<u>50' +</u>		
Height (metres)	<u>9.66</u>		
Dimensions	<u>28' X 62'</u>		
Floor Area	<u>2050 sq'</u>		
Date of Construction	<u>2016</u>		

What is the proposed future use of the subject lands:

RS

Are any buildings or structures to be built on the subject lands?

☒ yes

☐ no

Proposed

If yes, please complete the following for each building or structure:

	Building One	Building Two	Building Three
Type of Building	Garage w/ second unit above		
Setback from Front Lot Line	80' +		
Setback from Rear Lot Line	50' +		
Setback from Side Lot Line	50' +		
Setback from Side Lot Line	50' +		
Height (stories)	6.7		
Dimensions	28' x 46'		
Floor Area	1288 sq'		
Date of Construction	2020		

* When were the subject lands acquired by the current owner?

MARCH 2015

* How long have the "existing uses" continued on the subject lands?

Entire time

9) SERVICES

	Municipal	Private	Other
Water Supply	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frontage on Road	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is storm drainage provided by: ☐ Sewer ☐ Ditch ☐ Swale

☒ Other (describe)

Natural lot slope

10) OTHER APPLICATIONS

Are the subject lands also the subject of an application under the Planning Act for approval of a Plan of Subdivision or a Consent? ☐ yes ☒ no

If yes, what is the file number?

What is the status of the application?

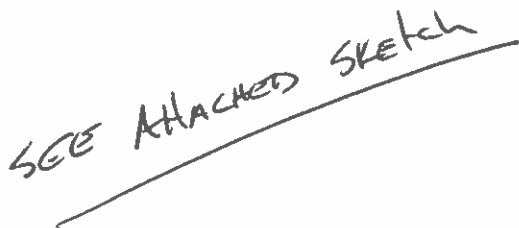
Have the subject lands ever been the subject of an application under Section 34 of The Planning Act (rezoning)? ☐ yes ☒ no

If yes, please provide a brief explanation:

11) DRAWINGS

Please include a sketch showing the following:

- ☐ the boundaries and dimensions of the subject land;
- ☐ the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the building or structures from the front yard lot line, rear yard lot line and side yard lot lines;
- ☐ the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include: buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- ☐ the current uses on land that is adjacent to the subject land;
- ☐ the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way;
- ☐ if access to the subject land is by water only, the location of the parking and docking facilities to be used; and
- ☐ the location and nature of any easement affecting the subject land.

Required Sketch


Required Sketch should include the following:

- | | |
|---------------------------|----------------------------|
| ✓ Lot dimensions | ✓ Buildings and Structures |
| ✓ Major Physical Features | ✓ Sewage and Water Systems |
| ✓ Surrounding Land Uses | |

12) **PERMISSION TO ENTER**

I hereby authorize, the Members of Staff and/or Elected Members of the Council of the Municipality of Magnetawan, to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Date

Aug. 8th, 2020

Signature of Registered Owner(s) or Agent

13) **FREEDOM OF INFORMATION**

I hereby provide authority for any information contained in this application to be released in accordance with the Freedom of Information Act.

Date

Aug. 8th, 2020

Signature of Registered Owner(s) or Agent

14) **PAYMENT OF FEE AND DEPOSIT**

- ☒ Application Fee \$ 700.00
- ☒ Residential Deposit Fee \$ 1,000.00
(By-law 2004-09)
- ☐ Commercial/Industrial Deposit Fee \$ 2,500.00
(By-law 2004-09)

The 'deposit' shall be used for expenses as defined below. As of the date of this application, I further hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape, architectural and/or planning consulting expenses incurred by the Municipality of Magnetawan during the processing of this Application, in addition to the Application Fee set by the Municipality of Magnetawan.

An additional deposit shall be required if the deposit is insufficient to complete the Application.

Date

Signature of Registered Owner(s)

Note: All invoices for payment shall be sent to the person(s) indicated in Section 2, Owner of this application, unless otherwise requested.

If the Applicant/Owner is a Corporation, the Applicant/Owner shall provide certification that he/she has the authority to bind the Corporation

15) **AFFIDAVIT**

I, Dennis LALANDE of the _____ in the _____ solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME at _____ in the

Village of Sundridge this 8 day of Aug, 2020

Date

Aug. 8th, 2020

Signature of Registered Owner(s) or Agent

(DEVELOPER LABEL)

new proposed garage with second unit space above

new septic location as per NBMCA

19090

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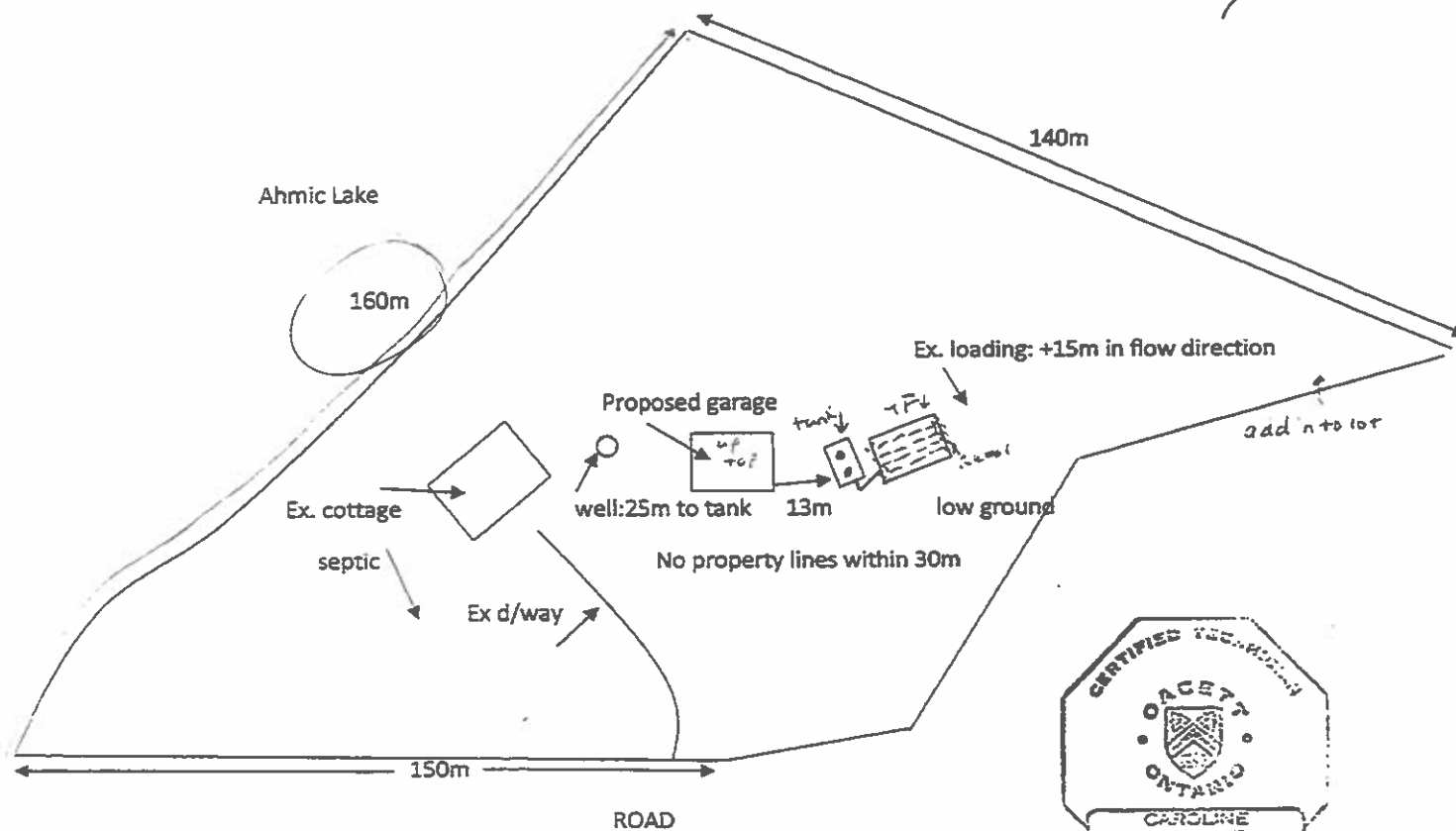
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LOT 370

SHIRLEY OLNEY-292 CLAYTON'S BAY RD.-LOT 20, CON 5-42R 18872, PT. 1,3-CROFT TWP.

NORTH BAY-MATTAWA CONSERVATION AUTHORITY
Permit: **CRO-04-20** SCH 6
APPROVED: *EB* DATE: May 12/2020



Caroline Rheumilt



P.O. Box 312, 40 Paget St
Sundridge, Ont.
P0A 1Z0

CUSTOM HOME DESIGNS

COMPUTER AIDED DESIGN

- NEW HOMES AND COTTAGE PLANS
- RENOVATIONS AND ADDITION PLANS
- INDUSTRIAL AND COMMERCIAL PLANS



Cell (705) 499-1896
Fax (705) 384-1628

AUTHORIZATION FOR AN APPLICATION FOR A BUILDING PERMIT BY PERSON OTHER THAN THE LEGAL OWNER

Shirley Diney, BEING THE LEGAL OWNER OF PROPERTY DESCRIBED AS
LOT 20, CONCESSION 5, IN THE
DISTRICT OF Parry Sound TOWNSHIP OF Magnetawan,
PLAN # 42R, PARCEL # 18872 PLS 1 & 2, LOCATED AT
CIVIC ADDRESS 292 Claytons Bay Trail, AND HAVING A
TAX ASSESSMENT ROLL # 4944-030-004-12515-0000
AUTHORIZE DENIS LACHANCE, TO SUBMIT AN APPLICATION FOR
A BUILDING PERMIT AND/OR AN ON SITE SEWAGE SYSTEM TO THE MUNICIPALITY
AND ALL REQUIRED AUTHORITIES INVOLVED.

[Signature]
Signature of Legal Owner

03/07/2020
Date Signed

TEL NO. 248-283-5304

Legal Owner 's Address:

3242 Baron Drive

Bloomfield hills, Michigan

48302

MUNICIPALITY OF
MAGNETAWAN

AUG 10 2020

RECEIVED

NOTICE OF A PUBLIC MEETING AND COMPLETE APPLICATION FOR A ZONING BY-LAW AMENDMENT APPLICATION

TAKE NOTICE that the Municipality of Magnetawan has received a complete Zoning By-law Amendment application. The application affects lands located at 292 Clayton's Bay Trail which are legally described as Concession 5, Part Lots 19 And 20 Registered Plan 42R18872 Parts 1 AND 2 Registered Plan 42R19090 Part 3 938 in the former geographic Township of Croft, now in the Municipality of Magnetawan (see attached Key Map). The purpose of the application is to permit the establishment of a second dwelling unit above a new detached garage.

AND PURSUANT to Section 34 of the Planning Act, the application file is available for review at the Municipal Office. Please contact the Clerk to arrange to review this file.

PLEASE NOTE: This meeting will take place with the appropriate COVID-19 safety measures in place, including physical distancing and masks being required. In order to confirm a spot at the meeting, please submit a request to Kerstin Vroom at Clerk@magnetawan.com, stating your name and which application you wish to speak to. Drop ins may not be accommodated based on occupancy levels. We encourage only one (1) person per family/party and only those who intend to make oral submission to attend in order to limit the amount of persons present at any time. Written comments are strongly encouraged, which can be sent to the email address noted above

NOTICE OF PUBLIC MEETING WITH COUNCIL

TAKE NOTICE that the Council for The Corporation of the Municipality of Magnetawan will be holding a public meeting under Section 34 of the Planning Act, R.S.O. 1990, Chapter 13 as amended, to inform the public of a proposed Zoning By-law Amendment Application.

DATE AND LOCATION OF PUBLIC MEETING

Date: September 23rd, 2020
Time: 1:00 pm
Location: Municipality of Magnetawan Municipal Office (Council Chambers)

DETAILS OF THE ZONING BY-LAW AMENDMENT APPLICATION

The purpose of the application zone the property from the Shoreline Residential Exception 18 (RS-18) Zone to a site specific Shoreline Residential Zone. The effect of the amendment would permit the construction of building on the property with a garage on the main level and a second dwelling unit in the upper storey. The proposed detached garage and the proposed second dwelling unit has an area of 119.6 square metres (1,288 square feet).

ADDITIONAL INFORMATION AND MAP OF LAND SUBJECT TO THE APPLICATIONS

A key map showing the land to which the proposed amendment applies is provided in this Notice.

The purpose of this meeting is to ensure that sufficient information is made available to enable the public to generally understand the applicant's proposed Zoning By-law Amendment Application. Any person who attends the meeting shall be afforded an opportunity to make representations in respect of the application. Council will then use the information collected at this meeting to make a decision on the Zoning By-law Amendment Application at a future meeting.

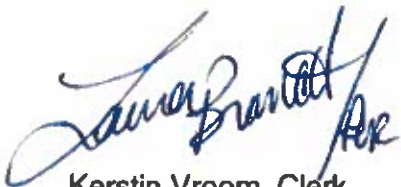
If you wish to be notified of the decision of the Council for the Corporation of the Municipality of Magnetawan in respect to the proposed Zoning By-law Amendment Application, you must submit a written request (with forwarding addresses) to the Clerk of the Municipality of Magnetawan at Box 70, 4304 Highway 520, Magnetawan, Ontario, P0A 1P0. Telephone (705) 387-3947.

If a person or public body does not make oral submissions at a public meeting or make written submissions to Council before the proposed By-law is approved, the person or public body is not entitled to appeal the decision of the Local Planning Appeal Tribunal (LPAT).

If a person or public body does not make oral submissions at a public meeting or make written submissions to Council before the proposed By-law is approved, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal (LPAT) unless, in the opinion of the Board, there are reasonable grounds to do so.

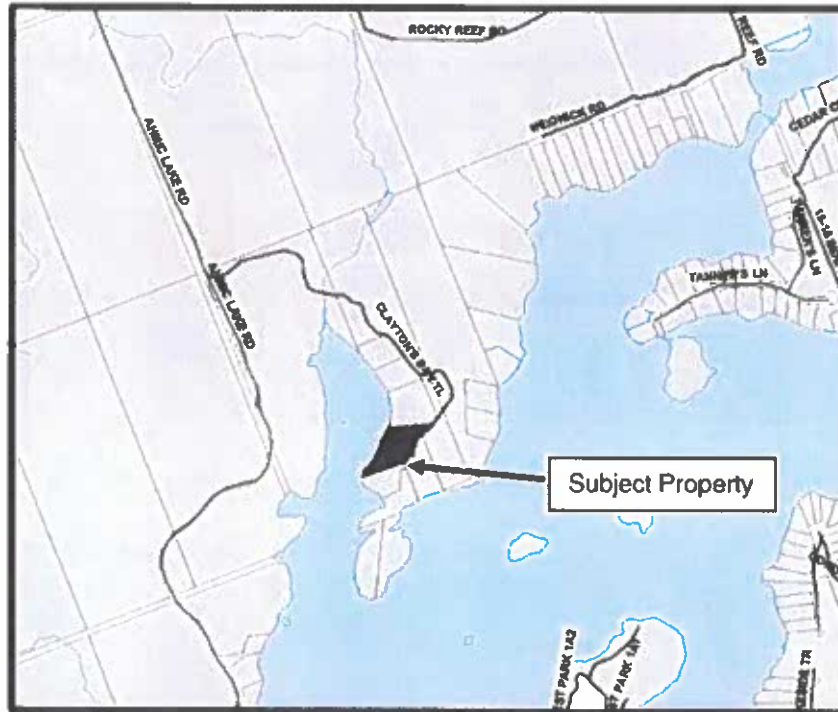
The Zoning By-law Amendment application is available to the public for inspection at the Municipality of Magnetawan Municipal Office on Monday to Friday, between the hours of 9:00 a.m. to 12:00 p.m. and 1:00 pm to 4:30 p.m.

Mailing Date of this Notice: August 28, 2020

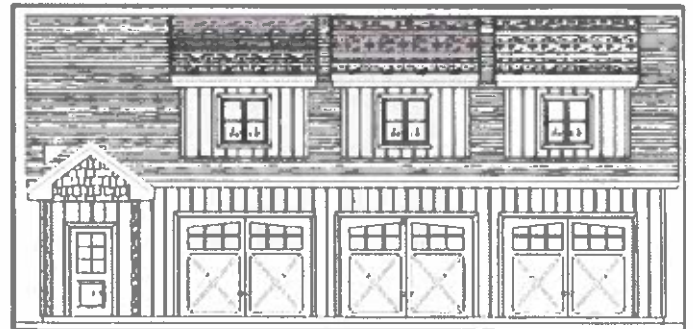
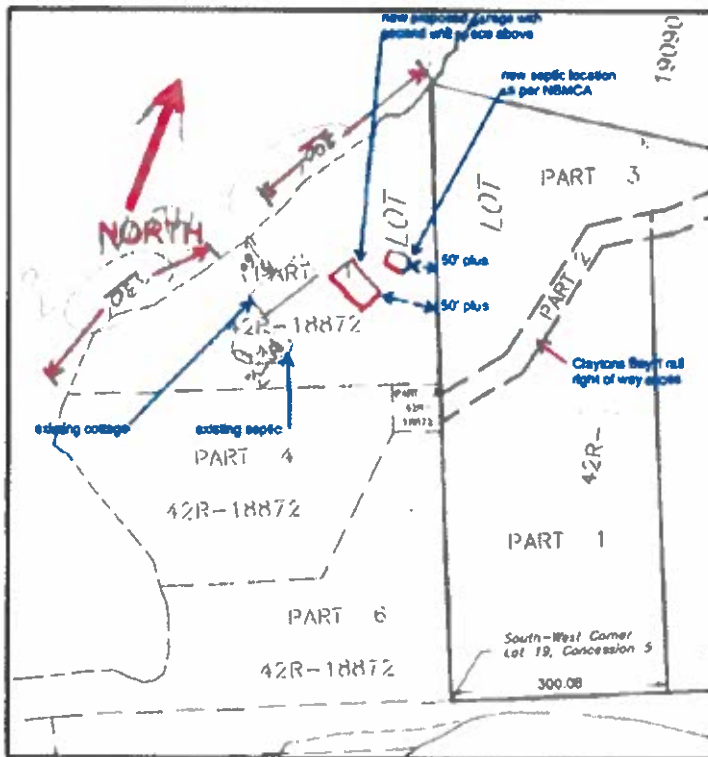


Kerstin Vroom, Clerk
Municipality of Magnetawan
P.O. Box 70
4304 Hwy #520
Magnetawan, Ontario, P0A 1P0

LANDS SUBJECT TO ZONING BY-LAW AMENDMENT APPLICATION



PROPOSED SITE PLAN AND ELEVATION DRAWINGS



THE MUNICIPALITY OF MAGNETAWAN

PLANNING REPORT

TO: Kerstin Vroom, CAO/Clerk,
Municipality of Magnetawan

FROM: Jamie Robinson, BES, MCIP, RPP & Jonathan Pauk HBASc., MSc.
MHBC Planning

DATE: September 23, 2020

SUBJECT: Zoning By-law Amendment Application – Reid
Roll: 4944030005001140000
537 Rocky Reef Road, Magnetawan

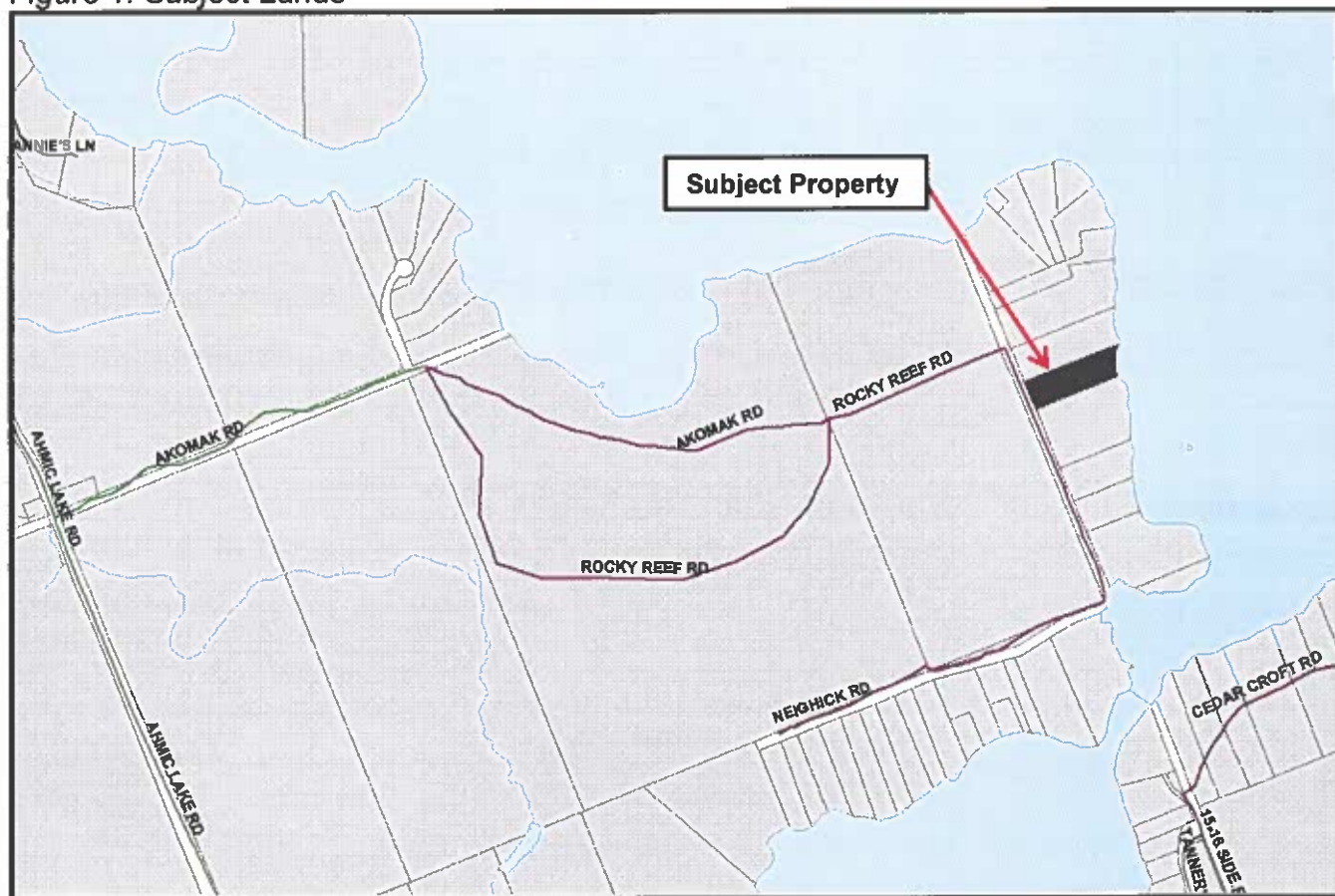
Recommendations

1. That Council receive this Report; and,
2. That Council deny the proposed Zoning By-law Amendment on the basis that the amendment does not conform to the Official Plan.

Proposal / Background

A Zoning By-law Amendment application has been submitted by Denis Lachance on behalf of the property owner, Douglas Reid the subject property legally described as Plan 181 Part Lot 6, Registered Plan 42R14553, Part 3, Together with ROW, former geographic Township of Croft and municipally known as 537 Rocky Reef Road in the Municipality of Magnetawan. The location of the subject property is shown in Figure 1.

Figure 1: Subject Lands



The subject property has a lot area of approximately 1.2 hectares (3 acres) with approximately 72 metres of frontage onto Ahmic Lake. The subject property is designated Shoreline in the Municipality's Official Plan. The subject property is zoned as Shoreline Residential in the Municipality's Zoning By-law.

The application proposes to convert the existing detached garage to a second dwelling unit by increasing the ground floor area and adding a second storey. The addition to the existing garage is to measure 163.5 square metres (1,760 square feet) and in accordance with the application material would contain two bunk rooms, a living area, a kitchenette and a laundry room. The second storey is to measure 83.6 square metres (900 square feet) in area and is to contain two bedrooms, an office and 2 bathrooms. The height of the proposed garage is to be 6.3 metres.

The secondary dwelling unit is proposed to be serviced by a new septic system. An excerpt of the site plan drawing included in the application submission is included as Figure 2. The proposed elevation drawing provided in the application submission is included as Figure 3.

Figure 2: Excerpt of Proposed Site Plan

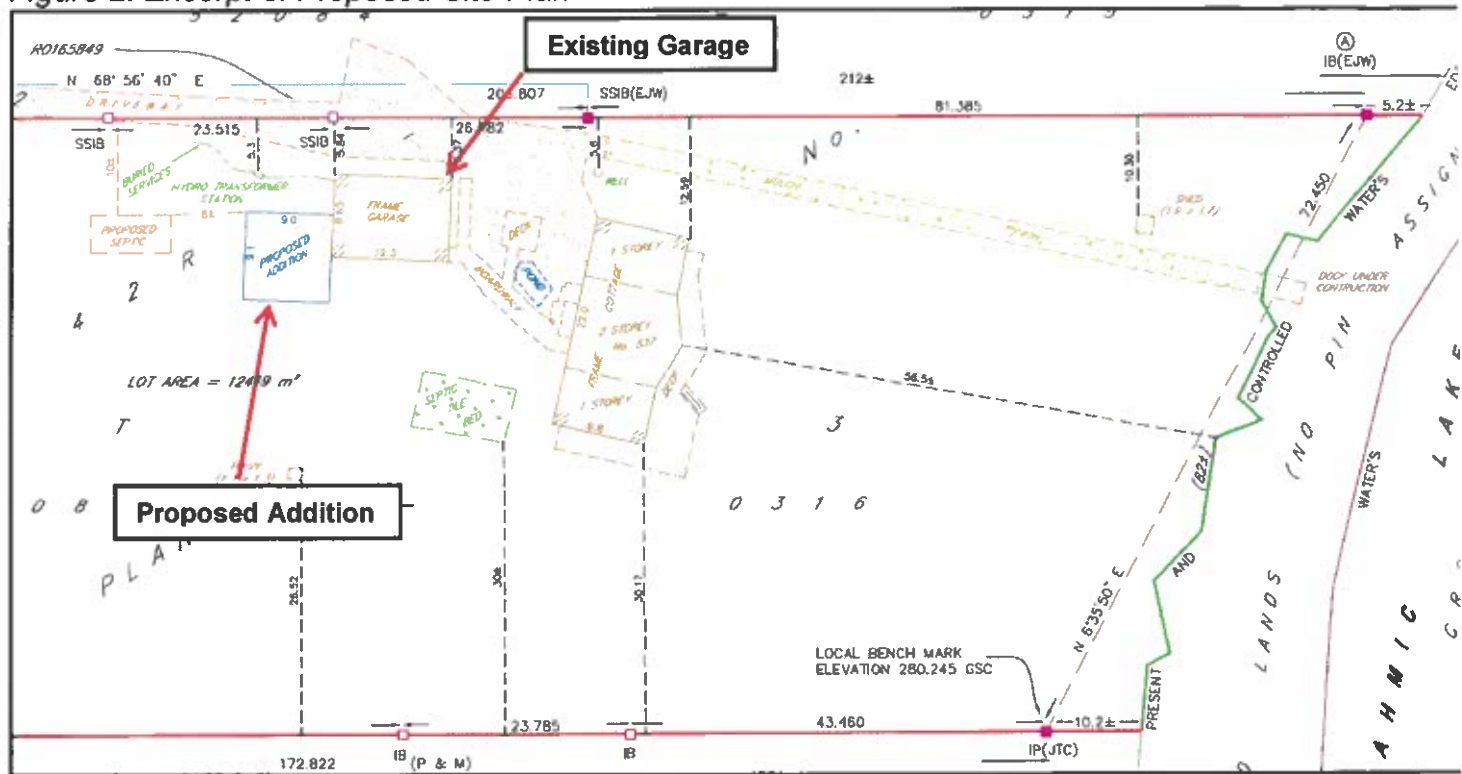
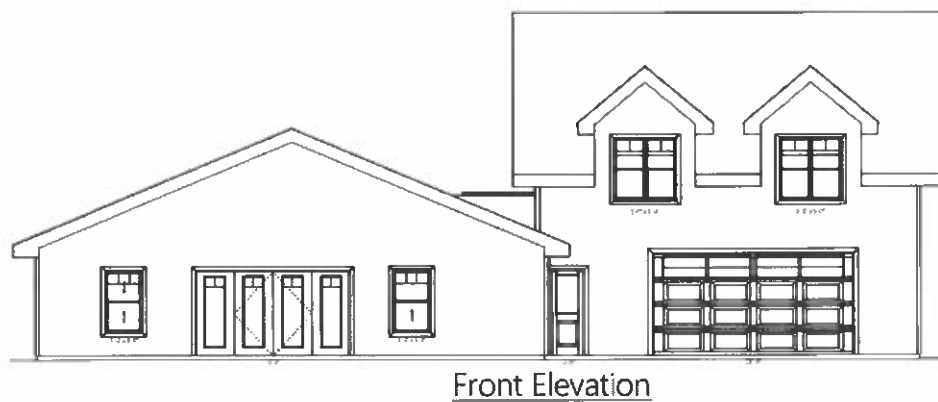


Figure 3: Proposed Elevation Drawing



Area Context

North: Residential dwellings fronting on to Ahmic Lake;
East: Ahmic Lake;
South: Residential dwellings fronting on to Ahmic Lake; and,
West: Rocky Reef Road and large tracts of forested areas.

Policy Analysis

Planning Act

The *Planning Act* is the legislation that forms the foundation of land use planning in the Province. The *Planning Act* and supporting regulation 299/19 require Municipalities to adopt policies in their official plans and enact by-laws to permit second units.

The Planning Act, through the Strong Communities through Affordable Housing Act, 2011 sets out a policy framework for municipalities to establish Official Plan policies and Zoning By-law provisions allowing second units in detached, semi-detached and row houses as well as in ancillary structures.

Bill 108 included amendments to the *Planning Act* and related regulations that came into effect on September 3, 2019. The Amendments permitted additional residential units on properties which contain a detached house, semi-detached house or row houses. Prior to the amendments included in Bill 108, Bill 139 stated that one (1) accessory dwelling was permitted within a single detached dwelling. The recent amendments included in Bill 108 now prescribes two residential units are permitted in a detached house, and permits the use of a residential unit a structure ancillary to a detached house.

The purpose of the recent changes to the *Planning Act* are to implement the affordable housing objectives of the Province.

Provincial Policy Statement

The subject lands are Rural Lands in accordance with the PPS. The PPS, specifically Section 1.1.5.2, recognizes resource-based recreational development, including recreational dwellings, as a permitted use on Rural Lands. The proposed garage is an accessory use to an existing residential use that is considered resource-based recreational development.

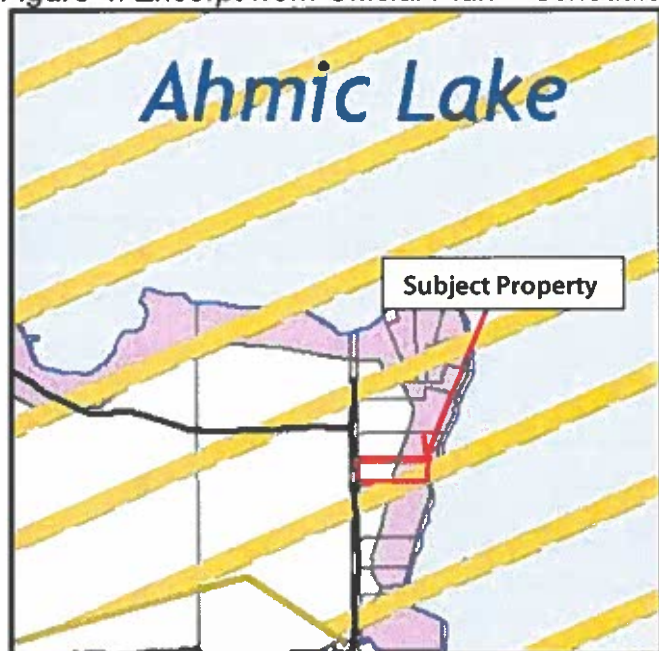
Section 1.6.6.4 provides policies that apply to development on individual well and septic. It states that individual on-site sewage services and individual on-site water services may be used for a new development provided that site conditions are suitable for the long-term provision of such services with no negative impacts. The existing cottage is serviced by individual on-site sewage and water services. The Applicant has confirmed that proposed secondary dwelling unit in the proposed garage is to be serviced by a new septic system and is shown in Figure 2.

Based on our review of the PPS, the proposed accessory dwelling unit on the subject property is consistent with the PPS.

Municipality of Magnetawan Official Plan

Schedule A (Land Use Map) to the Official Plan identifies the subject lands as being designated Shoreline as shown in Figure 4.

Figure 4: Excerpt from Official Plan – Schedule A



Based on Schedule B (Natural Heritage Features) of the Official Plan, the subject property is entirely located within the Deer Wintering area (Stratum 2) overlay.

Section 4.6 of the Official Plan contains policies regarding Deer Habitat and states that these areas are generally described as areas having dense conifer cover and lands having woody deciduous vegetation within 30 metres of dense conifer vegetation. Based on a review of aerial imagery, the subject property appears to be densely vegetated.

Section 5.4.1 establishes permitted uses and detached dwellings are a permitted use in the Shoreline designation. The subject property is currently used for residential purposes and the proposed dwelling unit is to be secondary to the principal residential dwelling.

Section 5.4.2 states,

It is a policy of this Plan to permit one additional cottage and accessory buildings where the parcel may otherwise be eligible for a severance and the additional buildings are located in conformity with the provisions of the Plan as if the lots were separated. Site specific zoning may be used to enable the additional dwelling and prevent the further division of the lands.

The Official Plan, and specifically Section 5.4.2, contemplate the development of second units in the Shoreline designation. However, in order for a secondary unit to be permitted, the lot

must be eligible for a severance. In this instance, the lot does not have sufficient lot area or sufficient lot frontage to be able to accommodate a dwelling in a location that would comply to the Zoning By-law and therefore the subject lot is not permitted a secondary dwelling unit. The conclusion is that the proposed Zoning By-law Amendment does not conform to the Official Plan and an Official Plan Amendment is required to permit the proposed use.

It is noted that Section 4.19 of the Official Plan contains policies that pertain to Garden Suites and Accessory Apartments and states:

Garden suites and accessory apartment shall be permitted in all designations that permit residential uses without amendment to this Plan provided there is adequate sewage disposal and water service capacity available to service the units acceptable to the appropriate approval agency and the roads are of a standard that can accommodate the increased use.

The reference to accessory apartments in Section 4.19 is in regards to accessory apartments contained within a principal dwelling and not an accessory building.

Should the application be approved, it is recommended that the Applicant obtain confirmation from the North Bay Mattawa Conservation Authority (NBMCA) to support the location of the new septic to service the accessory dwelling unit.

Rock Reef Road is identified as being a Private Road in accordance with Schedule C-1 of the Official Plan. Residential development is permitted on a private road.

Section 5.4.8, states that new development in the Shoreline Area designation should be directed to lands that are physically suitable for development in their natural state in an effort to maintain the area's unique character. Based on aerial imagery, the location of the proposed addition to the existing garage on the subject property may require removal of vegetation. The location of the detached garage and development provisions relating to the secondary dwelling unit should be implemented through a Site Plan Control Agreement, should the application be approved.

The existing dwelling has a floor area of 216 square metres (2,320 square feet) and the existing garage and additions to the garage would have ground floor area of 188 square metres. The proposed second unit would result in the over development of the lot.

Section 8.4 of the Official Plan states that the Municipality may utilize Site Plan Control to ensure that development in the Municipality is attractive and compatible with adjacent uses and may be applied where special environmental features are required to mitigate impact of residential developments. It is recommended that Site Plan Control be applied to the proposed Zoning By-law Amendment application, should it be approved.

Based on a review of the Official Plan and the analysis contained in this report, the proposed secondary unit would not conform to the Official Plan. An Official Plan Amendment would be required to facilitate the proposed secondary unit.

Municipality of Magnetawan Zoning By-law

The subject lands are zoned Shoreline Residential (RS) in the Municipality's comprehensive Zoning By-law.

Based on a review of the proposed site plan, the location of the additions to the existing garage appears to comply with the minimum zone regulations for the RS Zone with respect to setbacks, lot coverage, and height.

Section 3.6 of the Zoning By-law contains provisions for the number of dwelling units on a lot and states,

Unless specified elsewhere in this By-law, no more than one dwelling unit shall be permitted on a lot.

For the purposes of determining the number of dwelling units on a lot, the second storey of a habitable boathouse, where equipped with cooking and sanitary facilities shall be considered as a second dwelling unit.

On the lands abutting a navigable waterway, where a lot has at least 180 metres of frontage, a second dwelling unit is permitted provided that there is not more than one sleeping cabin on the lot.

Section 4.2.3 of the Zoning By-law also provides provisions for additional dwelling units and states, *where a lot has at least 180 metres of frontage on Lake Ahmic, Cecebe Lake or the Magnetawan River a second dwelling unit is permitted.* The genesis of additional dwelling unit provisions are to permit second units on large properties that would be eligible for a future severance.

General Planning Comments

The purpose of the changes to the Planning Act to require municipal Official Plans and Zoning By-laws to include policies and regulations to permit secondary units is allow for the increase in the supply of housing, and specifically affordable housing.

The subject lands are a resource based recreational (cottage) lot and based on the recreational nature of the lot, do not contribute to "housing supply." Similarly, the proposed secondary unit would not contribute to housing supply; but rather, would provide for an additional recreational dwelling unit on a shoreline lot.

The Official Plan and Zoning By-law both provide opportunities for the siting of additional dwelling units on large lots in the Shoreline designation, where the second dwelling can be sited in a manner that would enable the future severance of the property, in accordance with the applicable policies and regulations. Based on the lot size and lot frontage, the subject lands would not qualify for a second dwelling unit.

The proposed application represents a significant departure from the dwelling limit provision of the Official Plan and would effectively result in a "doubling" of the density of residential development on the lot.

Similarly, the approval of the proposed application would establish a dangerous precedent of second unit development within the Shoreline designation that if manifested over the designation, would result in a doubling of the intensity of shoreline development and corresponding doubling of the intensity of use the shoreline of lots in the Municipality.

Summary

In summary, the proposed Zoning By-law Amendment to permit a second dwelling unit on the subject property would not conform to the Municipality's Official Plan and is not good land use planning and, should be denied.

Respectively submitted,



Jonathan Pauk HBASc., MSc.
Planning Consultant
MHBC Planning



Jamie Robinson, BES, MCIP, RPP
Planning Consultant
MHBC Planning

Attachment 1: Draft Zoning By-law Amendment

Attachment **1**

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN
BY-LAW NO. [REDACTED]

Being a By-law to amend By-law No. 2001-26, as amended, the Zoning By-law for the Corporation of the Municipality of Magnetawan with respect to lands located on Plan 181 Part Lot 6, Registered Plan 42R14553, Part 3, Together with ROW, former geographic Township of Croft, the Municipality of Magnetawan, municipally known as 537 Rocky Reef Road, Magnetawan (Roll: 4944030005001140000).

WHEREAS the Council of the Corporation of the Municipality of Magnetawan is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the Planning Act, R.S.O. 1990;

AND WHEREAS the owner of the subject lands has filed an application with the Municipality of Magnetawan to amend By-law 2001-26 as amended;

AND WHEREAS the Council of the Corporation of the Municipality of Magnetawan deems it appropriate to amend By-law No. 2001-26 as amended;

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

1. Schedule 'A-1', to Zoning By-law No. 2001-26 as amended, is further amended by zoning lands legally described as Plan 181 Part Lot 6, Registered Plan 42R14553, Part 3, Together with ROW, former geographic Township of Croft and municipally known as 537 Rocky Reef Road from the "Shoreline Residential" (RS) Zone to the "Shoreline Residential Exception Thirty Five" (RS-35) Zone, as shown on Schedule 'A-1' attached forming part of this By-law.
2. Section 4.2 of By-law 2001-26 is hereby amended by adding the following new section after 4.2.1.16

4.2.4.17 Shoreline Residential Exception Thirty Five (RS-35) Zone

Notwithstanding the provisions of this By-law to the contrary, within the Shoreline Residential Exception Thirty Five (RS-35) Zone the following shall apply:

- 1. A secondary dwelling unit measuring 188.2 square metres in area shall be permitted.*
- 2. The secondary dwelling unit shall be subject to the provisions of Section 4.2.2.*
- 3. All development shall be subject to Site Plan Control pursuant to Section 41 of the Planning Act.*

This By-law take effect on the date of its passage, subject to the provisions of Section 34 (30) and (31) of the Planning Act (Ontario).

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto this _____ day of _____ 2020.

Sam Dunnett, Mayor

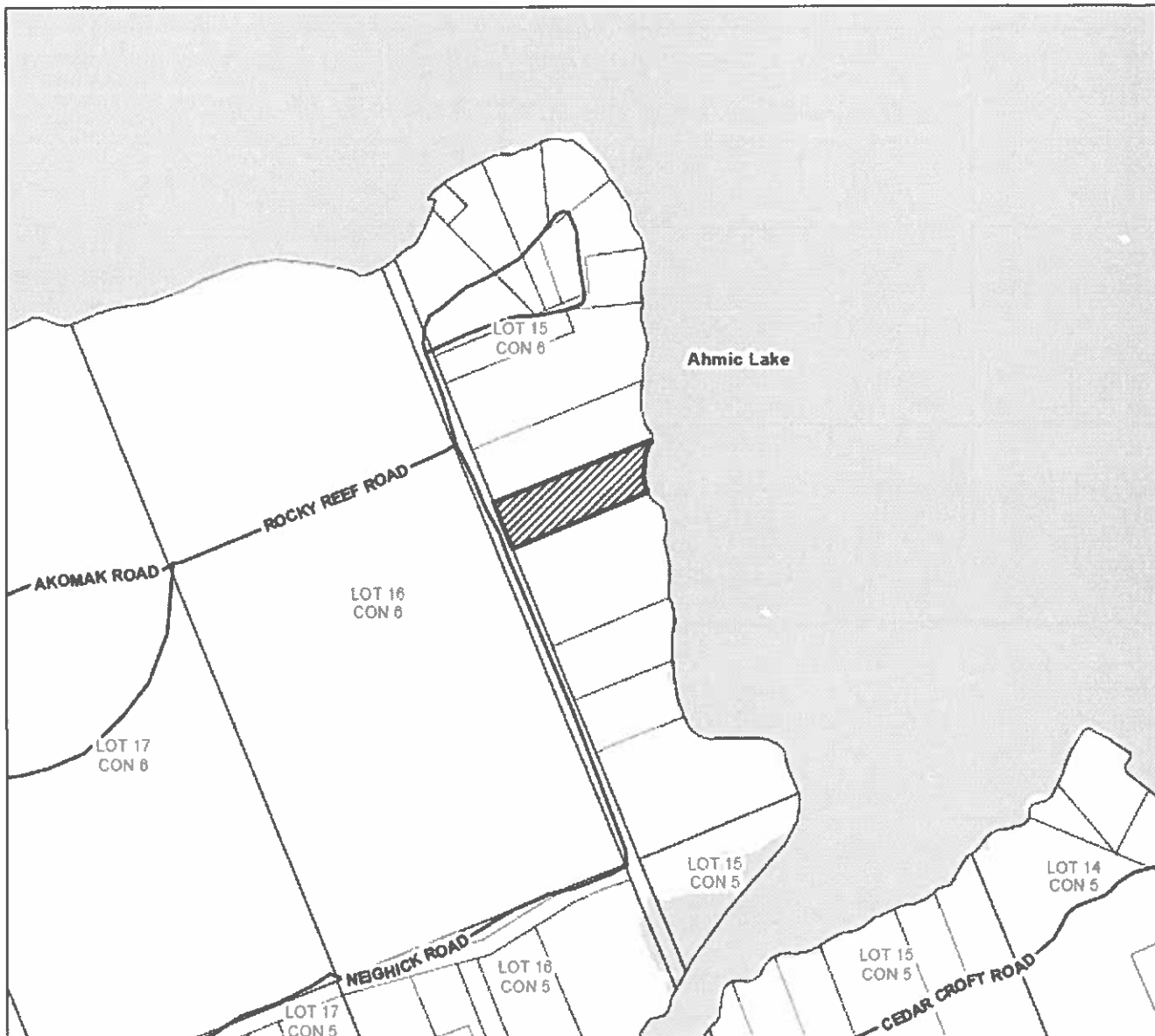
Kerstin Vroom, Clerk

DRAFT



Schedule 'A' to Zoning By-law Amendment _____

537 Rocky Reef Road
Plan 181 Part Lot 6, Registered Plan 42R-14553 Part 3
(Geographic Township of Croft)
Municipality of Magnetawan
District of Parry Sound



Land to be rezoned from Shoreline Residential (RS) Zone to
Shoreline Residential Exception 35 (RS-35) Zone

This is Schedule 'A' to Zoning By-law _____
Passed this ____ day of _____, 2020

Mayor _____

Clerk _____



**The Corporation of the
Municipality of Magnetawan**

Box 70 4304 Hwy 520

Magnetawan ON P0A 1P0

Phone 705 387 3947 Fax 705 387 4875

www.magnetawan.com

APPLICATION FORM

ZONING BY-LAW AMENDMENT

Date Received by Municipality: _____

1) APPLICATION INFORMATION

Name of Applicant: DEAN LALANCE
Mailing Address: Box 312, 40 Paget St., Sundridge, Ont., P0A 1Z1
Telephone Number (Home): _____ Fax Number: _____
Telephone Number (Business): 705 499 7826 Fax Number: _____

2) REGISTERED OWNER

If the Applicant is not the Registered Owner of the subject lands, then authorization from the Owner is required, as well as the following information:

Owners Name: Douglas W. Reid
Mailing Address: 345 Mount Clair #202, Naples, FL 34109
Telephone Number (Home): 239-207-2727 Fax Number: _____

Correspondence to be sent to: ☐ Owner ☐ Agent ☒ Both

*** 3) MORTGAGES, CHARGES OR OTHER ENCUMBRANCES**

Name: _____
Mailing Address: _____
Name: No
Mailing Address: _____

4) SUBJECT LANDS

Geographic Township: Magnetawan Concession: 6 Lot: 6
Reference Plan: No 181, 42R 14553 Part/Block/Lot: Part 3
Street Name and Number: 537 Rocky Reef Road
(If corner lot, please include both Street Names)
Water Access only: No

(Name of Waterbody)

Area of subject lands (ha): 1.24 Frontage (m): 72.45 Depth (m): 185

5) **OFFICIAL PLAN / ZONING STATUS**

What is the current designation of the subject lands in the approved Official Plan?

RS Shoreline Residential

What is the current Zoning?

RS

6) **REASONS FOR REQUEST**

Please describe the reasons for and extent of, the request:

"SECOND units" ABOVE GARAGE

7) **ACCESS**

Are the subject lands accessible by:

- ☐ Provincial Highway
- ☒ Municipal Road (seasonal maintenance)
- ☐ Municipal Road (year round maintenance)
- ☐ Right of Way
- ☐ Unopened Road Allowance
- ☐ Water Access
- ☒ Other (describe) PRIVATE ROAD

8) **BUILDINGS, STRUCTURES AND USES**

What are the existing buildings on the subject land?

COTTAGE

What are they used for?

Cottage.

Please complete the following for each building or structure:

	Building One	Building Two	Building Three
Type of Building	Cottage	Garage	
Setback from Front Lot Line	56.5 m	93 m	
Setback from Rear Lot Line	170 m	148 m	
Setback from Side Lot Line	12.59 m	5.84 m	
Setback from Side Lot Line	30.17 m	188 m	
Height (metres)	7 m	4.26 m	
Dimensions	22m x 9.8m	8.05m x 12.3m	
Floor Area	215.6 m ²	106.4 m ²	
Date of Construction	1998-99	1998-99	

What is the proposed future use of the subject lands: RS

Are any buildings or structures to be build on the subject lands?

☒ yes

☐ no

Proposed

If yes, please complete the following for each building or structure:

	Building One	Building Two	Building Three
Type of Building	<u>garage - second units</u>		
Setback from Front Lot Line	<u>93 M</u>		
Setback from Rear Lot Line	<u>139 M</u>		
Setback from Side Lot Line	<u>9.8 M</u>		
Setback from Side Lot Line	<u>18.4 M</u>		
Height (metres)	<u>± 7.3 m</u>		
Dimensions	<u>9m x 9.1m</u>		
Floor Area	<u>81.90 m</u>		
Date of Construction	<u>2020</u>		

* When were the subject lands acquired by the current owner? 1998

* How long have the "existing uses" continued on the subject lands? SINCE ACQUISITION IN 1998

9) **SERVICING**

	<u>Municipal</u>	<u>Private</u>	<u>Other</u>
Water Supply	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frontage on Road	<u>No</u> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is storm drainage provided by: ☐ Sewer ☒ Ditch ☐ Swale
☐ Other (describe) _____

10) **OTHER APPLICATIONS**

Are the subject lands also the subject of an application under the Planning Act for approval of a Plan of Subdivision or a Consent? ☐ yes ☒ no

If yes, what is the file number? _____

What is the status of the application? _____

Have the subject lands ever been the subject of an application under Section 34 of The Planning Act (rezoning)? ☐ yes ☒ no

If yes, please provide a brief explanation: _____

11) **DRAWINGS**

Please include a sketch showing the following:

- ☐ the boundaries and dimensions of the subject land;
- ☐ the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the building or structures from the front yard lot line, rear yard lot line and side yard lot lines;
- ☐ the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include: buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- ☐ the current uses on land that is adjacent to the subject land;
- ☐ the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way;
- ☐ if access to the subject land is by water only, the location of the parking and docking facilities to be used; and
- ☐ the location and nature of any easement affecting the subject land.

Required Sketch

450 Plan of Survey

Required Sketch should include the following:

- | | |
|---------------------------|----------------------------|
| ✓ Lot dimensions | ✓ Buildings and Structures |
| ✓ Major Physical Features | ✓ Sewage and Water Systems |
| ✓ Surrounding Land Uses | |

12) PERMISSION TO ENTER

I hereby authorize, the Members of Staff and/or Elected Members of the Council of the Municipality of Magnetawan, to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Date

Aug. 10, 2020

Signature of Registered Owner(s) or Agent



13) FREEDOM OF INFORMATION

I hereby provide authority for any information contained in this application, to be released in accordance with the Freedom of Information Act.

Date

Aug. 10, 2020

Signature of Registered Owner(s) or Agent



14) PAYMENT OF FEE AND DEPOSIT

- ☒ Application Fee \$ 700.00
- ☒ Residential Deposit Fee \$ 1,000.00
(By-law 2004-09)
- ☐ Commercial/Industrial Deposit Fee \$ 2,500.00
(By-law 2004-09)

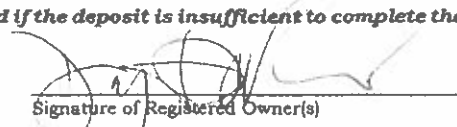
The 'deposit' shall be used for expenses as defined below. As of the date of this application, I further hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape, architectural and/or planning consulting expenses incurred by the Municipality of Magnetawan during the processing of this Application, in addition to the Application Fee set by the Municipality of Magnetawan.

An additional deposit shall be required if the deposit is insufficient to complete the Application.

Date

10 AUG 2020

Signature of Registered Owner(s)



Note: All invoices for payment shall be sent to the person(s) indicated in Section 2) Owner of this application, unless otherwise requested.

If the Applicant/Owner is a Corporation, the Applicant/Owner shall provide certification that he/she has the authority to Bind the Corporation

15) AFFIDAVIT

I, DENIS LACHARTE of the _____ in the _____ solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME at 40 Pape St. in the Village of Sundridge this 10 day of August, 2020

Date

Aug 10 2020

Signature of Registered Owner(s) or Agent





CUSTOM HOME DESIGNS
COMPUTER AIDED DESIGN

- NEW HOMES AND COTTAGE PLANS
- RENOVATIONS AND ADDITION PLANS
- INDUSTRIAL AND COMMERCIAL PLANS



P.O. Box 312, 40 Paget St
Sundridge, Ont.
POA 170

Cell (705) 499-1896
Fax (705) 384-1628

AUTHORIZATION FOR AN APPLICATION FOR A BUILDING
PERMIT BY PERSON OTHER THAN THE LEGAL OWNER

I DOUGLAS W. READ, BEING THE LEGAL OWNER OF PROPERTY DESCRIBED AS
CHART PLAN 1E1 PT LOT 6 RD 42R 14553 PART 3 TOGETHER WITH R-C-W
LOT _____, CONCESSION _____, IN THE
DISTRICT OF PARRY SOUND, MUNICIPALITY MAGNETAWAN,
PLAN # _____, PARCEL # _____, LOCATED AT
CIVIC ADDRESS 537 ROCKY REEF ROAD, AND HAVING A
TAX ASSESSMENT ROLL # 49 44 030 005 00114, 0000.
AUTHORIZE DENIS LACHANCE, TO SUBMIT AN APPLICATION FOR
A BUILDING PERMIT AND/OR AN ON SITE SEWAGE SYSTEM TO THE MUNICIPALITY
AND ALL REQUIRED AUTHORITIES INVOLVED.


Signature of Legal Owner

8 Aug 2020
Date Signed

TEL NO. 239-207-2727

Legal Owner's Address:

2345 MONT CLAIR #202
271 WOODLA

NAPLES, FL 34109
USA

MUNICIPALITY OF
MAGNETAWAN

AUG 10 2020

RECEIVED

NOTICE OF A PUBLIC MEETING AND COMPLETE APPLICATION FOR A ZONING BY-LAW AMENDMENT APPLICATION

TAKE NOTICE that the Municipality of Magnetawan has received a complete Zoning By-law Amendment application. The application affects lands located at 537 Rocky Reef Road, Magnetawan and legally described as Plan 181 Part Lot 6 Registered Plan 42R14553 Part 3 Together with Right of Way in the former geographic Township of Croft, now in the Municipality of Magnetawan (see attached Key Map). The purpose of the application is to permit the establishment of a second dwelling unit above a new detached garage.

AND PURSUANT to Section 34 of the Planning Act, the application file is available for review at the Municipal Office. Please contact the Clerk to arrange to review this file.

PLEASE NOTE: This meeting will take place with the appropriate COVID-19 safety measures in place, including physical distancing and masks being required. In order to confirm a spot at the meeting, please submit a request to Kerstin Vroom at Clerk@magnetawan.com, stating your name and which application you wish to speak to. Drop ins may not be accommodated based on occupancy levels. We encourage only one (1) person per family/party and only those who intend to make oral submission to attend in order to limit the amount of persons present at any time. Written comments are strongly encouraged, which can be sent to the email address noted above

NOTICE OF PUBLIC MEETING WITH COUNCIL

TAKE NOTICE that the Council for The Corporation of the Municipality of Magnetawan will be holding a public meeting under Section 34 of the Planning Act, R.S.O. 1990, Chapter 13 as amended, to inform the public of a proposed Zoning By-law Amendment Application.

DATE AND LOCATION OF PUBLIC MEETING

Date: September 23rd, 2020
Time: 1:00 p.m.
Location: Municipality of Magnetawan Municipal Office (Council Chambers)

DETAILS OF THE ZONING BY-LAW AMENDMENT APPLICATION

The purpose of the application is zone the property from the Shoreline Residential Zone to a site specific Shoreline Residential Zone. The effect of the amendment would facilitate the addition of a second storey measuring 84 square metres (900 square feet) to an existing garage. The Applicant is also proposing an addition to the existing garage which is proposed to be 82 square metres (882 square feet). In addition the proposed Zoning By-law Amendment would permit a height of 8.4 metres in order to facilitate the proposed second storey.

ADDITIONAL INFORMATION AND MAP OF LAND SUBJECT TO THE APPLICATIONS

A key map showing the land to which the proposed amendment applies is provided in this Notice.

The purpose of this meeting is to ensure that sufficient information is made available to enable the public to generally understand the applicant's proposed Zoning By-law Amendment Application. Any person who attends the meeting shall be afforded an opportunity to make representations in

respect of the application. Council will then use the information collected at this meeting to make a decision on the Zoning By-law Amendment Application at a future meeting.

If you wish to be notified of the decision of the Council for the Corporation of the Municipality of Magnetawan in respect to the proposed Zoning By-law Amendment Application, you must submit a written request (with forwarding addresses) to the Clerk of the Municipality of Magnetawan at Box 70, 4304 Highway 520, Magnetawan, Ontario, P0A 1P0. Telephone (705) 387-3947.

If a person or public body does not make oral submissions at a public meeting or make written submissions to Council before the proposed By-law is approved, the person or public body is not entitled to appeal the decision of the Local Planning Appeal Tribunal (LPAT).

If a person or public body does not make oral submissions at a public meeting or make written submissions to Council before the proposed By-law is approved, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal (LPAT) unless, in the opinion of Council, there are reasonable grounds to do so.

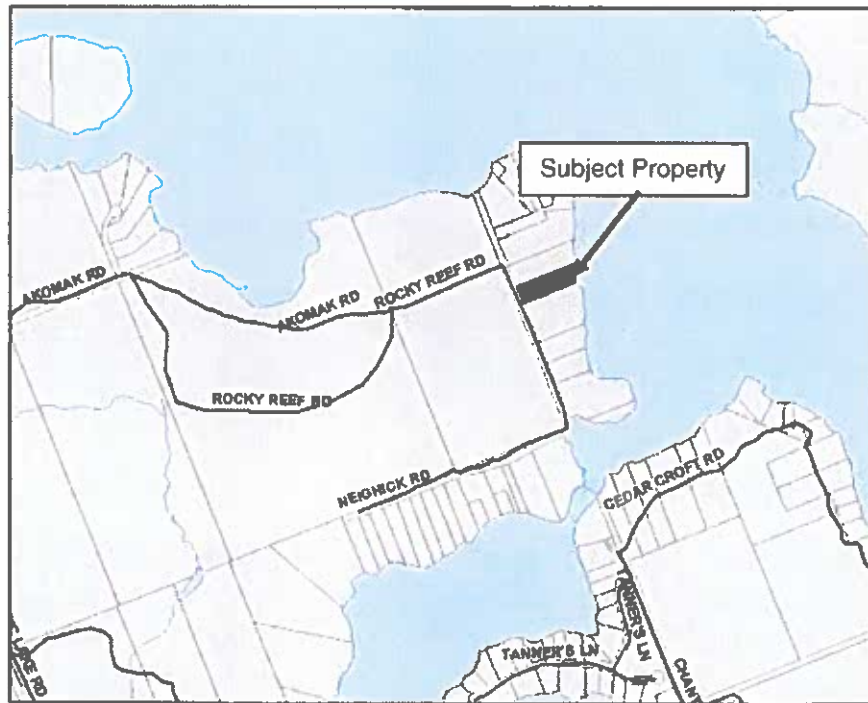
The Zoning By-law Amendment application is available to the public for inspection at the Municipality of Magnetawan Municipal Office on Monday to Friday, between the hours of 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m.

Mailing Date of this Notice: August 28, 2020

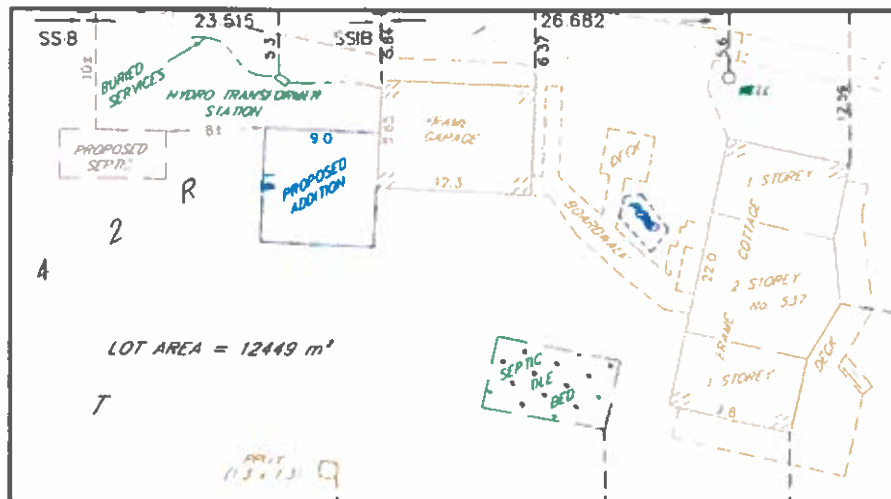
A handwritten signature in blue ink, appearing to read 'Kerstin Vroom', with a stylized flourish at the end.


Kerstin Vroom, Clerk
Municipality of Magnetawan
P.O. Box 70
4304 Hwy #520
Magnetawan, Ontario, P0A 1P0

LANDS SUBJECT TO ZONING BY-LAW AMENDMENT APPLICATION



PROPOSED SITE PLAN AND ELEVATION DRAWINGS



 <p>Municipality of Magnetawan</p>	<p>REPORT TO COUNCIL</p>
To:	Mayor and Council
From:	Kerstin Vroom, CAO/Clerk
Date of Meeting:	September 23, 2020
Report Title:	Safe Restart Funds

Recommendation: THAT Council receives this report as presented and approves the recommendations therein.

Background: At the September 2, 2020 Council meeting, Staff was directed to bring back a report to Council outlining the best use of the funds received from MMAH, COVID-19 Emergency Support Fund in the amount of \$250,100. Staff reviewed invoices paid-to-date related to COVID as well as prepared an estimate of forecasted expenses. The Mayor, Deputy Mayor, Treasurer and CAO/Clerk met to discuss actual costs, forecasted expenses as well as future needs.

Evaluation: Current expenditures to date are \$55,529 and include: Signage, Lost Community Centre Rental Revenue, Technology Fire Department, Fire Air Bottles, Back up Battery, Legal Fees, By-law Enforcement Fees, Fuel Tank Installation, Soap, Cleaners, Vacuums, Disinfectant, Towels, Wipes, Masks, Gloves, Suits, Sanitizer, Front Office Glass Barrier, Wall Hand Sanitizer Dispensers, Cones, and Barricades. It is estimated that approximately \$10,000 will be needed to replenish supplies in 2021. No financial valuation has been given to cover wages and/or benefits for sick time and/or overtime wages for employees due to COVID-19.

It is recommended that funds in the amount of \$6,500 be set aside for the purchase of laptop computers for Staff to be able to work from home if necessary. Also, Staff has just learned that Toshiba has pulled out of Canada and will no longer be providing parts nor service for the present phone system and our service technician has retired.

It is also recommended to use \$5,000 for a new telephone system with the capability to update messages, forward calls to home and/or cell phones and have the ability to retrieve messages from outside of the office. Staff has applied for a grant from CTAF (COVID 19 Technology Adoption Fund) which is expected to offset most of these costs.

After some discussion, it was agreed that the funds would be best utilized to serve our community as a whole and to update the heating systems in our community centres (Friendship

Club and Ahmic Community Centre) which then could be used to set up a testing centre and/or emergency command centres. These buildings could also be used as emergency shelters, warming and/or cooling centres.

It was also decided that we need to ensure that our Frontline Facilities (Fire and Public Works) have automatic generators and heat as needed as well to be able to continue to provide optimal service. It is recommended that \$100,000 be allocated to the Ahmic Harbour Community Centre (kitchen, furnace, generator), Ahmic Harbour Fire Hall (heater), Fire Department (generator), Public Works (generator), Friendship Club (furnace, air conditioning, generator).

It was further agreed that there will be no tax rate increase for the 2021 budget.

Financial Implications:

Total expenditures are estimated to be \$177,029 which would leave \$72,971 in reserves. If the CTAF grant is received this amount will decrease by \$7,500.

It is noted that the Municipality has received a supplemental emergency medical services levy from Parry Sound District EMS in the amount \$22,334.77 and Staff estimates if the trend to download expenses from other provincial agencies continues, the cost could be well over \$137,000.


Recommendations:

1. That Staff be authorized to purchase laptops and a new phone system.
2. That Staff obtain quotations on heating and/or cooling systems/kitchen/generators as outlined above.
3. That Staff prepare the 2021 budget keeping the tax rate the same as for 2020 so there will be no increase in municipal taxes.
4. That the remaining grant money be kept in reserves for future COVID-19 related expenditures.

Respectfully Submitted,



Kerstin Vroom
CAO/Clerk

 <p>Municipality of Magnetawan</p>	<p>REPORT TO COUNCIL</p>
To:	Mayor and Council
From:	Scott Edwards, Public Works Superintendent
Date of Meeting:	September 23, 2020
Report Title:	Broom Attachment Report

Recommendation: THAT Council receives and approves this report as presented.

Background:

This report is to advise Council regarding the need for a Broom Attachment for the Case 590 Backhoe #5. Although the Municipality has a Sweeping contract there is a need for the ability to start ahead of schedule when weather permits as we are a smaller contract hence not at the top of the list. There are also various intersections that could be attended to as well as sections of road that need the shoulders swept off to reverse the “Bathtub Effect”. This is when the sand builds up on the shoulder and holds in the water which is detrimental to the Surface Treatment.

Evaluation: The Public Works Superintendent in previous experience has had this option in the Toolkit, it was beneficial as to the cost savings as well as good customer service. The side benefits would include assisting the Fire Department for road debris, Parks for pre event clean up of parking lots etc.

Financial Implications:

Budgeted for 2020 was \$20,000.00 for a Broom Attachment under Backhoe # 5 – 2014 Case 590, Capital Expenditure. In previous years at much a lower rate being \$14,000.00 the Municipality contracted out the Village, Harbour, 20km of Rural Roads and 20 Intersections to be swept. In 2020 the contract bid was significantly higher at \$40,626.00 in which the decision was made to only sweep the Village and Harbour and then hose down the 20 intersections and leave the 20km rural road for the 2020 season and assess the need to continue this practice. We did receive numerous complaints and given the Pandemic and not all the Cottagers were present this summer, anticipate more for 2021. We also noticed damage to the surface treatment where water has not escaped along the shoulders. If we move forward with the purchase of the Broom Attachment and do these portions inhouse, the unit will practically pay for itself the first year and ensure the safety of the traveling public and great customer service.

Cost comparison:

Contractor (Duncor Enterprises' rates)

-Water Truck and Sweeper \$1,200.00 per km with an estimated 20km of rural road is \$24,000.00

-Sweeping of Intersections \$125.00 per location and at approx. 20 intersections is \$2,500.00

Total estimated cost: \$26,500 by contractor

Inhouse (Roads Department)

-Water Truck and Backhoe \$230.00 per km with an estimated 20km is \$4,600.00

-Backhoe Sweeping \$115.00 an hour approx. 20 intersections at an estimated half an hour each is \$1,150.00

Total estimated cost: \$5,750


Conclusion: That the Public Works Superintendent recommends that it is in the best interest of Municipality and the Residents that we purchase a Broom Attachment for the Case 590 Backhoe # 5 that is plumbed for this unit.

Respectfully Submitted,



Scott Edwards, CRS-S

Public Works Superintendent

 <p>Municipality of Magnetawan</p>	<h2>MEMORANDUM TO COUNCIL</h2>
To:	Mayor and Council
From:	Scott Edwards, Public Works Superintendent
Date of Meeting:	September 23, 2020
Title: Memorandum	Digital Radio Upgrades

Recommendation: THAT Council receives and approves this Memorandum as presented.

Background: Historically, the Analog Radio Operations was upgraded to the Digital Operations System for the Fire Department with the intent of Public Works also being upgraded to communicate with the Fire Department during emergency situations that require assistance. For reasons unknown, Public Works was not upgraded and have remained on Analog and relying on Cellular Networks to communicate via Cell Phones to the Fire Department.

Evaluation: It is in the best interest of the Municipality to upgrade the Public Works and Parks Department to the Digital Operations System so as to have the ability to communicate with the Fire Department during emergency situations such as sanding the roads during a fire , ceasing road projects in advance to allow the Fire Department and any EMS through etc. Parks should be included as to depending on the emergency and availability of vehicles and Staff may be required to respond.

Financial Implications: None –this is included in the 2020 Budget and will be funded through.

Public Works Overhead Digital Radios 1-4-3101-2056 at \$30,000.00.

Parks Overhead Digital Radios 1-4-7205-2056 at \$12,000.00

Combined total of \$42,000.00

Current Provider: Spectrum Group Wireless Solutions

Upgrade Repeater System to Digital Operations \$7,372.00

Re & Re Mobile Radios and Access Base \$23,775.25

Re & Re Mobile Radio & Access Bases for Parks \$7,199.80

Total amount \$38,347.05 before HST

It should be noted that this purchase might qualify as a purchase under the Safe Start Agreement Covid-19 funding.

Conclusion: The Public Works Superintendent recommends the upgrade to Digital Operations to ensure coordination with the Fire Department to better serve the Residents of Magnetawan and the Traveling Public.

Respectfully Submitted,

Scott Edwards
Public Works Superintendent

Quote Prepared For Town of Magnetawan
Scott Edwards
roads@magnetawan.com

Quotation
Quote Date Aug-26-2020
Quote Number 4379
Quotation valid for 30 days

Re & Re Mobile radios & Access Bases For Parks

Qty	Part #	Description	Price	Extended Price
4	101	LABOUR TO INSTALL NEW RADIOS	\$390.00	\$1,560.00
4	55275A	ANT WIDE COIL INTERN SPRNG QWHIP CONE 118-512 NOCBL NOCON	\$65.00	\$260.00
4	0180351A79	ANT MOUNT KIT, w/ CONNECTOR	\$55.00	\$220.00
4	RKN4136	CABLE IGNITION SWITCH	\$48.30	\$193.20
4	AAM28JQN9WA1N	MOBILE XPR5550e VHF DIGITAL 1000F 45W 136-174 BT/WIFI GPS, Expansion card capable	\$1,241.65	\$4,966.60

NOTES:

1) Quote assumes radio swaps only; any necessary repair parts and extra labour for repairs are billed extra.

Total Items **\$7,199.80**
HST @ 13.00% **\$935.97**

Quote Total **\$8,135.77**

FOB Spectrum North Bay branch unless quoted otherwise.

Quote Prepared For Town of Magnetawan
Scott Edwards
roads@magnetawan.com

Quotation
Quote Date Aug-20-2020
Quote Number 4376
Quotation valid for 30 days

Re & Re Mobile radios & Access Bases

Qty	Part #	Description	Price	Extended Price
13	101	LABOUR TO RE&RE OLD RADIOS FOR NEW RADIOS	\$292.50	\$3,802.50
13	MISC	CREDIT ON EXISTING ANALOG MOBILES	(\$150.00)	(\$1,950.00)
2	ICT2401215BC2	POWER SUPPLY BATTERY CHARGER	\$460.05	\$920.10
13	RKN4136	CABLE IGNITION SWITCH	\$48.30	\$627.90
15	AAM28JQN9WA1N	MOBILE XPR5550e VHF DIGITAL 1000F 45W 136-174 BT/WIFI GPS, Expansion card capable	\$1,241.65	\$18,624.75
2	AAH02JDH9VA1N	PORTABLE XPR3500e VHF 128F DISP LKP 136-174 Includes battery, charger, belt clip & antenna.	\$875.00	\$1,750.00

NOTES:

1) Quote assumes radio swaps only; any necessary repair parts and extra labour for repairs are billed extra.

Total Items **\$23,775.25**
HST @ 13.00% **\$3,090.78**

Quote Total **\$26,866.03**

FOB Spectrum North Bay branch unless quoted otherwise.

**Quote
Prepared
For** Town of Magnetawan
Scott Edwards
roads@magnetawan.com

Quotation
Quote Date Aug-20-2020
Quote Number 4375
Quotation valid for 30 days

Upgrade Repeater System to Digital Operations

Qty	Part #	Description	Price	Extended Price
1	AAR10JCGANQ1AN	SLR5700 REPEATER VHF STATION, DIGITAL READY, 136-174MHZ, 50 WATT	\$4,295.00	\$4,295.00
1	101	ON SITE-INSTALLATION	\$780.00	\$780.00
1	100	IN-SHOP PREP, SETUP & COMMISSION	\$370.00	\$370.00
1	12AVR75	BATT 75AH 12V SLA A VALVE REGUL	\$435.00	\$435.00
1	PMLE5031	WALL MOUNT BRACKET	\$312.00	\$312.00
1	MISC	CONSUMABLE ITEM ALLOWANCE	\$150.00	\$150.00
1	101	REPROGRAMMING OF RADIO FLEET (FIRE & WORKS)	\$780.00	\$780.00
1	100	INDUSTRY CANADA LICENSE AMENDMENT FEE	\$250.00	\$250.00
			Total Items	\$7,372.00
			HST @ 13.00%	\$958.36
			Quote Total	\$8,330.36

FOB Spectrum North Bay branch unless quoted otherwise.



REPORT TO COUNCIL

To:	Mayor and Council
From:	Steve Robinson, Parks & Maintenance Manager
Date of Meeting:	September 23, 2020
Title:	Parks John Deere Tractor #1 4110 and John Deere Tractor #2 2720

Recommendation: That Council receives and approves this report as presented for information only.

Background: Council requested a staff report on the Parks Department tractor repairs. Currently the Parks Department has two John Deere Tractors, a 2003 John Deere 4110 and a 2010 John Deere Tractor 2720. The 2003 John Deere 4110 tractor is used for bucket work, cemetery work and can interchange with the snow blowing attachment for sidewalks and parking lots. The 2010 John Deere 2720 tractor is used for sidewalk snow blowing, sweeping and bucket work.

Tractor#1 2003 John Deere 4110

Year	Work Done	Cost of Repairs
2017	Front end work	\$1,491.22
2018	New tires, belt, regular maintenance, and front-end bearing work.	\$1,538.62
2019	Front end work	\$2,854.77
2020	Front end work and regular maintenance.	\$3,564.67*

*John Deere Tractor#1 2020 Budget \$2,500

Tractor#2 2010 John Deere 2720

Year	Work Done	Cost of Repairs
2017	New tires, water pump, regular maintenance	\$1 226.66
2018	Blower bracket and regular maintenance	\$1,582.10
2019	Front end work	\$5,638.98
2020	Front end work, steering arms, regular maintenance, fabrication of new blower bracket	\$4,939.96*

*John Deere Tractor#2 2020 Budget \$5,500

Currently John Deere Tractor#1 4110 is not used as much as the John Deere Tractor #2 2720 These tractor models are more of a hobby tractor and not meant for the current amount of use.

Conclusion: Staff recommends to continue to repair the tractors as needed for the current 2020 year and budget for the purchase of a new tractor in 2021, with the potential of selling one or both of the current tractors to offset the cost of purchase for a new tractor.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Steve Robinson". The signature is fluid and cursive, with a small dot above the "i" in "Robinson".

Steve Robinson
Parks & Maintenance Manager

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2020 –

**BEING A BY-LAW TO ENTER INTO AN AGREEMENT FOR THE
PROVISION OF A REGIONAL FIRE TRAINING PROGRAM**

WHEREAS Section 20 (1) (2) of the Municipal Act 2001 S.O. 2001, Chapter 25, authorizes a municipality to enter into a joint agreement with one or more municipalities;

AND WHEREAS the Municipality of Magnetawan wishes to enter in an Agreement with our neighbouring municipalities to jointly obtain and provide for training to the members of each Fire Department;

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

1. The Mayor and Clerk are hereby authorized to execute the Agreement, substantially in the format attached, hereto as Appendix 'A';
2. By-law number 2017-48 is hereby rescinded upon passage of this by-law.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 23rd day of September, 2020

**THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN**

Mayor

CAO/Clerk

THIS AGREEMENT MADE THIS DAY OF , 2020

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF RYERSON
(hereinafter called "Ryerson")
OF THE FIRST PART

AND

THE CORPORATION OF THE TOWNSHIP OF ARMOUR
(hereinafter called "Armour")
OF THE SECOND PART

AND

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
(hereinafter called "Burk's Falls")
OF THE THIRD PART

AND

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN
(hereinafter called "Magnetawan")
OF THE FOURTH PART

AND

THE CORPORATION OF THE TOWN OF KEARNEY
(hereinafter called "Kearney")
OF THE FIFTH PART

AND

THE CORPORATION OF THE TOWNSHIP OF PERRY
(hereinafter called "Perry")
OF THE SIXTH PART

AND

THE CORPORATION OF THE TOWNSHIP OF McMURRICH/MONTEITH
(hereinafter called "McMurrich/Monteith")
OF THE SEVENTH PART

WHEREAS Section 20(1) of the Municipal Act 2001, S.O. 2001 Chapter 25 authorizes municipalities to enter into agreements to jointly provide for matters that each municipality has the authority to provide;

AND WHEREAS the Parties to this municipal agreement have established Fire Departments individually or in concert with other Parties to this agreement and are individually authorized to provide training therefore;

AND WHEREAS the Parties deem it in the best interests of the public to jointly obtain and provide for training to the members of each Fire Department;

NOW THEREFORE this Agreement witnesseth that the Parties hereto covenant and agree as follows:

1. In this Agreement the following words and phrases have the meaning assigned to them below:

"Cost of Administration" means the actual cost of administering the Fire Training Program and contracting with the Service Provider, up to a maximum of 11.11% of the Cost of Operation.

"Cost of Operation" means the amount that the Administrator is required to pay to the Service Provider(s) or to third parties under a contract to provide the Regional Fire Training Program.

"Cost of the Program" means the aggregate of the Cost of Operation, the Cost of Administration and the Cost of Termination.

"Cost of Termination" means any amount which the Administrator is required to pay on behalf of the Parties hereto flowing directly or indirectly from the termination of a contract with a Service Provider, including, but not limited to severance, damages, and legal costs of the Service Provider or the Administrator.

"Regional Fire Training Program" shall mean the joint Fire Department Training Program undertaken by the Parties.

"Service Provider" means person(s) or corporation(s) contracted by the Administrator to plan and carry out the Regional Fire Training Program. James Gary Courice shall be deemed to have received the approval of the Regional Fire Chief's Committee as a qualified Service Provider with whom the Administrator is authorized to negotiate a contract.

2. The Parties agree to obtain and provide for the joint training of Fire Department staff and agree to share the costs thereof in accordance with Section 9. The Cost of Operation shall not exceed \$95,000.00 per annum unless such amount is increased by the unanimous consent of the Parties. Notwithstanding the foregoing, the Administrator may enter into a contract wherein the Cost of Operation exceeds the foregoing, by an amount no greater than 20%, at the direction of the Regional Fire Training Committee.
3. The Regional Fire Training Program (the "Program") shall be carried out in accordance with National Fire Protection Association (NFPA) standards and the Program Outline set out in Schedule A attached hereto, subject to modifications authorized by the Regional Fire Training Committee and agreed to by the Service Provider.
4. The Corporation of the Township of Ryerson is hereby appointed by the Parties as the Administrator of the said Program. The duties and responsibilities of the Administrator are as follows:
 - (a) To enter into a contract for the provision of the Regional Fire Training Program with one or more Service Providers, which contract shall have a term no longer than the Term of this Agreement. (Such contract to be in the name of the Township of Ryerson);
 - (b) To provide each Party with a draft annual budget for the Regional Training Program for budgeting purposes prior to October 31 and a final budget by February 28 of the subsequent calendar year;
 - (c) To collect from the Parties each Party's share of the Cost of the Program in the proportions specified in Schedule B on a quarterly basis commencing on the first day of the fourth month or part thereof following the Commencement of this agreement, and continuing on the first day of every third month thereafter. The Administrator shall invoice the Parties in advance. Payment shall be made within 30 days after invoice. Past due payments shall be charged interest at a rate of 1.5% per month.
 - (d) To pay the Service Provider(s) or others as required by the terms of any contract referenced in subsection (a) above;
 - (e) To interact with any government agency or other third party concerning this Agreement;

- (f) To maintain records as required by Law and/or as it would maintain for its own operations.
 - (g) To advise the Parties on a timely basis of any issues involving the contract including:
 - Issues affecting the Cost of the Program
 - Any dispute involving the Service Provider
 - Any written recommendation of the Regional Fire Training Committee communicated to the Administrator
 - Any decision by the Administrator to suspend the operation of the program.
5. The Parties hereby establish the "Regional Fire Training Committee", the purpose of which is to:
- (a) authorize increases to the Cost of Operation in accordance with Section 2;
 - (b) work directly with the Service Provider with respect to training, content, scheduling, and other program training matters; and
 - (c) provide specific direction to the Administrator as contemplated in Section 6.
6. The Administrator shall not take any of the following actions without the approval of a majority of the members of the Regional Fire Training Committee expressed in writing and signed by them:
- (a) where the contract with the Service Provider specifies certain times during the term of such contract where the Administrator has the right to continue or end the contract with the Service Provider (such as the end of a probationary period or an annual performance review and the contract is not required to contain such provisions), a decision to continue with the Service Provider's contract.
 - (b) the termination of an existing Service Provider or the engagement of another Service Provider, but the latter does not apply to the decision by an existing Service Provider to incorporate or to the engagement of James Gary Courtice who is deemed to already be approved.
 - (c) a change in the Regional Fire Training Program (such as adding additional training) that causes the Cost of Operation to increase by less than a factor of 20% above the initial cost of operation.
7. Members of the Committee shall be the fire department Chief or Acting Chief (who is identified in the most current appointment by-law pertaining to each Fire Department). Each Party shall have the authority (or in the case of Armour, Ryerson and Burks Falls all three acting in concert) to designate another person by by-law or resolution to be its member of the Committee in place of the Chief or Acting Chief. Each member of the Committee shall have one vote. Each Party hereto shall forthwith notify the Administrator in writing who its representative is and of any change in representation.
8. The Regional Fire Training Committee may establish its own organization as it sees fit and may meet in person or by telephone or other electronic means, or not meet at all, provided that recommendations on the matters set out in Section 6 must be in writing and signed by a majority of

Committee members. Such signed recommendations may be communicated to the Administrator by facsimile or any other electronic means acceptable to the Administrator.

9. The Parties hereto agree that the Cost of the Program shall be shared in the proportions set out in Schedule B subject to the following:

Armour, Burks Falls and Ryerson, who jointly operate one of the fire departments, shall divide the share of Cost of the Program assigned to their joint fire department among themselves in accordance with any separate cost-sharing agreement that applies to sharing such costs among themselves and shall be invoiced separately.

10. The Administrator may in its own absolute discretion suspend the operation of the Regional Training Program at any time when the Administrator believes that the training cannot be adequately delivered by the Service Provider for any reason. During such period of suspension the Administrator shall take reasonable steps to minimize the Cost of the Program insofar as the contract between the Administrator and Service Provider allows; and shall attempt to terminate its contract with the Service Provider (on the recommendation of the Regional Fire Training Committee) and replace the Service Provider if it appears that the program cannot be resumed within a reasonable time. If the Program is not resumed within a period of 120 days, this agreement shall be terminated. In the event of a suspension of the Program, this Agreement shall be extended by the number of days of the period of suspension.

11. Each of the Parties shall provide the Service Provider or its employees with:

(a) any appropriate or required by-law which may be necessary for the Service Provider to carry out its duties and obligations;

(b) the necessary facilities (where held within a municipality which is a Party hereto), equipment and training supplies, including pens, paper, books, and copies of the lesson/safety plans without charge to the Service Provider to carry out training sessions involving members of its own Fire Department. In addition, each party shall make available the officers of its Fire Department (whose members are receiving training) to participate in such training and to assist the Service Provider in delivering such training.

12. Each Party agrees to indemnify the Administrator and all other Parties, their Councils, officers and employees to the extent of that Party's liability to Pay the Cost of the Program, from any and all future costs, claims, damages or liability arising or resulting directly or indirectly from the provision of the Regional Training Program including, but not limited to, the Cost of Termination.

13. This agreement shall come into effect on the 1st day of January 2021 and shall terminate on the 31st day of December 2023.

14. This Agreement may be amended at any time by the mutual consent of all Parties, after the Party desiring the amendment(s) provides the other Parties a minimum of ninety (90) days written notice of the proposed amendment(s).

15. This Agreement replaces any former Agreement, and the former Agreement shall be considered null and void as of the date of passing of this Agreement.

16. This Agreement shall ensure to the benefit of and be binding upon the successors and assigns of the Parties hereto.

IN WITNESS WHEREOF the Parties have hereunto affixed the signatures of their duly authorized officers together with their corporate seals.

By Ryerson on the day of , 2020

THE CORPORATION OF THE
TOWNSHIP OF RYERSON

Per: _____
George Sterling, Mayor

Per: _____
Judy Kosowan, CAO Clerk-Deputy
Treasurer

By Burk's Falls on the day of , 2020.

THE CORPORATION OF THE VILLAGE
OF BURK'S FALLS

Per: _____
Cathy Still, Mayor

Per: _____
Nicky Kunkel, Clerk-Administrator

By Armour on the day of , 2020.

THE CORPORATION OF THE
TOWNSHIP OF ARMOUR

Per: _____
Bob MacPhail, Reeve

Per: _____
John Theriault, Clerk/Treasurer-
Administrator

By Magnetawan on the day of , 2020.

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN

Per: _____
Sam Dunnett, Mayor

Per: _____
Kerstin Vroom, CAO/Clerk

By Kearney on the day of , 2020.

THE CORPORATION OF THE
TOWN OF KEARNEY

Per: _____
Carol Ballantyne, Mayor

Per: _____
Brenda Fraser, Clerk-Administrator

By Perry on the day of , 2020.

THE CORPORATION OF THE
TOWNSHIP OF PERRY

Per: _____
Norm Hofstetter, Mayor

Per: _____
Beth Morton, Clerk-Administrator

By McMurrich/Monteith on the day of , 2020.

THE CORPORATION OF THE
TOWNSHIP OF
MCMURRICH/MONTEITH

Per: _____
Angela Friesen, Reeve

Per: _____
Cheryl Marshall, Clerk-Treasurer

SCHEDULE A

Description of the Regional Fire Training Program

The Service Provider shall deliver a comprehensive Regional Firefighter Training Program that will bring the member fire departments up to the current provincial and federal standards and help to implement best practices in firefighting.

The Service Provider will deal with the Administrator for administrative purposes and will deal directly with the Regional Fire Training Committee or its members for training organization, content scheduling and evaluation. The Service Provider will attend any meetings of the Regional Fire Training Committee and Council meetings of the member municipalities as requested.

For each training session, the Service Provider will provide the host Fire Chief with a master copy of the lesson plan / safety plan. The Fire Chief will provide the necessary facilities, equipment and training supplies, including pens, paper, books and copies of the lesson plan / safety plan for the firefighters in attendance. The host fire department will also be responsible for keeping general order during meetings and for disciplining firefighters if necessary.

General Service Provider Responsibilities

- Develop / provide all lesson and safety plans to current NFPA / MTO standards and to ensure that departments are in compliance with all relevant legislation
- Schedule and coordinate all training sessions with the in-house training officers and Fire Chiefs
- Maintain and keep all records, stored electronically and in hardcopy. Electronic backups of department records will be provided monthly to each fire department, with a full copy of all records provided monthly to the Administrator. Monthly hardcopies of firefighter records will also be provided to the relevant fire department.
- Conduct regular assessments / evaluations for each firefighter and follow up with progress reports to both the individual and the Fire Chief. Organize assessments and provide statistics by individual firefighter, by department and by region.
- Service Provider must, at a minimum, maintain and stay current with its own and any employee's training certifications held at the time of proposal
- All required lesson topics shall be completed within a period of 18 months or as per the new NFPA requirements and begin again to ensure skills remain consistent with NFPA standards and to the needs of the departments and municipalities
- Develop / improve departmental and regional training policies as required and in collaboration with the Regional Fire Training Committee
- Provide its own Personal Protective Equipment (PPE) for each training module
- Protect the health and safety of the Service Provider's workers and the firefighters at all times as per the Occupational Health and Safety Act

Regular Training Meetings

- A minimum of one nightly training session to be held every other week at each of the Burk's Falls, Kearney and Magnetawan fire halls. Perry and McMurrich/Monteith will share training sessions, with the location of the scheduled session to alternate between their fire halls. Each session shall be a minimum two hours or time as required to complete each session
- A firefighter from any department can attend any of the sessions
- Following the specific training plan as laid out, the Service Provider will, at each session, either act as lead instructor or will assist the in-house trainer/facilitator as per the Fire Chief's judgement
- Training sessions should be geared to the season (i.e. portable pump training for grass fires in spring)

Specialty Training Modules

- A minimum of FOUR (4) specialty training modules will be offered per year
- Specialty modules to be delivered on either weeknights or weekends, so long as they do not conflict with regular training nights

- Class size will be maximum of 20 firefighters
- Specialty module topics should include but not be limited to
 - Firefighter Recruitment module in early part of the year (approx. 80-100 hours)
 - Drivers D and Z and evaluations (to MTO standards)
 - Pump Operations
 - Water Ice Rescue
 - Auto Extrication
 - Winter Driving
 - Class A Fire Suppression
 - Company Officer
- Modules offered to be reviewed by the Regional Fire Training Committee after 18 month period

Officer Meetings

- One meeting per month, training the officers in supervisory and leadership skills, location to be decided.

SCHEDULE B
List of Participating Fire Departments

Participating Fire Department	Municipalities Responsible for Paying Its Share of Costs	Percent of Costs to be paid
Burks Falls & District Fire Department	Twp. Of Armour, Twp. of Ryerson & Village of Burks Falls*	20%*
Magnetawan Fire Department	Municipality of Magnetawan	20%
Kearney Fire Department	Town of Kearney	20%
Perry Fire Department	Township of Perry	20%
McMurrich/Monteith Fire Department	Township of McMurrich/ Monteith	20%

*NOTE: Armour, Ryerson & Burks Falls are responsible for paying between them 20% of the Costs of the Program, to be split between themselves in accordance with a separate cost-sharing agreement between them.

THE CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # 41 - 17

**BEING A BY-LAW TO ENTER INTO AN
AGREEMENT FOR THE PROVISION OF A REGIONAL FIRE TRAINING
PROGRAM**

WHEREAS Section 20 (1) (2) of the Municipal Act 2001 S.O. 2001, Chapter 25, authorizes a municipality to enter into a joint agreement with one or more municipalities.

AND WHEREAS Council of the Township of Ryerson wishes to enter into an Agreement with our neighbouring municipalities to jointly obtain and provide for training to the members of each Fire Department.

NOW THEREFORE the Council of the Corporation of the Township of Ryerson enacts as follows:

That we enter into the Agreement attached hereto as Schedule "A".

That the Reeve and Clerk are hereby authorized to execute the documents by signature and seal of the Corporation of the Township of Ryerson.

That by-law Number 44-15 is hereby rescinded upon passage of this by-law.

Read a First, Second and Third time,
Signed and the Seal of the Corporation
affixed thereto and Finally passed in Council
this 19th day of September, 2017.


REEVE


CLERK/DEPUTY CLERK

THIS AGREEMENT MADE THIS DAY OF , 2017

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF RYERSON
(hereinafter called "Ryerson")
OF THE FIRST PART

AND

THE CORPORATION OF THE TOWNSHIP OF ARMOUR
(hereinafter called "Armour")
OF THE SECOND PART

AND

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
(hereinafter called "Burk's Falls")
OF THE THIRD PART

AND

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN
(hereinafter called "Magnetawan")
OF THE FOURTH PART

AND

THE CORPORATION OF THE TOWN OF KEARNEY
(hereinafter called "Kearney")
OF THE FIFTH PART

AND

THE CORPORATION OF THE TOWNSHIP OF PERRY
(hereinafter called "Perry")
OF THE SIXTH PART

AND

THE CORPORATION OF THE TOWNSHIP OF McMURRICH/MONTEITH
(hereinafter called "McMurrich/Monteith")
OF THE SEVENTH PART

WHEREAS Section 20(1) of the Municipal Act 2001, S.O. 2001 Chapter 25 authorizes municipalities to enter into agreements to jointly provide for matters that each municipality has the authority to provide;

AND WHEREAS the Parties to this municipal agreement have established Fire Departments individually or in concert with other Parties to this agreement and are individually authorized to provide training therefore;

AND WHEREAS the Parties deem it in the best interests of the public to jointly obtain and provide for training to the members of each Fire Department;

NOW THEREFORE this Agreement witnesseth that the Parties hereto covenant and agree as follows:

1. In this Agreement the following words and phrases have the meaning assigned to them below:

"Cost of Administration" means the actual cost of administering the Fire Training Program and contracting with the Service Provider up to a maximum of 11.11% of the Cost of Operation.

"Cost of Operation" means the amount that the Administrator is required to pay to the Service Provider(s) or to third parties under a contract to provide the Regional Fire Training Program.

"Cost of the Program" means the aggregate of the Cost of Operation, the Cost of Administration and the Cost of Termination.

"Cost of Termination" means any amount which the Administrator is required to pay on behalf of the Parties hereto flowing directly or indirectly from the termination of a contract with a Service Provider, including, but not limited to severance, damages, and legal costs of the Service Provider or the Administrator.

"Regional Fire Training Program" shall mean the joint Fire Department Training Program undertaken by the Parties.

"Service Provider" means person(s) or corporation(s) contracted by the Administrator to plan and carry out the Regional Fire Training Program. James Gary Courtice shall be deemed to have received the approval of the Regional Fire Chief's Committee as a qualified Service Provider with whom the Administrator is authorized to negotiate a contract.

2. The Parties agree to obtain and provide for the joint training of Fire Department staff and agree to share the costs thereof in accordance with Section 9. The Cost of Operation shall not exceed \$95,000.00 per annum unless such amount is increased by the unanimous consent of the Parties. Notwithstanding the foregoing, the Administrator may enter into a contract wherein the Cost of Operation exceeds the foregoing, by an amount no greater than 20% at the direction of the Regional Fire Training Committee.
3. The Regional Fire Training Program (the "Program") shall be carried out in accordance with National Fire Protection Association (NFPA) standards and the Program Outline set out in Schedule A attached hereto, subject to modifications authorized by the Regional Fire Training Committee and agreed to by the Service Provider.
4. The Corporation of the Township of Ryerson is hereby appointed by the Parties as the Administrator of the said Program. The duties and responsibilities of the Administrator are as follows:
 - (a) To enter into a contract for the provision of the Regional Fire Training Program with one or more Service Providers, which contract shall have a term no longer than the Term of this Agreement. (Such contract to be in the name of the Township of Ryerson);
 - (b) To provide each Party with a draft annual budget for the Regional Training Program for budgeting purposes prior to October 31 and a final budget by February 28 of the subsequent calendar year;
 - (c) To collect from the Parties each Party's share of the Cost of the Program in the proportions specified in Schedule B on a quarterly basis commencing on the first day of the fourth month or part thereof following the Commencement of this agreement, and continuing on the first day of every third month thereafter. The Administrator shall invoice the Parties in advance. Payment shall be made within 30 days after invoice. Past due payments shall be charged interest at a rate of 1.5% per month.
 - (d) To pay the Service Provider(s) or others as required by the terms of any contract referenced in subsection (a) above;

- (e) To interact with any government agency or other third party concerning this Agreement;
- (f) To maintain records as required by Law and/or as it would maintain for its own operations.
- (g) To advise the Parties on a timely basis of any issues involving the contract including:
- Issues affecting the Cost of the Program
 - Any dispute involving the Service Provider
 - Any written recommendation of the Regional Fire Training Committee communicated to the Administrator
 - Any decision by the Administrator to suspend the operation of the program.
5. The Parties hereby establish the "Regional Fire Training Committee" the purpose of which is to:
- (a) authorize increases to the Cost of Operation in accordance with Section 2;
 - (b) work directly with the Service Provider with respect to training, content, scheduling, and other program training matters; and
 - (c) provide specific direction to the Administrator as contemplated in Section 6.
6. The Administrator shall not take any of the following actions without the approval of a majority of the members of the Regional Fire Training Committee expressed in writing and signed by them:
- (a) where the contract with the Service Provider specifies certain times during the term of such contract where the Administrator has the right to continue or end the contract with the Service Provider (such as the end of a probationary period or an annual performance review and the contract is not required to contain such provisions), a decision to continue with the Service Provider's contract.
 - (b) the termination of an existing Service Provider or the engagement of another Service Provider, but the latter does not apply to the decision by an existing Service Provider to incorporate or to the engagement of James Gary Courtice who is deemed to already be approved.
 - (c) a change in the Regional Fire Training Program (such as adding additional training) that causes the Cost of Operation to increase by less than a factor of 20% above the initial cost of operation.
7. Members of the Committee shall be the fire department Chief or Acting Chief (who is identified in the most current appointment by-law pertaining to each Fire Department). Each Party shall have the authority (or in the case of Armour, Ryerson and Burks Falls all three acting in concert) to designate another person by by-law or resolution to be its member of the Committee in place of the Chief or Acting Chief. Each member of the Committee shall have one

vote. Each Party hereto shall forthwith notify the Administrator in writing who its representative is and of any change in representation.

8. The Regional Fire Training Committee may establish its own organization as it sees fit and may meet in person or by telephone or other electronic means, or not meet at all, provided that recommendations on the matters set out in Section 6 must be in writing and signed by a majority of Committee members. Such signed recommendations may be communicated to the Administrator by facsimile or any other electronic means acceptable to the Administrator.

9. The Parties hereto agree that the Cost of the Program shall be shared in the proportions set out in Schedule B subject to the following:

Armour, Burks Falls and Ryerson who jointly operate one of the fire departments shall divide the share of Cost of the Program assigned to their joint fire department among themselves in accordance with any separate cost-sharing agreement that applies to sharing such costs among themselves and shall be invoiced separately.

10. The Administrator may in its own absolute discretion suspend the operation of the Regional Training Program at any time when the Administrator believes that the training cannot be adequately delivered by the Service Provider for any reason. During such period of suspension the Administrator shall take reasonable steps to minimize the Cost of the Program insofar as the contract between the Administrator and Service Provider allows; and shall attempt to terminate its contract with the Service Provider (on the recommendation of the Regional Fire Training Committee) and replace the Service Provider if it appears that the program cannot be resumed within a reasonable time. If the Program is not resumed within a period of 20 days, this agreement shall be terminated. In the event of a suspension of the Program, this Agreement shall be extended by the number of days of the period of suspension.

11. Each of the Parties shall provide the Service Provider or its employees with:

(a) any appropriate or required by-law which may be necessary for the Service Provider to carry out its duties and obligations;

(b) the necessary facilities (where held within a municipality which is a Party hereto), equipment and training supplies, including pens, paper, books, and copies of the lesson/safety plans without charge to the Service Provider to carry out training sessions involving members of its own Fire Department. In addition each party shall make available the officers of its Fire Department (whose members are receiving training) to participate in such training and to assist the Service Provider in delivering such training.

12. Each Party agrees to indemnify the Administrator and all other Parties, their Councils, officers and employees to the extent of that Party's liability to Pay the Cost of the Program, from any and all future costs, claims, damages or liability arising or resulting directly or indirectly from the provision of the Regional Training Program including, but not limited to, the Cost of Termination.

13. This agreement shall come into effect on the 1st day of January 2018 and shall terminate on the 31 day of December 2020

14. This Agreement may be amended at any time by the mutual consent of all Parties, after the Party desiring the amendment(s) provides the other Parties a minimum of ninety (60) days written notice of the proposed amendment(s).

15. This Agreement replaces the former Agreement, dated November 16, 2015 (as extended to December 31, 2017) and the former Agreement shall be considered null and void as of the date of passing of this Agreement.

16. This Agreement shall enure to the benefit of and be binding upon the successors and assigns of the Parties hereto.

IN WITNESS WHEREOF the Parties have hereunto affixed the signatures of their duly authorized officers together with their corporate seals.

By Ryerson on the 19 day of Sept., 2017

THE CORPORATION OF THE
TOWNSHIP OF RYERSON

Per:

Glenn Miller
Glenn Miller, Reeve

Per:

Judy Kosowan
Judy Kosowan, CAO Clerk
Deputy Treasurer

By Burk's Falls on the 26 day of September, 2017.

THE CORPORATION OF THE
VILLAGE OF BURK'S FALLS

Per:

Cathy Still
Cathy Still, Reeve

Per:

Nicky Kunkel
Nicky Kunkel, Clerk

By Armour on the 26 day of SEPTEMBER, 2017.

THE CORPORATION OF THE
TOWNSHIP OF ARMOUR

Per:


Bob MacPhail, Reeve


Per:


Wendy Whitwell, Clerk-
Administrator

By Magnetawan on the day of , 2017.

THE CORPORATION OF THE
MUNICIPALITY OF
MAGNETAWAN

Per:


Sam Dunlop, Reeve

Per:


Andrew Farnsworth, Clerk-
Administrator

By Kearney on the day of , 2017.

THE CORPORATION OF THE
TOWN OF KEARNEY

Per:


Lance Thrale, Mayor

Per:


Brenda Fraser, Clerk-
Administrator

By Perry on the day of , 2017.

THE CORPORATION OF THE
TOWNSHIP OF PERRY

Per:


Norm Hofstetter, Mayor

Per:


Beth Morton, Clerk-
Administrator

By McMurrich/Monteith on the 2 day of October, 2017.

THE CORPORATION OF THE
TOWNSHIP OF
MCMURRICH/MONTEITH

Per: Joanne Griffiths
Joanne Griffiths, Reeve

Per: Cheryl Marshall
Cheryl Marshall, Clerk-
Administrator

PREVIOUS

SCHEDULE A

Description of the Regional Fire Training Program

The Service Provider shall deliver a comprehensive Regional Firefighter Training Program that will bring the member fire departments up to the current provincial and federal standards and help to implement best practices in firefighting.

The Service Provider will deal with the Administrator for administrative purposes and will deal directly with the Regional Fire Training Committee or its members for training organization, content scheduling and evaluation. The Service Provider will attend any meetings of the Regional Fire Training Committee and Council meetings of the member municipalities as requested.

For each training session, the Service Provider will provide the host Fire Chief with a master copy of the lesson plan / safety plan. The Fire Chief will provide the necessary facilities, equipment and training supplies, including pens, paper, books and copies of the lesson plan / safety plan for the firefighters in attendance. The host fire department will also be responsible for keeping general order during meetings and for disciplining firefighters if necessary.

General Service Provider Responsibilities

- Develop / provide all lesson and safety plans to current NFPA / MTO standards and to ensure that departments are in compliance with all relevant legislation
- Schedule and coordinate all training sessions with the in-house training officers and Fire Chiefs
- Maintain and keep all records, stored electronically and in hardcopy. Electronic backups of department records will be provided monthly to each fire department, with a full copy of all records provided monthly to the Administrator. Monthly hardcopies of firefighter records will also be provided to the relevant fire department.
- Conduct regular assessments / evaluations for each firefighter and follow up with progress reports to both the individual and the Fire Chief. Organize assessments and provide statistics by individual firefighter, by department and by region.
- Service Provider must, at a minimum, maintain and stay current with its own and any employee's training certifications held at the time of proposal
- All required lesson topics shall be completed within a period of 18 months or develop the new NFPA requirements and begin again to ensure skills remain consistent with NFPA standards and to the needs of the departments and municipalities
- Develop / improve departmental and regional training policies as required and in collaboration with the Regional Fire Training Committee
- Provide its own Personal Protective Equipment (PPE) for each training module
- Protect the health and safety of the Service Provider's workers and the firefighters at all times as per the Occupational Health and Safety Act

Regular Training Meetings

- A minimum of one nightly training session to be held every other week at each of the Burk's Falls, Kearney and Magnetawan fire halls. Perry and McMurrich/Monteith will share training sessions, with the location of the scheduled session to alternate between their fire halls. Each session shall be a minimum two hours or time as required to complete each session
- A firefighter from any department can attend any of the sessions
- Following the specific training plan as laid out, the Service Provider will, at each session, either act as lead instructor or will assist the in-house trainer/facilitator as per the Fire Chief's judgement
- Training sessions should be geared to the season (i.e. portable pump training for grass fires in spring)

Specialty Training Modules

- A minimum of FOUR (4) specialty training modules will be offered per year
- Specialty modules to be delivered on either weeknights or weekends, so long as they do not conflict with regular training nights
- Class size will be maximum of 20 firefighters
- Specialty module topics should include but not be limited to
 - Firefighter Recruitment module in early part of the year (approx 80-100 hrs)
 - Drivers D and Z and evaluations (to MTO standards)
 - Pump Operations
 - Water Ice Rescue
 - Auto Extrication
 - Winter Driving
 - Class A Fire Suppression
 - Company Officer
- Modules offered to be reviewed by the Regional Fire Training Committee after 18 month period

Officer Meetings

- One meeting per month, training the officers in supervisory and leadership skills, location to be decided.

PREVIOUS

SCHEDULE B
List of Participating Fire Departments

Participating Fire Department	Municipality(ies) Responsible for Paying Its Share of Costs	Per Cent of Costs to be paid
Burks Falls & District Fire Department	Twp. Of Armour, Twp. of Ryerson & Village of Burks Falls*	20%*
Magnetawan Fire Department	Municipality of Magnetawan	20%
Kearney Fire Department	Town of Kearney	20%
Perry Fire Department	Township of Perry	20%
McMurrich/Monteith Fire Department	Township of McMurrich/ Monteith	20%

*NOTE: Armour, Ryerson & Burks Falls are responsible for paying between them 20% of the Costs of the Program, to be split between themselves in accordance with a separate cost-sharing agreement between them.

Kerstin Vroom

From: John Theriault (Treasurer) <treasurer@armourtownship.ca>
Sent: September 17, 2020 11:03 AM
To: Beth Morton (beth.morton@townshipofperry.ca); Brenda Fraser; Cheryl Marshall; Councillor Jerry Brandt; Judy Kosowan (clerk@ryerson township.ca); Kerstin Vroom; Nicky Kunkel; Councillor Rod Blakelock; Rod ward; Wendy Whitwell
Cc: Bob MacPhail
Subject: Regional Fire Department
Attachments: Regional Fire Department.docx

Good morning everyone,
See below the email from Bob MacPhail for the next step in the Regional Fire Department discussions.
If anyone has any question or requires more information, please contact me or Bob.
Regards,

John Theriault, AMCT
Clerk-Treasurer/Administrator
Township of Armour
56 Ontario Street, Box 533
Burk's Falls, Ontario P0A 1C0
Email: clerk@armourtownship.ca
Tel: 705-382-3332 ext. 22
Fax: 705-382-2068

From: Bob MacPhail <aberdeen@vianet.ca>
Sent: September 17, 2020
Subject: Regional Fire Department

Good morning everyone,

I think it is time to meet again and try to move forward with a Regional Fire Department. To make the most of the meeting, I feel it necessary that we meet in person. Burks Falls , Ryerson amd Armour are having a Tri-Council meeting at the end of October at the Arena. I want to see how this meeting goes and learn from it. I hope to have our meeting in the second half of November. Armour will host it and make it a Covid-19 compliant meeting.

Find attached the letter which was sent out last winter. I have changed it slightly to hopefully make it even easier to understand. Please refer to this one and not the earlier version.

I ask all Councils to email Armour and let us know if you still want to participate. Could you also let us know how many people might be attending this meeting. This includes members of Council, Staff and Fire Chiefs.

Feel free to call me at 705-636-7678 if you have questions.

Bob MacPhail

Regional Fire Department

Limited Finance Option

This is a Regional Fire Department (RFD) model that tries to eliminate as much of the finances as possible. This proposed model is a starting point and an overview. It can be added to and fine tuned if it is chosen as the accepted way to move forward.

HISTORY Around five years ago we went through a serious attempt to form a RFD. There were numerous meetings, many with the Ontario Fire Marshall Office. We made great progress, but unfortunately, we left the money issues to the end. It took only two meetings for the entire process to fall apart. It was decided that we walk away from the full implementation of a RFD and let future Councils take up the cause if desired. We are now at the point of giving it one more try. This time though, we have to sort out the money issues first.

At our first meeting held on the 16th of January, it was quite obvious to me that money was still going to be an issue and likely be the deal-breaker as before. I saw four items related to money that were problematic. They were: a regional funding model, Municipal asset contributions to the RFD, a funding formula for a proposed consultant's report, and whether the funding formula model recommended by the Consultant be binding to everyone. I see no way forward in resolving these four issues among seven Councils. I am therefore proposing something quite different and possibly doable.

NEW MODEL I will now present my ideas. Again, this is just a starting point and it will likely be modified if we choose to go this route.

Administration The administration is rather simple. We hire a Regional Fire Department Administrator (RFDA) to operate the RFD. All the current Fire Chiefs would report to, and work with the RFDA on all operational matters. The Fire Chiefs would still report to, and be accountable to their respective Councils on all matters related to the management and funding of the Municipal Fire Hall.

To save money at the start, we could use current employees that are already being funded by us. We would temporarily appoint a current employee to the RFDA position. This could be for a two-year term. After two years, we would go through a formal hiring process and make the RFDA a permanent position.

To oversee the operation of the RFD, a Regional Fire Department Board (RFD Board) would be established. The initial Board could be simple and inexpensive, and grow into something larger if needed. It could be made up of the RFDA and one member of each Council. One Municipality would volunteer to be the lead Municipality. This would require that they provide a Secretary for the meetings. They might also be required to submit documents to the

Federal and Provincial governments as required from time to time. Since all salaries are already accounted for, little additional accounting is necessary.

Structure We would rely heavily on the RFDA and the five Fire Chiefs to perform this task. These six people could form a Structure Working Group (SWG). The SWG would use the existing five municipal Fire Halls and convert them into regional Fire Halls. The entire region would be covered by these five Fire Halls. What goes into each of these Regional Fire Halls is the question.

The SWG would design and equip each Hall. This would include every item. It would start with fire trucks and end with ladders and rope. Each Fire Hall will be different. As a Region, we do not need a snowmobile, boat, jaws of life, or ATV in each Hall. In some parts of our region, we need large fire trucks, and smaller trucks might be better in other locations.

We also must decide what firefighter protective gear is required in each hall for each Firefighter. I am assuming we would strive to eventually have all gear be the same design/model across the region. Standardization is essential for many reasons.

Another task for the SWG would be to establish expiry dates for all equipment. How old can a fire truck be before needing replacement? What about ladders, hoses and rope? This info is very important in order to keep each Hall up to date and functional.

Fire Fighters Firefighter (FF) issues should be dealt with as a separate item. We first have to establish the minimum and maximum level of FFs in each regional Fire Hall. The minimum level represents the least number of FFs required to meet operational needs. The maximum level is the level at which no more FFs need to be recruited. The SWG could set the min/max levels. These might be different between Halls. These numbers are important and will be discussed later.

The RFD Board would also set standards for pay and benefits. We could pay FFs \$20 per hour per call, and \$15 per hour when training. Benefits might cover medical, dental and eye glasses up to \$500 per year. The Board could establish a regional recruitment strategy. Another item would be a FF retention strategy which would include items other than pay and benefits.

Fire Prevention This is a little more complicated. Each Municipality is mandated by the Province to provide fire prevention. It is up to each Council to decide what level of service is required. Therefore, as a starting point, I suggest that we leave this out of the RFD model. Councils can increase or decrease their fire prevention services without needing to go through the RFD. Having a Regional Fire Prevention Office could be the second stage of the Regional model.

I do see the possibility that there be a "dotted line" in the org chart connecting all the Fire Prevention Officers to the RFDA. I am sure there will be circumstances where working

together at the regional level will be beneficial to all. Councils could opt out of the “dotted line” if they wish to without penalty.

Putting it all together Now comes the money part. How do we put this all together without funding formulas and asset transfers?

I am proposing that nothing really changes. Each Council would continue to fund and operate their current fire departments. Their current fire department would be converted to, and equipped as a regional fire hall. Townships would still have a Fire Chief who is accountable to Council, but operationally report to, and work with the RFDA.

To be part of the RFD and participate in the automatic aid arrangement, each Council would be asked to pass a by-law and agree to certain conditions and commitments. Some examples of these commitments are:

1. Maintaining an operational fire hall.
2. Provide and maintain all equipment required for your Regional Fire Hall as determined by the SWG.
3. Agree to pay and equip FFs up to the max level set by the SWG.
4. Replace equipment when it reaches the expiry date.
5. Agree to a regional pay, benefits and retention plan for all your FFs.
6. and many more to be determined.

Summary In reality, you will still be doing what you are now doing. The biggest difference is that your municipal fire department will be operating and equipped under a regional model, not a municipal model. Your fire fighting assets might look slightly different as one of five Regional Fire Halls, but your costs will be roughly the same.

The biggest incentive to be part of the RFD is the automatic aid provision. If you choose to leave, your costs would likely not decrease, and may increase. Leaving, or not joining, will not save you money. But it will decrease the level of fire protection in your municipality.



52 Seguin Street, Parry Sound, Ontario P2A 1B4
Tel: (705) 746-2101 • Fax: (705) 746-7461 • www.townofparrysound.com

September 9, 2020

ATTENTION: Parry Sound District Municipalities

Re: Supplemental Emergency Medical Services Levy

We have all been presented with unprecedented challenges throughout 2020. Parry Sound District Emergency Medical Services in no different. Cost overruns have occurred due to significant increases in needed Personal Protective Equipment (including higher than usual costs for the PPE), COVID related sick time and overtime costs associated with sick time.

To meet financial requirements in 2020 without significant decreases to EMS staffing, the EMS Advisory Committee has recommended to the Town of Parry Sound that a one-time supplemental levy be issued to the District Municipalities. Recognizing that unbudgeted provincial transfers are available to deal with financial challenges caused by COVID-19 the Town of Parry Sound concurs with the recommendation of the EMS Advisory Committee and passed resolution 2020-089;

"Recognizing that municipalities can utilize COVID-19 related funding from the Province at their discretion. Now, therefore upon the recommendation of the EMS Advisory Committee, a supplementary levy of \$450,000.00 be applied in 2020 to municipalities in the Parry Sound District using the traditional funding formula; and further that the summer upstaff shift operate until October 13th, 2020."

Enclosed is an invoice for your municipality as well as a breakdown of the entire levy by municipality based upon weighted assessments.

Thank you

Town of Parry Sound

Dave Thompson

Dave Thompson, Director of Emergency and Protective Services

**2020 EMS Cost Distribution (Supplementary COVID costs)
(based on 2020 weighted assessment)**

2020 EMS budget: \$ 450,000.00

Municipality	2020 Weighed Assessment (\$)	% of Distribution	2020 Levy (\$)
Archipelago Twsp	2,132,732,152	15.1%	67,911.36
Armour	374,297,443	2.6%	11,918.54
Burks Falls	84,531,878	0.6%	2,691.70
Callander	558,818,700	4.0%	17,794.14
Carling	1,044,226,319	7.4%	33,250.70
Joly	58,307,271	0.4%	1,856.64
Kearney	373,682,744	2.6%	11,898.96
Machar	257,783,485	1.8%	8,208.45
Magnetawan	701,415,532	5.0%	22,334.77
McDougall	769,609,563	5.4%	24,506.23
McKellar	670,350,763	4.7%	21,345.59
McMurrich/Monteith	227,433,452	1.6%	7,242.03
Nippissing Twsp	384,405,517	2.7%	12,240.40
Parry Sound	857,885,962	6.1%	27,317.17
Perry	472,012,316	3.3%	15,030.02
Powassan	338,801,125	2.4%	10,788.25
Ryerson	190,280,300	1.3%	6,058.99
Seguin	3,546,407,686	25.1%	112,926.21
South River	71,389,375	0.5%	2,273.21
Strong	296,446,839	2.1%	9,439.59
Sundridge	107,537,318	0.8%	3,424.25
Whitestone	613,735,010	4.3%	19,542.81
Total	14,132,090,750	100.0%	450,000.00

ALMAGUIN COMMUNITY ECONOMIC DEVELOPMENT (ACED)

MINUTES August 17, 2020

A virtual meeting based at the Armour Municipal Office was held on August 17, 2020 at 6:00 pm.

- Present:** Tim Bryson, Township of Joly
Wendy Whitwell, Township of Armour
Kelly Elik, Township of Strong
Jennifer Farquhar, AHCC Representative
Barb Belrose, Village of Sundridge
Joe Lumley, Township of Perry
Tim Brunton, Municipality of Magnetawan
Melanie Atkins, MENDM
Delynne Patterson, Township of Ryerson
- Regrets:** Peter McIsaac, Municipality of Powassan
Brenda Scott, Village of South River
Lewis Hodgson, Village of Burk's Falls
Ron Begin, FedNor
Margaret Ann MacPhail, Township of Perry
- Staff:** Dave Gray, Director of Economic Development
Courtney Metcalfe, Economic Development Officer
John Theriault, Township of Armour
Erin Murphy, Municipality of Magnetawan
Judy Kosowan, Township of Ryerson

Call to Order

The meeting was called to order at 6:00 pm.

Minutes

That the minutes of Monday July 20, 2020 meeting were adopted, as amended.

Introductions

Delynne Patterson, Councillor for the Township of Ryerson was introduced to the Board as the new representative of the Township of Ryerson. Barbara Marlow, Councillor for the Township of Ryerson, will be the alternate.

Director of Economic Development (DED) Report

The ACED Board reviewed the August report from the Director of Economic Development, which includes updates on core tracking activities, the work the Communication and Marketing Officer is doing, current files and projects and new business and development.

The Board discussed the report from the review sub-committee for the Almaguin Highlands Brand Strategy RFP. The sub-committee is recommending that the Board send the proposal from Karen Jones Consulting to the Township of Armour for approval. The Board passed a resolution supporting the recommendation of the sub-committee.

The Board discussed the Almaguin Harvest Spin Event. It has been determined that hosting a quality and safe event will not be feasible in 2020. Therefore, the Director of Economic Development is recommending building capacity for 2021 through photography, regional cycling product awareness and contact building and is requesting the Board approve a \$2,500 budget for accomplish this. The Board passed a resolution supporting the Director's recommendation.

The micro grant programs, funded by a grant from NECO, have gone very well and the funds are being approved to be paid. We may have a deficit of \$450 when the program is completed.

The Board discussed a report prepared by the Culinary Tourism Alliance concerning the Culinary Tourism COVID-19 Recovery Program, which includes "The Great Taste of Ontario Road Trip" which will contribute to the well-being and economic recovery of Ontario. The Board agreed that this was a worthwhile project and passed a resolution to partner with the Culinary Tourism Alliance and other stakeholders and contribute to this project.

Updates

NOHFC

Still working from home and not allowed to travel. New applications will be accepted over the next few months. Province is helping sport organizations reopen safely. Funding is being offered to help deal with COVID-19.

Other Business

Muskoka - Parry Sound Riding Cooperative Broadband Initiative

The Board discussed the staff report from the Director of Economic Development on the possibility of creating a steering committee to develop a Regional Broadband Strategy for our area. This is another way of helping our area secure good broadband services. The Board passed a resolution supporting, in principle, this initiative.

Resolutions

1. 2020-025 – Moved by Tim Brunton; Seconded by Wendy Whitwell;
Be it resolved that the Almaguin Community Economic Development Board approve the minutes of July 20th, 2020, as circulated. Carried
2. 2020-026 – Moved by Kelly Elik; Seconded by Barbara Belrose;
WHEREAS the Almaguin Brand Strategy Proposal Review Sub Committee have reviewed all incoming proposals for the Almaguin Brand Strategy Project and provided a summary report of their considerations;
NOW THEREFORE be it resolved that the Almaguin Community Economic Development Board accept the sub-committee's recommendation to award the project to Karen Jones Consulting for the proposed amount of \$33,900. The ACED Board recommend that the Armour Township Council proceed with hiring Karan Jones Consulting for the project. Carried
3. 2020-027 – Moved by Joe Lumley; Seconded by Jennifer Farquhar;
WHEREAS the Almaguin Harvest Spin Event Team has determined that hosting a quality and safe Almaguin Harvest Spin Event on September 26th, will not be feasible;
AND WHEREAS the Event Team has considered the Fall 2020 season as an opportunity to build capacity for a 2021 event through photography, regional cycling product awareness and contact building;
NOW THEREFORE be it resolved that the Almaguin Community Economic Development Board approve of ACED Staff developing and promoting the Almaguin Harvest Spin Event Series. The Board further approve the draft budget of up to \$2,500 to be used towards marketing and rider engagement activities. Carried
4. 2020-028 – Moved by Wendy Whitwell; Seconded by Joe Lumley;
Be it resolved that the Almaguin Community Economic Development Board agree to partner with the Culinary Tourism Alliance and other provincial stakeholders to promote agricultural, culinary and tourism product in the Almaguin Region. The ACED Board agrees to contribute \$2,000 + HST and staff time, as required, to support the program. Carried
5. 2020-030 – Moved by Jennifer Farquhar; Seconded by Tim Brunton;
WHEREAS the Almaguin Community Economic Development Board (ACED) understands the Federal priority of ensuring broadband access to 95% of all homes by 2026 & 100% of homes in 2030 and the Province of Ontario's priority of supporting infrastructure development projects through the recently announced Improving Connectivity in Ontario Program;
AND WHEREAS ACED recognizes that there are homes and/or businesses in the municipality that do not have access to affordable, reliable and adequate broadband internet that meets national standard of at least 50mbps download and 10mbps upload;

AND WHEREAS ACED acknowledges the availability of reliable broadband internet services to all residents and businesses throughout the municipality as critical to economic growth, social prosperity and community well-being;

AND WHEREAS ACED acknowledges recent pressures imposed by the COVID-19 pandemic on local governments to advocate for improved broadband service availability and improvement to support functions such as: working from home, e-learning from home, remote and virtual health care service delivery and increased demand for in-home entertainment;

AND WHEREAS ACED is aware of the development of a Muskoka - Parry Sound Riding Cooperative Broadband Initiative focused on developing a model for a collective, multi-regional strategy for creating and deploying broadband to all residents throughout both districts;

AND WHEREAS ACED recognizes that this initiative relies on the partnership efforts of all affected municipalities, the West Parry Sound SMART Community Network, Blue Sky Net, health agencies, education boards, DSSABs, economic development organizations and other supportive partners and/or agencies;

NOW THEREFORE be it resolved that the ACED hereby declares their support, in principle, for the Muskoka - Parry Sound Riding Cooperative Broadband Initiative to develop and implement a riding wide strategy to ensure the availability of reliable broadband services to all residents within Muskoka and Parry Sound Districts. Further, ACED hereby appoints Dave Gray, Director of Economic Development as the ACED representative to participate in monthly update meetings. Carried

Adjournment

6. 2020-029 – Moved by Barbara Belrose;

Be it resolved that the Almaguin Community Economic Development Board adjourn the August 17th, 2020 ACED meeting at 6:41 p.m. Carried

The next meeting will be September 21st, 2020 at 6:00 p.m. If this changes, members will be advised.



705-382-2900
www.almaguin-health.org

Minutes: September 11th, 2020 AHHC Boardroom

Present: Brad Kneller, Marianne Stickland, Dennis Banka, Rod Ward, Tom Bryson, Cathy Still, Carol Ballantyne, Bruce Campbell, Barbara Marlow

Regrets: Lyle Hall, Norm Hofstetter

Guests: Kevin MacLeod (Executive Director BFFHT)

Call to order at 10:00am by Chair Bruce Campbell.

1. 2020-017 Moved by Barbara Marlow and Seconded Brad Kneller
THEREFORE BE IT RESOLVED THAT The Almaguin Highlands Health Centre Committee adopt the minutes from June 8th, 2020 as circulated. Carried.
2. Delegation: None at this time.
3. Resolutions to be passed:
2020-18 Moved by Barbara Marlow and Seconded by Tom Bryson
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Centre Committee regretfully accepts the resignation with thanks of Chairman Campbell and hereby appoints Rod Ward as Chair of the Almaguin Highlands Health Centre effective immediately.
4. **Items for Discussion**
 - a) Resolution 2020-151 from the Municipality of Magnetawan was received and discussed. The Secretary was instructed to request a delegation for the next regular meeting of Council for Magnetawan.
 - b) Kevin MacLeod provided the Committee with an update regarding Ontario Telemedicine. Kevin thanked the Committee for their support while trying to recruit for a new Coordinator for the Burk's Falls location. As of September 22, the position will be filled, and the service will be open once training has been completed.
 - c) Kevin informed the Committee that the BFFHT would like a representative from the Committee to attend the next Board meeting once a date has been set.
 - d) Kevin also updated the Committee regarding the BFFHT and their services through COVID-19. The clinic is seeing approximately 25-28 in clinic visits which is about a ¼ of the visits seen pre-COVID. Physicians are primarily doing virtual consultations, however

there are significant challenges with connectivity. This will again become a challenge should the Province enter a second "wave" of COVID-19, where there will be additional at home usage of internet, slowing down the connection.

- e) Discussion with respect to the increase in the housing market has had any impact on the BFFHT. Kevin was not able to directly comment, although he noted that those new to the area may be keeping their family physician from their previous community, which will delay the influx in the area's waitlists. The BFFHT continues their recruitment efforts, seeking to fill the fifth funded physician position. Kevin encourages the Committee to continue efforts to recruit for vacancies. Physicians "shop" several areas and securing a physician is a lengthy process, often a 18months – 2-years.
- f) Member Stickland informed the Committee the Sundridge Medical Center Committee continues to work on recruitment. M. Stickland informed the Committee the leads provided from the Northern Ontario School of Medicine Recruitment Fair has proven to be positive and thanked the Committee.
- g) Member Stickland provided the Committee with an update of the Ontario Health Team application for Almaguin. Timelines have not changed due to COVID-19 and the application continues. The Committee will need to gather additional supporting documentation for the application.
 - Compile a complete list of community agencies,
 - Virtual care component requires better connectivity,
 - Terms of Reference for the Committee – governing structure,
 - Identify gaps as seen by area physicians,
 - Virtual care is a component for an OHT – advocate for more hours,

Resolution: 2020-19 Moved by Brad Kneller and Seconded by Barbara Marlow

THEREFORE BE IT RESOLVED THAT The Almaguin Highlands Health Centre adjourn at 10:57am to meet again on October 2, 2020. Carried.

Municipality of Tweed Council Meeting



Resolution No.

343

Title:

County of Hastings and County of Lennox & Addington

Date:

Tuesday, August 25, 2020

Moved by

J. Flieler

Seconded by

J. Palmateer

WHEREAS the Government of Canada passed the *Cannabis Act S.C. 2018, c. 16* legislation legalizing properties to grow a maximum of 4 plants without a licence; and

WHEREAS Health Canada issues licences for medicinal cannabis production that are specific to set properties without municipal consultation and regardless of land use zoning by-laws; and

WHEREAS pharmaceutical companies and industries are required to follow strict regulations and governing legislation to produce medicinal products including *Narcotic Control Regulations C.R.C., c 1041* and *Controlled Drugs and Substances Act (Police Enforcement) Regulations SOR/9-234*; and

WHEREAS Municipalities are authorized under the *Planning Act, R.S.O. 1990, C. P 13* to pass a comprehensive zoning by-law that is in compliance with the appropriate County Official Plan which must be in compliance with the Provincial Policy Statement, Under *The Planning Act, 2020*; and

WHEREAS the Provincial Policy Statement, Official Plan and Zoning By-Law in effect for each area is designed to secure the long-term safety and best use of the land, water and other natural resources found in that area's natural landscape; and

WHEREAS the Municipality of Tweed has passed *Comprehensive Zoning By-Law 2012-30* and further amended it by the *Cannabis Production By-Law 2018-42*, limiting cannabis production facilities to rural industrial zoned lands with required setbacks from residential zoned properties; and

WHEREAS the Municipality of Tweed has not been consulted by Health Canada prior to the issuance of licences for properties not in compliance with the Municipal zoning by-laws for a cannabis production facility; and

WHEREAS the Province needs to amend legislation to establish a new Provincial Offence Act fine regime that creates an offence(s) when unlicensed cannabis operations break planning and environmental regulations, ignore Building Code requirements and build without a permit at a fine of at least \$100,000 per offence;

NOW THEREFORE BE IT RESOLVED THAT the Municipality of Tweed requests that immediate action be taken by all levels of government for medical cannabis licencing to follow similar regulations and guidelines as all other pharmaceutical industries;

AND FURTHER, that the Association of Municipalities of Ontario advocate with the Federation of Canadian Municipalities for advocacy to the Government of Canada for similar regulations and guidelines for medical cannabis licencing in alignment with other pharmaceutical industries;

AND FURTHER, that the distribution of medical cannabis be controlled through pharmacies in consistency of all other medications;

AND FURTHER, that Health Canada withhold licencing until the potential licence holder can provide evidence of acceptable zoning of the intended property in question;

AND FURTHER, that licenced locations be disclosed in advance to the municipalities hosting the licenced locations; and

AND FURTHER, that this resolution be circulated to the Prime Minister of Canada, Health Canada, the Premier of the Province of Ontario, the Minister of Municipal Affairs and Housing, the Ontario Provincial Police, the Association of Municipalities of Ontario, and all upper, lower and single tier municipalities within the Province of Ontario.

Carried

Defeated by a Tie

Defeated

Mayor

Jo Anne Albert

June 10th, 2020

**MEMBERS OF COUNCIL OF THE CORPORATION
OF THE MUNICIPALITY OF MAGNETAWAN
4304 HIGHWAY 520
MAGNETAWAN ON P0A 1P0**

Dear Members of Council:

We have recently completed the audit of the consolidated financial statements of the Corporation of the Municipality of Magnetawan for the year ended December 31, 2019. The objective of our audit was to obtain reasonable assurance that the financial statements were free of material misstatements; our audit was not designed for the purpose of identifying fraud and other matters. Accordingly, our audit would not usually identify all such matters that may be of interest to you and it is inappropriate to conclude that no such matters exist.

During the course of our audit we have identified some weaknesses in your system of internal controls which are further explained in the attached appendix. However, we did not identify any of the following matters: misstatements, other than trivial errors; fraud; misstatements that may cause future financial statements to be materially misstated; illegal or possibly illegal acts.

This communication is prepared solely for your information and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

We wish to express our appreciation to Mrs. Linda Saunders and to the members of their personnel for the cooperation and assistance accorded to us during our audit. It is a pleasure for us to be of service and look forward to many more years of association with you.

Please contact us if you have any questions or comments on the items discussed in this letter or any other matter.

Yours truly,

Baker Tilly SNT LLP

**Chartered Professional Accountants, Licensed Public Accountants
/al**

per: Daniel Longlade, FCPA, FCA

cc: Mrs. Kerstin Vroom, CAO
ACCOUNTING • TAX • ADVISORY

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CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

Appendix

Control points identified during our December 31, 2019 audit:

Segregation of Duties

Proper segregation of duties is a key concept of internal controls which has as its primary objective the prevention of fraud and errors. This is achieved by spreading the tasks and associated privileges for a specific business process among multiple users. Business critical duties can be categorized into four types of functions: authorization, custody, record keeping, and reconciliation. In a perfect system, no one person should handle more than one type of function. It is also important to remember that increased protection from fraud and errors must be balanced with the increased cost/effort required.

During the course of our audit, we noted that the Treasurer is responsible for performing a number of incompatible functions. We recommend that the administrative duties be reviewed to ensure incompatible functions are properly segregated.

The following is a specific example noted during our audit:

Bank Reconciliations

During the course of our audit we noted that the Treasurer receives the bank statements, posts transactions and prepares the bank reconciliation. This allows the opportunity to correct potential misappropriation without detection.

We recommend that a second person receives and reviews the bank statements and cancelled cheques prior to the preparation of the bank reconciliations by the Treasurer. A second person should also review the bank reconciliations, once complete, sign and date as evidence of review. Ideally the administrative functions would be performed by an assistant and the reviewing functions would be performed by the Treasurer.

Online Banking Access

During the course of our audit we noted that the Treasurer has complete online access to the Municipality's online banking accounts, effectively leaving the Municipality vulnerable to misappropriation.

We recommend that at least one other individual should have access to the online banking in the absence of the Treasurer. Furthermore, access privileges should be reviewed and appropriate levels given to each individual (i.e. read only, ability to initiate payments, ability to approve payments).

CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

Appendix

Control points identified during our December 31, 2019 audit:

Online Payments

During the course of our audit we noted that payroll and other submissions are made through electronic fund transfers (EFTs) and are not following the same approval process as those disbursements processed via cheque. There are two signing authorities required for all disbursements made via cheque whereas EFTs only require one signing authority. Without the requirement for dual signing authorities on online transactions (EFTs), there is a risk that a payment could be incorrectly uploaded to the bank.

We recommend that the EFTs and online payments be subject to the same requirement as disbursements processed via cheque. This process allows for one signing authority to initiate the EFT or online payment and a second signing authority to approve and release the payment. The signing authorities should remain the same for online payments as for cheque payments.

September 8, 2020

Important Information for Partners & Leaders

In the Simcoe Muskoka region as of Friday, September 4, the Health Unit reported 718 confirmed COVID-19 cases in Simcoe Muskoka, of which 38 are reported in Muskoka with 33 recovered and one deceased. (Gravenhurst 8; Huntsville 11; Muskoka Lakes 6; Lake of Bays 2; Bracebridge 5; Georgian Bay 6). The four new cases reported in Bracebridge are attributable to an institutional outbreak (2 cases at The Pines Long-Term Care Home) while the other two cases are under investigation. The two cases under investigation are in the 18-34 years of age group (1 male, 1 female).

There are currently no positive cases at either of MAHC's sites. COVID investigation continues to regularly impact patient flow and occupancy due to the isolation requirements from screening, which has continued to place an isolation load on staff. We continue to screen everyone at the entrances, in addition to pre-screening many outpatients by phone ahead of their appointments. Everyone entering the hospitals must wear a hospital-issued mask for the entirety of their visit.

To date, MAHC has spent \$2.76 million on COVID-related expenditures. \$737,000 was spent in the 2019-20 fiscal year, and \$2,030,000 has been spent in 2020-21 as of July 31st. Of the \$2 million spent this fiscal year, 94% is operating costs and the remaining is capital costs. We have deployed a significant increase in staff in several areas, including Nursing, Environment Services, Security, Entrance Monitors to provide acute care services.

Business Continuity

Nearly all services have returned to hospital operations. Outpatient Clinical Nutrition in-person appointments with the Dietitian will be phased in this month with virtual and phone appointment options continuing to be available. MAHC continues to work through facility challenges of our fixed and already space-constrained and aging infrastructure at each site to ensure we can continue to effectively support outpatient programs in our new normal from a traffic volume and patient flow perspective. On the inpatient side, internal retrofit work continues to ensure we can meet inpatient isolation needs through more private rooms that also position MAHC to respond to COVID surges that may occur this fall and winter.

Patient Care & Surge Capacity Planning

Both sites continue to experience high, over-census occupancy and across both sites averaged 115% in August, up 11 percentage points over July. In August, we reached a high of 123% at the Huntsville site and 137% at the South Muskoka site. Alternate Level of Care (ALC) rates also continue to be steady with

many ALC patients awaiting placement in long-term care, retirement homes, Complex Continuing Care and/or rehab.

Traffic in the Emergency Departments continued to see a daily average of 70 visits at each site. For the month of August, we saw a total of more than 2,100 visits at each site.

MAHC COVID-19 testing is nearing 2,300 swabs since the start of the pandemic.

Personal Protective Equipment (PPE)

MAHC continues to closely monitor and react to a provincially-challenged supply chain, and currently maintains a stable position.

Assessment Centre

MAHC's Bracebridge Assessment Centre has been up and running and for one week. Up to September 3, the centre saw just shy of 200 individuals. Testing is by appointment only from 9 a.m. to 5 p.m. Monday to Friday. Appointments can be made by calling. 1-888-383-7009. More information is available at www.mahc.ca/COVID-19Testing or via this month's [CEO Blog](#).

MAHC has been advised health care providers are making plans to provide testing in Huntsville and we look forward to their announcement.

Communication

This COVID-19 newsletter sent to Muskoka and area political leaders and health care partners will be sent on a monthly go-forward basis. The next MAHC update will be sent in October. For up-to-date COVID-19 information from MAHC, please visit www.mahc.ca/COVID-19/.

*Working together to provide outstanding integrated health care to our communities,
delivering best patient outcomes with exemplary standards and compassion*

Huntsville District Memorial Hospital
100 Frank Miller Drive,
Huntsville, Ontario P1H 1H7
Tel: 705-789-2311 Fax: 705-789-0557

South Muskoka Memorial Hospital
75 Ann Street,
Bracebridge, Ontario P1L 2E4
Tel: 705-645-4404 Fax: 705-645-4594

www.mahc.ca



MUSKOKA ALGONQUIN
HEALTHCARE

Kerstin Vroom

From: André Couture <acouture@townofparrysound.com>
Sent: August 26, 2020 11:10 AM
To: MikeonMcKellarCouncil@outlook.com; pennybrandt18@gmail.com; jbaillie@strongtownship.com; Township of Machar; Bonnie Keith; afriesen@mcmurrichmonteith.com; morrison.lisa@sympatico.ca; treasurer@burksfalls.ca; buddbrown@townshipofjoly.com; clerk.administrator@townshipofjoly.com; erobinson@mcdougall.ca; margaretann.macphail@townshipofperry.ca; Kerstin Vroom; whawes@thearchipelago.on.ca; jedwards@sundridge.ca; Keven.Beaucage@townofkearney.ca; shawthorne@southriverontario.com; treasurer@carling.ca; info@seguin.ca; michelle.hendry@whitestone.ca; rmacphail@armourtownship.ca; beth.morton@townshipofperry.ca; patricia.allen@whitestone.ca; mayor.comrie@whitestone.ca
Subject: POA Q2 Update
Attachments: 2020 POA General Ledger for Partner Distribution.pdf; 2020 Municipal Partners Distribution Worksheet.pdf

Good morning,

I hope everyone is well and staying safe.

Parry Sound POA has received the majority of its Q2 payments from other municipalities, so I have completed Q2.

Notes:

- Ticket issuance for Q2 2020 saw a decrease of 57% over Q2 2019.
- Revenues for the same time period decreased by 28%.
- Some expenses have increased due to the nature of ticketing. Ex: our fines owing to the province has almost reached 100% of what was budgeted for. This is due to a substantial increase in outdoor activities related tickets where most of the monies collected are paid back, provincially or federally.
- In order to minimize losses, expenses were reduced as much as possible. Office materials were seldom ordered, no new forms, ticket books or summons were ordered etc.
- July saw a ticket issuance decrease of 25% and August is trending toward a 20% decrease, currently sitting at 22%.
- As a result of revenues decreasing more than expenses, there is no distribution for Q2.

Attached:

- Q2 General Ledger (Summary of Operations)
- Partner Distribution Worksheet

If you have any questions, please contact me.

Regards,

André Couture
Manager of POA Court Services
acouture@townofparrysound.com
T. (705) 746-2101 x212

2020 POA Summary of Operations

	2020 Budget	Q1 Gen Ledger	Q1 Adjusted	Q2 Gen Ledger	Q2 Adjusted
Revenues					
Provincial Offences Revenues	\$ 1,019,500.00	\$ 150,268.36	\$ 181,225.25	\$ 305,158.51	\$ 315,983.91
Bank Interest on POA Operations	\$ -	\$ -	\$ -	\$ -	\$ -
Transcripts	\$ -	\$ 85.70	\$ 85.70	\$ 85.70	\$ 85.70
TOTAL	\$ 1,019,500.00	\$ 150,354.06	\$ 181,310.95	\$ 305,244.21	\$ 316,069.61
Expenditures					
Salaries, Benefits & Contracted Services	\$ 246,961.00	\$ 51,238.22	\$ 51,238.22	\$ 110,319.12	\$ 110,319.12
Office Administration & Facilities	\$ 100,973.00	\$ 3,426.56	\$ 3,426.56	\$ 16,706.27	\$ 16,706.27
Partner's Administration Charge	\$ 50,000.00	\$ 50,000.00	\$ 23,957.49	\$ 50,000.00	\$ 40,029.00
Prosecution & Justice of Peace	\$ 150,000.00	\$ 23,938.15	\$ 31,659.25	\$ 34,627.41	\$ 34,627.41
Interpreter Costs	\$ 16,000.00	\$ 2,499.77	\$ 2,499.77	\$ 2,499.77	\$ 2,499.77
Court related travel & witness fees	\$ 1,800.00	\$ 1,041.00	\$ 1,041.00	\$ 1,041.00	\$ 1,041.00
NCO & A1 Collection Costs	\$ 20,000.00	\$ 1,178.79	\$ 1,178.79	\$ 2,027.10	\$ 2,027.10
Amortization of Capital Assets	\$ 1,082.00		\$ -		\$ -
Audit Costs	\$ 2,700.00	\$ 1,682.70	\$ 1,682.70	\$ 1,682.70	\$ 1,682.70
Fines & By-Laws to Municipalities	\$ 10,200.00	\$ 1,515.00	\$ 1,515.00	\$ 4,087.00	\$ 4,507.00
Fines paid to other POA Offices	\$ 40,500.00	\$ (416.50)	\$ 9,210.13	\$ 9,434.18	\$ 12,611.93
Transfer to Municipal Partners	\$ 205,284.00		\$ -	\$ 36,146.36	\$ 36,146.36
Certificate of Offence charges	\$ 5,000.00	\$ -	\$ -		\$ -
ICON Usage, Relizon & Forms	\$ 16,000.00	\$ 752.18	\$ 1,855.88	\$ 2,004.03	\$ 3,267.63
Provincial Monitoring/Enforcement	\$ 5,700.00	\$ 469.00	\$ 1,407.00	\$ 1,876.00	\$ 2,814.00
VFS paid to Province	\$ 111,800.00	\$ 7,462.74	\$ 22,121.99	\$ 26,570.99	\$ 38,549.99
Fines paid to Province	\$ 35,500.00	\$ 2,615.00	\$ 16,140.00	\$ 23,515.00	\$ 30,280.00
TOTAL EXPENDITURES	\$ 1,019,500.00	\$ 147,402.61	\$ 168,933.78	\$ 322,536.93	\$ 337,109.28
Distribution to Partners			\$ 12,377.17		\$ (21,039.67)

2020 POA Municipal Partners Distribution

	Population	% of Population	Households	% of Households	Distribution	Q1 Distribution	Q2 Distribution	Q3 Distribution	Q4 Distribution	YTD
Armour	1,414	4.65%	1,080	3.89%	4.27%	\$528.96	\$0.00			\$528.96
Seguin	4,304	14.16%	4,744	17.11%	15.63%	\$1,935.16	\$0.00			\$1,935.16
Carling	1,125	3.70%	2,283	8.23%	5.97%	\$738.58	\$0.00			\$738.58
Perry	2,454	8.08%	1,676	6.04%	7.06%	\$873.75	\$0.00			\$873.75
Kearney	882	2.90%	1,155	4.17%	3.53%	\$437.36	\$0.00			\$437.36
Burk's Falls	981	3.23%	510	1.84%	2.53%	\$313.58	\$0.00			\$313.58
South River	1,114	3.67%	528	1.90%	2.78%	\$344.68	\$0.00			\$344.68
Sundridge	961	3.16%	497	1.79%	2.48%	\$306.61	\$0.00			\$306.61
Whitestone	916	3.01%	1,410	5.08%	4.05%	\$501.20	\$0.00			\$501.20
Joly	304	1.00%	164	0.59%	0.80%	\$98.51	\$0.00			\$98.51
Machar	882	2.90%	848	3.06%	2.98%	\$368.85	\$0.00			\$368.85
McDougall	2,702	8.89%	1,521	5.48%	7.19%	\$889.67	\$0.00			\$889.67
McKellar	1,111	3.66%	1,520	5.48%	4.57%	\$565.45	\$0.00			\$565.45
McMurrich/Monteith	824	2.71%	752	2.71%	2.71%	\$335.62	\$0.00			\$335.62
Magnetawan	1,390	4.57%	1,698	6.12%	5.35%	\$661.99	\$0.00			\$661.99
Ryerson	648	2.13%	580	2.09%	2.11%	\$261.39	\$0.00			\$261.39
Strong	1,439	4.74%	922	3.32%	4.03%	\$498.79	\$0.00			\$498.79
The Archipelago	531	1.75%	2,693	9.71%	5.73%	\$709.12	\$0.00			\$709.12
Parry Sound	6,408	21.09%	3,150	11.36%	16.22%	\$2,007.89	\$0.00			\$2,007.89
Totals	30,390	100%	27,731	100%	100%	\$12,377.17	\$0.00	\$0.00	\$0.00	\$12,377.17

Population & Households Count sourced from 2016 Statistics Canada Records

SUBMISSION LIST

Title, No.

Search

SubNo.	Title	Date	Status	Amount
ONP-18053	HAZMAT Day June 6, 2020	Aug 26 2020	Approved	1856.01
ONP-17800	Hazmat Day June 6, 2020	Jun 29 2020	Rejected	0.00

SUBMISSION DETAILS

Sub No.

ONP-18053

Submission Title

HAZMAT Day June 6, 202

Date

Aug 26 2020

Submitted By

Laura Brandt

Status

Approved

Shipping

xMagnetaw

Hazmat Su

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CLAIMS

Service Type	Document No.	Pickup Date	Delivery Date	Collection Site	Transporter	Processor	Material Category	Container Type	U
Event	MX 107087-3	Jun 06 2020	Jun 06 2020	Event - Magnetawan Community Centre	Brendar Environmental Inc.	Brendar Environmental Inc.	Aerosols	205L Drum	kg
Event	MX 107087-3	Jun 06	Jun 06	Event -	Brendar	Brendar	Misc.	20L Pail	kg



**Municipality of
Magnetawan**

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

*Scott Edwards
Public Works Superintendent
PO Box 70, 4304 Hwy 520
Magnetawan, ON
P0A 1P0
publicworks@magnetawan.com*

Request for Tender for

Title: "TENDER 2020-08 Guide Rail Inventory

Date of issue: Monday September 14, 2020

Tender Submission Deadline: Monday October 5, 2020 at 3:00pm

Section 1 Introduction and General Instructions

1.01 Introduction

The Municipality of Magnetawan is inviting tenders for supplying Guide Rail Inventory

This Request for Tenders document (and any other applicable attachments or addenda) is available in PDF format through the Municipality of Magnetawan's website at www.magnetawan.com/rfp-tenders/

1.02 Submission of Tenders

Tenders shall be submitted in the form and format specified in Section 3 and shall include the completed Form of Tenders included as Section 5 at the end of this document. A designated signing officer authorized to bind the Vendor to the provisions of their Tender must sign the Form of Tender. Any addenda issued by the Municipality of Magnetawan in accordance with Subsection 1.06 must be acknowledged by the Bidder on the Form of Tender.

All hard copy tenders must be signed, sealed, the envelope marked with the Bidder's name and the Project Name, and received by: The Municipality of Magnetawan, PO Box 70, 4304 Hwy 520, Magnetawan, ON, P0A 1P0. Electronic submissions will be accepted in response to this RFT due to COVID-19. Faxed submissions will not be accepted.

Project Name: TENDER 2020-08 Guide Rail Inventory

Tenders must be received no later than Monday October 5, 2020 at 3:00pm

Tenders must not be restricted by a statement added to the Form of Tender or by a covering letter, or by alterations to the Form of Tender supplied unless otherwise provided in the RFT.

The onus unequivocally remains with the Bidder to ensure that the Municipality of Magnetawan receives Tenders delivered or sent by courier prior to the Tender Submission Deadline, in accordance with the submission process described in this section. Tenders received after the Tender 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, Public Works Superintendent
publicworks@magnetawan.com

IMPORTANT: A Bidder may be disqualified if they make inquiries, between the Tender issue date and the notification of the Award, in a manner other than that described in this RFT 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 RFT 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:

RFT Issue Date	Monday September 14, 2020
Questions Required	Monday September 28, 2020 by 4:30pm
Addendum Posted on Website	Friday October 2, 2020 by 4:30pm
Tender Submission Deadline (see Section 1.02)	Monday November 5, 2020 3:00pm
Tender Opening	Monday November 5, 2020 3:30pm

1.05 Required Review and Clarification

Bidders shall carefully review this RFT. If questions concerning clarification of the contents of this document arise, the questions must be made in writing and received by the Lead Contact by 4:30pm on Monday September 28, 2020. This will allow time for the issuance of any necessary addenda. Protests based on any omission or error or on the content of the RFT will be disallowed if these perceived faults have not been brought to the attention of the Lead Contact.

In submitting a Tender, the Bidder acknowledges that they have read, completely understand, and accepted the terms and conditions of the RFT in full. The Municipality of Magnetawan is not responsible for any misunderstanding of the RFT.

1.06 Amendments to the RFT

The Municipality of Magnetawan may issue addenda to clarify and/or modify certain aspects of the RFT prior to the Tender Submission Deadline. Addenda shall be posted to www.magnetawan.com/rfp-tenders/ 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 Tender.
- c. adjust a Bidder's scoring or reject a Bidder's Tender 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 RFT process; or
 - v. other relevant information that arises during the RFT process.
- d. verify with any Bidder or with a third party any information set out in a Tender.
- e. check references other than those provided by any Bidder.
- f. disqualify any Bidder whose Tender contains misrepresentations or any other inaccurate or misleading information, or any qualifications.
- g. disqualify any Bidder or the Tender of any Bidder who has engaged in conduct prohibited by this RFT.

- h. make changes, including substantial changes, to this RFT provided that those changes are issued by way of addenda in the manner set out in this RFT.
- i. select the Bidder other than the Bidder whose Tender reflects the lowest cost to the Municipality of Magnetawan or the highest overall score.
- j. cancel this RFT process at any stage.
- k. cancel this RFT process at any stage and issue a new RFT for the same or similar deliverables.
- l. accept or reject any or all Tenders in whole or in part.
- m. discuss with any Bidder different or additional terms to those contemplated in this RFT or in any Bidder's Tender.
- n. if a single Tender is received, reject the Tender of the sole Bidder, and cancel this RFT 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 Tender. 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 RFT.

1.09 Tender Expiry Date

Bidders hereby acknowledge that their Tenders shall be irrevocable for a period of 30 days from the Tender 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 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 via electronic mail to both the attention of the Municipal contact(s) specified in the Contract and/or Purchase Order and the Treasurer. The Contractor shall reference the invoice Purchase Order number in the email subject line.
- 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 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.

1.15 Additional Requirements

A certified cheque made payable to the Municipality of Magnetawan in the amount of ten per cent (10%) of the total Tender must be submitted with the Tender, for deposit purposes. Deposit cheques of unsuccessful bidders will be returned within ten business (10) days of Council Acceptance. The cheque of the successful bidder shall be retained until the Municipality's acceptance of the completed work.

The successful bidder must file with the Municipality of Magnetawan, a completed Performance Bond. The Bond shall be signed and sealed by a recognized Bonding Company, in the amount of one hundred per cent (100%) of the total estimated Tender. Upon receipt of such a bond, the Municipality of Magnetawan will return the Contractor's Tender deposit cheque.

1.16 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.

Section 2 Scope of Work and Project Requirements

2.01 Scope of Work

Guide Rail Inventory

The Municipality requires an inventory build up for inhouse Projects this Fall for Guide Rail systems.

2.02 Services Required

Please see below the services required for this Tender. These services are to be provided by the successful Bidder:

Guide Inventory for Guide Rail Replacement 2020

Segment	Kit Required	Quantity Required
Segment #1	Leaving End Treatment Kit (OPS D912.235) Wood Posts, Panels, Plastic Blocks and Hardware	10
Segment #2	Guide Rail (Per Panel 13') 2 Wood Posts, 2 Plastic Blocks, 1 Panel, 8 Splice Bolts and Hardware	29
Segment #3	Structure Connection Kit (OSPD 921.430), 4 Panels, 4 Channels, 13 Wooden Posts, 13 Plastic Blocks and Hardware	4
Segment #4	SKT Mash Kit with included Head Assembly, First Panel, Break Away Posts, Cable Attachments and Hardware	10
Segment #5	Jersey Barriers	4

2.03 Core Key Deliverables/Requirements

The Municipality has the following general requirements of a potential preferred vendor for Guide Rail Inventory:

- a. The successful bidder shall deliver a certified copy of the Firm's Public Liability and Property Damage Insurance Policy for the works, within ten (10) calendar days of receiving the Acceptance Notice. Coverage shall be at least five million dollars (\$5,000,000) per accident in the name of the Municipality. Failure to provide such proof shall result in cancellation of the Contract and forfeiture of the bid deposit. (Also see Form M-100, Subsections 106-1 and 106-2)

- b. The successful bidder shall also deliver proof of Workman's Safety Insurance Board coverage within ten (10) calendar days of receiving the Acceptance Notice. The Municipality may also require HST compliance.

2.04 Payment Schedule

Payment of the contract amount, subject to the statutory holdback (*Construction Act*) and the deficiency holdback referenced in section 2.05, shall be made promptly upon the Issuance of the Certificate of Substantial Completion and the receipt of a proper invoice as set out in section 1.11.

2.05 Deficiency Hold Back

In addition to statutory holdback and any other remedy available to the Municipality, the Municipality may withhold up to Five percent (5%) of the total value of Work performed ("Deficiency Holdback") for a period of up to two (2) years following the Substantial Performance of the Contract. Upon rectification and completion of the deficiencies in accordance with the Contract Documents and as approved by the Municipality and/or Contract Administrator, the Deficiency Holdback (less any monies owed to the Municipality by the Contractor) will be released to the Contractor. All monies payable to the Municipality by the Contractor, including but not limited to the costs and expenses incurred to rectify the deficiencies that the Contractor fails to rectify and complete to the Municipality's satisfaction may be retained out of the Deficiency Holdback.

2.06 Performance Evaluation:

Failure to execute the contract in a competent manner shall result in the bidder's disqualification from bidding on the Municipalities future contracts for a period of two (2) years.

2.07 Completion Date:

The Contractor shall complete the work on or before October 30, 2020.

If the time limit above is not enough to permit completion by the Contractor, working a normal number of hours, the Contractor shall make changes to permit the work to be completed within the allotted time. Additional costs incurred shall be deemed to be included in the price submitted by the Bidder for this Tender. If the work is not completed by the above time frame or by an amended time frame allowed by an approved extension of time (see Form M-100, Subsection 107-2) then the Contractor agrees to pay the Municipality of Magnetawan the sum of Five Hundred Dollars (\$500.00) per calendar day, for each day's delay in finishing the work, excluding weekends.

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 RFT. 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) formal package** 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.	
• An overview of the Company submitting the proposal, along with an overview of any sub-contractors which will be taking part in the work on behalf of the Proponent, and their legal/contractual relationship to the Proponent.	
• 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.	

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 Tender

Tenders not conforming to the requirements within this document or the following will be disqualified:

- a. Tender must be legible, in ink, typewritten, or by printer.
- b. Tender must be in the possession of the Municipality of Magnetawan by the closing date and time and on form provided.
- c. Tender must be signed and sealed by an authorized official of the bidding organization. A joint tender 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 has carefully examined the site and work location (see Form M-100, Sub-section 102-2), and understands and accepts the said conditions and specifications, and for the prices set forth in this tender, 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 tender is a certified cheque, in the amount of 10% of the total tender, made payable to the Municipality of Magnetawan. The proceeds of this cheque shall, upon acceptance of the tender, 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 tender.

It is agreed that the tender quantities are estimated only and may be increased or decreased by the Municipality without alterations of the tender price. However, such increases or decreases shall not exceed 20%. (See Form M-100, Subsection 103-1)

It is also agreed that upon acceptance in writing by the Municipality of Magnetawan this tender form becomes the agreement for the performance of the work between the contractor and the Municipality.

NOTES:

- a. There is a maximum budget amount for this work. If the bids received generally exceed the budget amount, the Superintendent of Public Works will re-size the work to fit the budgeted amount. This will be discussed with the successful bidder at that time.
- b. There shall be no sub-contracting of the work by the Contractor without the written approval of the Superintendent of Public Works.
- c. Contractor shall deploy only personnel who can prove that they are safety-trained in the tasks they are assigned on this job.
- d. h. The Contractor shall bid lump sum for each segment based on his or her estimate of the required guide rail inventory.
- e. The Contractor shall not pick and choose segments but shall bid a price on all segments. The contract will be awarded primarily on the overall total price, all other requirements being met.

Bidder to price each segment, and total:

SEGMENT 1 \$ _____ (Cdn)

SEGMENT 2 \$ _____ (Cdn)

SEGMENT 3 \$ _____ (Cdn)

SEGMENT 4 \$ _____ (Cdn)

SEGMENT 5 \$ _____ (Cdn)

Sub- Total \$ _____ (Cdn)

HST \$ _____ (Cdn)

Overall Total \$ _____ (Cdn)

Section 5 Form of Tender

I/We, the Undersigned, having examined this Request for Tenders, do hereby offer to enter into an Agreement with the Municipality of Magnetawan to provide Guide Rail Inventory, without undue delay, and by completion date.

I, We _____
(Name-Print) (Position)

of _____
(Company Name)

Dated at _____ this _____ day of _____, 2020.

AUTHORIZED SIGNATURE

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.

Addendum No. 1 _____ Addendum No. 2 _____ Addendum No. 3 _____

Signature in the designated space, by an authorized officer of the Bidder's company affirms acceptance of the Request for Tender 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 Tender to be true and complete in all respects.

Company Seal

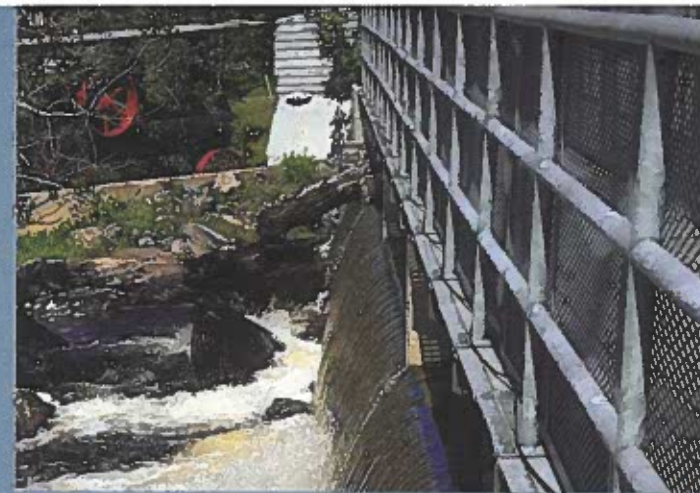


Municipality of Magnetawan

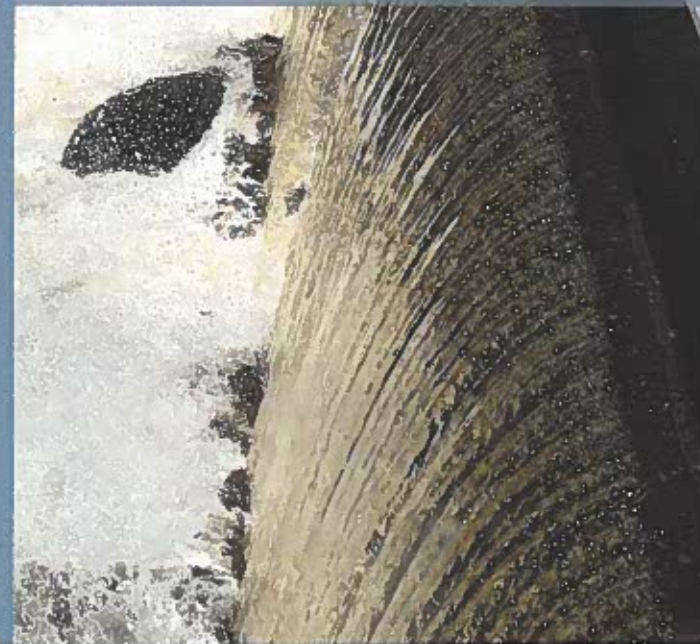
4304 HWY #520
Magnetawan, ON
POA 1P0
(705) 387-3947
info@magnetawan.com

Did you know?

It takes approximately 20-25 minutes for the lock to drain or fill up with water. Please be patient while going through the lock!



Magnetawan Lock System



How the Lock System Operates

A hand operated dam and lock system is located on the Magnetawan River to allow boats to travel upstream and downstream.

If a boat is "locking down," this means that they enter the lock on the upstream side and want to travel downstream.

- Boats come up to the lock and the lock gates can easily be opened because the water inside the tank is at the same elevation as the boat.
- Once all boats are in the lock and the gates are closed, the upstream valve gets closed and the valve on the downstream side gets opened to allow water to drain out of the lock. As the water drains, the boats float down.
- When the water level in the lock is the same as the lake on the downstream side, staff opens the gates and allows boats to travel out.

If a boat is "locking up," this means the upper valve gets opened to let water into the lock, raising boats up until the water level in the lock is at the same elevation as the upstream side.



Lock Operating Hours

↓ DOWN TO AHMIC LAKE
10:00 AM
12:00 PM
2:00 PM
4:00 PM
6:00 PM

↑ UP TO LAKE CECIBE
10:30 AM
12:30 PM
2:30 PM
4:30 PM
6:30 PM

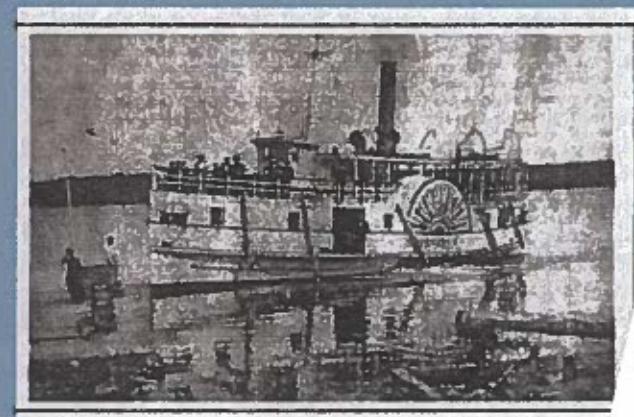
OPEN DAILY FROM THE
LAST WEEKEND IN JUNE
TO LABOUR DAY WEEKEND



History of the Lock

Between 1883-1886, the Ontario Government built the first lock system in Magnetawan. It was built with stone-filled timber cribwork that measured 112 by 28 feet. The lock raised or lowered boat steamers about ten feet, allowing them to run between Ahmic Harbour, 10 miles below Magnetawan, and Burk's Falls, 20 miles above it. The lock was later replaced in 1911 by the concrete structure you see today.

In the quarter century following the lock completion, a total of 704 passages were made through the lock each season. Notable among those ships were the "Wenonah" (1886), "Glenrosa" (1891), "Wanita" (1896), "Glenada" (1904), and "Armour" (1906). The "Mike," was the last steamship to ply these waters and was removed from the river around 1934.



MUNICIPALITY OF MAGNETAWAN
Council/Board Report - Detail (EFT)



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Date : Sep 16, 2020
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Vendor : 01009 To 30000
Batch : 87 To 93

EFT Paid Date : 31-Aug-2020 To 23-Sep-2020
Bank : 0099 To 1

Vendor Code Vendor Name
Invoice No. Description

	Batch	Invoice Date	Due Date		Invoice Amount	Paid Amount	Discount Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			

Supplier Totals :	699.68	699.68	0.00
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EFT Paid Total :	31,661.00	31,661.00	0.00
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Total Unpaid for Approval :	0.00
Total Discount :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	251,564.60
Total EFT Paid for Approval :	31,661.00
Grand Total ITEMS for Approval :	<u>283,225.60</u>

MUNICIPALITY OF MAGNETAWAN
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Vendor : 01009 To 30000

Batch : 87 To 93

Cheque Print Date : 31-Aug-2020 To : 23-Sep-2020

Bank : 0099 To 1

Vendor Invoice	Vendor Name	Description	Batch	Inv. Date	Due Date			
G.L. Account	CC1	CC2	CC3	GL Account Name	Invoice Amount	Paid Amount	Discount Amount	
01012				ACTIVE LOCK AND SAFE				
18427			89	10-Aug-2020 31-Aug-2020		2,779.80	0.00	
				ELECTRONIC DAMAGE REPLACEMENT AT PARK				
1-4-7200-2400				PARKS - Repairs & Maintenance	-276.50			
1-4-7200-2400				PARKS - Repairs & Maintenance	2,779.80			
1-1-1100-1102				HST Receivable-Blended	276.50			
Supplier Totals :					2,779.80	2,779.80	0.00	
01015				ADAMS BROS. CONSTRUCTION LTD.				
135130			93	28-Aug-2020 23-Sep-2020		339.00	0.00	
				MONTHLY TOILET RENTAL AUG - SEP 2020				
1-4-4020-2020				LF - Latrine Rentals/Cleaning	-16.86			
1-4-4020-2020				LF - Latrine Rentals/Cleaning	169.50			
1-4-4030-2015				RECY - Latrine Rentals/Cleaning	-16.86			
1-4-4030-2015				RECY - Latrine Rentals/Cleaning	169.50			
1-1-1100-1102				HST Receivable-Blended	33.72			
Supplier Totals :					339.00	339.00	0.00	
01033				AGRICULTURE FORESTRY CONSTRUCTION INC				
1173			93	19-Aug-2020 23-Sep-2020		373.75	0.00	
				BACKHOE #5 REPAIRS				
1-4-3217-2070				BH4 - Repairs	-37.18			
1-4-3217-2070				BH4 - Repairs	373.75			
1-1-1100-1102				HST Receivable-Blended	37.18			
Supplier Totals :					373.75	373.75	0.00	
01130				TOWNSHIP OF ARMOUR				
SEPT 3			93	02-Sep-2020 23-Sep-2020		2,500.00	0.00	
				3RD QUARTER ACED REGIONAL ECONOMIC DEV				
1-4-2600-2065				COM - Regional Economic Dev Dept	2,500.00			
Supplier Totals :					2,500.00	2,500.00	0.00	

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Vendor Invoice	Vendor Name	Batch			Inv. Date	Due Date			
G.L. Account	Description	CC1	CC2	CC3	GL Account Name	Invoice Amount	Paid Amount	Discount Amount	
01131	TOROMONT CAT								
F1141901	ROADS BRUSHING/TREE TRIMMING CONTRACT BRUSHING			91	31-Aug-2020	31-Aug-2020	19,017.90	0.00	
1-4-3022-4010					B2 - Contract brushing	-1,891.69			
1-4-3022-4010					B2 - Contract brushing	19,017.90			
1-1-1100-1102					HST Receivable-Blended	1,891.69			
Supplier Totals :						19,017.90	19,017.90	0.00	
01995	BATEMAN'S FIT TESTING								
158	QUANTITATIVE FIT TESTING			89	12-Aug-2020	31-Aug-2020	56.50	0.00	
1-4-2000-7134					FD - Equipment Testing	-5.62			
1-4-2000-7134					FD - Equipment Testing	56.50			
1-1-1100-1102					HST Receivable-Blended	5.62			
Supplier Totals :						56.50	56.50	0.00	
02022	BLACK MOTOR SALES								
53414	OIL			93	11-Sep-2020	23-Sep-2020	27.12	0.00	
1-1-1100-1102					HST Receivable-Blended	2.70			
1-4-7200-2010					PARKS - Materials/Supplies	-2.70			
1-4-7200-2010					PARKS - Materials/Supplies	27.12			
Supplier Totals :						27.12	27.12	0.00	
02071	BEATTY PRINTING								
47678	LOCKS PAMPHLET			93	08-Sep-2020	23-Sep-2020	239.56	0.00	
1-4-2600-2300					COM - Advertising	-23.83			
1-4-2600-2300					COM - Advertising	239.56			
1-1-1100-1102					HST Receivable-Blended	23.83			
Supplier Totals :						239.56	239.56	0.00	

MUNICIPALITY OF MAGNETAWAN
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Vendor : 01009 To 30000
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Cheque Print Date : 31-Aug-2020 To : 23-Sep-2020
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Vendor Invoice	Vendor Name Description	Batch	Inv. Date	Due Date			
G.L. Account	CC1 CC2 CC3	GL Account Name	Invoice Amount	Paid Amount	Discount Amount		
03027		CARR AGGREGATES INC					
3071		BRIDGE AND CULVERT SUPPLIES	93 23-Jul-2020 23-Sep-2020	82.13	0.00		
1-1-1100-1102		HST Receivable-Blended	8.17				
1-4-3011-2010		A - Materials/Supplies	-8.17				
1-4-3011-2010		A - Materials/Supplies	82.13				
Supplier Totals :			82.13	82.13	0.00		
03065		CLOUTHIER MATTHEW					
SEP 10		MILEAGE AUG 6 TO AUG 28 2020	93 10-Sep-2020 23-Sep-2020	1,214.52	0.00		
1-1-1100-1102		HST Receivable-Blended	120.80				
1-4-2100-2030		CBO - Mileage	-120.80				
1-4-2100-2030		CBO - Mileage	1,214.52				
Supplier Totals :			1,214.52	1,214.52	0.00		
03082		CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 1813					
AUG 2020		AUGUST 2020 UNION DUES	89 31-Aug-2020 31-Aug-2020	780.51	0.00		
1-2-1000-1044		Union dues payable	780.51				
Supplier Totals :			780.51	780.51	0.00		
03139		CRD CREIGHTON					
207619		WHEEL LOADER REPAIRS	93 11-Sep-2020 23-Sep-2020	1,046.83	0.00		
1-1-1100-1102		HST Receivable-Blended	104.13				
1-4-3219-2070		LOADER - Repairs	-104.13				
1-4-3219-2070		LOADER - Repairs	1,046.83				
Supplier Totals :			1,046.83	1,046.83	0.00		
03315		CRAIG'S WELDING & FABRICATION					

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Vendor Invoice	Vendor Name	Batch			Inv. Date	Due Date			
G.L. Account	Description	CC1	CC2	CC3	GL Account Name	Invoice Amount	Paid Amount	Discount Amount	
1545	CULVERTS RIVER ROAD - CUPLER REPAIRS			93	03-Sep-2020	23-Sep-2020	63.56	0.00	
1-4-3011-2010					A - Materials/Supplies	-6.32			
1-4-3011-2010					A - Materials/Supplies	63.56			
1-1-1100-1102					HST Receivable-Blended	6.32			
Supplier Totals :						63.56	63.56	0.00	
04021	DEAN'S AUTO CARE								
11527	ROADS TRUCK #11 REPAIRS			93	27-Aug-2020	23-Sep-2020	44.06	0.00	
1-1-1100-1102					HST Receivable-Blended	4.38			
1-4-7216-2070					TR11 - Repairs	-4.38			
1-4-7216-2070					TR11 - Repairs	44.06			
11608	TRUCK #11 REPAIRS			93	02-Sep-2020	23-Sep-2020	811.61	0.00	
1-4-7216-2070					TR11 - Repairs	-80.73			
1-4-7216-2070					TR11 - Repairs	811.61			
1-1-1100-1102					HST Receivable-Blended	80.73			
Supplier Totals :						855.67	855.67	0.00	
04025	DANCO - BELL CLAIMS								
1720-33	REIMBURSEMENT FOR DAMAGED BELL CANADA EQUIPMENT - 388 CHAPMAN DRIVE			93	08-Apr-2020	23-Sep-2020	3,226.82	0.00	
1-4-3041-2010					D1 - Materials/Supplies	3,226.82			
Supplier Totals :						3,226.82	3,226.82	0.00	
04031	DEEVEY CAITLIN A								
M000000251	MILEAGE - AUG 24-SEPT 4 2020			93	08-Sep-2020	23-Sep-2020	149.19	0.00	
1-4-2200-2010					BLEO - Materials/Supplies	-14.84			
1-4-2200-2010					BLEO - Materials/Supplies	149.19			
1-1-1100-1102					HST Receivable-Blended	14.84			

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Vendor : 01009 To 30000

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Vendor Invoice	Vendor Name Description	Batch	Inv. Date	Due Date		Invoice Amount	Paid Amount	Discount Amount
G.L. Account	CC1 CC2 CC3	GL Account Name						
Supplier Totals :						149.19	149.19	0.00
04084	STEVANUS VICKI							
ENTRANCE SI	ENTRANCE PERMIT	93	11-Sep-2020	23-Sep-2020			500.00	0.00
	DEPOSIT REFUND							
1-2-1000-1083			Entrance Security Deposits		500.00			
Supplier Totals :						500.00	500.00	0.00
04085	CINDY LEGGETT							
AUG 2020	AUGUST 2020 FITNESS CLASSES	89	31-Aug-2020	31-Aug-2020			385.00	0.00
1-4-2600-2400			COM - Recreation		-38.29			
1-4-2600-2400			COM - Recreation		385.00			
1-1-1100-1102			HST Receivable-Blended		38.29			
Supplier Totals :						385.00	385.00	0.00
04110	PETER DUNNETT							
499189	FIRST AID TRAINING	89	31-Aug-2020	31-Aug-2020			270.00	0.00
1-4-2002-2054			FT - Licencing & medical tests		270.00			
Supplier Totals :						270.00	270.00	0.00
04118	DUNNETT NOAH S D							
SEPT 2 2020	REIMBURSEMENT FOR FIRST AID LUNCH	93	02-Sep-2020	23-Sep-2020			41.30	0.00
1-4-2002-2010			FT - Training expenses		41.30			
1-4-2002-2010			FT - Training expenses		-4.11			
1-1-1100-1102			HST Receivable-Blended		4.11			
Supplier Totals :						41.30	41.30	0.00
05043	ENGLOBE CORP.							

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Vendor Invoice	Vendor Name	Batch			Inv. Date	Due Date			
G.L. Account		CC1	CC2	CC3	GL Account Name		Invoice Amount	Paid Amount	Discount Amount
900331951	TEST SAND QUALITY			93	31-Aug-2020	23-Sep-2020		574.04	0.00
1-1-1100-1102					HST Receivable-Blended		57.10		
1-4-3052-2010					E2 - Materials/Supplies		574.04		
1-4-3052-2010					E2 - Materials/Supplies		-57.10		
Supplier Totals :							574.04	574.04	0.00
06003	NORTHERN NERDS								
0000206	BATTERY BACKUP COMPUTER			89	31-Aug-2020	31-Aug-2020		3,536.90	0.00
1-4-1200-8000					ADMIN - Capital Expenditures		-351.81		
1-4-1200-8000					ADMIN - Capital Expenditures		3,536.90		
1-1-1100-1102					HST Receivable-Blended		351.81		
0001151	IT SERVICES			89	05-Aug-2020	31-Aug-2020		1,192.15	0.00
1-4-1200-8000					ADMIN - Capital Expenditures		3.87		
1-4-1200-8000					ADMIN - Capital Expenditures		220.00		
1-1-1100-1102					HST Receivable-Blended		118.58		
1-4-2000-2054					FD - Radio Maintenance & Licensing		1.32		
1-4-2000-2054					FD - Radio Maintenance & Licensing		75.00		
1-4-1200-2130					ADMIN - Computer expenses		13.38		
1-4-1200-2130					ADMIN - Computer expenses		760.00		
Supplier Totals :							4,729.05	4,729.05	0.00
08068	HORSMAN BRIAN								
SEPT 8	MILEAGE MAY 26 - AUG 31 2020			93	08-Sep-2020	23-Sep-2020		528.96	0.00
1-4-2100-2030					CBO - Mileage		528.96		
1-4-2100-2030					CBO - Mileage		-52.61		
1-1-1100-1102					HST Receivable-Blended		52.61		
Supplier Totals :							528.96	528.96	0.00
10007	SCOTT JOHNSTON								

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Vendor : 01009 To 30000

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Cheque Print Date : 31-Aug-2020 To : 23-Sep-2020

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Vendor Invoice	Vendor Name	Batch			Inv. Date	Due Date			
G.L. Account	CC1	CC2	CC3	GL Account Name		Invoice Amount	Paid Amount	Discount Amount	
10	ROADSIDE MOWING		89	17-Aug-2020	31-Aug-2020		9,605.00	0.00	
1-4-3021-4010				B1 - Contracts		-955.40			
1-4-3021-4010				B1 - Contracts		9,605.00			
1-1-1100-1102				HST Receivable-Blended		955.40			
11	ROADS GRADING CONTRACT		93	14-Sep-2020	23-Sep-2020		2,825.00	0.00	
1-1-1100-1102				HST Receivable-Blended		281.00			
1-4-3042-4010				D2 - Contracts		2,825.00			
1-4-3042-4010				D2 - Contracts		-281.00			
8	GRADING JULY 13 + JULY 22 2020		89	17-Aug-2020	31-Aug-2020		1,483.13	0.00	
1-1-1100-1102				HST Receivable-Blended		147.53			
1-4-3042-4010				D2 - Contracts		1,483.13			
1-4-3042-4010				D2 - Contracts		-147.53			
Supplier Totals :						13,913.13	13,913.13	0.00	
110067	QMR EXCAVATING								
20-026	PLOT EXCAVATION CONCRETE PAVING		93	06-Sep-2020	23-Sep-2020		632.80	0.00	
1-4-5010-2400				CEM - Repairs & Maintenance		-72.80			
1-4-5010-2400				CEM - Repairs & Maintenance		632.80			
1-1-1100-1101				HST Receivable-100%		72.80			
Supplier Totals :						632.80	632.80	0.00	
11010	KIDD'S HOME HARDWARE BUILDING CENTRE								
2831643	REPLACEMENT WOOD FO UNSAFE PIECES ON PAVILION		93	02-Sep-2020	23-Sep-2020		64.18	0.00	
1-4-7300-2400				HALL - Repairs & Maintenance		64.18			
1-4-7300-2400				HALL - Repairs & Maintenance		-6.38			
1-1-1100-1102				HST Receivable-Blended		6.38			
Supplier Totals :						64.18	64.18	0.00	

Supplier Totals :

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Vendor : 01009 To 30000

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Vendor Invoice	Vendor Name	Batch			Inv. Date	Due Date			
G.L. Account	Description	CC1	CC2	CC3	GL Account Name	Invoice Amount	Paid Amount	Discount Amount	
11015	TOWN OF KEARNEY								
APRIL 1 - JUNE 30 2020	CBO WAGES AND SHARE EXPENSES APRIL 1 - JUNE 30 2020			89	25-Aug-2020	31-Aug-2020	32,126.70	0.00	
1-4-2100-1410	CBO - Training					-47.14			
1-4-2100-1410	CBO - Training					473.94			
1-4-2100-1010	CBO - Wages and benefits					-3,641.47			
1-4-2100-1010	CBO - Wages and benefits					31,652.76			
1-1-1100-1101	HST Receivable-100%					3,641.47			
1-1-1100-1102	HST Receivable-Blended					47.14			
Supplier Totals :						32,126.70	32,126.70	0.00	
11051	READMAN JOE								
AUG 25 2020	FIREGROUND HYDRATION			89	25-Aug-2020	31-Aug-2020	55.14	0.00	
1-1-1100-1102	HST Receivable-Blended					5.48			
1-4-2000-2018	FD - PPE & Fire Supplies					-5.48			
1-4-2000-2018	FD - PPE & Fire Supplies					55.14			
Supplier Totals :						55.14	55.14	0.00	
13010	MAGNETAWAN BUILDING CENTRE (COM DEV)								
101-45151	REPAIRS AND SUPPLIES - PAINTING			89	25-Aug-2020	31-Aug-2020	15.94	0.00	
1-4-7600-2010	HERITAGE - Repairs and Supplies					15.94			
1-4-7600-2010	HERITAGE - Repairs and Supplies					-1.58			
1-1-1100-1102	HST Receivable-Blended					1.58			
101-45152	ARTS & CRAFTS			89	25-Aug-2020	31-Aug-2020	6.09	0.00	
1-1-1100-1102	HST Receivable-Blended					0.61			
1-4-7600-8000	HERITAGE - Capital					-0.61			
1-4-7600-8000	HERITAGE - Capital					6.09			
101-45243	PAINTING SUPPLIES			89	26-Aug-2020	31-Aug-2020	7.60	0.00	
1-4-7600-8000	HERITAGE - Capital					-0.00			

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Vendor Invoice	Vendor Name Description	Batch	Inv. Date	Due Date		Invoice Amount	Paid Amount	Discount Amount
G.L. Account	CC1	CC2	CC3	GL Account Name				
1-4-7600-8000				HERITAGE - Capital		7.60		
1-1-1100-1102				HST Receivable-Blended		0.75		
101-45371	PAINTING SUPPLIES		89	27-Aug-2020	31-Aug-2020		24.40	0.00
1-1-1100-1102				HST Receivable-Blended		2.43		
1-4-7600-8000				HERITAGE - Capital		-2.43		
1-4-7600-8000				HERITAGE - Capital		24.40		
101-45450	ARTS & CRAFTS		89	28-Aug-2020	31-Aug-2020		10.37	0.00
1-4-7600-8000				HERITAGE - Capital		-1.03		
1-4-7600-8000				HERITAGE - Capital		10.37		
1-1-1100-1102				HST Receivable-Blended		1.03		
101-45530	WATER + GARBAGE BAGS		89	28-Aug-2020	31-Aug-2020		18.05	0.00
1-1-1100-1101				HST Receivable-100%		2.08		
1-4-7500-2010				LOCKS - Materials and Supplies		-2.08		
1-4-7500-2010				LOCKS - Materials and Supplies		18.05		
101-45895	WATER		93	01-Sep-2020	23-Sep-2020		11.98	0.00
1-4-7500-2010				LOCKS - Materials and Supplies		11.98		
101-46046	PAPER TOWEL		93	02-Sep-2020	23-Sep-2020		6.08	0.00
1-4-7500-2010				LOCKS - Materials and Supplies		6.08		
1-1-1100-1101				HST Receivable-100%		0.70		
1-4-7500-2010				LOCKS - Materials and Supplies		-0.70		
101-46303	WATER		93	04-Sep-2020	23-Sep-2020		5.99	0.00
1-4-7500-2010				LOCKS - Materials and Supplies		5.99		
Supplier Totals :						106.50	106.50	0.00
13011	MAGNETAWAN BUILDING CENTRE (PARKS)							
101-45790	DIFFUSER		89	31-Aug-2020	31-Aug-2020		7.62	0.00
1-1-1100-1101				HST Receivable-100%		0.98		

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Vendor Invoice	Vendor Name	Batch			Inv. Date	Due Date			
G.L. Account	CC1	CC2	CC3	GL Account Name	Invoice Amount	Paid Amount	Discount Amount		
1-4-7300-2400				HALL - Repairs & Maintenance	-0.88				
1-4-7300-2400				HALL - Repairs & Maintenance	7.62				
101-45993	RECYCLING BAGS		93	02-Sep-2020	23-Sep-2020	9.09	0.00		
1-1-1100-1101				HST Receivable-100%	1.05				
1-4-7300-2010				HALL - Materials/Supplies	-1.05				
1-4-7300-2010				HALL - Materials/Supplies	9.09				
101-46242	MUSEUM BASEMENT DOOR REPLACEMENT KEYS		93	04-Sep-2020	23-Sep-2020	20.28	0.00		
1-1-1100-1102				HST Receivable-Blended	2.01				
1-4-7600-2010				HERITAGE - Repairs and Supplies	20.28				
1-4-7600-2010				HERITAGE - Repairs and Supplies	-2.01				
101-46776	LIGHT BULBS		93	10-Sep-2020	23-Sep-2020	23.71	0.00		
1-1-1100-1102				HST Receivable-Blended	2.36				
1-4-7200-2400				PARKS - Repairs & Maintenance	-2.36				
1-4-7200-2400				PARKS - Repairs & Maintenance	23.71				
102-15009	STAIN REMOVER		93	03-Sep-2020	23-Sep-2020	15.23	0.00		
1-4-4300-2010				W-SYS - Materials/Supplies	-1.51				
1-4-4300-2010				W-SYS - Materials/Supplies	15.23				
1-1-1100-1102				HST Receivable-Blended	1.51				
102-15205	TOILET PAPER AND LOPPERS		93	11-Sep-2020	23-Sep-2020	81.34	0.00		
1-1-1100-1102				HST Receivable-Blended	8.09				
1-4-1200-2015				ADMIN - Office maintenance & supplies	0.32				
1-4-1200-2015				ADMIN - Office maintenance & supplies	17.99				
1-4-7200-2400				PARKS - Repairs & Maintenance	0.95				
1-4-7200-2400				PARKS - Repairs & Maintenance	53.99				
103-61936	CLEANING SUPPLIES		89	26-Aug-2020	31-Aug-2020	19.29	0.00		
1-4-1200-2015				ADMIN - Office maintenance & supplies	-1.92				
1-4-1200-2015				ADMIN - Office maintenance & supplies	19.29				
1-1-1100-1102				HST Receivable-Blended	1.92				

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Invoice	Description	Batch			Inv. Date	Due Date			
G.L. Account	CC1	CC2	CC3	GL Account Name	Invoice Amount	Paid Amount	Discount Amount		
103-62244	PATIO STONE		89	31-Aug-2020	31-Aug-2020	5.27	0.00		
1-1-1100-1101				HST Receivable-100%	0.61				
1-4-5010-2400				CEM - Repairs & Maintenance	5.27				
1-4-5010-2400				CEM - Repairs & Maintenance	-0.61				
103-62417	BLEACH		93	02-Sep-2020	23-Sep-2020	6.08	0.00		
1-1-1100-1101				HST Receivable-100%	0.70				
1-4-7300-2010				HALL - Materials/Supplies	-0.70				
1-4-7300-2010				HALL - Materials/Supplies	6.08				
103-62429	RINK BOARD REPAIRS		93	02-Sep-2020	23-Sep-2020	37.37	0.00		
1-4-7300-2400				HALL - Repairs & Maintenance	37.37				
1-4-7300-2400				HALL - Repairs & Maintenance	-4.30				
1-1-1100-1101				HST Receivable-100%	4.30				
103-62826	HAND SANITIZER		93	08-Sep-2020	23-Sep-2020	60.88	0.00		
1-1-1100-1101				HST Receivable-100%	7.00				
1-4-7300-2010				HALL - Materials/Supplies	-7.00				
1-4-7300-2010				HALL - Materials/Supplies	60.88				
104-51176	LYSOL WIPES		93	11-Sep-2020	23-Sep-2020	23.66	0.00		
1-4-7300-2010				HALL - Materials/Supplies	-2.72				
1-4-7300-2010				HALL - Materials/Supplies	23.66				
1-1-1100-1101				HST Receivable-100%	2.72				
Supplier Totals :					309.82	309.82	0.00		
13012	MAGNETAWAN BUILDING CENTRE (ROADS)								
103-63218	CHEST WADER REPAIRS		93	14-Sep-2020	23-Sep-2020	6.77	0.00		
1-4-3101-2010				J - Materials/Supplies	6.77				
1-1-1100-1102				HST Receivable-Blended	0.67				
1-4-3101-2010				J - Materials/Supplies	-0.67				

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Vendor Invoice	Vendor Name	Batch			Inv. Date	Due Date			
G.L. Account	Description	CC1	CC2	CC3	GL Account Name	Invoice Amount	Paid Amount	Discount Amount	
104-49975	CULVERT MATERIALS			93	24-Aug-2020 23-Sep-2020		46.52	0.00	
1-4-3011-2010					A - Materials/Supplies	-4.63			
1-4-3011-2010					A - Materials/Supplies	46.52			
1-1-1100-1102					HST Receivable-Blended	4.63			
104-50458	TRUCK 27 REPAIRS			93	31-Aug-2020 23-Sep-2020		15.23	0.00	
1-1-1100-1102					HST Receivable-Blended	1.51			
1-4-3227-2070					TR27 - Repairs	-1.51			
1-4-3227-2070					TR27 - Repairs	15.23			
104-50604	ROADS SUPPLIES			93	02-Sep-2020 23-Sep-2020		54.19	0.00	
1-4-3101-2010					J - Materials/Supplies	-5.39			
1-4-3101-2010					J - Materials/Supplies	54.19			
1-1-1100-1102					HST Receivable-Blended	5.39			
Supplier Totals :						122.71	122.71	0.00	
13013	MAGNETAWAN BUILDING CENTRE (FIRE DEPT.)								
101-45585	KETTLE			89	29-Aug-2020 31-Aug-2020		33.89	0.00	
1-4-2000-2010					FD - Materials and Supplies	-3.37			
1-4-2000-2010					FD - Materials and Supplies	33.89			
1-1-1100-1102					HST Receivable-Blended	3.37			
102-14742	MOUNTING SUPPLIES			89	21-Aug-2020 31-Aug-2020		13.47	0.00	
1-1-1100-1102					HST Receivable-Blended	1.34			
1-4-2031-2070					TR531 - Repairs and testing	-1.34			
1-4-2031-2070					TR531 - Repairs and testing	13.47			
Supplier Totals :						47.36	47.36	0.00	
13014	MAGNETAWAN BUILDING CENTRE (LANDFILL)								
103-62230	LANDFILL SAFETY DEVICES / AIR FRESHENER			93	31-Aug-2020 23-Sep-2020		33.85	0.00	

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G.L. Account	Description	CC1	CC2	CC3	GL Account Name		Invoice Amount	Paid Amount	Discount Amount
1-1-1100-1102					HST Receivable-Blended		3.36		
1-4-3061-2020					F - Safety-PPE		-3.36		
1-4-3061-2020					F - Safety-PPE		33.85		
Supplier Totals :							33.85	33.85	0.00
13021	MAP SUNDRIDGE								
672822	DEF FLUID			89	25-Aug-2020	31-Aug-2020		54.19	0.00
1-4-2031-2070					TR531 - Repairs and testing		54.19		
1-4-2031-2070					TR531 - Repairs and testing		-5.39		
1-1-1100-1102					HST Receivable-Blended		5.39		
Supplier Totals :							54.19	54.19	0.00
13035	MATHEWS DINSDALE & CLARK LLP								
398350	UNION NEGOTIATIONS			93	27-Aug-2020	23-Sep-2020		711.90	0.00
1-4-1200-2220					ADMIN - Union negotiation /arbitration		-70.81		
1-4-1200-2220					ADMIN - Union negotiation /arbitration		711.90		
1-1-1100-1102					HST Receivable-Blended		70.81		
Supplier Totals :							711.90	711.90	0.00
13094	MURPHY ERIN A								
AUG 27 2020	ARTS AND CRAFTS SUPPLIES			89	27-Aug-2020	31-Aug-2020		20.40	0.00
1-1-1100-1102					HST Receivable-Blended		2.03		
1-4-7600-8000					HERITAGE - Capital		-2.03		
1-4-7600-8000					HERITAGE - Capital		20.40		
SEPT 3	REIMBURSE FOR PIZZA LUNCH FOR SUMMER STUDENTS			93	03-Sep-2020	23-Sep-2020		64.85	0.00
1-1-1100-1102					HST Receivable-Blended		6.46		
1-4-7600-2010					HERITAGE - Repairs and Supplies		-3.23		
1-4-7600-2010					HERITAGE - Repairs and Supplies		32.43		
1-4-7500-2010					LOCKS - Materials and Supplies		-3.23		

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G.L. Account	CC1	CC2	CC3	GL Account Name	Invoice Amount	Paid Amount	Discount Amount	
1-4-7500-2010				LOCKS - Materials and Supplies	32.42			
Supplier Totals :					85.25	85.25	0.00	
13130	MINISTRY OF FINANCE							
202408200910	JULY OPP LSR BILLING		89	31-Aug-2020	31-Aug-2020	41,545.00	0.00	
1-4-2500-2010				PROTECT - Policing Costs	41,545.00			
Supplier Totals :					41,545.00	41,545.00	0.00	
13143	MAGNETAWAN BAIT & TACKLE (PARKS)							
0001142187	OIL		89	04-Aug-2020	31-Aug-2020	37.28	0.00	
1-4-7200-2400				PARKS - Repairs & Maintenance	-3.71			
1-4-7200-2400				PARKS - Repairs & Maintenance	37.28			
1-1-1100-1102				HST Receivable-Blended	3.71			
0001144877	FUEL TRUCK 13		89	11-Aug-2020	31-Aug-2020	25.01	0.00	
1-1-1100-1102				HST Receivable-Blended	2.49			
1-4-7219-2022				TR13 - Fuel	25.01			
1-4-7219-2022				TR13 - Fuel	-2.49			
Supplier Totals :					62.29	62.29	0.00	
13144	MAGNETAWAN BAIT & TACKLE (PUBLIC WORKS)							
0001141351	BATTERIES		93	02-Aug-2020	23-Sep-2020	52.41	0.00	
1-4-4030-2010				RECY - Materials/Supplies	-5.21			
1-4-4030-2010				RECY - Materials/Supplies	52.41			
1-1-1100-1102				HST Receivable-Blended	5.21			
0001143438	WATER / ICE		93	07-Aug-2020	23-Sep-2020	18.48	0.00	
1-4-4020-2010				LF - Materials/Supplies	18.48			
0001143731	WATER / ICE		93	08-Aug-2020	23-Sep-2020	18.48	0.00	

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Vendor Invoice	Vendor Name Description	Batch	Inv. Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
G.L. Account	CC1 CC2 CC3	GL Account Name					
1-4-4030-2010		RECY - Materials/Supplies			18.48		
0001145885	WATER / ICE	93	14-Aug-2020	23-Sep-2020		18.48	0.00
1-4-4020-2010		LF - Materials/Supplies			18.48		
0001146288	WATER / ICE	93	15-Aug-2020	23-Sep-2020		18.48	0.00
1-4-4030-2010		RECY - Materials/Supplies			18.48		
0001146862	PEST CONTROL	93	16-Aug-2020	23-Sep-2020		27.01	0.00
1-4-4030-2010		RECY - Materials/Supplies			-2.69		
1-4-4030-2010		RECY - Materials/Supplies			27.01		
1-1-1100-1102		HST Receivable-Blended			2.69		
0001147117	FUEL / ICE	93	17-Aug-2020	23-Sep-2020		49.94	0.00
1-4-4020-2010		LF - Materials/Supplies			-4.97		
1-4-4020-2010		LF - Materials/Supplies			49.94		
1-1-1100-1102		HST Receivable-Blended			4.97		
0001149599	ICE	93	24-Aug-2020	23-Sep-2020		3.25	0.00
1-4-4030-2010		RECY - Materials/Supplies			3.25		
0001149834	WATER	93	25-Aug-2020	23-Sep-2020		11.98	0.00
1-4-4020-2010		LF - Materials/Supplies			11.98		
0001149835	ICE	93	25-Aug-2020	23-Sep-2020		3.25	0.00
1-4-4020-2010		LF - Materials/Supplies			3.25		
0001151457	WATER	93	30-Aug-2020	23-Sep-2020		5.99	0.00
1-4-4030-2010		RECY - Materials/Supplies			5.99		
0001151537	BATTERIES	93	30-Aug-2020	23-Sep-2020		49.16	0.00
1-4-4030-2010		RECY - Materials/Supplies			-4.89		
1-4-4030-2010		RECY - Materials/Supplies			49.16		

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Vendor Invoice	Vendor Name	Description	Batch	Inv. Date	Due Date			
G.L. Account	CC1	CC2	CC3	GL Account Name		Invoice Amount	Paid Amount	Discount Amount
1-1-1100-1102				HST Receivable-Blended		4.89		
0001151772	ICE		93	31-Aug-2020	23-Sep-2020		3.25	0.00
1-4-4020-2010				LF - Materials/Supplies		3.25		
Supplier Totals :						280.16	280.16	0.00
13175	CEDAR SIGNS							
1010/1922	CHILDREN PLAYING SIGNAGE		93	17-Aug-2020	23-Sep-2020		205.37	0.00
1-1-1100-1102				HST Receivable-Blended		20.43		
1-4-3061-2350				F - Signage		-20.43		
1-4-3061-2350				F - Signage		205.37		
2020/1921	ROAD SIGNAGE		93	17-Aug-2020	23-Sep-2020		716.45	0.00
1-4-3061-2350				F - Signage		-71.26		
1-4-3061-2350				F - Signage		716.45		
1-1-1100-1102				HST Receivable-Blended		71.26		
2020/2278	CROSSWALK FLASHING LIGHT REPAIRS		93	11-Sep-2020	23-Sep-2020		498.90	0.00
1-1-1100-1102				HST Receivable-Blended		49.63		
1-4-3061-2350				F - Signage		-49.63		
1-4-3061-2350				F - Signage		498.90		
Supplier Totals :						1,420.72	1,420.72	0.00
13196	KEILLER CAPITAL CORP.							
AUG 24	REFUND OF PORTION PLANNING DEPSOIT		89	24-Aug-2020	31-Aug-2020		245.88	0.00
1-1-1100-1179				A/R-Keiller Capital Corp		245.88		
Supplier Totals :						245.88	245.88	0.00
13229	A MIRON TOPSOIL LTD							
15932	WINTER SAND		93	19-Aug-2020	23-Sep-2020		43,160.37	0.00

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Vendor Invoice	Vendor Name	Batch			Inv. Date	Due Date			
G.L. Account	CC1	CC2	CC3	GL Account Name		Invoice Amount	Paid Amount	Discount Amount	
1-4-3052-4010				E2 - Contracts		-2,146.56			
1-4-3052-4010				E2 - Contracts		21,580.19			
1-1-1100-1102				HST Receivable-Blended		4,293.12			
1-4-3052-2010				E2 - Materials/Supplies		21,580.18			
1-4-3052-2010				E2 - Materials/Supplies		-2,146.56			
Supplier Totals :						43,160.37	43,160.37	0.00	
13240	JIM MOORE PETROLEUM								
548245	DYED DIESEL		93	25-Aug-2020	23-Sep-2020		587.24	0.00	
1-1-1100-1102				HST Receivable-Blended		58.41			
1-4-4020-2023				LF - Dyed Diesel Inventory Clearing		-58.41			
1-4-4020-2023				LF - Dyed Diesel Inventory Clearing		587.24			
551059	CLEAR DIESEL		93	20-Aug-2020	23-Sep-2020		530.06	0.00	
1-1-1100-1102				HST Receivable-Blended		52.72			
1-4-3101-2022				J - Clear Diesel Inventory Clearing		530.06			
1-4-3101-2022				J - Clear Diesel Inventory Clearing		-52.72			
551060	DYED DIESEL		93	20-Aug-2020	23-Sep-2020		870.22	0.00	
1-1-1100-1102				HST Receivable-Blended		86.56			
1-4-3101-2023				J - Dyed Diesel Inventory Clearing		-86.56			
1-4-3101-2023				J - Dyed Diesel Inventory Clearing		870.22			
551944	CLEAR DIESEL		93	04-Sep-2020	23-Sep-2020		557.81	0.00	
1-4-3101-2022				J - Clear Diesel Inventory Clearing		557.81			
1-4-3101-2022				J - Clear Diesel Inventory Clearing		-55.48			
1-1-1100-1102				HST Receivable-Blended		55.48			
Supplier Totals :						2,545.33	2,545.33	0.00	
13270	MINISTER OF FINANCE								
AUG EHT REM	AUGUST EHT REMITTANCE		89	31-Aug-2020	31-Aug-2020		2,204.27	0.00	
BUSINESS #									
87509318OTE0001									

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G.L. Account	CC1 CC2 CC3	GL Account Name						
1-2-1000-1045		EHT Payable				2,204.27		
Supplier Totals :						2,204.27	2,204.27	0.00
13330	MHBC PLANNING LIMITED							
5020441	CORRESPONDENCE WITH TATHAM AND MTO	93	31-Aug-2020	23-Sep-2020			79.10	0.00
1-1-1100-1102			HST Receivable-Blended			7.87		
1-4-6350-4030			BUILDING - Planning			-7.87		
1-4-6350-4030			BUILDING - Planning			79.10		
5020442	CAMP KLAHANIE PLANNING	93	31-Aug-2020	23-Sep-2020			1,729.44	0.00
1-1-1100-1102			HST Receivable-Blended			172.02		
1-4-8010-5014			PLN - General			1,729.44		
1-4-8010-5014			PLN - General			-172.02		
5020443	NOLL RONCADIN CONSEN	93	31-Aug-2020	23-Sep-2020			101.70	0.00
1-1-1100-1102			HST Receivable-Blended			10.12		
1-1-1100-1175			A/R-C Noll			-10.12		
1-1-1100-1175			A/R-C Noll			101.70		
5020444	WIENS CONSENT REVIEW	93	31-Aug-2020	23-Sep-2020			146.90	0.00
1-1-1100-1125			A/R-Wiens			-14.61		
1-1-1100-1125			A/R-Wiens			146.90		
1-1-1100-1102			HST Receivable-Blended			14.61		
5020445	PARSONS AND BANDIERA CONSENT	93	31-Aug-2020	23-Sep-2020			846.37	0.00
1-1-1100-1102			HST Receivable-Blended			84.19		
1-1-1100-1122			A/R-D Parsons			-84.19		
1-1-1100-1122			A/R-D Parsons			846.37		
5020446	OLNEY 292 CLAYTONS BAY TRAIL	93	31-Aug-2020	23-Sep-2020			960.50	0.00
1-1-1100-1121			A/R-G Olney			-95.54		
1-1-1100-1121			A/R-G Olney			960.50		
1-1-1100-1102			HST Receivable-Blended			95.54		

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Vendor Invoice	Vendor Name Description	Batch	Inv. Date	Due Date		Invoice Amount	Paid Amount	Discount Amount
G.L. Account	CC1 CC2 CC3	GL Account Name						
5020447	REID ZBLA	93	31-Aug-2020	23-Sep-2020			711.90	0.00
1-1-1100-1199		A/R- D Reid			-70.81			
1-1-1100-1199		A/R- D Reid			711.90			
1-1-1100-1102		HST Receivable-Blended			70.81			
5020448	ZHANG POTENTIAL CONSENT REVIEW	93	31-Aug-2020	23-Sep-2020			567.26	0.00
1-4-8010-5014		PLN - General			-56.42			
1-4-8010-5014		PLN - General			567.26			
1-1-1100-1102		HST Receivable-Blended			56.42			
5020449	VALIDAITON CERTIFICATE	93	31-Aug-2020	23-Sep-2020			440.70	0.00
1-3-8000-7800		PLN - Planning Revenue			-43.84			
1-3-8000-7800		PLN - Planning Revenue			440.70			
1-1-1100-1102		HST Receivable-Blended			43.84			
5020450	BAILEY - 119 HAWTHORNE LANE	93	31-Aug-2020	23-Sep-2020			341.26	0.00
1-1-1100-1102		HST Receivable-Blended			33.94			
1-4-8010-5014		PLN - General			341.26			
1-4-8010-5014		PLN - General			-33.94			
Supplier Totals :						5,925.13	5,925.13	0.00
14062	NEAR NORTH INDUSTRIAL SOLUTIONS							
69555	BACKHOE #5 PARTS AND REPAIRS	93	01-Sep-2020	23-Sep-2020			60.04	0.00
1-1-1100-1102		HST Receivable-Blended			5.97			
1-4-3218-2070		BH5 - Repairs			-5.97			
1-4-3218-2070		BH5 - Repairs			60.04			
69760	BACKHOE #4 REPAIR	93	14-Sep-2020	23-Sep-2020			306.50	0.00
1-4-3217-2070		BH4 - Repairs			-30.49			
1-4-3217-2070		BH4 - Repairs			306.50			
1-1-1100-1102		HST Receivable-Blended			30.49			

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Vendor Invoice	Vendor Name	Batch			Inv. Date	Due Date			
G.L. Account	Description	CC1	CC2	CC3	GL Account Name		Invoice Amount	Paid Amount	Discount Amount
Supplier Totals :							366.54	366.54	0.00
14063	NEAR NORTH LABORATORIES INC.								
77476	MONTHLY WATER TESTIN - MAY 2020		93		15-May-2020	23-Sep-2020		70.37	0.00
1-1-1100-1102					HST Receivable-Blended		7.00		
1-4-4300-2010					W-SYS - Materials/Supplies		-7.00		
1-4-4300-2010					W-SYS - Materials/Supplies		70.37		
Supplier Totals :							70.37	70.37	0.00
14093	NOVEXCO INC.								
403238571	OFFICE SUPPLIES		89		29-Apr-2020	31-Aug-2020		60.16	0.00
1-1-1100-1102					HST Receivable-Blended		5.98		
1-4-1200-2010					ADMIN - Office Supplies		-5.98		
1-4-1200-2010					ADMIN - Office Supplies		60.16		
403245941	OFFICE SUPPLIES		89		05-Apr-2020	31-Aug-2020		17.24	0.00
1-1-1100-1102					HST Receivable-Blended		1.71		
1-4-1200-2010					ADMIN - Office Supplies		-1.71		
1-4-1200-2010					ADMIN - Office Supplies		17.24		
403254658	OFFICE SUPPLIES		89		06-May-2020	31-Aug-2020		17.40	0.00
1-1-1100-1102					HST Receivable-Blended		1.73		
1-4-1200-2010					ADMIN - Office Supplies		-1.73		
1-4-1200-2010					ADMIN - Office Supplies		17.40		
403263008	OFFICE SUPPLIES		89		11-May-2020	31-Aug-2020		46.42	0.00
1-4-1200-2010					ADMIN - Office Supplies		-4.62		
1-4-1200-2010					ADMIN - Office Supplies		46.42		
1-1-1100-1102					HST Receivable-Blended		4.62		
403263429	OFFICE SUPPLIES		89		11-May-2020	31-Aug-2020		76.38	0.00
1-1-1100-1102					HST Receivable-Blended		76.38		

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Vendor Invoice	Vendor Name	Batch			Inv. Date	Due Date			
G.L. Account	CC1	CC2	CC3	GL Account Name	Invoice Amount	Paid Amount	Discount Amount		
1-4-1200-2010				ADMIN - Office Supplies	-7.60				
1-4-1200-2010				ADMIN - Office Supplies	76.38				
403274717	OFFICE SUPPLIES		89	14-May-2020	31-Aug-2020	23.91	0.00		
1-4-1200-2010				ADMIN - Office Supplies	-2.38				
1-4-1200-2010				ADMIN - Office Supplies	23.91				
1-1-1100-1102				HST Receivable-Blended	2.38				
403275558	OFFICE SUPPLIES		89	14-May-2020	31-Aug-2020	76.49	0.00		
1-4-1200-2010				ADMIN - Office Supplies	-7.61				
1-4-1200-2010				ADMIN - Office Supplies	76.49				
1-1-1100-1102				HST Receivable-Blended	7.61				
403288961	OFFICE SUPPLIES		89	21-May-2020	31-Aug-2020	23.91	0.00		
1-4-1200-2010				ADMIN - Office Supplies	-2.38				
1-4-1200-2010				ADMIN - Office Supplies	23.91				
1-1-1100-1102				HST Receivable-Blended	2.38				
403296563	OFFICE SUPPLIES		89	25-May-2020	31-Aug-2020	106.11	0.00		
1-4-1200-2010				ADMIN - Office Supplies	-10.56				
1-4-1200-2010				ADMIN - Office Supplies	106.11				
1-1-1100-1102				HST Receivable-Blended	10.56				
403316630	OFFICE SUPPLIES		89	01-Jun-2020	31-Aug-2020	100.77	0.00		
1-4-1200-2010				ADMIN - Office Supplies	-10.02				
1-4-1200-2010				ADMIN - Office Supplies	100.77				
1-1-1100-1102				HST Receivable-Blended	10.02				
403333879	OFFICE SUPPLIES		89	05-Jun-2020	31-Aug-2020	100.77	0.00		
1-1-1100-1102				HST Receivable-Blended	10.02				
1-4-1200-2010				ADMIN - Office Supplies	-10.02				
1-4-1200-2010				ADMIN - Office Supplies	100.77				
403347830	OFFICE SUPPLIES		89	10-Jun-2020	31-Aug-2020	38.30	0.00		
1-4-1200-2010				ADMIN - Office Supplies					

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Vendor Invoice	Vendor Name	Batch			Inv. Date	Due Date			
G.L. Account	CC1	CC2	CC3	GL Account Name	Invoice Amount	Paid Amount	Discount Amount		
1-4-1200-2010				ADMIN - Office Supplies	38.30				
1-1-1100-1102				HST Receivable-Blended	3.81				
403364600	OFFICE SUPPLIES		89	15-Jun-2020	31-Aug-2020	34.76	0.00		
1-1-1100-1102				HST Receivable-Blended	3.46				
1-4-1200-2010				ADMIN - Office Supplies	-3.46				
1-4-1200-2010				ADMIN - Office Supplies	34.76				
403397339	OFFICE SUPPLIES		89	25-Jun-2020	31-Aug-2020	106.11	0.00		
1-4-1200-2010				ADMIN - Office Supplies	-10.56				
1-4-1200-2010				ADMIN - Office Supplies	106.11				
1-1-1100-1102				HST Receivable-Blended	10.56				
403443971	OFFICE SUPPLIES		89	13-Jul-2020	31-Aug-2020	290.90	0.00		
1-1-1100-1102				HST Receivable-Blended	28.94				
1-4-1200-2010				ADMIN - Office Supplies	-28.94				
1-4-1200-2010				ADMIN - Office Supplies	290.90				
403597626	OFFICE SUPPLIES		89	28-Aug-2020	31-Aug-2020	111.87	0.00		
1-1-1100-1102				HST Receivable-Blended	11.13				
1-4-1200-2010				ADMIN - Office Supplies	-11.13				
1-4-1200-2010				ADMIN - Office Supplies	111.87				
403632225	COMMUNITY DEVELOPME OFFICE SUPPLIES		93	09-Sep-2020	23-Sep-2020	98.64	0.00		
1-4-1200-2010				ADMIN - Office Supplies	-9.81				
1-4-1200-2010				ADMIN - Office Supplies	98.64				
1-1-1100-1102				HST Receivable-Blended	9.81				
Supplier Totals :					1,330.14	1,330.14	0.00		
15001	ONTARIO MUNICIPAL EMPLOYEES								
336500 AUGUST	GROUP 336500 AUGUST		93	01-Sep-2020	23-Sep-2020	15,802.92	0.00		
REMITTANCE									
1-2-1000-1022				OMERS Payable		15,802.92			

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Vendor Invoice	Vendor Name	Batch			Inv. Date	Due Date			
G.L. Account	CC1	CC2	CC3	GL Account Name			Invoice Amount	Paid Amount	Discount Amount
Supplier Totals :							15,802.92	15,802.92	0.00
15050	HYDRO ONE NETWORKS								
2000 2971 308	00 HWY 124 AHMIC HARBOUR		93		02-Sep-2020	23-Sep-2020		49.73	0.00
1-1-1100-1102				HST Receivable-Blended			4.95		
1-4-3800-5014				STREET - Ahmic Harbour Street Light			-4.95		
1-4-3800-5014				STREET - Ahmic Harbour Street Light			49.73		
2000 3249 880	18 MILLER ROAD - ROADS GARAGE HYDRO		93		24-Aug-2020	23-Sep-2020		401.46	0.00
1-4-3101-2030				J - Hydro			-39.94		
1-4-3101-2030				J - Hydro			401.46		
1-1-1100-1102				HST Receivable-Blended			39.94		
2000 8969 030	PARKS GARAGE - AUG 24 2020		89		24-Aug-2020	31-Aug-2020		130.16	0.00
1-4-7205-2030				P - Hydro			-12.94		
1-4-7205-2030				P - Hydro			130.16		
1-1-1100-1102				HST Receivable-Blended			12.94		
2001 0005 678	6527 HIGHWAY 124		89		31-Aug-2020	31-Aug-2020		28.30	0.00
1-1-1100-1102				HST Receivable-Blended			2.82		
1-4-7205-2030				P - Hydro			-2.82		
1-4-7205-2030				P - Hydro			28.30		
2001 2639 318	LAKE CECEBE WHARF LIGHT HYDRO		93		04-Sep-2020	23-Sep-2020		32.05	0.00
1-1-1100-1102				HST Receivable-Blended			3.19		
1-4-3800-5016				STREET - Rockwynn Landing Light			-3.19		
1-4-3800-5016				STREET - Rockwynn Landing Light			32.05		
2001 9893 262	60 AHMIC STREET		89		31-Aug-2020	31-Aug-2020		79.72	0.00
1-4-2006-2030				AHMIC STATION - Hydro			-2.65		
1-4-2006-2030				AHMIC STATION - Hydro			26.58		
1-4-7700-2030				AHMIC - Hydro			-6.11		
1-4-7700-2030				AHMIC - Hydro			53.14		
1-1-1100-1101				HST Receivable-100%			6.11		

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Vendor	Vendor Name				Inv. Date	Due Date		
Invoice	Description	Batch						
G.L. Account	CC1	CC2	CC3	GL Account Name		Invoice Amount	Paid Amount	Discount Amount
1-1-1100-1102				HST Receivable-Blended		2.65		
Supplier Totals :						721.42	721.42	0.00
16059	WASTE CONNECTIONS OF CANADA INC.							
7113-00003013	CHAPMAN AND CROFT	93		31-Aug-2020	23-Sep-2020		22,501.04	0.00
	WASTE DISPOSAL							
	AUGUST 2020							
1-4-4010-4010				GARBAGE - Contracts		29.81		
1-4-4010-4010				GARBAGE - Contracts		1,694.00		
1-4-4020-4022				LF - Mattress disposal		8,833.46		
1-4-4020-4022				LF - Mattress disposal		155.47		
1-4-4030-4012				RECY - Recycling Curbside		1,909.44		
1-4-4030-4012				RECY - Recycling Curbside		33.61		
1-1-1100-1102				HST Receivable-Blended		2,238.16		
1-4-4030-4014				RECY - Recycling Depot		7,475.52		
1-4-4030-4014				RECY - Recycling Depot		131.57		
Supplier Totals :						22,501.04	22,501.04	0.00
16200	POLLARD DISTRIBUTION INC							
3561	DUST CONTROL	93		31-Aug-2020	23-Sep-2020		8,938.94	0.00
1-1-1100-1102				HST Receivable-Blended		889.15		
1-4-3043-4010				D3 - Contracts		-293.42		
1-4-3043-4010				D3 - Contracts		2,949.85		
1-4-3043-2010				D3 - Materials/Supplies		5,989.09		
1-4-3043-2010				D3 - Materials/Supplies		-595.73		
Supplier Totals :						8,938.94	8,938.94	0.00
18070	TOWNSHIP OF RYERSON							
RTO 2020-037	3RD QUARTER TRAINING	93		01-Sep-2020	23-Sep-2020		4,170.40	0.00
	OFFICER							
1-4-2002-1500				FT - Regional Training		4,170.40		
Supplier Totals :						4,170.40	4,170.40	0.00

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Vendor Invoice	Vendor Name	Description	Batch	Invc. Date	Due Date		Invoice Amount	Paid Amount	Discount Amount
G.L. Account		CC1	CC2	CC3	GL Account Name				
19008	SDB TRUCK & EQUIPMENT REPAIRS								
11481	MONTHLY INSPECTION TRUCK #22			93	29-Aug-2020 23-Sep-2020			169.50	0.00
1-4-3222-2070					TR22 - Repairs		-16.86		
1-4-3222-2070					TR22 - Repairs		169.50		
1-1-1100-1102					HST Receivable-Blended		16.86		
11513	TRUCK #28 REPAIRS			93	04-Sep-2020 23-Sep-2020			587.60	0.00
1-4-3228-2070					TR28 - Repairs		-58.45		
1-4-3228-2070					TR28 - Repairs		587.60		
1-1-1100-1102					HST Receivable-Blended		58.45		
Supplier Totals :							757.10	757.10	0.00
19037	SLING-CHOKER MFG. (NORTH BAY) LTD.								
83559	WORK T SHIRTS			93	27-Aug-2020 23-Sep-2020			391.57	0.00
1-4-3061-2020					F - Safety-PPE		-38.95		
1-4-3061-2020					F - Safety-PPE		391.57		
1-1-1100-1102					HST Receivable-Blended		38.95		
83810	BARRICADE FOR SPACING			93	11-Sep-2020 23-Sep-2020			800.58	0.00
1-1-1100-1102					HST Receivable-Blended		79.64		
1-4-4020-2010					LF - Materials/Supplies		-39.82		
1-4-4020-2010					LF - Materials/Supplies		400.29		
1-4-4030-2010					RECY - Materials/Supplies		-39.82		
1-4-4030-2010					RECY - Materials/Supplies		400.29		
Supplier Totals :							1,192.15	1,192.15	0.00
19043	SILVER SCREEN PRINTING								
1320	LOGOS FOR ROADS GEAF			89	27-Aug-2020 31-Aug-2020			24.97	0.00
1-4-3061-2020					F - Safety-PPE		-2.48		
1-4-3061-2020					F - Safety-PPE		24.97		
1-1-1100-1102					HST Receivable-Blended				

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Vendor Invoice	Vendor Name Description	Batch	Invc. Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
G.L. Account	CC1 CC2 CC3 GL Account Name						
Supplier Totals :					24.97	24.97	0.00
19045	LINDA SAUNDERS						
AUG 16 2020	MILEAGE - KAWARTHA CREDIT UNION	89	16-Aug-2020	31-Aug-2020		25.30	0.00
1-1-1100-1102			HST Receivable-Blended		2.52		
1-4-1300-2010			TREAS - Taxation Materials		-2.52		
1-4-1300-2010			TREAS - Taxation Materials		25.30		
AUG 23 2020	MILEAGE - KAWARTHA CREDIT UNION	89	23-Aug-2020	31-Aug-2020		25.30	0.00
1-4-1300-2010			TREAS - Taxation Materials		-2.52		
1-4-1300-2010			TREAS - Taxation Materials		25.30		
1-1-1100-1102			HST Receivable-Blended		2.52		
AUG 28 2020	MILEAGE - KAWARTHA CREDIT UNION	89	28-Aug-2020	31-Aug-2020		25.30	0.00
1-1-1100-1102			HST Receivable-Blended		2.52		
1-4-1300-2010			TREAS - Taxation Materials		-2.52		
1-4-1300-2010			TREAS - Taxation Materials		25.30		
AUG 6 2020	MILEAGE - KAWARTHA CREDIT UNION	89	06-Aug-2020	31-Aug-2020		25.30	0.00
1-4-1300-2010			TREAS - Taxation Materials		-2.52		
1-4-1300-2010			TREAS - Taxation Materials		25.30		
1-1-1100-1102			HST Receivable-Blended		2.52		
Supplier Totals :					101.20	101.20	0.00
19055	STAPLES BUSINESS ADVANTAGE						
53989339	OFFICE SUPPLIES	89	25-Aug-2020	31-Aug-2020		18.39	0.00
1-4-1200-2010			ADMIN - Office Supplies		-1.83		
1-4-1200-2010			ADMIN - Office Supplies		18.39		
1-1-1100-1102			HST Receivable-Blended		1.83		
54137560	OFFICE SUPPLIES	93	11-Sep-2020	23-Sep-2020		25.91	0.00
1-4-1200-2010			ADMIN - Office Supplies		-2.91		

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Vendor Invoice	Vendor Name	Batch			Invc. Date	Due Date			
G.L. Account	CC1	CC2	CC3	GL Account Name		Invoice Amount	Paid Amount	Discount Amount	
1-4-1200-2010				ADMIN - Office Supplies		25.91			
1-1-1100-1102				HST Receivable-Blended		2.58			
Supplier Totals :						44.30	44.30	0.00	
19064	WORKPLACE SAFETY AND INSURANCE BOARD								
1623885 AUGL	AUGUST 2020 WSIB		93	01-Sep-2020	23-Sep-2020		3,871.69	0.00	
REMITTANCE									
1-2-1000-1046				WSIB Payable		3,275.44			
1-4-2001-1010				FV - Wages & Benefits-volunteer calls		596.25			
Supplier Totals :						3,871.69	3,871.69	0.00	
19083	SELECTCOM								
SEPT 10	SEPTEMBER 2020 LONG		93	10-Sep-2020	23-Sep-2020		624.07	0.00	
DISTANCE CHARGES									
1-4-3101-2050				J - Telephone		-5.44			
1-4-3101-2050				J - Telephone		54.64			
1-4-2005-2050				MAG STATION - Telephone		-12.54			
1-4-2005-2050				MAG STATION - Telephone		126.04			
1-1-1100-1102				HST Receivable-Blended		26.26			
1-4-7700-2050				AHMIC - Telephone		-4.73			
1-4-7700-2050				AHMIC - Telephone		41.10			
1-4-7300-2050				HALL - Telephone		-4.78			
1-4-7300-2050				HALL - Telephone		41.53			
1-1-1100-1101				HST Receivable-100%		41.43			
1-4-2100-2050				CBO - Telephone		-4.19			
1-4-2100-2050				CBO - Telephone		42.16			
1-4-1200-2050				ADMIN - Telephone		-31.92			
1-4-1200-2050				ADMIN - Telephone		277.50			
1-4-7205-2050				P - Telephone		-4.09			
1-4-7205-2050				P - Telephone		41.10			
Supplier Totals :						624.07	624.07	0.00	
19145	SIGNCRAFT								
775	RIVER ROAD CLOSURE		93	31-Aug-2020	23-Sep-2020		364.99	0.00	
SIGNS									

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Vendor Invoice	Vendor Name Description	Batch	Inv. Date	Due Date			
G.L. Account	CC1	CC2	CC3	GL Account Name	Invoice Amount	Paid Amount	Discount Amount
1-1-1100-1102				HST Receivable-Blended	36.31		
1-4-3011-2010				A - Materials/Supplies	-36.31		
1-4-3011-2010				A - Materials/Supplies	364.99		
Supplier Totals :					364.99	364.99	0.00
19996	TATHAM ENGINEERING						
65886	ROAD NEEDS STUDY	93	31-Aug-2020	23-Sep-2020		2,161.13	0.00
1-4-3101-4010				J - Contracts	-214.97		
1-4-3101-4010				J - Contracts	2,161.13		
1-1-1100-1102				HST Receivable-Blended	214.97		
Supplier Totals :					2,161.13	2,161.13	0.00
20083	TRACKMATICS INC						
36881	TRACKMATICS MONTHLY MONITORING SEPTEMBER	93	05-Sep-2020	23-Sep-2020		118.65	0.00
1-1-1100-1102				HST Receivable-Blended	11.80		
1-4-7205-2045				P - AVL monitoring and data	-11.80		
1-4-7205-2045				P - AVL monitoring and data	118.65		
36922	ROADS MONTHLY MONITORING AUGUST 2020	93	05-Sep-2020	23-Sep-2020		501.72	0.00
1-1-1100-1102				HST Receivable-Blended	49.91		
1-4-3101-2045				J - AVL monitoring and data	-49.91		
1-4-3101-2045				J - AVL monitoring and data	501.72		
Supplier Totals :					620.37	620.37	0.00
22030	VIA NET INTERNET SOLUTIONS						
SEPT 1	DSL SERVICE - SEPTEMBER 1-30 2020	93	01-Sep-2020	23-Sep-2020		230.50	0.00
1-4-2005-2050				MAG STATION - Telephone	79.09		
1-4-2005-2050				MAG STATION - Telephone	-7.87		
1-4-1200-2135				ADMIN - Website expenses	151.41		
1-4-1200-2135				ADMIN - Website expenses	-15.04		

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Vendor : 01009 To 30000

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Cheque Print Date : 31-Aug-2020 To : 23-Sep-2020

Bank : 0099 To 1

Vendor Invoice	Vendor Name Description	Batch	Inv. Date	Due Date			
G.L. Account	CC1	CC2	CC3	GL Account Name	Invoice Amount	Paid Amount	Discount Amount
1-1-1100-1102				HST Receivable-Blended	22.93		
Supplier Totals :					230.50	230.50	0.00
23024	WEEKS CONSTRUCTION						
73998	RIVER ROAD CULVERTS	93	31-Aug-2020	23-Sep-2020		1,865.74	0.00
1-1-1100-1102				HST Receivable-Blended	185.58		
1-4-3011-2010				A - Materials/Supplies	-185.58		
1-4-3011-2010				A - Materials/Supplies	1,865.74		
Supplier Totals :					1,865.74	1,865.74	0.00
23074	WPCI						
315566	CHARLES SAUNDERS REPLACEMENT CELL PHONE	93	01-Sep-2020	23-Sep-2020		199.83	0.00
1-1-1100-1102				HST Receivable-Blended	19.88		
1-4-3101-2052				J - Cell Telephone	-19.88		
1-4-3101-2052				J - Cell Telephone	199.83		
Supplier Totals :					199.83	199.83	0.00
23086	XEROX CANADA LTD						
85316645	COPYING EXPENSES	93	31-Aug-2020	23-Sep-2020		170.90	0.00
1-1-1100-1102				HST Receivable-Blended	17.00		
1-4-1200-2140				ADMIN - Copying Expenses	-17.00		
1-4-1200-2140				ADMIN - Copying Expenses	170.90		
Supplier Totals :					170.90	170.90	0.00
Computer Paid Total :					251,564.60	251,564.60	0.00

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Vendor : 01009 To 30000

Batch : 87 To 93

EFT Paid Date : 31-Aug-2020 To 23-Sep-2020

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Vendor Code Vendor Name

Invoice No. Description

Invoice Ref:		Description		Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
G.L. Account	CC1	CC2	CC3	GL Account Name					
12045	LAKELAND POWER - EFT								
072641-00 AUG 2	MEDICAL BLDG AND CREDIT UNION HYDRO			87	17-Aug-2020	31-Aug-2020		55.55	
1-4-6300-2030				RENTAL - Hydro			-5.52		
1-4-6300-2030				RENTAL - Hydro			55.55		
1-1-1100-1102				HST Receivable-Blended			5.52		
072642-00 AUG 2	81 ALBERT STREET FIRE			87	17-Aug-2020	31-Aug-2020		114.61	
1-4-2005-2030				MAG STATION - Hydro			-11.40		
1-4-2005-2030				MAG STATION - Hydro			114.61		
1-1-1100-1102				HST Receivable-Blended			11.40		
072693-00 AUG 2	MAGNETAWAN HERITAGE CENTRE HYDRO			87	17-Aug-2020	31-Aug-2020		117.47	
1-4-7600-2030				HERITAGE - Hydro			-11.68		
1-4-7600-2030				HERITAGE - Hydro			117.47		
1-1-1100-1102				HST Receivable-Blended			11.68		
073239-00 AUG 2	STREET LIGHTS HYDRO			87	17-Aug-2020	31-Aug-2020		662.23	
1-4-3800-5012				STREET - Magnetawan Street Lights			-65.88		
1-4-3800-5012				STREET - Magnetawan Street Lights			662.23		
1-1-1100-1102				HST Receivable-Blended			65.88		
073252-00 AUG 2	4304 HIGHWAY 520 HYDRO			87	17-Aug-2020	31-Aug-2020		1,400.34	
1-4-7300-2030				HALL - Hydro/Stove Propane			-161.10		
1-4-7300-2030				HALL - Hydro/Stove Propane			1,400.34		
1-1-1100-1101				HST Receivable-100%			161.10		
076283-00 AUG 2	4135 HIGHWAY 520 PARK HYDRO			87	17-Aug-2020	31-Aug-2020		107.32	
1-4-7205-2030				P - Hydro			-10.68		
1-4-7205-2030				P - Hydro			107.32		
1-1-1100-1102				HST Receivable-Blended			10.68		
076598-00 AUG 2	61 SPARKS STREET HYDRO			87	24-Aug-2020	31-Aug-2020		33.09	
1-4-7205-2030				P - Hydro			-3.29		
1-4-7205-2030				P - Hydro			33.09		

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Vendor Code Vendor Name

Invoice No. Description

			Batch	Invoice Date	Due Date			
G.L. Account	CC1	CC2	CC3	GL Account Name		Invoice Amount	Paid Amount	Discount Amount
1-1-1100-1102				HST Receivable-Blended		3.29		
077271-00 AUG 2 SPARKS STREET HYDRO			87	17-Aug-2020	31-Aug-2020		89.19	
1-1-1100-1102				HST Receivable-Blended		8.87		
1-4-7205-2030				P - Hydro		-8.87		
1-4-7205-2030				P - Hydro		89.19		
Supplier Totals :						2,579.80	2,579.80	0.00
18043				RECEIVER GENERAL				
RP0001 AUG 202 PAYROLL REMITTANCE			87	27-Aug-2020	31-Aug-2020		20,331.19	
				AUG 1-31 2020				
1-2-1000-1049				Income Tax Payable		12,776.49		
1-2-1000-1048				EI Payable		1,997.66		
1-2-1000-1047				CPP Payable		5,557.04		
Supplier Totals :						20,331.19	20,331.19	0.00
18044				RECEIVER GENERAL				
RP0002 AUG 202 PAYROLL REMITTANCE			87	27-Aug-2020	31-Aug-2020		6,911.36	
				AUG 1-31 2020				
1-2-1000-1047				CPP Payable		2,082.72		
1-2-1000-1048				EI Payable		1,191.48		
1-2-1000-1049				Income Tax Payable		3,637.16		
Supplier Totals :						6,911.36	6,911.36	0.00
18088				ROYAL BANK VISA EFT				
AUG 15			87	15-Aug-2020	31-Aug-2020		677.99	
				PROJECTOR FOR PUB ED TRAINING				
1-4-2003-2010				FP - Prevention materials & supplies		-67.44		
1-4-2003-2010				FP - Prevention materials & supplies		677.99		
1-1-1100-1102				HST Receivable-Blended		67.44		
AUG 18			87	18-Aug-2020	31-Aug-2020		460.98	
				SCREENS FOR TRAINING AND DISPATCH COMPUTERS				

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Vendor : 01009 To 30000

Batch : 87 To 93

EFT Paid Date : 31-Aug-2020 To 23-Sep-2020

Bank : 0099 To 1

Vendor Code Vendor Name

Invoice No. Description

			Batch	Invoice Date	Due Date			
G.L. Account	CC1	CC2	CC3	GL Account Name		Invoice Amount	Paid Amount	Discount Amount
1-1-1100-1102				HST Receivable-Blended		45.85		
1-4-2000-2120				FD - Office		-45.85		
1-4-2000-2120				FD - Office		460.98		
Supplier Totals :						1,138.97	1,138.97	0.00
18089	ROYAL BANK VISA EFT							
246604680	GO TO MEETING FOR		87	13-Jul-2020	31-Aug-2020		74.58	
	ELECTRONIC COUNCIL							
1-1-1100-1102				HST Receivable-Blended		7.42		
1-4-1200-2010				ADMIN - Office Supplies		-7.42		
1-4-1200-2010				ADMIN - Office Supplies		74.58		
246609805	GO TO MEETING		87	13-Jul-2020	31-Aug-2020		-37.29	
	COUNCIL REFUND FOR							
	OVERPAYMENT							
1-4-1200-2010				ADMIN - Office Supplies		3.71		
1-4-1200-2010				ADMIN - Office Supplies		-37.29		
1-1-1100-1102				HST Receivable-Blended		-3.71		
AUG 11	CAKE + DONUTS		87	11-Aug-2020	31-Aug-2020		11.27	
1-1-1100-1102				HST Receivable-Blended		1.12		
1-4-7600-2010				HERITAGE - Repairs and Supplies		-1.12		
1-4-7600-2010				HERITAGE - Repairs and Supplies		11.27		
AUG 12	TANNERS RE		87	12-Aug-2020	31-Aug-2020		25.00	
	CHRISTMAS IN JULY							
1-4-1200-2010				ADMIN - Office Supplies		25.00		
AUG 17	LINDA SAUNDERS 25TH		87	17-Aug-2020	31-Aug-2020		100.00	
	ANNI							
1-4-1200-1320				ADMIN - Memberships		25.00		
1-4-1200-1320				ADMIN - Memberships		75.00		
JULY 30 2020	TANNERS RE		87	20-Jul-2020	31-Aug-2020		526.12	
	CHRISTMAS IN JULY							
1-4-1200-2010				ADMIN - Office Supplies		-52.34		
1-4-1200-2010				ADMIN - Office Supplies		526.12		
1-1-1100-1102				HST Receivable-Blended		52.34		

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO.-

Being a By-law to establish and regulate a fire department within the Municipality

WHEREAS Section 2 of the *Fire Protection and Prevention Act* requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention, and to provide such other *fire protection services* as it determines may be necessary in accordance with its needs and circumstances;

AND WHEREAS Section 5 of the *Fire Protection and Prevention Act* authorizes the Council of a municipality to establish, maintain and operate a fire department to provide fire suppression services and other *fire protection services* in the municipality.

AND WHEREAS Sections 8 and 11 of the *Municipal Act* authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting, *inter alia*, health, safety and well- being of persons, protection of persons and property, and services that the municipality is authorized to provide.

AND WHEREAS Section 391 of the *Municipal Act* authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality.

AND WHEREAS Section 425 of the *Municipal Act* provides that the Council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence.

AND WHEREAS Section 446 of the *Municipal Act* provides that if a municipality has the authority under that or any other act, or under a by-law under that 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, and the municipality may recover the costs of doing a matter or thing 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;

AND WHEREAS the Council deems it desirable, necessary, and expedient to amend, consolidate, revise, and update its by-law to establish and regulate a fire department for the Municipality of Magnetawan.

BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Magnetawan.

DEFINITIONS

In this by-law, unless the context otherwise requires:

- (a) **"Approved"** means approved by the Council.
- (b) **"Automatic Aid"** means an Approved agreement under which a municipality that is capable of responding more quickly to an area agrees to provide an initial response to fires, rescues, and emergencies in another municipality, or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.
- (c) **"Auxiliary Member"** means a person who is appointed to provide certain limited functions in support of the

delivery of *Fire Protection Services* voluntarily or for a nominal consideration.

- (d) **"Corporation"** means The Corporation of the Municipality of Magnetawan.
- (e) **"Council"** means the Council of the Municipality of Magnetawan.
- (f) **"Deputy Fire Chief"** means a person appointed by *Council* to act on behalf of the *Fire Chief* of the Fire Department in the case of absence or a vacancy in the office of the *Fire Chief*.
- (g) **"Emergency Management and Civil Protection Act"** means *Emergency Management and Civil Protection Act, 1990, S. O. 1990, c. E.9, as amended, and any successor legislation.*
- (h) **"Fire Chief"** means the person appointed by, *Council* to act as *fire chief* for the *Corporation* and who is ultimately responsible to *Council* as set out in the *Fire Protection and Prevention Act*.
- (i) **"Fire Code"** means Ontario Regulation 213/07, as amended, and any successor regulation.
- (j) **"Fire Department"** means The Magnetawan Fire Department.
- (k) **"Firefighter"** means the *Fire Chief* and any other person employed in, or appointed to, the *Fire Department* to undertake *Fire Protection Services*, and shall include a *Volunteer Firefighter*
- (l) **"Fire Protection and Prevention Act"** means the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended.*
- (m) **"Fire Protection Services"** includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of *Fire Protection Services*, and the delivery of all those services.
- (n) **"Limited Service"** means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of *Volunteer Firefighters* in insufficient numbers to safely carry out the delivery of *Fire Protection Services*, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- (o) **"Member"** means any person employed by, appointed by the Fire Chief to, or volunteering for the *Fire Department* and assigned to undertake *Fire Protection Services*, and includes *Officers, Volunteer Firefighters, radio operators and Auxiliary Members.*
- (p) **"Municipal Act"** means the *Municipal Act, 2001, S.O. 2001, c.25, as amended, and any successor legislation.*
- (q) **"Mutual Aid"** means a plan established pursuant to section 7 of the *Fire Protection and Prevention Act* under which *fire departments* that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- (r) **"Officer"** means *Fire Chief, Deputy Fire Chief, Chief Training Officer, Captain, Acting Captain, Training Officer, Fire Prevention Officer, and any person designated by the Fire Chief to supervise Firefighters.*
- (s) **"Radio Operator"** means a person who operates a radio and liaisons with staff and other agencies, or emergency services as required.

- (t) **"Volunteer Firefighter"** means a person who provides *Fire Protection Services* voluntarily or for a nominal consideration, honorarium, or training or activity allowance, and includes *Auxiliary Members*.
 - (u) **"Water access only properties"** means properties only accessible by travel onto a body of water or onto ice over a body of water.
- 2.A *Fire Department* for the Municipality of Magnetawan to be known as The Magnetawan Fire Department is hereby established, and the head of the *Fire Department* shall be known as the *Fire Chief*.

DEPARTMENT STRUCTURE

- 3. *Council* shall appoint a *Fire Chief* who shall be the highest-ranking *Officer* and director of the *Fire Department*.
- 4. In addition to the *Fire Chief*, *Council* shall appoint a *Deputy Fire Chief* who shall report to the *Fire Chief* as the second highest ranking *Officers* of the *Fire Department*. In the absence or vacancy of the *Fire Chief*, The *Deputy Fire Chief* shall have the powers and perform the duties of the *Fire Chief*.
- 5. In addition to the *Fire Chief* and *Deputy Fire Chief* the *Fire Department* shall consist of, *Officers*, *Volunteer Firefighters*, *Radio Operators*, and other *Members* as deemed necessary and appointed by the *Fire Chief* to provide *Fire Protection Services*.
- 6. The *Fire Department* shall be structured in conformance with the Approved *Fire Department* Organizational Chart as set out in Schedule "A" attached hereto and forming part of this by-law.

APPROVED SERVICES AND PROGRAMS

- 7. The *Fire Department* shall provide such *Fire Protection Services* and programs as *Approved* by the *Council* in accordance with Part II of the *Fire Protection and Prevention Act*, and set out in Schedule "B" attached hereto and forming part of this by-law.

LIMITED SERVICE

- 8. In consideration of the reliance by the *Fire Department* on the response of *Volunteer Firefighters*, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions, delays or unavailability of specialized equipment required by the *Fire Department*, or other extraordinary circumstances which may impede the delivery of *Fire Protection Services*, any *Approved* service set out in Schedule "B" may from time to time be provided as a *Limited Service* as defined in this by-law, as determined by the *Fire Chief*, his or her designate, or the highest-ranking *Officer* in charge of a response.

Fire Protection Services **shall not be provided** to *water access only properties* by the *Fire Department* at any time.

- 9. The *Corporation* shall accept no liability for the provision of a *Limited Service* by the *Fire Department* as reasonably necessary.

RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY

- 10. The *Fire Department* shall not respond outside the limits of the municipality except with respect to a fire, rescue, or emergency:

- (a) That, in the opinion of the *Fire Chief* or designate, threatens property in the municipality, or property situated outside the municipality that is owned or occupied by the municipality.
- (b) In a municipality with which an *Approved* agreement has been entered into to provide *fire protection services* which may include *automatic aid*.
- (c) On property with which an *Approved* agreement has been entered into with any person or *corporation* to provide *fire protection services*.
- (d) At the discretion of the *Fire Chief* or designate, to a municipality authorized to participate in any county, district or regional *mutual aid* plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program.
- (e) On property beyond the municipal boundary where the *Fire Chief* or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures acceptable to the *Fire Chief* or designate.

FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

- 11. The *Fire Chief* shall be ultimately responsible to *Council* as set out in subsection 6(3) of the *Fire Protection and Prevention Act* for the proper administration and operation of the *Fire Department*, including delivery of *Approved* services and programs.
- 12. The *Fire Chief* shall be deemed to be the Chief Fire Official of the municipality for the purposes of the *Fire Protection and Prevention Act* and regulations enacted thereunder, and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof.
- 13. Without limiting the generality of the foregoing, the *Fire Chief* shall be authorized and responsible for:
 - (a) Performing all statutory duties of the *Fire Protection and Prevention Act* and any other legislation applicable to the administration or operation of the *Fire Department*.
 - (b) Reporting to *Council* as required by the *Fire Protection and Prevention Act*.
 - (c) Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the *Corporation* respecting the administration and operation of the *Fire Department*.
 - (d) Periodically reviewing this by-law and any other by-laws of the *Corporation* respecting the administration and operation of the *Fire Department*, and the *Fire Chief* may establish an advisory committee consisting of such *Members* of the *Fire Department* and other persons, possibly including *members* of the general public, as may be necessary from time to time to assist in discharging this duty.
 - (e) Recommending to *Council* amendments to this by-law, or any other by-law of the *Corporation*, that the *Fire Chief* considers relevant and appropriate.
 - (f) Developing, establishing, and implementing policies, operating procedures and guidelines, general orders and department rules, and other measures as the *Fire Chief* may consider necessary for the proper

administration and efficient operation of the *Fire Department*.

- (g) Periodically reviewing, revising, or revoking as required, all policies, operating procedures and guidelines, general orders, and rules of the *Fire Department*, and the *Fire Chief* may establish an advisory committee from time to time to assist in discharging these duties.
- (h) Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services, and supplies for the *Fire Department*.
- (i) The proper care and protection of all *Fire Department* property.
- (j) Arranging and implementation of *automatic aid*, *mutual aid* and other negotiated and/or *Approved* fire protection and emergency service agreements between the *Fire Department* and other municipalities.
- (k) Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all *Members* of the *Fire Department*.
- (l) Appointment, subject to *Approved* hiring policies, of any qualified person as a *Member* of the *Fire Department*.
- (m) The conduct and discipline of all *Members* of the *Fire Department*, including disciplinary actions as required which may range from reprimand to dismissal.
- (n) Keeping an accurate record of all fires, rescues and emergencies responded to by the *Fire Department*, all fire safety inspections and fire investigations, and other such records as may be required by *Council* in a manner consistent with applicable records management policies of the *Corporation*, and for retaining such records for a period prescribed by *Approved* records retention policies and statutory requirements.
- (o) Enforcement of the *Fire Code*, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the *Fire Protection and Prevention Act*.
- (p) Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other *officer*, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that an offence has been committed under the *Fire Protection and Prevention Act*, or other applicable regulation or statute.
- (q) Preparing and presenting annual and periodic reports to *Council* as deemed necessary by the *Fire Chief*, and any other specific reports as directed by the *Council*
- (r) Preparing and submitting annual budget estimates for approval by *Council*, and effectively administering, monitoring, and controlling the *Fire Department* operating and capital budgets.
- 14. The *Fire Chief* may assist with the preparation, implementation, and maintenance of the municipal Emergency Plan pursuant to the *Emergency Management and Civil Protection Act*.
- 15. The *Fire Chief* shall be responsible for assisting other public officials in an emergency declared by the Head of *Council*, the Premier of Ontario, or the Prime Minister of Canada.

POWERS

16. The *Fire Chief* shall exercise all powers and duties prescribed by the *Fire Protection and Prevention Act*, and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.
17. Without limiting the generality of the foregoing, the *Fire Chief* and his/her designates shall be empowered and authorized to carry out the following:
 - (a) Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
 - (b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
 - (c) Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.
 - (d) Recovery of costs incurred by such necessary actions for the *Corporation* in a manner provided by the *Municipal Act* and the *Fire Protection and Prevention Act*.
 - (e) Taking any and all steps as set out in Parts V, VI and VII of the *Fire Protection and Prevention Act*.
18. As set out in the *Fire Protection and Prevention Act*, the *Fire Chief* may delegate any of his/her powers or duties to the *Deputy Fire Chief* or any *Officer* or *Member* that the *Fire Chief* deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, and such *Officer* or *Member* so delegated shall have all the powers and shall perform all duties as delegated.

RECOVERY OF COSTS

19. If as the result of a *Fire Department* response to a fire, rescue, or other emergency, the *Fire Chief*, his or her designate, or the highest ranking *Officer* in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the *Corporation* shall recover the costs incurred by the *Corporation* for taking such actions from the owner of the property on which the fire or other emergency occurred.
20. The *Corporation* may recover costs incurred by such necessary actions in a manner provided by the *Municipal Act* and the *Fire Protection and Prevention Act* in accordance with the fees prescribed by the applicable Fees By-law of the *Corporation* from time to time.
21. A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the *Corporation*, and a person who is charged a fee under this by-law and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with the applicable Fees and Charges By-law of the *Corporation*.
22. If a property owner who is charged a fee under this by-law fails to pay the fee within ninety days of receipt of an invoice, the *Corporation* may add the fee, including penalty and interest, to the tax roll for any real property in the registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

VOLUNTEER FIREFIGHTER EMPLOYMENT

23. The *Fire Chief* may appoint, from time to time, any eligible person as a *Volunteer Firefighter* or *Radio Operator* in order to maintain a sufficient complement of staff in accordance with the *Approved Fire Department* Organizational Chart as set out in Schedule "A" attached hereto and forming part of this By-law, and subject to *Approved* hiring policies.
24. The employment of *Volunteer Firefighters* and *Radio Operators* shall be governed by the *Volunteer Firefighter* Terms and Conditions of Employment as set out in Schedule "C" attached hereto and forming part of this by-law.

OBSTRUCTION

25. No person shall obstruct, hinder, or interfere with the *Fire Chief* or any *Member* of the *Fire Department* in the performance of his or her duties in accordance with this by-law and the *Fire Protection and Prevention Act*.

OFFENCES

26. Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty established by the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as may be amended from time to time, and any successor legislation.

SEVERABILITY

27. Should a court of competent jurisdiction find any section or provision, or part thereof, of this by-law to be invalid or to be of no force and effect, such section or provision or part thereof shall be deemed to be severable, and all other sections or provisions or parts of this by-law shall be deemed to be separate and independent there from and to be enacted as such.

REPEAL

28. By-law No 2018-20 as amended, of the *Corporation* of the Municipality of Magnetawan be and is hereby repealed.
29. Notwithstanding Section 39, the appointments of the *Fire Chief, Deputy Fire Chief*, and all other *Members* of the *Fire Department* who were appointed under the provisions of By-Law No. 2018-20, that existed and were in effect on the day on which the by-law was repealed shall survive and remain in force and effect after the by-law is repealed.

FORCE AND EFFECT

30. This By-law shall come into force and effect on the day on which it is passed.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto this 12th day of August 2020

**THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN**

Mayor

CAO/Clerk

Schedule “A”

The Fire Department shall be structured in conformance with the following Fire Department Organizational Chart:

Council of
Magnetawan



Fire Chief



Deputy Fire
Chief



Captains and
Training Officer



Firefighters and
Radio Operators

Schedule “B” By-Law No.

FIRE RESCUE & EMERGENCY SERVICES APPROVED SERVICES AND PROGRAMS

The *Fire Department* shall provide the following services and programs:

B.1 Emergency Response

B.1.1 Basic Firefighting Services:

- (a) The *Fire Department* shall respond to fires, alarms of fire, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of National Fire Protection Association (NFPA) 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments* as revised from time to time.

B.1.2 Structural Firefighting Services:

- (a) For the purpose of this Schedule, “Structural Firefighting” shall have the same meaning as Structural Firefighting as defined by NFPA 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*.

- (b) *Interior Search and Rescue* – Shall be provided when possible and as appropriate in accordance with the following:

Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure.

Service shall be provided only when, in the opinion of the *Fire Chief* or most senior *Officer* in charge, all of the following are true:

- i. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
 - ii. Building integrity permits entry into the structure;
 - iii. Sufficient Trained *Firefighter* staffing is deployed at the fireground;
 - iv. Reliable water supply with adequate flow can be sustained;
 - v. Adequate fireground supervision and support is provided.
- (c) *Interior Fire Suppression (Offensive Operations)* – Shall be provided when possible and as appropriate in accordance with the following:

Service shall be provided to contain the fire and prevent further loss of property.

Service shall be provided only when, in the opinion of the *Fire Chief* or most senior *Officer* in charge, all of the following are true:

- i. A scene risk assessment has been completed, and level of risk reasonably justifies *Firefighter* entry into the structure;
- ii. Building integrity permits entry into the structure;
- iii. Sufficient Trained *Firefighter* staffing is deployed at the fireground;
- iv. Reliable water supply with adequate flow can be sustained;
- v. Adequate fireground supervision and support is provided

(d) *Exterior Fire Suppression (Defensive Operations)* – Shall be provided when possible and as appropriate, in the opinion of the *Fire Chief* or most senior *Officer* in charge, in accordance with the following:

- There shall be no expected rescue component with this service.
- Service shall be provided to prevent fire spread to adjacent areas.
- Service shall be provided when Interior Fire Suppression is not possible or appropriate.
- Service shall be provided as water supply permits.

B.1.3 Rural Firefighting Operations:

- Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform to NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*.
- The *Fire Department* shall maintain Superior Tanker Shuttle Service accreditation by Fire Underwriters Survey or other recognized accreditation body.

B.1.4 Vehicle Firefighting Services:

- Service shall be provided to control and extinguish vehicle fires.

B.1.5 Grass, Brush, and Forestry Firefighting Services:

- Service shall be provided and best efforts shall be exercised to conform to NFPA 1143, *Standard for Wildland Fire Management*.

B.1.6 Marine Firefighting Services:

- Marine firefighting service shall be limited to shore-based, defensive firefighting operations only.

B.1.7 *Automatic Aid* Response Services:

- Service shall be provided in accordance with any *Automatic Aid* agreements *Approved* by the Council.

B.1.8 *Mutual Aid* Response Services:

- Service shall be provided in accordance with the *Mutual Aid* Plan established in respect to the municipalities within the District pursuant to clause 7(2)(a) of the *Fire Protection and Prevention Act*.

B.1.9 Tiered Medical Assistance Services:

- Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the Parry Sound Emergency Medical Services and the Magnetawan Fire Department.

B.1.10 Ambulance Assistance Services:

- Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provision of care to patients.

B.1.11 Police Assistance Services:

- Service shall be provided to assist Police with emergency and non-emergency situations for which the *Fire Department* has equipment and/or specialized skills to assist in the mitigation.

B.1.12 Public Assistance Services:

- Service shall be provided to assist the public with emergency and non-emergency situations for which the *Fire Department* has the equipment and/or specialized skills to mitigate the incident.

B.1.13 Public Hazard Assistance Services:

- (a) *Carbon monoxide Incidents* – Response shall be provided to carbon monoxide alarms and emergencies.
- (b) *Public Utility Incidents* – Response shall be provided to public utility incidents that pose a public hazard, including:
 - i. Electrical utility emergencies;
 - ii. Natural gas utility emergencies.

B.1.14 Vehicle Accident Services:

- The *Fire Department* shall respond to vehicle accidents to provide the following services:
 - i. Stabilizing the scene of the accident;
 - ii. Stabilizing the vehicles involved in the accident;
 - iii. Providing aid to injured or trapped persons;
 - iv. Mitigating adverse effects to the natural environment.

B.1.15 Vehicle Extrication Services:

- Vehicle search and rescue services, including extrication, shall be provided at the level trained for and level required by NFPA 1001 stabilizing the scene, stabilizing the vehicle and stabilizing the patient.

B.1.16 Transportation Incidents involving Vehicles, Trains, Aircraft:

- Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.

B.1.17 Highway Incident Services:

- *Fire Protection Services* shall be provided to the Kings Highway and other provincial highways in accordance with department SOG's.
- Costs associated with *Fire Department* response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.

B.1.18 Hazardous Materials Response Services:

- Service shall be provided at the awareness Level in accordance with NFPA 472, *Standard for Competence of Responders to Hazardous Materials Incidents*.
- Hazardous materials response services at the NFPA 472 Technician Level **shall not be**

provided by the *Fire Department*.

B.1.19 Water and Ice Rescue Services:

(a) *Water/Ice Rescue* – Service shall be provided at the Shore based Level in accordance with department's OG's and NFPA 1670 Chapter 9.3 Operations Level **excluding Swift Water**, *Standard for Operations and Training for Technical Search and Rescue Incidents*, and may include shore based, water entry, and craft rescue operations.

(b) Recovery services to retrieve property or human remains by entering into or onto a body of water, or onto ice over a body of water, **shall not be provided** by the *Fire Department*.

(c) Animal rescue/recovery will only be, a modified shore-based consisting of the talk, throw, reach tactics. Rescue/recovery services by entry into or onto a body of water, or onto ice over a body of water **shall not be provided**.

B.1.20 Urban Search and Rescue Services:

- *Fire Department* response to urban search and rescue incidents shall be limited to providing Structural Collapse Search and Rescue services at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Urban search and rescue service requiring structural collapse search and rescue services at the Operations or Technician Levels **shall not be provided** by the *Fire Department*.

B.1.21 Rope Rescue Services:

- Rope rescue services, such as high-angle and low-angle rescue services, shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Rope rescue services at the Operations or Technician Levels **shall not be provided** by the *Fire Department*.

B.1.22 Confined Space Rescue Services:

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Confined space rescue services at the Operations or Technician Levels **shall not be provided** by the *Fire Department*.

B.1.23 Trench Rescue Services:

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Trench rescue services at the Operations or Technician Levels **shall not be provided** by the *Fire Department*.

B.1.24 Cave, Mine, and Tunnel Rescue Services:

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Cave, mine, and tunnel rescue services at the Operations or Technician Levels **shall not be provided** by the *Fire Department*.

B.1.25 Farm and Silo Rescue Services:

- *Fire Department* response to farm and silo rescue incidents that involve a rope rescue and/or a confined space rescue component shall be limited to providing such technical rescue services at the Awareness Level in accordance with the NFPA 1670 standard.
- Farm and silo rescue incidents requiring rope rescue and/or confined space rescue services at the Operations or Technician Levels **shall not be provided** by the *Fire Department*.

B.1.26 Industrial and Machinery Rescue Services:

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Industrial and machinery rescue incidents at the Operations or Technician level **shall not be provided** by the *Fire Department*.

B.1.27 Community Emergency Plan Response Services:

- Service shall be provided in accordance with the *Approved* Emergency Management Program.

B.1.28 Assistant to the Fire Marshal Services – Fire Suppression:

- Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the *Fire Protection and Prevention Act*.

B.2 Fire Prevention and Public Education

B.2.1 Fire Inspection Services:

- (a) Conducting complaints inspections.
- (b) Conducting vulnerable occupancy inspections.
- (c) Conducting requested inspections.
- (d) Conducting routine inspections.
- (e) Conducting licensing inspections.
- (f) Systems checking, testing and approval.
- (g) Enforcing code compliance.
- (h) Enforcing municipal by-laws.
- (i) Issuing permits.
- (j) Preparing reports and issuing written responses to requests.

B.2.2 Public Education Services:

- (a) Providing fire and life safety public education programs.
- (b) Facilitating smoke alarm and carbon monoxide alarm initiatives.
- (c) Distributing public safety messaging to the media.
- (d) Delivery of specialized programs.

B.2.3 Fire Investigation Services:

- (a) Determining cause and origin of fires and explosions.
- (b) Assessing code compliance.
- (c) Determining effectiveness of built-in suppression features.
- (d) Determining compliance with building standards.
- (e) Interacting with police, fire investigators, and other agencies.
- (f) Supporting criminal prosecutions, including appearances in court.

B.2.4 Plans Examination Services:

- (a) Reviewing and approving fire safety plans.
- (b) Examining and providing comment on new construction and renovation plans.
- (c) Reviewing and providing comment on subdivision and development agreements.
- (d) Reviewing and providing comment on site plans.
- (e) Inspecting sites of *Approved* plans to determine compliance.

B. 2.5 Risk Assessment Services:

- (a) Conducting community fire risk assessments.
- (b) Compiling, analyzing and disseminating functional statistics.
- (c) Selecting appropriate fire service programs.

B.2.6 Consultation Services:

- (a) Consulting with families, schools, health professionals, and police with respect to TAPP-C and other juvenile fire starting programs.
- (b) Consulting with architects, engineers, planners, and builders.
- (c) Interacting with building departments.
- (d) Interacting with other government agencies.
- (e) Providing input into fire prevention policy development.

B.2.7 Assistant to the Fire Marshal Services – Fire Prevention:

- Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the *Fire Protection and Prevention Act*.

B.3 Emergency Planning

B.3.1 Pre-Incident Planning Services:

- Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, *Standard for Pre-Incident Planning*.

B.3.2 Community Emergency Management Planning Services:

- Collaborating with the development, review, revision, and implementation of the *Approved Emergency Plan*.

B.4 Fire Department Administration

B.4.1 Planning and Development Services:

- (a) Strategic planning.
- (b) Evaluating *Fire Department* programs and services.
- (c) Projecting station locations and reallocations.
- (d) Determining staffing levels and assignments.
- (e) Developing policies, procedures, operating guidelines.
- (f) Coordinating with other emergency services.
- (g) Coordinating development with other municipal departments.

B.4.2 Financial Services:

- (a) Coordinating with the Municipalities Finance Department for financial services.
- (b) Coordinating use of information and statistics from suppression and fire prevention activities to determine funding requirements.
- (c) Providing input into levels of service based on available funding.
- (d) Developing and administering operating and capital budgets.
- (e) Identifying alternative sources of revenue and fees for services.
- (f) Initiating cost recovery measures.

- (g) Purchasing.

B.4.3 Records Management Services:

- (a) Documenting *Fire Department* activities.
- (b) Maintaining *Fire Department* records in accordance with records retention policies and applicable legislation.
- (c) Complying with all applicable freedom of information legislation, including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.45, as amended, or successor legislation.

B.4.4 Department Human Resources Services:

- (a) Recruitment, selection, promotion, and retention of staff.
- (b) Performance evaluation.
- (c) Career development.
- (d) Job classifications.
- (e) Discipline.

B.4.5 Customer Relations Services:

- (a) Environmental scanning, anticipating pressures and developing communication strategies.
- (b) Enhancing public image of the *Fire Department* and its staff.
- (c) Developing and maintaining inter-agency relationships.

B.4.6 Health and Safety Services:

- (a) Implementing a *Fire Department* health and safety program.
- (b) Implementing a joint health and safety committee for the Fire Department.
- (c) Implementing an occupational exposure program.
- (d) Establishing a Designated Officer with respect to communicable disease regulations.

B.4.7 Legal Services:

- (a) Carrying out mandated enforcement duties of the *Fire Department* in accordance with applicable by-laws, statutes, and regulations.
- (b) Prosecuting offences under applicable by-laws and statutes.
- (c) Coordinating the services of solicitors and legal counsel.

B.5 Communications

B.5.1 Dispatch Services:

- (a) Arranging for the provision of dispatch services from an external agency to dispatch appropriate *Fire Department* resources.
- (b) Liaising with dispatch centres.
- (c) Providing current municipal information to the dispatch centres, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.

- (d) Monitoring *Fire Department* dispatch centre performance and resolving any service issues.

B.5.2 Technology Services:

- (a) Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.
- (b) Developing specifications for *Fire Department* radios, communications devices and systems, and computers.
- (c) Arranging for interface capabilities with other data systems.

B.6 Training and Education

B.6.1 Training Program Standards:

- (a) Providing a training program for *Firefighters* that conforms to NFPA 1001, *Standard for Fire Fighter Professional Qualifications*.
- (b) Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*.
- (c) Providing a training program for technical rescue operations that conforms to NFPA 1006 as required, *Standard for Technical Rescuer Professional Qualifications*.
- (d) Providing a training program for *Officers* that conforms to NFPA 1021, *Standard for Fire Officer Professional Qualifications*.
- (e) Providing a training program for fire inspectors that conforms to NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiners*.
- (f) Providing a training program for fire investigations that conforms to NFPA 1033, *Standard for Professional Qualifications for Fire Investigators*.
- (g) Providing a training program for fire and life safety educators that conforms to NFPA 1035, *Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist*.
- (h) Providing a training program for fire service instructors and training *officers* that conforms to NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.
- (i) Providing a training program for incident safety officers that conforms to NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*.

B.6.2 Providing Access to Training Facilities:

- (a) Coordinating access to appropriate training facilities.
- (b) Delivering hands-on training to staff.

B.6.3 Providing Station Training:

- (a) Delivering curriculum specific to operational and strategic needs.
- (b) Providing supervisory training drills.

B.6.4 Program Development Services:

- (a) Developing trainer facilitators.
- (b) Coordinating core curriculum.
- (c) Providing *officer* training and development.
- (d) Developing specialized staff development programs.

B.7 Maintenance

B.7.1 Fleet and Equipment Maintenance Services:

- (a) Maintaining fleet and equipment (both routine and emergency).
- (b) Providing periodic inspection and testing programs.
- (c) Complying with the requirements of provincial regulations.
- (d) Providing annual pump capacity and certification testing.
- (e) Developing specifications for new apparatus and equipment.
- (f) Acceptance testing of new apparatus and equipment.
- (g) Maintaining, testing, and calibrating specialized equipment.

B.7.2 Facilities Maintenance Services:

- (a) Providing routine cleaning and housekeeping of fire stations.
- (b) Arranging for maintenance and repair of fire station infrastructure.
- (c) Providing input regarding design and construction of fire stations.

Schedule “C” By-Law No.

FIRE RESCUE & EMERGENCY SERVICES VOLUNTEER FIREFIGHTER TERMS AND CONDITIONS OF EMPLOYMENT

The employment of *Volunteer Firefighters* shall be governed by the following:

C.1 VOLUNTEER FIREFIGHTER EMPLOYMENT

C.1.1 The employment of *Volunteer Firefighters* shall be governed by the *Employment Standards Act, 2000*, S.O. 2000, c.41, as amended, and the *Ontario Human Rights Code*, RSO 1990, c H.19, as amended.

C.1.2 To be eligible for appointment to the position of *Volunteer Firefighter*, every candidate shall:

- (a) Be at least 18 years of age.
- (b) Be medically fit to perform the duties of *Firefighter* and produce a medical evaluation report to the satisfaction of the *Fire Chief* from a qualified medical practitioner which attests to the candidate's ability to endure the physical, emotional, and psychological demands of performing the essential job tasks of *Firefighter* in accordance with NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*.
- (c) Be physically fit to perform the duties of *Firefighter* and successfully complete a Candidate Physical Ability Test (CPAT) to the satisfaction of the *Fire Chief*.
- (d) Complete a Criminal Record Check which indicates no record of unpardoned criminal or summary convictions for offences that would adversely affect public trust, and a Police Vulnerable Sector Check which indicates no record of sexual offences.
- (e) Reside in the municipality and/or within proximity acceptable to the *Fire Chief* to a fire station in order to be able to respond to emergencies in a manner consistent with the deployment criteria of NFPA 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*.
- (f) Complete and successfully pass all written, oral, and physical examinations to the satisfaction of the *Fire Chief*.
- (g) Have the ability to attend an acceptable number of emergency calls on a call-out basis, as determined by the *Fire Chief*.
- (h) Have the ability to meet the training attendance requirements of the *Fire Department*, as determined by the *Fire Chief*.

C.1.3 Every newly appointed *Volunteer Firefighter* shall complete a term of probation of 12 months, during which time he or she shall successfully complete all training and examinations, and shall meet all

attendance and performance expectations, as may be required by the *Fire Chief*.

C.1.4 At the discretion of the *Fire Chief*, a probationary *Firefighter* may be placed on an additional term of probation of up to 12 months at the completion of the initial probationary period should circumstances warrant, and the probationary *Firefighter* shall successfully complete all training and examinations, and shall meet all attendance and performance expectations during the additional probationary period.

C.1.5 Following the successful completion of the term of probation, the *Fire Chief* may appoint a Probationary *Firefighter* as a qualified *Member* of the *Fire Department* in accordance with *Approved* hiring policies.

C.1.6 If a probationary *Firefighter* fails to successfully complete any required training or examinations, or fails to meet any requirement of the *Fire Department* or any obligations as may be agreed upon, or whose attendance, performance, attitude or character is otherwise unsatisfactory, the *Fire Chief* may dismiss the person.

C.1.7 The *Fire Chief* may promote, from time to time, any qualified *Member* in order to maintain a sufficient complement of *Officers* in accordance with the *Approved Fire Department Organizational Chart*.

C.1.8 In consideration of the physical, emotional, and psychological demands associated with performing the essential job tasks of a *Firefighter*, the recognition under the *Workplace Safety and Insurance Act, 1997* as amended, that certain cancers and other illnesses are presumed to be occupational diseases due to the nature of *Firefighters'* employment, and the *Managing Corporation's* responsibility to ensure the safety, health and wellness of employees performing fire suppression and emergency response duties, the *Fire Chief* may:

(a) Require every *Volunteer Firefighter* to produce a medical evaluation report from a qualified medical practitioner prior to appointment which attests to the candidate's medical fitness to perform the duties of *Firefighter*.

(b) Establish a medical screening and monitoring program wherein every *Volunteer Firefighter* shall be required to periodically undergo a medical examination and produce a medical evaluation report from a qualified medical practitioner confirming the *Volunteer Firefighter's* fitness to perform the duties of *Firefighter*.

(c) Establish a program to ensure each *Volunteer Firefighter's* continued physical ability to perform the duties of *Firefighter* by successfully completing a Candidate Physical Ability Test (CPAT) beginning at an age determined by the *Fire Chief* and periodically thereafter.

C.1.9 Every *Member* who is required to carry out any *Approved* Emergency Response program or service as set out in Section B.1 of Appendix "B" of the By-Law to Establish and Regulate a Fire Department, shall be medically and physically fit to perform the duties of *Firefighter*, and shall submit to a medical examination and/or a Candidate Physical Ability Test at such times as the *Fire Chief* may reasonably require.

C.1.10 If a qualified medical practitioner finds a *Volunteer Firefighter* to be unfit to perform the essential job tasks of *Firefighter*, the *Corporation* may take such actions it deems necessary in respect of the

Volunteer Firefighter's employment subject to the *Managing Corporation's* duty to accommodate pursuant to the *Ontario Human Rights Code*.

C.1.11 Provide a clean Driver's Abstract prior to operating any Municipal vehicles which may include; trucks, vans, ATVs and any other motorized vehicle.

C.2 WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE

C.2.1 For the purposes of the *Workplace Safety and Insurance Act, 1997*, and the regulations enacted thereunder, *Volunteer Firefighters, Radio Operator and Auxiliary Members* of the *Fire Department* shall be considered workers as defined by the Act, and the *Corporation* shall be the deemed employer in respect of Workplace Safety and Insurance Board coverage for *members* of Magnetawan Fire Department.

C.2.2 The *Corporation* shall maintain coverage for *Volunteer Firefighters* and *Auxiliary Members* according to the annual maximum insurable earning ceiling as may be established by the Workplace Safety and Insurance Board from time to time.

C.3 GENERAL DUTIES AND RESPONSIBILITIES

C.3.1 All *Members* shall conduct themselves in conformance with the By-law to Establish and Regulate a Fire Department, all applicable policies of the *Corporation*, and all policies, procedures, operating guidelines, general orders, and rules of the *Fire Department*, and shall faithfully and diligently perform their assigned duties to the best of their ability.

C.3.2 All members are to report any changes to their Driver's Abstract to the Fire Chief. After hiring the Municipality may obtain a Drivers Abstract at any time. The loss of a driver's license, failure to disclose changes or provide an abstract, and/or multiple or serious infractions may result in disciplinary action and/or termination at the discretion of the Fire Chief.

C.3.3 All members are to report any changes to their Criminal Record Check and/or Police Vulnerable Sector Check to the Fire Chief as soon as reasonably possible, but before they respond to the next emergency or call to service. Any changes may result in disciplinary action and/or termination at the discretion of the Fire Chief.

C.4 DISCIPLINE

C.4.1 The *Fire Chief* may reprimand, suspend, or take disciplinary action up to and including dismissal of any *Member* for an infraction of any provision of the By-law to Establish and Regulate a Fire Department, any applicable policy of the *Corporation*, or any policy, procedure operating guideline, order, directive, or rule of the *Fire Department*.

C.5 LEAVES OF ABSENCE

C.5.1 *Volunteer Firefighters* shall be entitled to all statutory unpaid leaves of absence to which they are entitled under the provisions of the *Employment Standards Act, 2000*.

C.5.2 A *Volunteer Firefighter* who has completed the twelve (12) month probationary period may request a voluntary leave of absence from the *Fire Chief* without pay for a period of up to twelve (12) months, and such requests shall not be unreasonably denied.

C.5.3 All requests for a voluntary leave of absence must be submitted in writing to the *Deputy Fire Chief* at least twenty (20) calendar days prior to when the leave of absence is to commence. The *Fire Chief*, at his or her discretion, may waive this notice period.

C.5.4 A request for a second or subsequent leave of absence within twelve (12) months of a previous leave of absence shall be evaluated on a case by case basis.

C.6 TERMINATION

C.6.1 The employment relationship between a *Volunteer Firefighter* and the *Corporation* may be terminated in the following ways:

(a) *Resignation*: A *Volunteer Firefighter* may terminate employment by providing written notice to the *Fire Chief* or designate.

(b) *Termination with Cause*: The *Corporation* may terminate the employment of a *Volunteer Firefighter* for cause without notice or payment in lieu of notice at any time during the course of employment.

(c) *Termination Without Cause*: The employment of a *Volunteer Firefighter* may be terminated without cause at any time by the *Corporation*, at its sole discretion for any reason, by providing the *Volunteer Firefighter* with the minimum amount of notice, or pay in lieu of notice, and severance pay if applicable to which the he or she is entitled under the *Employment Standards Act, 2000*. In addition, the *Corporation* shall continue to pay its share of the *Volunteer Firefighter's* benefits, if any, for the duration of the notice of termination period, pursuant to the *Employment Standards Act, 20*

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2020 –

**BEING A BY-LAW TO ENTER INTO AN AGREEMENT FOR THE
PROVISION OF A REGIONAL FIRE TRAINING PROGRAM**

WHEREAS Section 20 (1) (2) of the Municipal Act 2001 S.O. 2001, Chapter 25, authorizes a municipality to enter into a joint agreement with one or more municipalities;

AND WHEREAS the Municipality of Magnetawan wishes to enter in an Agreement with our neighbouring municipalities to jointly obtain and provide for training to the members of each Fire Department;

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

1. The Mayor and Clerk are hereby authorized to execute the Agreement, substantially in the format attached, hereto as Appendix 'A';
2. By-law number 2017-48 is hereby rescinded upon passage of this by-law.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 23rd day of September, 2020

**THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN**

Mayor

CAO/Clerk

THIS AGREEMENT MADE THIS DAY OF , 2020

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF RYERSON
(hereinafter called "Ryerson")
OF THE FIRST PART

AND

THE CORPORATION OF THE TOWNSHIP OF ARMOUR
(hereinafter called "Armour")
OF THE SECOND PART

AND

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
(hereinafter called "Burk's Falls")
OF THE THIRD PART

AND

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN
(hereinafter called "Magnetawan")
OF THE FOURTH PART

AND

THE CORPORATION OF THE TOWN OF KEARNEY
(hereinafter called "Kearney")
OF THE FIFTH PART

AND

THE CORPORATION OF THE TOWNSHIP OF PERRY
(hereinafter called "Perry")
OF THE SIXTH PART

AND

THE CORPORATION OF THE TOWNSHIP OF McMURRICH/MONTEITH
(hereinafter called "McMurrich/Monteith")
OF THE SEVENTH PART

WHEREAS Section 20(1) of the Municipal Act 2001, S.O. 2001 Chapter 25 authorizes municipalities to enter into agreements to jointly provide for matters that each municipality has the authority to provide;

AND WHEREAS the Parties to this municipal agreement have established Fire Departments individually or in concert with other Parties to this agreement and are individually authorized to provide training therefore;

AND WHEREAS the Parties deem it in the best interests of the public to jointly obtain and provide for training to the members of each Fire Department;

NOW THEREFORE this Agreement witnesseth that the Parties hereto covenant and agree as follows:

1. In this Agreement the following words and phrases have the meaning assigned to them below:

"Cost of Administration" means the actual cost of administering the Fire Training Program and contracting with the Service Provider, up to a maximum of 11.11% of the Cost of Operation.

"Cost of Operation" means the amount that the Administrator is required to pay to the Service Provider(s) or to third parties under a contract to provide the Regional Fire Training Program.

"Cost of the Program" means the aggregate of the Cost of Operation, the Cost of Administration and the Cost of Termination.

"Cost of Termination" means any amount which the Administrator is required to pay on behalf of the Parties hereto flowing directly or indirectly from the termination of a contract with a Service Provider, including, but not limited to severance, damages, and legal costs of the Service Provider or the Administrator.

"Regional Fire Training Program" shall mean the joint Fire Department Training Program undertaken by the Parties.

"Service Provider" means person(s) or corporation(s) contracted by the Administrator to plan and carry out the Regional Fire Training Program. James Gary Courtice shall be deemed to have received the approval of the Regional Fire Chief's Committee as a qualified Service Provider with whom the Administrator is authorized to negotiate a contract.

2. The Parties agree to obtain and provide for the joint training of Fire Department staff and agree to share the costs thereof in accordance with Section 9. The Cost of Operation shall not exceed \$95,000.00 per annum unless such amount is increased by the unanimous consent of the Parties. Notwithstanding the foregoing, the Administrator may enter into a contract wherein the Cost of Operation exceeds the foregoing, by an amount no greater than 20%, at the direction of the Regional Fire Training Committee.
3. The Regional Fire Training Program (the "Program") shall be carried out in accordance with National Fire Protection Association (NFPA) standards and the Program Outline set out in Schedule A attached hereto, subject to modifications authorized by the Regional Fire Training Committee and agreed to by the Service Provider.
4. The Corporation of the Township of Ryerson is hereby appointed by the Parties as the Administrator of the said Program. The duties and responsibilities of the Administrator are as follows:
 - (a) To enter into a contract for the provision of the Regional Fire Training Program with one or more Service Providers, which contract shall have a term no longer than the Term of this Agreement. (Such contract to be in the name of the Township of Ryerson);
 - (b) To provide each Party with a draft annual budget for the Regional Training Program for budgeting purposes prior to October 31 and a final budget by February 28 of the subsequent calendar year;
 - (c) To collect from the Parties each Party's share of the Cost of the Program in the proportions specified in Schedule B on a quarterly basis commencing on the first day of the fourth month or part thereof following the Commencement of this agreement, and continuing on the first day of every third month thereafter. The Administrator shall invoice the Parties in advance. Payment shall be made within 30 days after invoice. Past due payments shall be charged interest at a rate of 1.5% per month.
 - (d) To pay the Service Provider(s) or others as required by the terms of any contract referenced in subsection (a) above;
 - (e) To interact with any government agency or other third party concerning this Agreement;

- (f) To maintain records as required by Law and/or as it would maintain for its own operations.
 - (g) To advise the Parties on a timely basis of any issues involving the contract including:
 - Issues affecting the Cost of the Program
 - Any dispute involving the Service Provider
 - Any written recommendation of the Regional Fire Training Committee communicated to the Administrator
 - Any decision by the Administrator to suspend the operation of the program.
5. The Parties hereby establish the "Regional Fire Training Committee", the purpose of which is to:
- (a) authorize increases to the Cost of Operation in accordance with Section 2;
 - (b) work directly with the Service Provider with respect to training, content, scheduling, and other program training matters; and
 - (c) provide specific direction to the Administrator as contemplated in Section 6.
6. The Administrator shall not take any of the following actions without the approval of a majority of the members of the Regional Fire Training Committee expressed in writing and signed by them:
- (a) where the contract with the Service Provider specifies certain times during the term of such contract where the Administrator has the right to continue or end the contract with the Service Provider (such as the end of a probationary period or an annual performance review and the contract is not required to contain such provisions), a decision to continue with the Service Provider's contract.
 - (b) the termination of an existing Service Provider or the engagement of another Service Provider, but the latter does not apply to the decision by an existing Service Provider to incorporate or to the engagement of James Gary Courtice who is deemed to already be approved.
 - (c) a change in the Regional Fire Training Program (such as adding additional training) that causes the Cost of Operation to increase by less than a factor of 20% above the initial cost of operation.
7. Members of the Committee shall be the fire department Chief or Acting Chief (who is identified in the most current appointment by-law pertaining to each Fire Department). Each Party shall have the authority (or in the case of Armour, Ryerson and Burks Falls all three acting in concert) to designate another person by by-law or resolution to be its member of the Committee in place of the Chief or Acting Chief. Each member of the Committee shall have one vote. Each Party hereto shall forthwith notify the Administrator in writing who its representative is and of any change in representation.
8. The Regional Fire Training Committee may establish its own organization as it sees fit and may meet in person or by telephone or other electronic means, or not meet at all, provided that recommendations on the matters set out in Section 6 must be in writing and signed by a majority of

Committee members. Such signed recommendations may be communicated to the Administrator by facsimile or any other electronic means acceptable to the Administrator.

9. The Parties hereto agree that the Cost of the Program shall be shared in the proportions set out in Schedule B subject to the following:

Armour, Burks Falls and Ryerson, who jointly operate one of the fire departments, shall divide the share of Cost of the Program assigned to their joint fire department among themselves in accordance with any separate cost-sharing agreement that applies to sharing such costs among themselves and shall be invoiced separately.

10. The Administrator may in its own absolute discretion suspend the operation of the Regional Training Program at any time when the Administrator believes that the training cannot be adequately delivered by the Service Provider for any reason. During such period of suspension the Administrator shall take reasonable steps to minimize the Cost of the Program insofar as the contract between the Administrator and Service Provider allows; and shall attempt to terminate its contract with the Service Provider (on the recommendation of the Regional Fire Training Committee) and replace the Service Provider if it appears that the program cannot be resumed within a reasonable time. If the Program is not resumed within a period of 120 days, this agreement shall be terminated. In the event of a suspension of the Program, this Agreement shall be extended by the number of days of the period of suspension.

11. Each of the Parties shall provide the Service Provider or its employees with:

- (a) any appropriate or required by-law which may be necessary for the Service Provider to carry out its duties and obligations;
- (b) the necessary facilities (where held within a municipality which is a Party hereto), equipment and training supplies, including pens, paper, books, and copies of the lesson/safety plans without charge to the Service Provider to carry out training sessions involving members of its own Fire Department. In addition, each party shall make available the officers of its Fire Department (whose members are receiving training) to participate in such training and to assist the Service Provider in delivering such training.

12. Each Party agrees to indemnify the Administrator and all other Parties, their Councils, officers and employees to the extent of that Party's liability to Pay the Cost of the Program, from any and all future costs, claims, damages or liability arising or resulting directly or indirectly from the provision of the Regional Training Program including, but not limited to, the Cost of Termination.

13. This agreement shall come into effect on the 1st day of January 2021 and shall terminate on the 31st day of December 2023.

14. This Agreement may be amended at any time by the mutual consent of all Parties, after the Party desiring the amendment(s) provides the other Parties a minimum of ninety (90) days written notice of the proposed amendment(s).

15. This Agreement replaces any former Agreement, and the former Agreement shall be considered null and void as of the date of passing of this Agreement.

16. This Agreement shall ensure to the benefit of and be binding upon the successors and assigns of the Parties hereto.

IN WITNESS WHEREOF the Parties have hereunto affixed the signatures of their duly authorized officers together with their corporate seals.

By Ryerson on the _____ day of _____, 2020

THE CORPORATION OF THE
TOWNSHIP OF RYERSON

Per: _____
George Sterling, Mayor

Per: _____
Judy Kosowan, CAO Clerk-Deputy
Treasurer

By Burk's Falls on the _____ day of _____, 2020.

THE CORPORATION OF THE VILLAGE
OF BURK'S FALLS

Per: _____
Cathy Still, Mayor

Per: _____
Nicky Kunkel, Clerk-Administrator

By Armour on the _____ day of _____, 2020.

THE CORPORATION OF THE
TOWNSHIP OF ARMOUR

Per: _____
Bob MacPhail, Reeve

Per: _____
John Theriault, Clerk/Treasurer-
Administrator

By Magnetawan on the _____ day of _____, 2020.

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN

Per: _____
Sam Dunnett, Mayor

Per: _____
Kerstin Vroom, CAO/Clerk

By Kearney on the _____ day of _____, 2020.

THE CORPORATION OF THE
TOWN OF KEARNEY

Per: _____
Carol Ballantyne, Mayor

Per: _____
Brenda Fraser, Clerk-Administrator

By Perry on the _____ day of _____, 2020.

THE CORPORATION OF THE
TOWNSHIP OF PERRY

Per: _____
Norm Hofstetter, Mayor

Per: _____
Beth Morton, Clerk-Administrator

By McMurrich/Monteith on the _____ day of _____, 2020.

THE CORPORATION OF THE
TOWNSHIP OF
MCMURRICH/MONTEITH

Per: _____
Angela Friesen, Reeve

Per: _____
Cheryl Marshall, Clerk-Treasurer

SCHEDULE A

Description of the Regional Fire Training Program

The Service Provider shall deliver a comprehensive Regional Firefighter Training Program that will bring the member fire departments up to the current provincial and federal standards and help to implement best practices in firefighting.

The Service Provider will deal with the Administrator for administrative purposes and will deal directly with the Regional Fire Training Committee or its members for training organization, content scheduling and evaluation. The Service Provider will attend any meetings of the Regional Fire Training Committee and Council meetings of the member municipalities as requested.

For each training session, the Service Provider will provide the host Fire Chief with a master copy of the lesson plan / safety plan. The Fire Chief will provide the necessary facilities, equipment and training supplies, including pens, paper, books and copies of the lesson plan / safety plan for the firefighters in attendance. The host fire department will also be responsible for keeping general order during meetings and for disciplining firefighters if necessary.

General Service Provider Responsibilities

- Develop / provide all lesson and safety plans to current NFPA / MTO standards and to ensure that departments are in compliance with all relevant legislation
- Schedule and coordinate all training sessions with the in-house training officers and Fire Chiefs
- Maintain and keep all records, stored electronically and in hardcopy. Electronic backups of department records will be provided monthly to each fire department, with a full copy of all records provided monthly to the Administrator. Monthly hardcopies of firefighter records will also be provided to the relevant fire department.
- Conduct regular assessments / evaluations for each firefighter and follow up with progress reports to both the individual and the Fire Chief. Organize assessments and provide statistics by individual firefighter, by department and by region.
- Service Provider must, at a minimum, maintain and stay current with its own and any employee's training certifications held at the time of proposal
- All required lesson topics shall be completed within a period of 18 months or as per the new NFPA requirements and begin again to ensure skills remain consistent with NFPA standards and to the needs of the departments and municipalities
- Develop / improve departmental and regional training policies as required and in collaboration with the Regional Fire Training Committee
- Provide its own Personal Protective Equipment (PPE) for each training module
- Protect the health and safety of the Service Provider's workers and the firefighters at all times as per the Occupational Health and Safety Act

Regular Training Meetings

- A minimum of one nightly training session to be held every other week at each of the Burk's Falls, Kearney and Magnetawan fire halls. Perry and McMurrich/Monteith will share training sessions, with the location of the scheduled session to alternate between their fire halls. Each session shall be a minimum two hours or time as required to complete each session
- A firefighter from any department can attend any of the sessions
- Following the specific training plan as laid out, the Service Provider will, at each session, either act as lead instructor or will assist the in-house trainer/facilitator as per the Fire Chief's judgement
- Training sessions should be geared to the season (i.e. portable pump training for grass fires in spring)

Specialty Training Modules

- A minimum of FOUR (4) specialty training modules will be offered per year
- Specialty modules to be delivered on either weeknights or weekends, so long as they do not conflict with regular training nights

- Class size will be maximum of 20 firefighters
- Specialty module topics should include but not be limited to
 - Firefighter Recruitment module in early part of the year (approx. 80-100 hours)
 - Drivers D and Z and evaluations (to MTO standards)
 - Pump Operations
 - Water Ice Rescue
 - Auto Extrication
 - Winter Driving
 - Class A Fire Suppression
 - Company Officer
- Modules offered to be reviewed by the Regional Fire Training Committee after 18 month period

Officer Meetings

- One meeting per month, training the officers in supervisory and leadership skills, location to be decided.

SCHEDULE B
List of Participating Fire Departments

Participating Fire Department	Municipalities Responsible for Paying Its Share of Costs	Percent of Costs to be paid
Burks Falls & District Fire Department	Twp. Of Armour, Twp. of Ryerson & Village of Burks Falls*	20%*
Magnetawan Fire Department	Municipality of Magnetawan	20%
Kearney Fire Department	Town of Kearney	20%
Perry Fire Department	Township of Perry	20%
McMurrich/Monteith Fire Department	Township of McMurrich/ Monteith	20%

*NOTE: Armour, Ryerson & Burks Falls are responsible for paying between them 20% of the Costs of the Program, to be split between themselves in accordance with a separate cost-sharing agreement between them.

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN
BY-LAW NO: 2020-55

Being a By-law to amend By-law No. 2001-26, as amended, the Zoning By-law for the Corporation of the Municipality of Magnetawan with respect to lands located on CROFT CON 5 PT LOTS 19 AND 20 RP 42R18872 PARTS 1 AND 2 RP 42R19090 PART 3 the Municipality of Magnetawan, municipally known as 292 Clayton's Bay Trail, Magnetawan (Roll: 4944 0300 04 12515 0000).

6

WHEREAS the Council of the Corporation of the Municipality of Magnetawan is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the Planning Act, R.S.O. 1990;

AND WHEREAS the owner of the subject lands has filed an application with the Municipality of Magnetawan to amend By-law 2001-26 as amended;

AND WHEREAS the Council of the Corporation of the Municipality of Magnetawan deems it appropriate to amend By-law No. 2001-26 as amended;

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

1. Schedule 'A-1', to Zoning By-law No. 2001-26 as amended, is further amended by zoning lands legally described as Concession 5, Part Lots 19 and 20, RP 42R18872, Parts 1 and 2 RP 42R19090, Part 3 former geographic Township of Croft and municipally known as 292 Clayton's Bay Trail in the Municipality of Magnetawan from the "Shoreline Residential Exception 18" (RS-18) Zone to the "Shoreline Residential Exception Eighteen" (RS-18) Zone **as amended**, as shown on Schedule 'A-1' attached forming part of this By-law.
2. Section 4.2 of By-law 2001-26 is hereby amended by deleting Section 4.2.4.6 and replacing Section 4.2.4.6 with the following.

4.2.4.6 Shoreline Residential Exception Eighteen (RS-18) Zone, as amended.

Notwithstanding the provisions of this By-law to the contrary, within the Shoreline Residential Exception Eighteen (RS-18) Zone the following shall apply:

1. *Minimum depth of natural vegetated buffer along the full width of the shoreline shall be 15 metres measured at right angles to the shoreline;*
2. *Maximum width of shoreline activity area 10 metres located at or near the water's edge;*
3. *Maximum area of shoreline activity area shall be 50m²;*
4. *Maximum width of trail from dwelling to shoreline activity area shall be 2.5 metres;*
5. *Minimum setback from water's edge for a septic system shall be 30 metres.*
6. *A secondary dwelling unit measuring 119.2 square metres in area shall be permitted.*
7. *Minimum required lot area – as existing.*
8. *Minimum required lot frontage – as existing.*
9. *All development shall be subject to Site Plan Control pursuant to Section 41 of the Planning Act.*

This By-law take effect on the date of its passage, subject to the provisions of Section 34 (30) and (31) of the Planning Act (Ontario).

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto this 23rd day of September 2020.

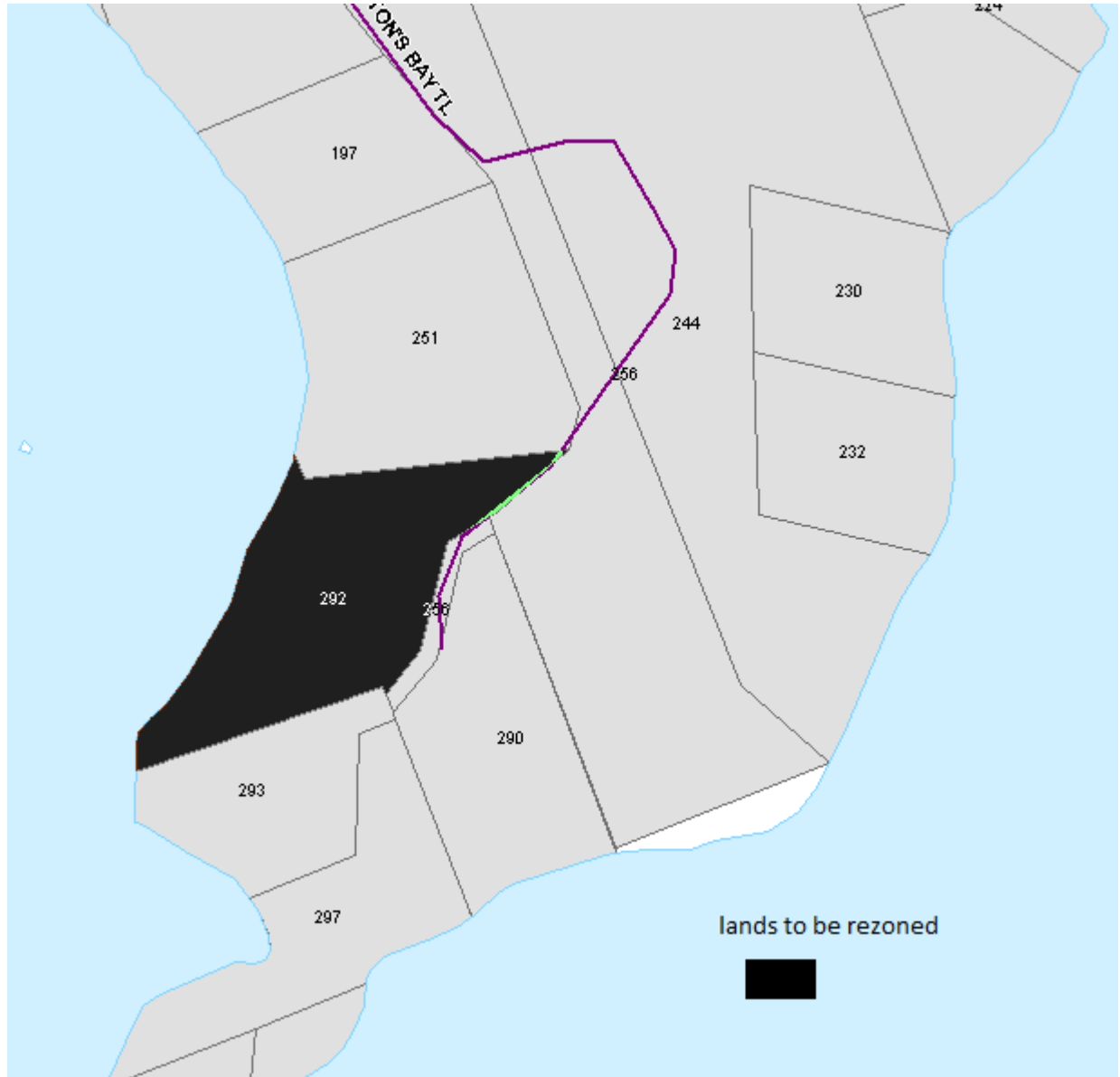
**THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN**

Sam Dunnett, Mayor

Kerstin Vroom, CAO/Clerk

Schedule 'A' to Zoning Bylaw Amendment 2020-55

292 Claytons Bay Trail
CROFT CON 5 PT LOTS 19 AND 20 RP 42R18872 PARTS 1 AND 2 RP 42R19090 PART 3 the
Municipality of Magnetawan, District of Parry Sound



This is Schedule A to Zoning By-law 2020-55
Passed the 23rd day of September, 2020

Mayor

Clerk

**THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN
BY-LAW NO:**

Being a By-law to amend By-law No. 2001-26, as amended, the Zoning By-law for the Corporation of the Municipality of Magnetawan with respect to lands located on Plan 181 Part Lot 6, Registered Plan 42R14553, Part 3, Together with ROW, former geographic Township of Croft, the Municipality of Magnetawan, municipally known as 537 Rocky Reef Road, Magnetawan (Roll: 4944030005001140000).

WHEREAS the Council of the Corporation of the Municipality of Magnetawan is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the Planning Act, R.S.O. 1990;

AND WHEREAS the owner of the subject lands has filed an application with the Municipality of Magnetawan to amend By-law 2001-26 as amended;

AND WHEREAS the Council of the Corporation of the Municipality of Magnetawan deems it appropriate to amend By-law No. 2001-26 as amended;

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

1. Schedule 'A-1', to Zoning By-law No. 2001-26 as amended, is further amended by zoning lands legally described as Plan 181 Part Lot 6, Registered Plan 42R14553, Part 3, Together with ROW, former geographic Township of Croft and municipally known as 537 Rocky Reef Road from the "Shoreline Residential" (RS) Zone to the "Shoreline Residential Exception Thirty Five" (RS-35) Zone, as shown on Schedule 'A-1' attached forming part of this By-law.
2. Section 4.2 of By-law 2001-26 is hereby amended by adding the following new section after 4.2.1.16

4.2.4.17 Shoreline Residential Exception Thirty Five (RS-35) Zone

Notwithstanding the provisions of this By-law to the contrary, within the Shoreline Residential Exception Thirty Five (RS-35) Zone the following shall apply:

- 1. A secondary dwelling unit measuring 188.2 square metres in area shall be permitted.*
- 2. The secondary dwelling unit shall be subject to the provisions of Section 4.2.2.*
- 3. All development shall be subject to Site Plan Control pursuant to Section 41 of the Planning Act.*

This By-law take effect on the date of its passage, subject to the provisions of Section 34 (30) and (31) of the Planning Act (Ontario).

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto this _____ day of _____ 2020.

**THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN**

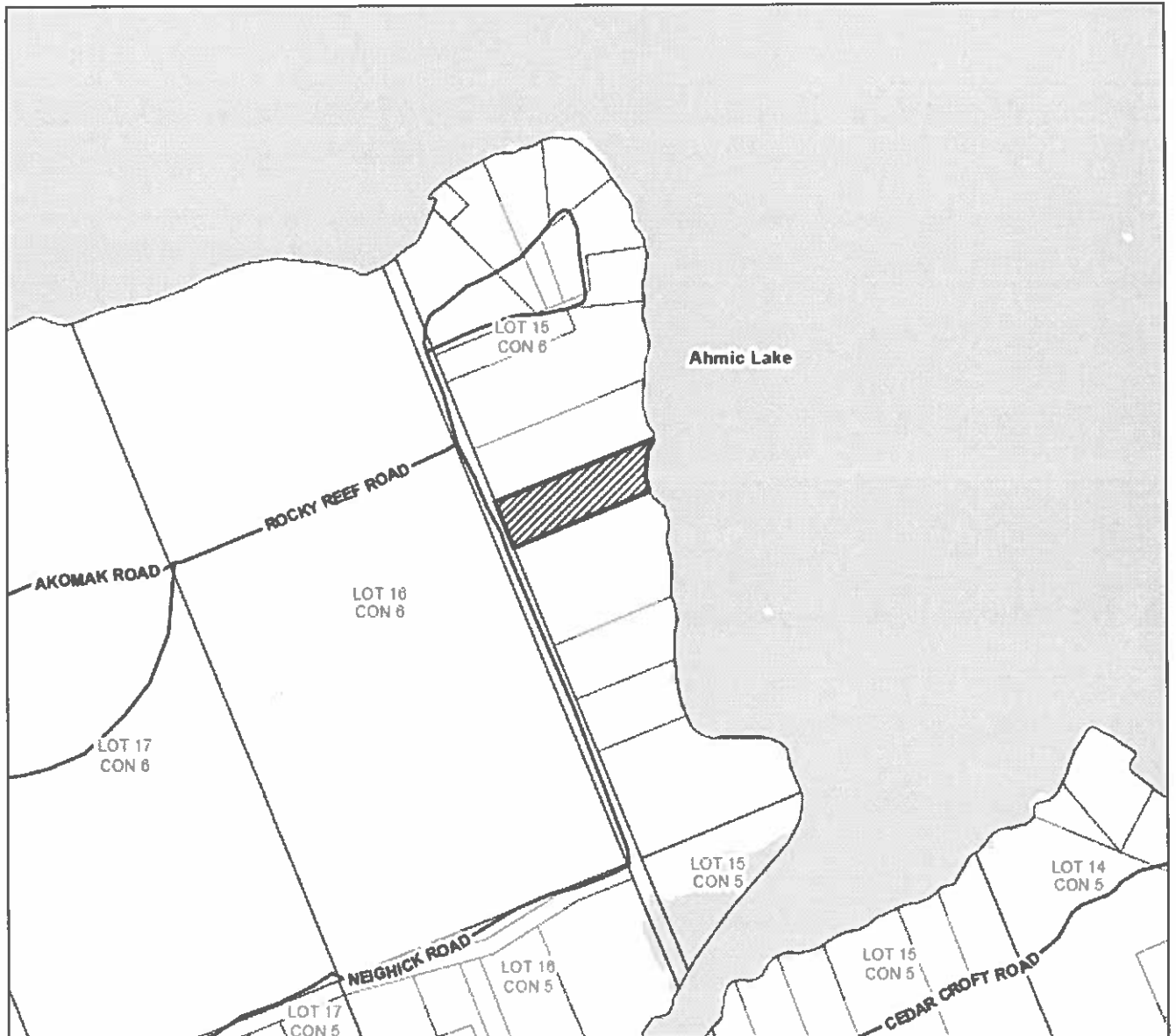
Sam Dunnett, Mayor

Kerstin Vroom, CAO/Clerk



Schedule 'A' to Zoning By-law Amendment_____

537 Rocky Reef Road
Plan 181 Part Lot 6, Registered Plan 42R-14553 Part 3
(Geographic Township of Croft)
Municipality of Magnetawan
District of Parry Sound



Land to be rezoned from Shoreline Residential (RS) Zone to
Shoreline Residential Exception 35 (RS-35) Zone

This is Schedule 'A' to Zoning By-law _____
Passed this ____ day of _____, 2020

Mayor

Clerk

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2020 -

Being a By-law to confirm the proceedings of Council September 23, 2020

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 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 23rd day of September 2020.

**THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN**

Mayor

CAO/Clerk