The Municipality of Magnetawan recognizes all of Canada resides on traditional, unceded, and/or treaty lands of the Indigenous People of Turtle Island. We recognize our Municipality on The Robinson Huron Treaty territory is home to many past, present and future Indigenous families. This acknowledgement of the land is a declaration of our commitment and collective responsibility to reconcile the past, and to honour and value the culture, history and relationships we have with one another.

Municipality of Magnetawan

AGENDA – Regular Meeting of Council

Wednesday, October 7, 2026

1:00 PM

Magnetawan Community Centre

Pg # OPENING BUSINESS

1.1 Call to Order
1.2 Adoption of the Agenda
3 1.3 Adoption of Previous Minutes
1.4 Disclosure of Pecuniary Interest

PROCLAMATION

11 Request for Proclamation October 10th, 2026 Correspondence from Dr. Raj Khanuja OMC, DDS, "National Dental Care Day"

PLANNING ACT PUBLIC MEETING

34 Consent Application - Paul - Con 10 Lot 21 and 22
54 Minor Variance - Durling - 118 Wurm Road

STAFF QUARTERLY REPORTS

71 Report from Fire Chief Derek Young
73 Report from Chief Building Official Tyler Irwin
75 Report from Public Works Superintendent Scott Edwards
77 Report from Parks and Maintenance Manager Michelle Tambyln
79 Report from Deputy Clerk Erica Kellogg
81 Report from Deputy Clerk Laura Brandt

STAFF REPORTS, MOTIONS AND DISCUSSION

2.1 RFT-2026-02 Bay Street Bridge Installation (on desk)
84 2.2 Report from Public Works Superintendent Scott Edwards - Croft Landfill Hydro
85 2.3 Report Deputy Clerks Erica Kellogg and Laura Brandt and Public Works Superintendent Scott Edwards Housing and Assessment-Growth Strategy Utilizing Non Development Charge Municipalities Grant Funding Stream
92 2.4 Report Deputy Clerk Erica Kellogg - To Promote The Safe Use Of Public Spaces And To Prevent Nuisance Within Public Spaces As Well As Adjacent Private Property formerly Regulate the Use and Operation of Municipally Owned Public Spaces

2.5 Maintenance of Private Road known as Tilson Creek Road
100 Correspondence from Russell, Christie, LLP dated October 2, 2026
103 Correspondence from Waterous Holden Amey Hitchon dated September 25, 2026
105 2.6 Report from Deputy Clerk Laura Brandt Recreation and Communication - Revitalization of Croft Recreation Park
107 2.7 Report from Deputy Clerk Laura Brandt Recreation and Communication - Year End Museum Locks
115 2.8 Report from Deputy Clerk Laura Brandt Recreation and Communication - Skate/Walk Trail Splash Pad Project
118 2.9 DRAFT Fees and Charges By-law
163 2.10 Report from Deputy Clerk Laura Brandt Recreation and Communication - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Legislative Changes
165 2.11 DRAFT Retention Periods for Records, Documents and Other Papers Municipality By-law
183 2.12 DRAFT Retention Periods for Records, Documents and Other Papers Magnetawan Fire Department By-law

MUNICIPAL BOARDS AND COMMITTEE MINUTES

193 3.1 Almaguin Highlands Health Council (AHHC) - Minutes August 6, 2026
196 3.2 Magnetawan Community Centre Board (MCCB) Minutes September 16, 2026
200 3.3 District of Parry Sound Social Services Administration Board (DSSAB) CAO Report September 2026
221 3.4 Medical Officer of Health Update September 23, 2026
225 3.5 Medical Officer of Health - Report to the Board of Health September 23, 2026

CORRESPONDENCE

243 4.1 Ministry of Municipal Affairs and Housing - Response to Official Plan Amendments
249 4.2 Ministry of Municipal Affairs and Housing - Supporting Ontario and Canadian Suppliers Through Municipal Procurement
251 4.3 Ministry of Transportation - Provincial Rideshare Framework (Northlander Phase) Approved Rideshare Operators
254 4.4 FONOM - Ministers' Commitment to Work with Ontario on Northern Highways
256 4.5 Almaguin Highlands OPP Detachment Board - Call for Community Representatives to the Board
257 4.6 The No Prag in the Mag Group - Thank you for Support
258 4.7 Burk's Falls District Food Bank - Thank you for Donation
259 4.8 Trinity United and St. Paul's Ecumenical Churches - Thank you for Donation
260 4.9 Sourdough 101 Workshop Poster
261 4.10 Canning and Pickling Poster
262 4.11 Magnetawan Business Connect - Poster
263 4.12 Thanksgiving Closure - Poster
264 4.13 Landfill Notice - Winter Hours Change Over
265 4.14 ICYMI Council Highlights September 9, 2026

ACCOUNTS

266 5.1 Accounts in the amount of $1,221,021.21

BY-LAWS

281 6.1 Deeming By-law Clarke
282 6.2 Regulate the Use and Operation of Municipally owned Public Spaces

CONFIRMING BY-LAW AND ADJOURNMENT

287 7.1 Confirm the Proceedings of Council and Adjourn

Municipality of
Magnetawan

COUNCIL MEETING MINUTES
September 9, 2026
1:00 pm

The meeting of the Council of the Corporation of the Municipality of Magnetawan was held at the Magnetawan Community Centre on Wednesday August 19, 2026, with the following present:

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

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

OPENING BUSINESS

1.1 **Call to Order**

The meeting was called to order

1.2 **Adoption of the Agenda**

RESOLUTION 2026-231 Kneller-Hind
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adopts the agenda as amended to include as item 2.10 Pinchin Chapman Midden Site.
Carried.

1.3 **Adoption of the Previous Minutes**

RESOLUTION 2026-232 Bishop-Kneller
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adopts the minutes of the Council meeting on August 19, 2026 and the Planning Meeting Minutes of July 29, 2026 as copied and circulated.
Carried.

1.3 **Disclosure of Pecuniary Interest**

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

DEPUTATION

Teresa Tilson - Maintenance of Private Road known as Tilson Creek Road

RESOLUTION 2026-233 Hetherington-Hind

WHEREAS the Council of the Municipality of Magnetawan thanks Teresa Tilson for her deputation regarding a request to continue Municipal maintenance of Tilson Creek Road;

AND WHEREAS during a 2026 road maintenance evaluation the Municipality of Magnetawan has examined municipally maintained roads and maintenance levels resulting in correspondence being provided to property owners of 'trespass roads' informing such owners that municipal maintenance of such trespass roads would cease, of which includes Tilson Creek Road which located south of Highway 124;

AND WHEREAS the Municipal Solicitor has confirmed that Tilson Creek Road is a Trespass Road with a 5 metre width and the Municipality is legally permitted to Stop Up and Close Tilson Creek Road wherein maintenance by the Municipality would cease;

AND WHEREAS Tilson Creek Road provides vehicular access to two properties of which are in owned by one property owner and are assessed as having seasonal access;

NOW THEREFORE BE IT RESOLVED THAT the Council for the Municipality of Magnetawan directs Staff to prepare a Stop Up and Close By-law for a future meeting of Council ceasing Municipal maintenance *of Tilson Creek Road.*

Direction was given to Staff to access if winter maintenance by the Municipality can be provided to driveway "loop" permitting winter maintenance of the 'loop' until the property known as 5403 Highway 124 transfers property owners.

Recorded Vote Called by Councillor Jon Hind

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

Carried.

STAFF REPORTS, MOTIONS AND DISCUSSION

2.1 **Motion to Reconsider Brought Forth by Councillor Bishop Catherine White, American Flag**

RESOLUTION 2026-234 Hind-Bishop

WHEREAS Council passed Motion 2026-217 Catherine White, Canadian Flag at the August 19th, 2026, meeting of Council affirming the continued display of the American flag at the Lions Pavillion in accordance with applicable flag etiquette is intended as a symbol of friendship, community partnership and appreciation for the contributions of American seasonal residents and property owners to the Municipality of Magnetawan;

AND WHEREAS in accordance with Procedural By-law 2025-54 Section 13.5 Councillor Bishop has brought forth a Motion to Reconsider;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality Reaffirms Motion 2026-217 to stand as written.

Recorded Vote Called by Councillor Bill Bishop

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

Carried.

2.2 **Pinchin Expansion Feasibility Memo Chapman Waste Disposal Site**

RESOLUTION 2026-235 Bishop-Kneller

BE IT RESOLVED THAT the Council of the Municipality of receives the report from Pinchin Engineering for Expansion Feasibility Memo Chapman Waste Disposal Site.

Carried.

2.3 **DRAFT Motion Donation Magnetawan Community Pantry**

RESOLUTION 2026-236 Bishop-Hind

WHEREAS the Council of the Municipality of Magnetawan recognizes that rising food costs continue to place financial pressures on individuals and families, contributing to increased food insecurity and a growing need for food assistance throughout our community;

AND WHEREAS Council acknowledges and greatly appreciates the efforts of Trinity United Church and the dedicated volunteers who operate the Magnetawan Community Pantry, providing an important resource to individuals and families in need and helping to ensure that no member of our community goes without access to food;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan hereby approves a donation in the amount of $500 in support of the Magnetawan Community Pantry and its continued efforts to address food insecurity within the Magnetawan community.

Carried.

2.4 **Magnetawan Ridge Runners - Land Use Permit Renewal**

RESOLUTION 2026-237 Kneller-Hetherington

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan authorizes the CAO/Clerk to enter into the Memorandum of Understanding with the Magnetawan Ridge Runners Snowmobile Club as presented.

Carried.

2.5 **Dun-Ahmic Snowriders Snow Club - Memorandum of Understanding**

RESOLUTION 2026-238 Hetherington-Bishop

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan authorizes the CAO/Clerk to enter into the Memorandum of Understanding with the Dun-Ahmic Snowriders Snowmobile Club as presented.

Carried.

2.6 **Correspondence from Magnetawan Phragmites Working Group Representative Vicky Short - Invasive Species Magnetawan Mapping**

RESOLUTION 2026-239 Hetherington-Kneller

WHEREAS the Council of the Municipality of Magnetawan thanks Vicky Short for information and mapping regarding the presence and spread of invasive species and noxious weeds within the Municipality of Magnetawan;

AND WHEREAS Council acknowledges and greatly appreciates the efforts of the dedicated volunteers who operate the "No Phrag in the Mag" Magnetawan Phragmites Working Group and the Lake Bernard Phragmites Working Group;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan directs Staff to establish, where appropriate, educational information on the Municipality's website and social media channels relating to the identification, prevention, mitigation, and management of noxious weeds and invasive species;

AND FURTHER THAT Staff actively investigate and pursue available grant funding opportunities that may assist with the identification, treatment, control and eradication of invasive species on municipal property:

AND FURTHER THAT Staff reach out to the property owners on Deer Run Road to provide them with educational material on how to deal with Phragmites.

Carried.

2.7 **DRAFT By-law Authorize Execution of a Live Fire Training Unit Agreement**

RESOLUTION 2026-240 Hind-Bishop

BE IT RESOLVED THAT the Council for the Municipality of Magnetawan receives the draft By-law to Authorize Execution of a Live Fire Training Unit Agreement and a by-law will be passed later in the meeting.

Carried.

2.8 **DRAFT By-law Regulate Use and Operation of Municipally Owned Public Spaces**

RESOLUTION 2026-241 Hetherington-Kneller

WHEREAS the Council of the Municipality of Magnetawan deems it appropriate, in the interest of public safety, risk mitigation, and the reduction of municipal liability, to establish a regulatory framework governing the hours of use and operation of

municipally owned public spaces, including parks, trails, boat launches, and other municipal recreational properties;
NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan hereby approves the By-law to Regulate the Use and Operation of Municipally owned Public Spaces, as presented;
AND FURTHER THAT the By-law be brought forward to a future meeting of Council for passing.
Carried.

2.9 **District of Parry Sound Municipal Association 2026 Fall Meeting September 25, 2026**
RESOLUTION 2026-242 Hind-Bishop
WHEREAS the Council of the Municipality of Magnetawan receives the District of Parry Sound Municipal Association's Fall 2026 meeting agenda;
NOW THEREFORE BE IT RESOLVED Members of Council wishing to attend on behalf of the Municipality will advise Staff no later than September 11th for registration purposes.
Carried.

2.10 **Pinchin Chapman Drive Midden Site**
RESOLUTION 2026-243 Hetherington-Kneller
WHEREAS the Council for the Municipality of Magnetawan receives and approves the report from Pinchin Engineering for Chapman Drive Midden Site;
NOW THEREFORE BE IT RESOLVED THAT the Council for the Municipality of Magnetawan authorizes Pinchin Engineering to conduct Environmental Consulting Services for the Chapman Drive Midden Site as requested by the Ministry of Environmental, Conservation and Parks estimated at a cost of $9,495.00 (exclusive of HST);
AND FURTHER the Council for the Municipality of Magnetawan authorizes the CAO/Clerk to execute the Limitation of Liability and Terms of Engagement with Pinchin Engineering.
Carried.

MUNICIPAL BOARD AND COMMITTEE MINUTES

3.1 **Magnetawan Cemetery Board (MCB) Minutes August 5, 2026**

3.2 **District of Parry Sound Social Services Administration Board (DSAAB) Chief Administrative Officer's Report August 2026**

RESOLUTION 2026-244 Bishop-Hetherington
BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the Municipal Boards and Committee Minutes as copied and circulated.
Carried.

CORRESPONDENCE

4.1 Township of Armour Request for Public Library Funding Increases

4.2 FONOM, Prescription Diversion Project

4.3 MMAH, Ontario Announces Disaster Recovery Funding For Parry Sound District

4.4 FONOM News Release, Cooperation on Bail Reform

4.5 FONOM News Release, Regional Impact of Ryam Temiscaming Shutdown

4.6 FONOM News Release, Statement on U.S Tariffs and Canada - U.S. Trade

4.7 FONOM News Release, Celebrates Municipal Service and Those Stepping Forward in 2026

4.8 FONOM News Release, Advances Northern Ontario Priorities at 2026 AMO Conference

4.9 Ontario Provincial Police 2027 Policing Costs

4.10 Unsuccessful Outcome Wheelchair Swing Croft Park

4.11 Dinner and a Drive-In Movie Event

4.12 ICYMI Council Highlights August 19, 2026

RESOLUTION 2026-245 Bishop-Hetherington

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

AND FURTHER endorses the following motions:

4.1 *Township of Armour Request for Public Library Funding Increases*

4.2 *FONOM, Prescription Diversion Project*

Carried.

ACCOUNTS

5.1 **Accounts in the amount of $ $723,504.92**

RESOLUTION 2026-246 Hetherington-Hind

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the accounts in the amount of $ $723,504.92as presented.

Carried.

BY-LAWS

6.1 **Authorize Execution of a Live Fire Training Unit Agreement**

RESOLUTION 2026-247 Hind-Bishop

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

6.1 Authorize Execution of a Live Fire Training Unit Agreement

Carried.

CLOSED SESSION

In accordance with Section 239(2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, Council moves to a Closed Session in order to address matters pertaining to:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board

RESOLUTION 2026-248 Kneller-Hind

BE IT RESOLVED the Council of the Municipality of Magnetawan moves to a closed session at 2:00 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:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board

Carried.

RESOLUTION 2026-249 Bishop-Kneller

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan returns to open session at 2:25 pm.

Carried.

RESOLUTION 2026-250 Hetherington-Bishop

WHEREAS the Council of the Municipality of Magnetawan passed Resolution #2026-32 wherein lands legally described as Part 1, 2, 6 and 7 of Plan 42R-22763 Municipally known as 4855 Highway 520 (Employment Lands) as surplus with a sale price of $5,000 per acre;

AND WHEREAS the Council of the Municipality of Magnetawan has advertised the Employment Lands for light industrial businesses since February 2026 receiving a total of five proposals for three, three acre parcels;

AND WHEREAS the Council of the Municipality of Magnetawan approved the sale of Part 1 and 2 of Plan 42R-22763 (approx. 3 acres) to Shaun Brear who is in partnership with one of the five applicants (Vito-Basecrete);

AND WHEREAS the Council of the Municipality of Magnetawan in the interest of community development and economic growth directed Staff to prepare a new survey that would create an additional lot to accommodate the proposals by creating three 2 acre lots;

AND WHEREAS the Council of the Municipality of Magnetawan approves the offers to purchase a two acre lot from 2599518 Ontario Inc (D & A Towing and Storage), 2676061 Ontario Inc (small manufacturing), and Ahmic Roofing Systems Ltd for lots legally described as Parts 1, 2 and 3 of draft plan prepared by EJ Williams dated August 31st, 2026;

NOW THEREFORE BE IT RESOLVED that the following by-law to authorize the Purchase and Sale Agreements is now read a first, second and a third time, passed, signed by the Mayor and the Clerk/CAO, sealed with the seal of the Corporation, and engrossed in the by-law book.

Carried.

CONFIRMING BY-LAW AND ADJOURNMENT

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

RESOLUTION 2026-251 Hetherington-Bishop

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

AND FURTHER THAT this meeting is now adjourned at 2:55 pm to meet again on Wednesday October 7, 2026, at 1:00 pm or at the call of the Chair.

Carried.

Approved by:

_____ _____

Mayor Clerk

DRAFT

RESOLUTION NO. 2026 – OCTOBER 7, 2026

Moved by: _____

Seconded by: _____

WHEREAS oral health is an essential component of overall health and well-being, and access to preventive dental care and oral health education contributes to healthier individuals, families, and communities;

AND WHEREAS National Dental Care Day is a Canadian public awareness initiative dedicated to promoting oral health education, preventive care, and equitable access to oral healthcare services, particularly for underserved and vulnerable populations;

AND WHEREAS this initiative recognizes the valuable contributions of dentists, dental hygienists, dental assistants, educators, volunteers, and community organizations that work to improve oral healthcare outcomes and support healthier communities;

AND WHEREAS increasing awareness about preventive dental care, oral hygiene, and early intervention can help improve long-term health outcomes, reduce barriers to care, and strengthen public health and community wellness initiatives;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan proclaim October 10, 2026 as "National Dental Care Day" in the Municipality of Magnetawan and encourages residents to recognize the importance of oral health and support initiatives that promote accessible dental care, preventive education, and community wellness.

Carried_____ Defeated_____ Deferred_____ _____

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

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

DRAFT

From: Raj Khanuja <r ;@yahoo.com>
Sent: June 20, 2026 3:06 PM
To: Raj Khanuja <r @yahoo.com>
Subject: Proclamation Request – National Dental Care Day (October 10, 2026)

Dear Mayor and Members of Council,
On behalf of the National Dental Care Day Foundation, I respectfully request that the City/Town/Municipality proclaim October 10, 2026 as "National Dental Care Day."
National Dental Care Day is a Canadian public-awareness initiative dedicated to promoting oral health education, preventive dental care, and equitable access to oral healthcare services. The initiative raises awareness about the importance of oral health and its connection to overall health and wellness while recognizing the contributions of dental professionals, educators, volunteers, and community organizations that support healthier communities.
The initiative encourages preventive care, oral hygiene, early intervention, and greater awareness regarding access to oral healthcare services for underserved and vulnerable populations across Canada.
National Dental Care Day has also been recognized within Ontario's dental community through public awareness and access-to-care initiatives supporting healthier communities across the province.
Attached for your consideration are:

- Draft proclamation wording
- Organization overview
- Supporting background information

We would be honoured to receive your support in recognizing October 10, 2026 as National Dental Care Day in your community.
Thank you very much for your time and consideration.
Sincerely,
Dr. Raj Khanuja, OMC, DDS
Founder – National Dental Care Day
Recipient – Ontario Medal for Good Citizenship
Recipient - Canada's Volunteer Awards
Email: rajdds@yahoo.com
Telephone: 647-244-2273
National Dental Care Day Foundation

Senator Mohamed-Iqbal Ravalia Topic Intervention 671801 - 2

National Dental Care Day - Free Dentistry Across Canada

Join us in celebrating National Dental Care Day, providing free dental services to those in need across Canada.

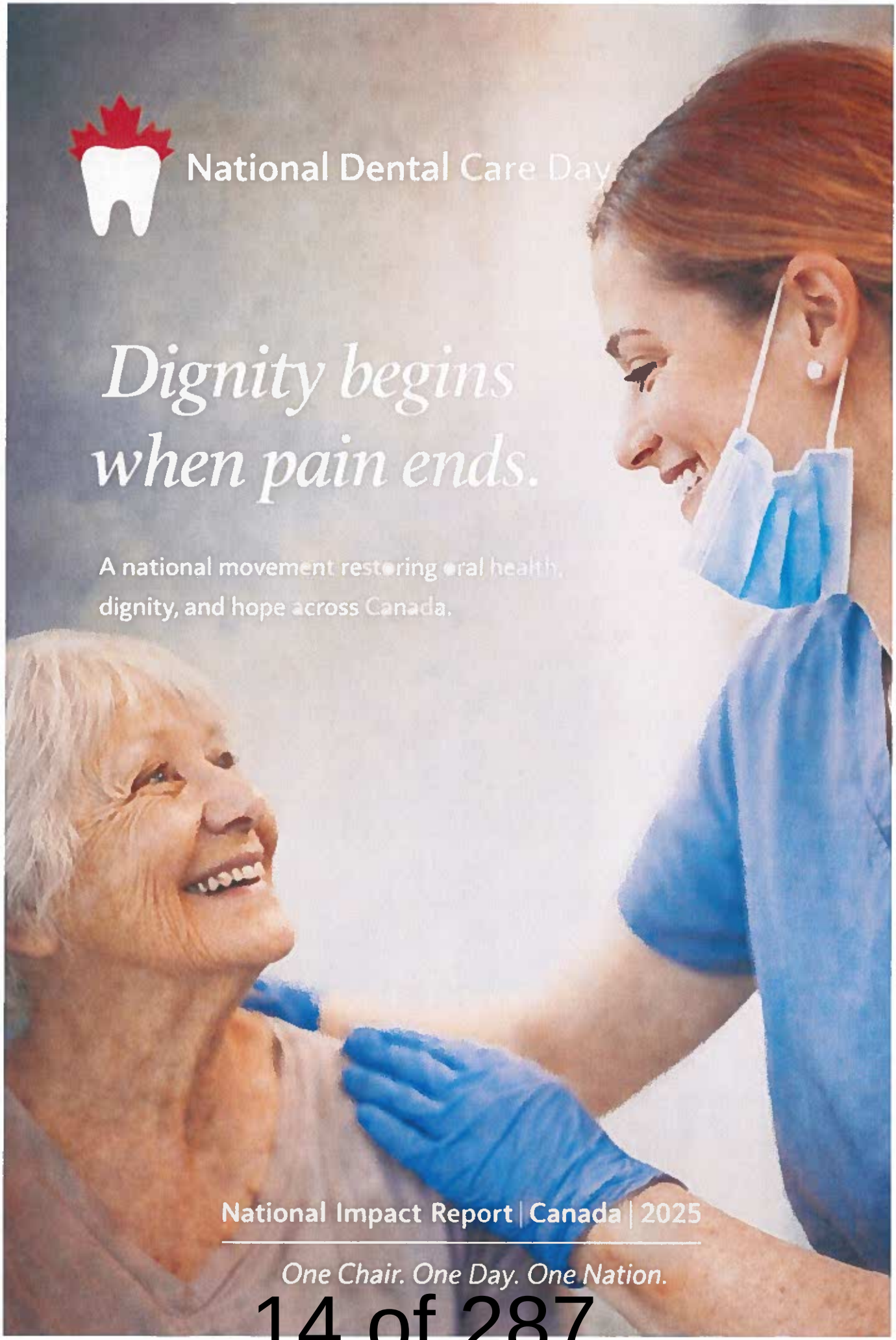


National Dental Care Day Foundation is a Canadian public-awareness and community-impact initiative dedicated to improving access to oral healthcare, promoting preventive dental education, and restoring dignity through compassionate care.

National Dental Care Day mobilizes volunteer dental professionals, students, clinics, educators, and community partners across Canada to provide free essential dental care to underserved individuals and families — without cost, barriers, or judgment.

What began as a local act of service has evolved into a growing national movement grounded in compassion, accessibility, volunteerism, and health equity. The initiative emphasizes the importance of oral health as an essential component of overall health and well-being.

The initiative has received recognition from municipalities, academic institutions, members of the dental profession, and public leaders across Canada for its contribution to community wellness, preventive healthcare awareness, and access-to-care initiatives.


National Dental Care Day
Dignity begins when pain ends.
A national movement restoring oral health, dignity, and hope across Canada.
National Impact Report | Canada | 2025
One Chair. One Day. One Nation.

Why This Report Matters

This Impact Report documents the national outcomes of National Dental Care Day 2025 — a coordinated, volunteer-powered day of care delivered across Canada.

It reflects the collective efforts of dentists, hygienists, students, partners, and communities who came together on one day to remove barriers to essential oral health care and restore dignity to those who needed it most.

The data, stories, and insights that follow represent real people, real clinics, and real outcomes — captured to learn, to improve, and to demonstrate what is possible when compassion is organized at a national scale.

All care was provided at no cost, without judgment, and with dignity at the center.

Inside This Report

- The need for National Dental Care Day
- Our model and theory of change
- National impact and insights
- Stories of dignity and care
- Recognition, partners, and the road ahead

THE CANADIAN CALL TO COMPASSION

Across Canada, pain still silences too many people.

Dental pain is not just a health issue —
it is a barrier to dignity, confidence, and opportunity.

On National Dental Care Day, something different happens.

Clinics open not for profit, but for people.

Professionals give not because they must,
but because they believe no one should suffer in silence.

On one day, across one nation, compassion becomes action.

National Dental Care Day exists to remove barriers to essential oral health care by mobilizing the dental profession, students, partners, and communities across Canada in a single, coordinated day of care. It is a model built on trust, professionalism, and the belief that dignity is restored when pain ends.

One Chair. One Day. One Nation.

A national movement restoring dignity through care.

A Note to Canada



This movement began with a simple belief: no one should live with preventable pain.

Dr. Raj Khanuja, OMC DDS
Visionary · Advocate · Citizen of Compassion

Across Canada, I have witnessed how untreated dental pain quietly erodes dignity, confidence, and opportunity. A hurting mouth affects far more than physical health — it disrupts sleep, work, nutrition, and mental well-being. Too often, this suffering is endured in silence, driven by cost, fear, stigma, or lack of access.

National Dental Care Day exists to interrupt this cycle — not with debate or delay, but with immediate action. By opening dental clinics across the country on one coordinated day, we replace barriers with access, and delay with dignity.

What began as a single day of service has grown into a nationally coordinated movement grounded in compassion, professionalism, and trust. Each year, thousands of dental professionals, students, and volunteers come togethe: with one shared purpose: to care for those who have been living without options.

On National Dental Care Day, clinics open their doors at no cost. Pain is relieved. Infections are treated. Smiles are restored. And for many, it is the first time in years they are seen — truly seen — within the healthcare system.

National Dental Care Day proves that when care is coordinated, it scales. Our responsibility now is to protect what works, strengthen what can be improved, and ensure that dignity through care becomes a national standard — not an exception.

Why National Dental Care Day Exists

The Need

Canada's health system is a source of pride — yet oral health remains largely excluded. For millions of Canadians, dental care is still inaccessible due to cost, fear, geography, or circulsstance. Pain is often endured quietly until it becomes impossible to ignore.

This is not a failure of individuals.

It is a gap in the system.

Access

Many Canadians delay or avoid dental care altogether due to cost or lack o' coverage.

Pain

Untreated dental pain affects sleep, nutrition, employment, and mental mental health — far far beyond the mouth.

Silence

Those most affected often suffer quietly, navigating stigma, fear, or competing priorities.

National Dental Care Day exists to interrupt this cycle — not with policy debate, but with immediate care.

By opening clinics across Canada on one coordinated day, NDCD creates a moment where access replaces barriers, and dignity replaces delay.

This is where compassion becomes action.

From One Free Dental Day to a National Movement

National Dental Care Day did not begin as a national initiative.

Its roots trace back to 2012, when a single Free Dental Day was launched to respond to the urgent, unmet dental needs of individuals suffering in silence. What began as a local act of service became an annual commitment — delivered year after year, without interruption.

Over the next thirteen years, thousands of hours of volunteer care were provided, communities were served, and a clear truth emerged:

The need was persistent, widespread, and systemic.

Each year reinforced the same reality – one day of care could restore dignity, relieve pain, and change lives. But the impart deepened and muitiplied when clinics, professionals, and communities acted together.

As participation grew and lessons were learned, the initiative evolved. What began as a single-clinic effort expanded into a coordinated model – aligning dental professionals, students, partners, and institutions around one shared day of service.

In 2025, after thirteen consecutive years of free dental care delivery, this evolution culminated in the launch of National Dental Care Day — a nationally coordinated movement grounded in experience, trust, and over a decade of proven service.

National Dental Care Day is not a new idea.
It is thirteen years of compassion, refined into a national model.

2012 → 2025

From one Free Dental Day to a national movement of coordinated care.

The NDCD Model

How One Day Works

Longitudinal Context

This model is grounded in thirteen consecutive years of free dental care delivery, refined through real-world practice since 2012. It reflects what has been learned through sustained service — not theory or pilot projects, but repeated delivery across communities year after year.

National Dental Care Day is built on a simple but powerful idea:
when care is coordinated nationally, its impact multiplies locally.

By aligning clinics, dental professionals, students, partners, and communities around one shared day, NDCD transforms individual acts of generosity into a collective national response.

1. One Day	2. Many Chairs	3. Trusted Professionals	4. Immediate Impact
A single, nationally coordinated date creates urgency, focus, and shared momentum across communities.	Participating clinics open their doors at no cost, each chair becoming a point of care and dignity.	Licensed dentists, hygienists, assistants, and students deliver care safely, ethically, and compassionately	Pain is relieved. Barriers are removed. Dignity is restored — in one visit, on one day.

This model does not replace long-term solutions. It meets people where they are — immediately — while building momentum for broader change.

What happens when this model comes to life across Canada is measurable.

National Impact Snapshot – 2025

NDCD's reach across Canada in one coordinated day

219 Canadians Served

16
Clinics

550
Volunteer Hours

$121,000
In Free Care

$553
Avg. Value per Patient

One National Day. 219 Lives Touched.

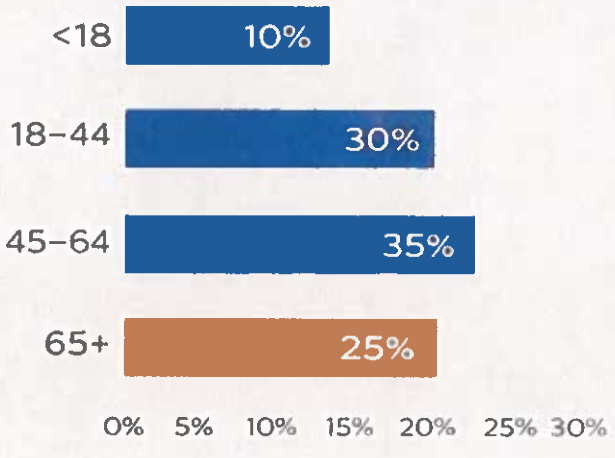
Who We Served – 2025

A national breakdown of the Canadians we cared for through NDCD.

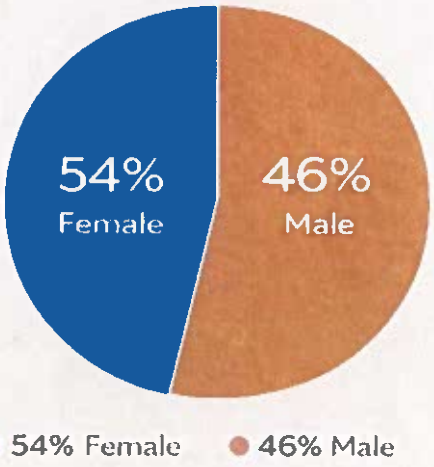
One chair, one day. Nationally diverse Canadians experiencing dental vulnerability.

Here is a demographic profile of those who received care.

Patients by Age



Patients by Gender



Over half of our patients were adults 45 and older, highlighting that dental needs do not diminish with age.

Meanwhile, 54% of those served identified as female, reinforcing the importance of gender-responsive healthcare even in dental care.

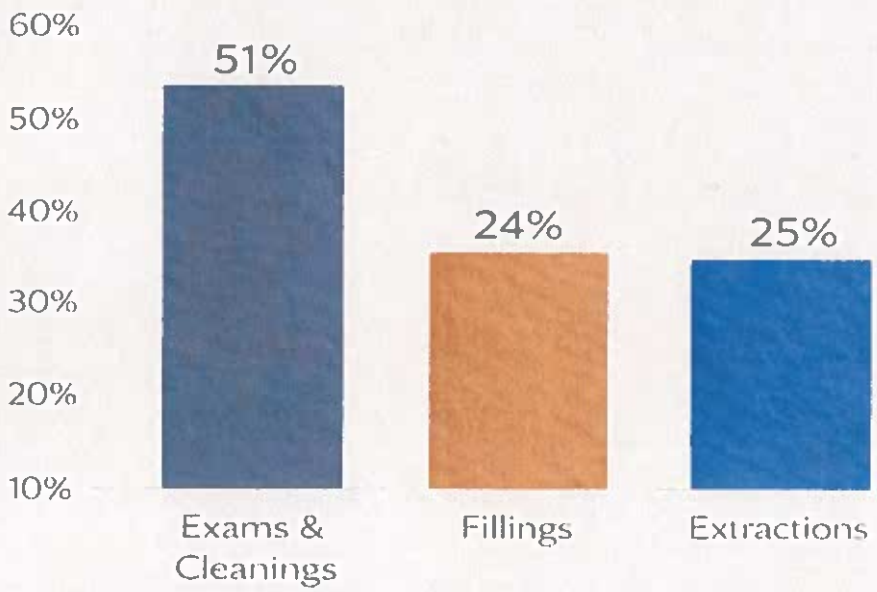
How We Helped – 2025

A national breakdown of the essential dental procedures provided to Canadians in need.

NDCD delivered immediate relief across Canada for those suffering silently without care.

Here is a breakdown of essential dental services provided to those in need.

Treatments Provided by Procedure



Over half of all procedures were preventive exams and cleanings, addressing immediate pain and long-term oral health.

Meanwhile, one quarter of all treatments entailed extractions, emphasizing the urgent need for dental intervention.

What the Data Tells Us

A look at comprehensive national patient demographics.

To understand who needed our help, we present one focus chart highlighting the demographics of patients treated.



Oral Health Needs Span All Ages

Patients from all age groups were represented, highlighting the universal need for accessible dental care, from the elderly to children and teenagers.



Caregivers and Women are Prominent

The patient demographics skewed female and showed significant needs among working-aged adults. This reflects the caregiving roles that many women play, who often put others' health before their own.



Preventive Care Was Critical

Over half of all treatments provided were **preventive exams and cleanings**, demonstrating the importance of maintaining oral health to prevent future complications.



High Demand for Urgent Care

A significant portion of care was dedicated to urgent needs, such as extractions, due to prolonged dental neglect and untreated decay.

Voices of NDCD

Real experiences from Canadians who received free dental care.



Flo (Ontario)

With permission. In loving memory

> Now I can be in the pictures.
>
> – Flo, Ontario

> My teeth really are part of my dignity.
>
> – Lisa, Nova Scotia

> I am grateful to see my mother smile again.
>
> – Leila, Ontario

> I will sleep tonight for the first time in months.
>
> – Patient

> I will sleep tonight for the first time in months.
>
> – Patient

> The pain is gone. Thank you.
>
> – Senior

> I felt seen today.
>
> – Youth

Stories of Dignity

Every smile restored through National Dental Care Day represents more than dental care — it represents dignity, relief and compassion.

These stories reflect the people NDCD serves across Canada and the human impact behind a single day of coordinated care.

Story 1 — Flo (Ontario)

"Now I can be in the pictures."

Flo used a wheelchair and lived for years without access to dental care. She dreamed of being able to smile at her daughter's wedding.

After receiving care through National Dental Care Day, she looked at her dentist and said with a shy smile, *"Now I can be the pictures."*

In her final months in hospital, nurses shared that her restored smile brightened the entire room.

Flo's story lives at the heart of NDCD — a reminder that restoring a smile restores dignity.

Story 2 — Lisa (Nova Scotia)

"My teeth really are part of my dignity."

Lisa grew up being bullied for her teeth. As though our oral health had fallen to the bottom of basic health priorities.

"I never thought my teeth were part of my dignity — but they are."

Lisa's story is at the heart of NDCD — expanding access and restoring confidence. One restored smile restores dignity.

Story 3 — Leila (Ontario)

A Daughter's Gift

Leila gave up her own appointment so that her mother — shy, in pain, and suffering from long-ignored dental issues — could be treated first.

Once the infection was removed, her mother smiled for the first time in months.

Leila said quietly, *"I'm grateful to see my mother smile again."*

This is the heart of National Dental Care Day: One Chair. One Day. One Act of Compassion.

One restored smile restores dignity.

Recognition & National Endorsement

National acknowledgement of leadership, service, and impact

Provincial Recognition

"National Dental Care Day reflects the spirit of those who step up for others. By ensuring access to essential dental care, it helps build a stronger community — one grounded in kindness, unity, and shared responsibility."

— The Honourable Edith Dumont, Lieutenant Governor of Ontario
October 10, 2025

Municipal Proclamation – Birthplace of a National Movement

City of Brampton

"Position Brampton as the birthplace of a national movement rooted in compassion, dignity, and healthcare equity."

— Mayor Patrick Brown, City of Brampton

City of Brampton

Professional Regulation

Royal College of Dental Surgeons of Ontario

RCDSO Connect, Spring 2025

"*Because when we choose to serve, we don't just change the world – we elevate the profession, uplift communities*, and become the very best version of ourselves."

Academic Leadership

UNIVERSITY OF TORONTO
FACULTY of DENTISTRY

Academic Leadership

"Your leadership in launching National Dental Care Day is both timely and deeply impactful."

— Anil Kishen, B.D.S. M.D.S. Ph.D.
Dean, Faculty of Dentistry, University of Toronto

Academic Leadership

Training the Future Dentists of Canada — *with Compassion*

On June 25, 2025, the Flower City Institute received official approval from the Academy of General Dentistry (AGD) Program Approval for Continuing Education (PACE), confirming the Institute as a nationally recognized provider of high-quality continuing dental education.

This approval positions the Institute as a trusted educational body shaping the future of compassionate dental practice.

RCDSO Category 1 Core Course Approval (2025–2028)

"*A Profession with Purpose: Compassion, Accessibility and Service.*"

On November 10, 2025, the Royal College of Dental Surgeons of Ontario approved the Institute's course, "*A Profession with Purpose: Compassion, Accessibility and* Service," as a Category 1: Core Course for the maximum three-year period.

Category 1 Core Course Name	Category 1 Core Course	Competency Area of Focus	Delivery Format	Presenter(s)	CE Points
A Profession with Purpose: Compassion, Accessibility and Service	2025-LV-1745	Access to Care	Live	Dr. Raj Khanuja	2

This course strengthens professional understanding of dignity-based care and advances NDCD's mission through formal education.

Why We Volunteer

Clinicians, students, and clinic teams share why they choose to give back.



"By offering free care, we honour our belief that no one should be denied a confident smile.

Dr. Aparna Narvekar, General Dentist



"NDCD is my way of honouring my grandfather's legacy — restoring dignity, not just teeth.

Dr. Madhavi Kolli, General Dentist



"Participating in NDCD brings personal fulfillment, connection with peers, and direct impact in the community.

Dr. Jaspreet Bhalla, General Dentist

We want our careers to begin with compassion.

Dental Students

Learning dentistry means learning responsibility — to patients, communities and dignity

For one day, our clinic became a community.

Clinic Teams

From reception to sterilization, every role mattered.

Partners & Supporters

Organizations who stood with National Dental Care Day.

University of Toronto Faculty of Dentistry

CDSPI

Flower City Institute for Dental Advancements

Lotus Plaza

Ontario Medal for Good Citizenship

Canadian Business Excellence Award

CDMS Dental Supplies

City of Brampton

Looking Ahead: 2026–2030

Our vision for the future of National Dental Care Day across Canada.



Expanded Reach

Increase the number of participating clinics nationwide, ensuring every province and territory is involved, so that no Canadian is left behind in accessing essential dental care.



Broader Services

Extend the range of dental services offered, addressing not only urgent needs but also preventive and restorative care to support long-term oral health.



Youth Engagement

Inspire the next generation of dental professionals by strengthening partnerships with universities and dental schools, and creating meaningful volunteer opportunities for students.



Sustainable Funding

Secure stable, ongoing sponsorship and public-sector support to ensure National Dental Care Day can continue delivering free dental care year after year.



Accountability & Learning

Looking ahead, National Dental Care Day will continue to measure reach, participation, and patient experience to inform future growth, strengthen coordination, and ensure the movement remains responsive to community need.

Join the National Movement

Let's build a future where no Canadian goes without dental care.

Let's build a future where no Canadian goes without dental care. Whether you're a dental professional, a student, a potential sponsor, or a community member, there's a role for you in ensuring brighter smiles for everyone.

Get involved, spread the word, make an impact for those in need.



Volunteer



Advocate



Donate

Connect online and be part of the movement:

website: www.nationaldentalcareday.ca

email: info@nationaldentalcareday.ca

SENATE SÉNAT
of Canada

National Recognition

"But it does more than treat teeth.
It restores dignity, builds trust,
and reminds us all of the power of service."

— Senator Mohamed-Iqbal Ravalia, Senate of Canada

Parliamentary Record

On October 8, 2025, National Dental Care Day was formally recognized in the Senate of Canada and entered into the Hansard Record—Canada's official parliamentary archive.

This moment marked National Dental Care Day not only as a day of service, but as a matter of national public record, affirming that:

- Oral health is not a luxury
- Compassionate care is a shared responsibility
- Volunteerism has a place in Canada's highest institutiontos

This is what happens when a nation
chooses to restore dignity with compassion.

Senate of Canada, Debates, 45th Parliament, 1st Session (October 8, 2025).

ONE CHAIR. ONE DAY. ONE NATION.

Municipality of Magnetawan

RESOLUTION NO. 2026– **OCTOBER 7, 2026**

Moved by: _____

Seconded by: _____

WHEREAS the Municipality of Magnetawan received a request to support an application for consent creating 1 new lot located on Miller Road, a municipally owned and maintained road, Magnetawan (Paul 4944 010 00223100). The property is legally described as CON 10 LOT 22, being in the former Township of Chapman hereinafter referred to as "the Lands";

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

AND WHEREAS the Municipality of Magnetawans Official Plan Section 4.5.1.5 provides that no development or site alteration will be permitted in or within 120 of a wetland of which is identified at the south eastern portion of the subject lands;

AND WHEREAS That the foregoing conditions be fulfilled within two years of the notice of decision of the Committee of Adjustment;

NOW THEREFORE BE IT RESOLVED THAT the Committee of Adjustment for the Municipality of Magnetawan supports in principle the consent application for the Lands, subject to the following conditions:

- Draft Reference Plans to be approved by the Municipality prior to registration;
- Two (2) true certified paper copies of the registered plans and electronic versions for the proposed severed lots prepared by an Ontario Land Surveyor with a certification that it is a true copy be provided to the Municipality for review and approval which conforms substantially with the applications as submitted;
- Draft copy of the deeds (with all schedules) to be approved by the Municipality prior to registration;
- A copy of the original executed transfers (deeds) with all schedules be provided to the Municipality;
- Confirmation from the North Bay Mattawa Conservation Authority (NBMCA) that the proposed Severed Lot and the Retained Lot can be adequately serviced by individual on-site septic systems;
- Payment of all taxes, municipal legal fees, planning fees and fees as per the current Fees and Charges By-law, Park Land Dedication By-law and all other fees associated with the processing of these applications;
- That the Applicant receive conformation from the Municipality of a suitable location for an entrance to the severed and retained lots from Miller Road.

Carried_____ Defeated_____ Deferred_____ _____

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

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

DRAFT

STAFF REPORT

TO:	Erica Kellogg, Deputy Clerk – Planning & Development Municipality of Magnetawan
FROM:	Patrick Townes, BA, BEd and Jamie Robinson, BES, MCIP, RPP MHBC Planning Limited
DATE:	October 7, 2026
SUBJECT	Consent Application – Part of Lots 21 and 22, Concession 10 Miller Road – Patricia Paul Municipality of Magnetawan

---

Recommendation

Subject to the review and analysis in this Report, it is recommended that Council approve the Consent application for the subject lands located on Miller Road, Part Lots 21 and 22, Concession 10 (Paul) to create one new lot, subject to the following conditions of provisional Consent:

1. That the applicant meets all financial requirements of the Municipality, including the payment of the balance of any outstanding taxes, including penalties and interest be paid.

2. That a draft survey of the proposed lot be provided to the Municipality for review and approval.

3. That a registrable description of the proposed lot and a copy of the Reference Plan be deposited to the Land Registry office and be submitted to the Municipality.

4. That the owner provides written confirmation that sufficient capacity exists for treatment capacity for hauled sewage to the satisfaction of the Municipality.

5. That the applicant pay to the Municipality a parkland contribution fee for the new residential lot to be created as cash-in-lieu of a parkland contribution pursuant to Section 53 (13) of the Planning Act, R.S.O. 1990 c. P. 13.

6. Confirmation from the North Bay Mattawa Conservation Authority (NBMCA) that the proposed lots can be adequately serviced by their own individual on-site septic system.

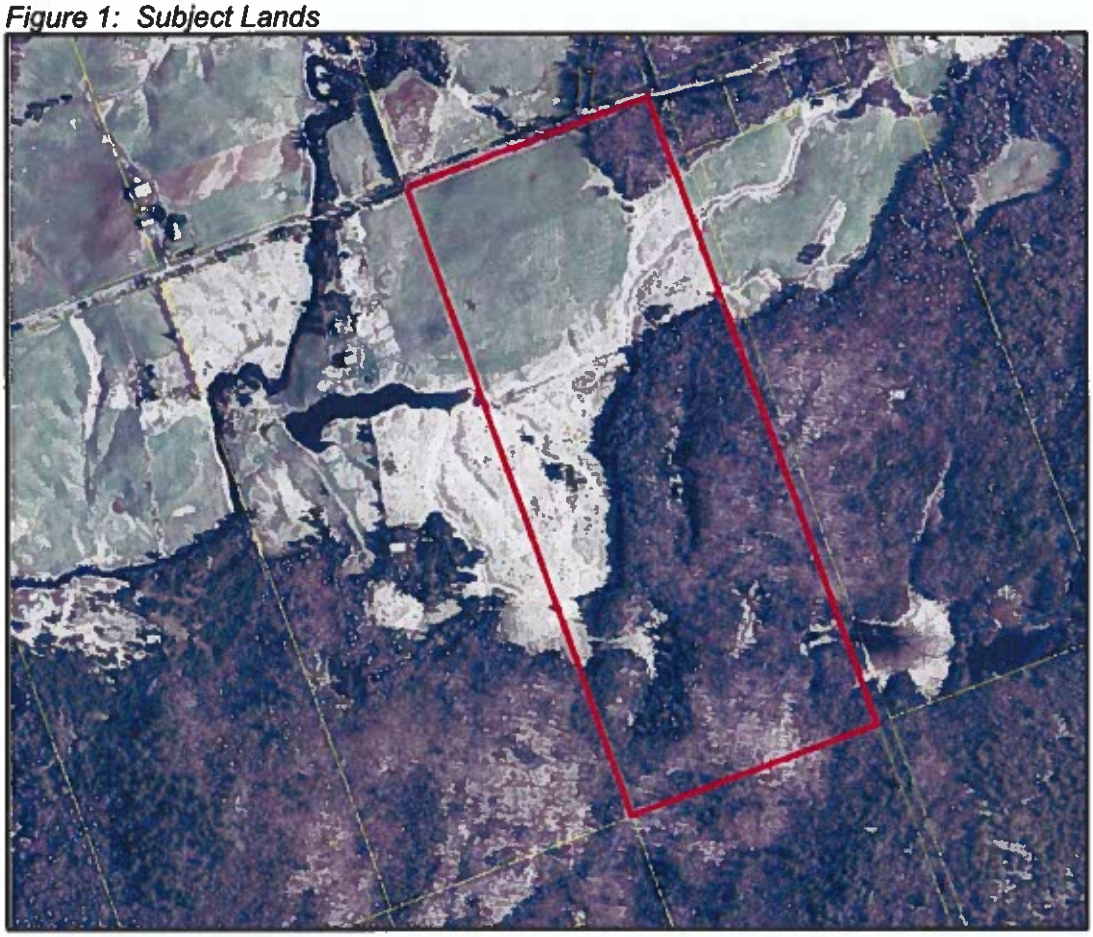
7. That the owner obtains approval of a Zoning By-law Amendment application to rezone a portion of the Retained Lot, including 120 metres surrounding the other wetland feature to the Environmental Protection (EP) Zone.

8. That the conditions of Consent be fulfilled within two years from the date of the giving of the notice by the Municipality of Magnetawan.

Proposal/Background

A Consent application has been submitted for the subject lands located on Miller Road in the Municipality of Magnetawan, legally described as Part of Lots 21 and 22, Concession 10. There is no municipal address for the subject lands however they are located to the east of 643 Miller Road. The subject lands are owned by Patricia Paul and are outlined in red on Figure 1. The purpose of the Consent application is to create one new residential rural lot on the subject lands.

Figure 1: Subject Lands



The following applies to the subject lands:

- Designated primarily as Rural in the Municipality's Official Plan.
- Zoned Rural (RU) and Environmental Protection (EP) in the Zoning By-law.
- Accessed by Miller Road which is identified as a year-round maintained municipal road in the Official Plan.

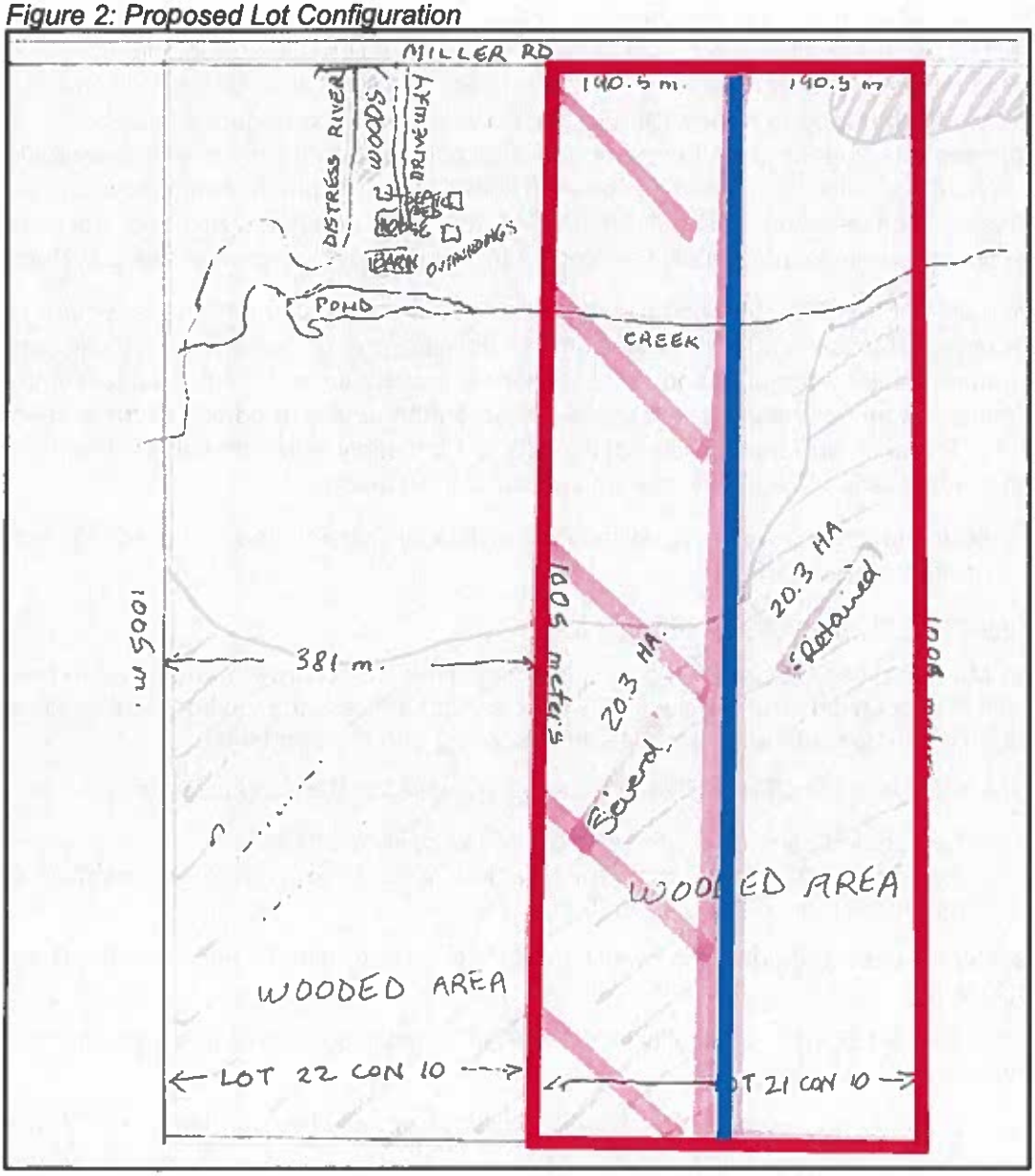
The subject lands have a lot area of approximately 40.6 hectares and a lot frontage on Miller Road of approximately 381 metres. The subject lands are currently vacant.

Based on the proposed lot configuration, the lot areas and lot frontages are summarized in Table 1 for the Retained Lot and the Severed Lot. The proposed lot configuration and sketch that was submitted by the applicant is included in Figure 2.

Table 1: Proposed Lot Statistics

Zoning Provision	Severed Lot	Retained Lot
Lot Frontage (Miller Road)	190.5 metres	190.5 metres
Lot Area	20.3 hectares	20.3 hectares

Figure 2: Proposed Lot Configuration



Policy Analysis

Provincial Planning Statement

The Provincial Planning Statement (PPS) came into effect on October 20, 2024. The PPS is the statement of the government's policies on land use planning and is intended to provide policy direction on land use matters which are in the Provincial interest. All land use planning decisions are required to be consistent with the PPS.

All applications made under the *Planning Act*, must be consistent with the PPS. The subject lands are considered as Rural Lands in the context of the PPS. Section 2.6

establishes permitted uses for Rural Lands within municipalities. Section 2.6.1 c) identifies residential development, including lot creation where site conditions are suitable for the provision of appropriate sewage and water services, as a permitted use.

Section 3.6.4 of the PPS states that where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used, provided that site conditions are suitable for the long-term provision of such services with no negative impacts. The proposed lots appear to be large enough to accommodate a private well and septic system. A condition of consent has been included for confirmation from the North Bay Mattawa Conservation Authority (NBMCA) that the proposed Severed Lot and Retained Lot can be adequately serviced by their own individual on-site septic system.

Chapter 4 of the PPS contains policies related to the wise use and management of resources. Section 4.1.8 of the PPS contains policies regarding development adjacent to natural heritage features and areas. There is a creek located on the subject lands and there is an unevaluated wetland identified on the southern portion of the subject lands. The adjacent lands policies of the Official Plan apply to the unevaluated wetland and are discussed in the Official Plan section of this Report.

Subject to the recommended conditions of provisional Consent, the proposed Consent is consistent with the PPS.

Municipality of Magnetawan Official Plan

The Municipality's Official Plan provides policy direction on growth and development within Magnetawan. The policies in the Official Plan address the environment, cultural and built heritage, natural resources and servicing and transportation.

In the context of the Official Plan, the following applies to the subject lands:

- Designated as primarily Rural in the Municipality's Official Plan.
- Accessed by Miller Road which is identified as a year-round maintained municipal road in the Official Plan.

Residential uses and detached dwellings are listed as permitted uses within the Rural designation.

Section 5.3.3.1 of the Municipality's Official Plan contains policies regarding residential development and states:

> *Limited new permanent residential development shall be permitted in the Rural Areas, preferably in close proximity to other residential uses as infilling on existing, publicly maintained roadways where school busing and municipal winter maintenance is presently being provided. Scattered or isolated development that would result in an increase in municipal servicing costs shall be discouraged.*
>
> *The creation of new lots shall comply with the implementing Zoning By-law.*

Section 7.1 of the Official Plan includes policies regarding Severances (Consents). The polices used to evaluate the creation of new lots are included in Section 7.1.1 of the Official Plan and are summarized below.

a) A registered plan of subdivision is not necessary for the orderly development of the lands, provided there is registered legal description;

A plan of subdivision application is not required for the orderly development of the subject lands. A Consent application is appropriate for the creation of the one new lot.

b) the lot size and setback requirements will satisfy specific requirements of this Plan and meet the implementing zoning by-law requirements;

The proposed lots meet the required minimum lot area and lot frontage for the Rural (RU) Zone.

c) the proposed lot must front on a publicly maintained road, or a registered right-of-way or condominium road that has direct access to a publicly-maintained road;

Miller Road is a year-round municipally maintained road.

d) Proposed lots on seasonally maintained, privately maintained roads (including those by Plan of Condominium), or a registered right-of-way will require a limited services agreement;

Not applicable.

e) lots for hunt camps, fishing camps, wilderness tourist camps or similar uses may be permitted on unmaintained municipal road allowances or on private rights-of-way to publicly-maintained roads provided that the appropriate agreements (e.g. limited services agreement) are in place to ensure that the Municipality has no liability with respect to the use of these roads;

Not applicable.

f) notwithstanding subsection c), lots created for seasonal or recreational purposes may be permitted where the access to the lot is by a navigable waterbody provided that Council is satisfied that there are sufficient facilities for mainland parking and docking;

Not applicable.

g) the lot must have an entrance in a location where traffic hazards such as obstructions to sight lines, curves or grades are avoided;

New entrances will be reviewed through the entrance permit process. No traffic hazards are anticipated as a result of the creation of one new lot.

h) the lot size, soil and drainage conditions must allow for an adequate building site and to allow for the provision of an adequate means of sewage disposal and water supply, which meets the requirements of the Building Code, the lot must have safe access and a building site that is outside of any flood plain or other hazard land;

Based on a review of the proposed lot areas, it appears that there are adequate building envelopes on the proposed lots.

i) any lot for permanent residential use shall be located on a year-round maintained municipal road or Provincial highway;

The proposed lots are rural lots and are intended for permanent development and are located on a year-round maintained municipal road.

j) in the Rural designation, new lots created by consent shall be limited to the following:

> ***i. A maximum of two (2) lots may be created by consent per land holding.***
>
> ***ii. New lots must comply with the regulations as set out in the implementing Zoning By-law***
>
> ***iii.. All new lots within the Rural designation must meet the character of the surrounding rural landscape, as defined in Section 5.3.***

The subject lands are located within the Rural designation, and the creation of one new lot is permitted.

k) the creation of any lot will not have the effect of preventing access to or land locking any other parcel of land.

The proposed Retained Lot and Severed Lot will not prevent access to, or land lock, any other parcel of land.

l) any severance proposal on land adjacent to livestock operations shall meet the Minimum Distance Separation Formula I in accordance with the MDS Guidelines and shall demonstrate that the proposed water supply has not been contaminated from agricultural purposes.

The adjacent property to the west contains an existing horse barn. The minimum required distance from the barn is 108 metres as demonstrated by the MDS calculation that was submitted by the owner. The boundary of the subject lands is located 303 metres from the existing barn and therefore the application complies to the formula.

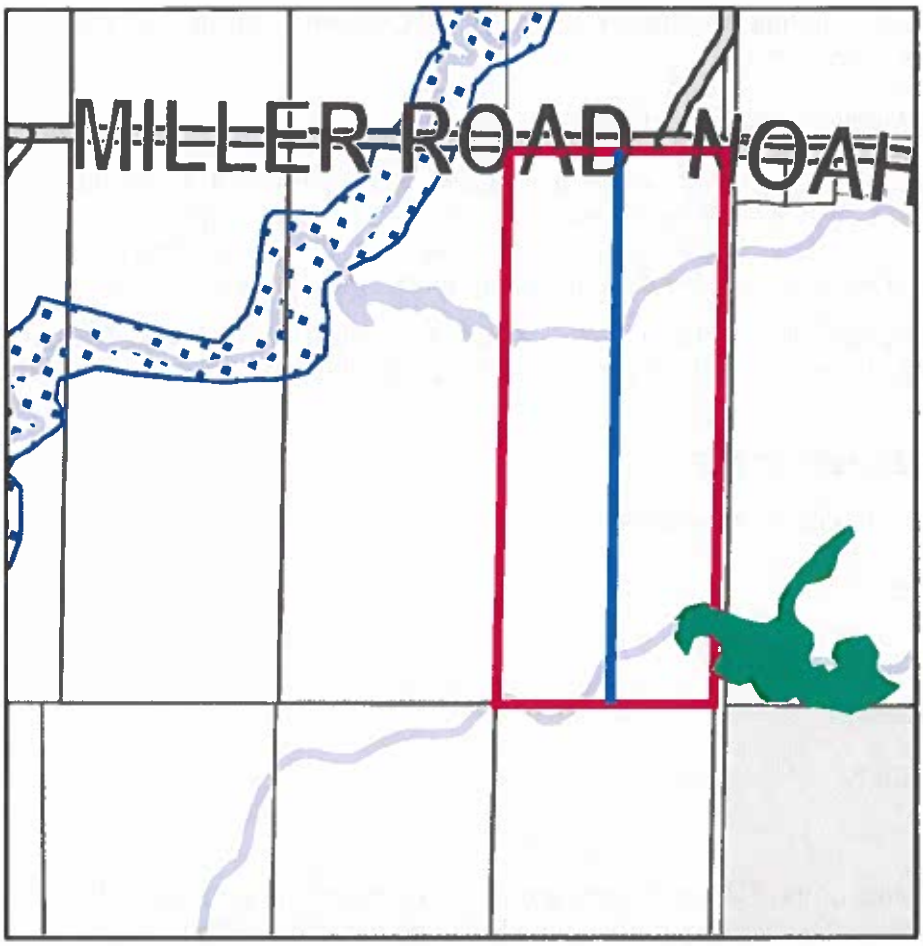
A property located on the north side of Miller Road contains an existing cattle barn. The minimum required distance from the barn is 197 metres as demonstrated by the MDS calculation that was submitted by the owner. The boundary of the subject lands is located 500 metres from the existing barn and therefore the application complies to the formula.

m) The creation of any lot shall be required to abide by all relevant policies in this Plan and the implementing Zoning By-Law.

The policies of the Official Plan and Zoning By-law have been reviewed and considered in the recommendation contained in this Report.

In accordance with Section 4.6 of the Official Plan, due to the size of the other wetland identified on the south-eastern corner of the subject lands and the proposed Retained Lot, adjacent lands of 30 metres apply. Figure 3 is an excerpt of Schedule B of the Official Plan which shows the natural heritage features and areas. The other wetland is identified in green.

Figure 3: Other Wetland Feature



Section 5.5.1.5 of the Official Plan an Environmental Impact Study (EIS) is required for development within 120 metres of a wetland. A Consent application is considered as development in accordance with the definition in the Provincial Planning Statement. The owner has not submitted an EIS however the intent of this policy is to ensure development within 120 metres of a wetland is evaluated prior to permitting development. In this case, staff would recommend that the area surrounding the wetland to the extent of 120 metres on the proposed Retained Lot be completed to prevent development within this area in the future and to conform with this policy.

Despite Section 5.5.1.5 of the Official Plan, Section 4.7 p) states the following:

> *The Municipality may waive the requirement for a detailed EIS or may recommend a scoped EIS where there is a relatively low risk of negative environmental impact and the development and/or site alteration is completed in accordance with applicable regulations and best management practices. Lower risk activities may be defined in a guideline document but could include additions to a single detached dwelling, construction of accessory buildings, minor site alterations, or minor changes in an existing land use.*

Due to the location of the other wetland and the watercourse on the subject lands and the proposed Retained Lot, Council may wish to waive the recommended condition of provisional Consent to require the rezoning of 120 metres around the other wetland feature to the Environmental Protection (EP) Zone in the absence of an EIS.

Subject to the recommended conditions of provisional Consent, the proposed Consent conforms to the Official Plan.

Municipality of Magnetawan Zoning By-law

The subject lands are located within the Rural (RU) Zone and Environmental Protection (EP) Zone in the Zoning By-law. The minimum lot area for properties within the RU Zone is 10 hectares and the minimum lot frontage is 134 metres. The proposed Severed Lot and Retained Lot meet the minimum requirements of the RU Zone.

As noted in the Official Plan section of this Report, a condition of provisional Consent is recommended to rezone 120 metres surrounding the other wetland feature on the subject lands.

Comments from Departments

The following comments were received:

Road Department:

Fire Chief:

Building Department:

By-law Department:

Summary

Following a review of the Consent application for the creation of one new lot on the subject lands, the application conforms to the PPS and the Official Plan.

It is recommended that the Consent application be provisionally approved subject to the conditions included in the Recommendation section of this Report.

Respectfully submitted,

Patrick Townes, BA, BEd
Planning Consultant
MHBC Planning

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

Municipality of Magnetawan

MUNICIPALITY OF MAGNETAWAN
COMMITTEE OF ADJUSTMENT
CONSENT APPLICATION
AUTHORIZED UNDER SECTION 53 OF THE PLANNING Act, R.S.O 1990 c.P13

In Office Use:
Date Received: _____
Fee Paid _____Deposit_____
Date Deemed Complete _____

1.APPLICANT INFORMATION

Owner/Applicant(s):

If the applicant is the purchaser, a copy of the portion of the agreement of purchase and sale that authorizes the purchaser to make the application is required to be submitted with the application.

Applicant and Ownership Information		
Name of Legal Owner(s) PAUL, Patricia	Telephone 705-387-4954	
Address 643 Miller Road, Sundridge	Postal Code P0A 1Z0	
Email plpaul@hotmail.com		
Contact Information, if different than owner (this may be a person/firm acting on behalf of the owner)		
Name of Contact Skye @ Oldham Law	Telephone 705-382-3730	
Address Ontario Street, Burk's Falls	Postal Code P0A 1C0	
Email skye@oldhamlaw.ca		
Mortgage, Line of Credit, Charges or other encumbrances in respect of the subject land		
Name Royal Bank of Canada	Address 10 York Mills, Toronto	
DC#	Telephone	Email

2. Location of the subject lands:

Concession 10 Chapman		Lot 21 and 22	Registered Plan /Lot/Block
Street No.	Street/Road	Survey No.	Part Number(s)

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

MUNICIPALITY OF MAGNETAWAN
COMMITTEE OF ADJUSTMENT
CONSENT APPLICATION
AUTHORIZED UNDER SECTION 53 OF THE PLANNING Act, R.S.O 1990 c.P13

Municipality of Magnetawan

3. PURPOSE OF THE APPLICATION:

3.1 Type/Purpose of proposed Consent:

☑ Create a new lot (or re-establish an existing parcel)

☐ Lot Addition

☐ Easement Other: Charge ☐ / Release a Mortgage ☐ Lease ☐

3.2 If the application is a lot addition, identify which parcel of land will be the benefiting lands:

3.3 Mortgage, Charges or other Encumbrances: Name _____

Mailing Address 643 MILLER RD. SUNDRIDGE P0A 1Z0

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

---

4. DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

Description / Size	**SEVERED LOT 1**	RETAINED.	**RETAINED (Original Lands)**
Frontage (m)	190.5 m.	190.5 m.	
Depth (m)	1005.84 m.	1005.84 m.	
Area (ha)	20.23 ha.	20.23 ha.	
Existing Use of Property:	HAY FIELD	HAY FIELD	
Existing Building or Structures and date of construction	N/A	N/A	
Proposed Use of the Severed and Retained Parcels	HOME BUILDING	HOME BUILDING	
Road Access If by Provincial Highway provide written comments from MTO	MUNICIPAL ROAD	MUNICIPAL ROAD	
Municipal road, maintained all year	YES	YES	
Municipal Road, seasonally maintained.			
Other Public Road (e.g. Local Roads Board)			

*Environment Conservation and Parks (MOECP) to be at capacity for phosphorus load? **1-800-461-6290 for enquiries*			

4.2 Sewage Disposal	**SEVERED LOT 1**	**SEVERED LOT 2**	**RETAINED (Original Lands)**
Publicly owned and operated sanitary sewage system			
Privately owned and operated individual septic tank *Attach documentation of the results of the review by the North Bay Mattawa Conservation Authority*	✓	✓	✓
Privately owned and operated communal septic tank			
Privy			
Other Means (e.g. Advanced Treatment System) *** (Septic System over 10,000 litres requires Ministry of the Environment Conservation and Parks study and permit. 1-800-461-6290 for enquiries)*			

Right of Way / Easement*(**IF ACCESS TO THE SUBJECT LAND IS BY PRIVATE ROAD OR OTHER PUBLIC ROAD OR RIGHT OF WAY** advise the status of the easement (permanent registered or prescriptive), name who owns the land or road, who is responsible for its maintenance and whether it is seasonal or year-round.			
MNRF Road Allowance *[Written report from the MNRF if an MNRF road allowance is used for access to the subject land. North Bay Office: 705-475-5550]*			
Water Access Lots shall provide confirmation from a commercial business showcasing sufficient mainland docking and parking is available for proposed severed and retained lots.			

4.1 Water Supply	**SEVERED**	**SEVERED**	**RETAINED (Original Lands)**
Publicly owned and operated piped water system			
Privately owned and operated individual well	✓	✓	✓
Privately owned and operated communal well			
Lake or other water body			
Other means			
Does your property abut a lake?	no	no	no
[Is the lake deemed by the Ministry of the			

4.3 Other Services (indicate which service(s) are available)	**SEVERED LOT 2**	**SEVERED LOT 2**	**RETAINED (Original Lands)**
Electricity	✓	✓	✓
School Bussing	✓	✓	✓
Garbage Collection	X	X	X

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

5. LAND USE

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

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

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

MUNICIPALITY OF MAGNETAWAN
COMMITTEE OF ADJUSTMENT
CONSENT APPLICATION
AUTHORIZED UNDER SECTION 53 OF THE PLANNING Act, R.S.O 1990 c.P13

Municipality of Magnetawan

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

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

6. HISTORY OF SUBJECT LAND

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

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

Year the property was created? (if known) _____

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

_____

_____

_____

_____

_____

_____

7. CURRENT APPLICATION

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

(NO) YES UNKNOWN

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

_____

_____

_____

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

(NO) YES UNKNOWN

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

_____

_____

_____

MUNICIPALITY OF MAGNETAWAN
COMMITTEE OF ADJUSTMENT
CONSENT APPLICATION
AUTHORIZED UNDER SECTION 53 OF THE PLANNING Act, R.S.O 1990 c.P13

Municipality of Magnetawan

AUTHORIZATION, DECLARATIONS AND ACKNOWLEDGEMENTS

I, Patricia Paul, the owner of the lands subject to this application hereby agree to the following:

1. Municipal Staff or their representatives are authorized to enter my property for the purposes of evaluating this application.
2. I acknowledge and agree to pay all costs associated with the processing and evaluation of this application, including any peer reviews and consulting fees. These costs may be deducted from the deposit or invoiced directly, at the discretion of the Municipality. Should this application be appealed to the Ontario Land Tribunal, I am aware that I will be responsible and agree to pay all fees related to the Ontario Land Tribunal process.
3. For the purpose of the Freedom of Information and protection privacy act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the planning act for the purposes of processing this application, and further I authorized my agent for this application to provide any of my personal inflation that will be included in the application or collected during the processing of this application.
4. I Patricia Paul authorized any representative from Oldham Law Firm to make this application my behalf.

Date July 30, 2026 Signature of Owner Patricia Paul

Date _____ Signature of Owner _____

Sworn Declaration of Applicant

I, Patricia Paul of the Municipality of Magnetawan in the District of Parry Sound

_____ make oath and say (or do solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true. Sworn (or declared) before me at the Village of Burk's Falls in the District of Parry Sound

this 30 day of ~~April~~ July 20 26.

Erica Kellogg, Deputy Clerk
Commissioner for taking oaths,
Municipality of Magnetawan,
District of Parry Sound

Commissioner of Oaths Erica Kellogg

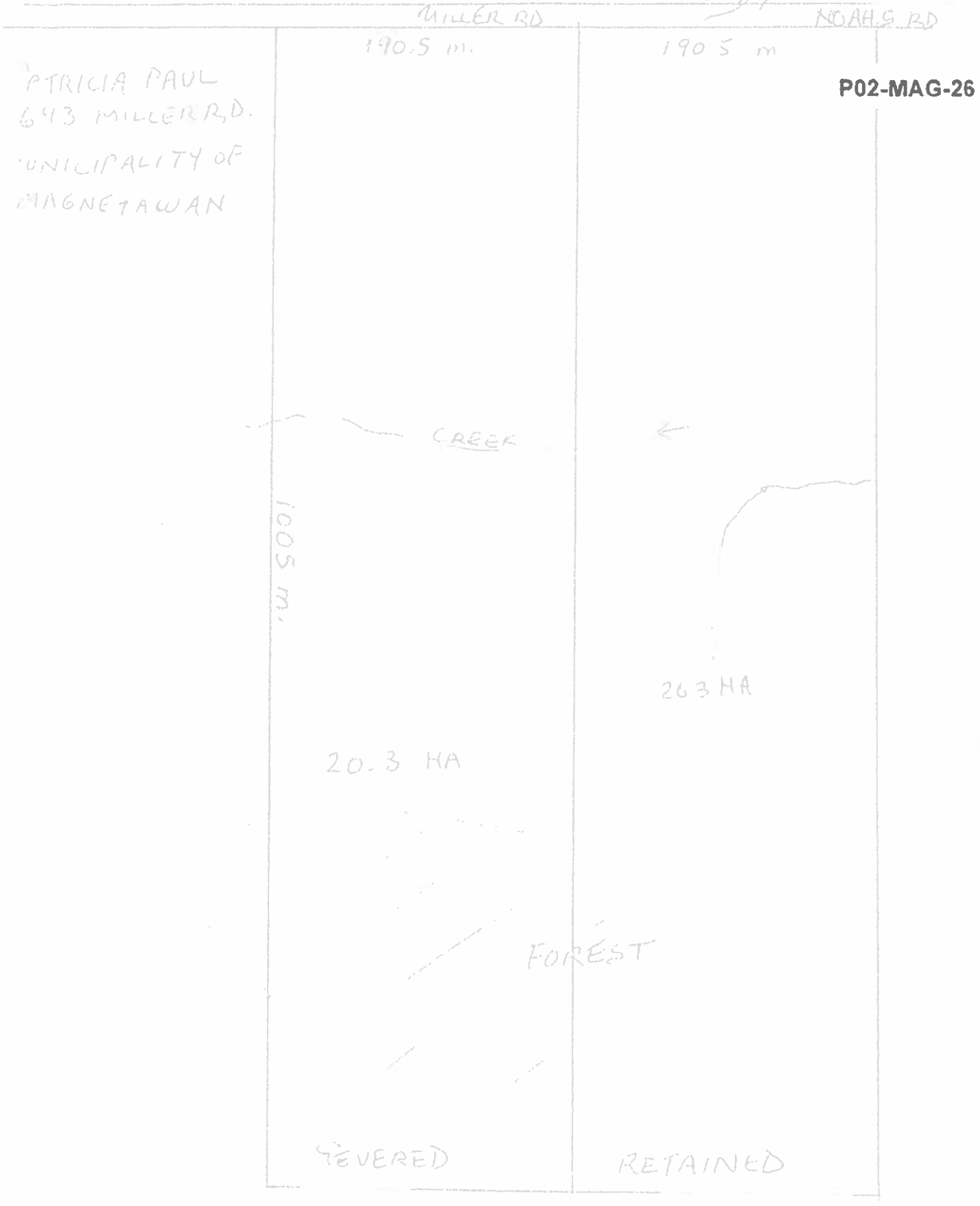
Applicant _____

Applicant _____

AUG 0 / 2020

SKETCH OF PROPERTY LOT 21 C 10 NORTH

P02-MAG-26



Municipality of Magnetawan

PUBLIC NOTICE
APPLICATION FOR CONSENT
Pursuant to Ontario Regulation 197/96
As amended by Ontario Regulation 547/06

TAKE NOTICE that the Municipality of Magnetawan Committee of Adjustment will be considering an Application for Consent under Section 53 of the *Planning Act* and adjacent property owners within 60m will be notified by mail and notice posted for the Proposed Consent.

THE PURPOSE AND EFFECT of the proposed Consent application is to create one new rural lot on the subject lands located on Part Lots 21 and 22, Concession 10. The subject lands are located to the east of 643 Miller Road. The subject lands have a lot area of approximately 40.6 hectares and a frontage of approximately 381 metres on Miller Road.

Zoning Provision	**Severed Lot 1**	**Retained Lot**
Lot Frontage	190.5 m	190.5 m
Lot Area	20.3 ha	20.3 ha

THE SUBJECT LANDS ARE LOCATED at CHAPMAN CON 10 LOT 21 and 22 with no municipal address, Municipality of Magnetawan, District of Parry Sound.

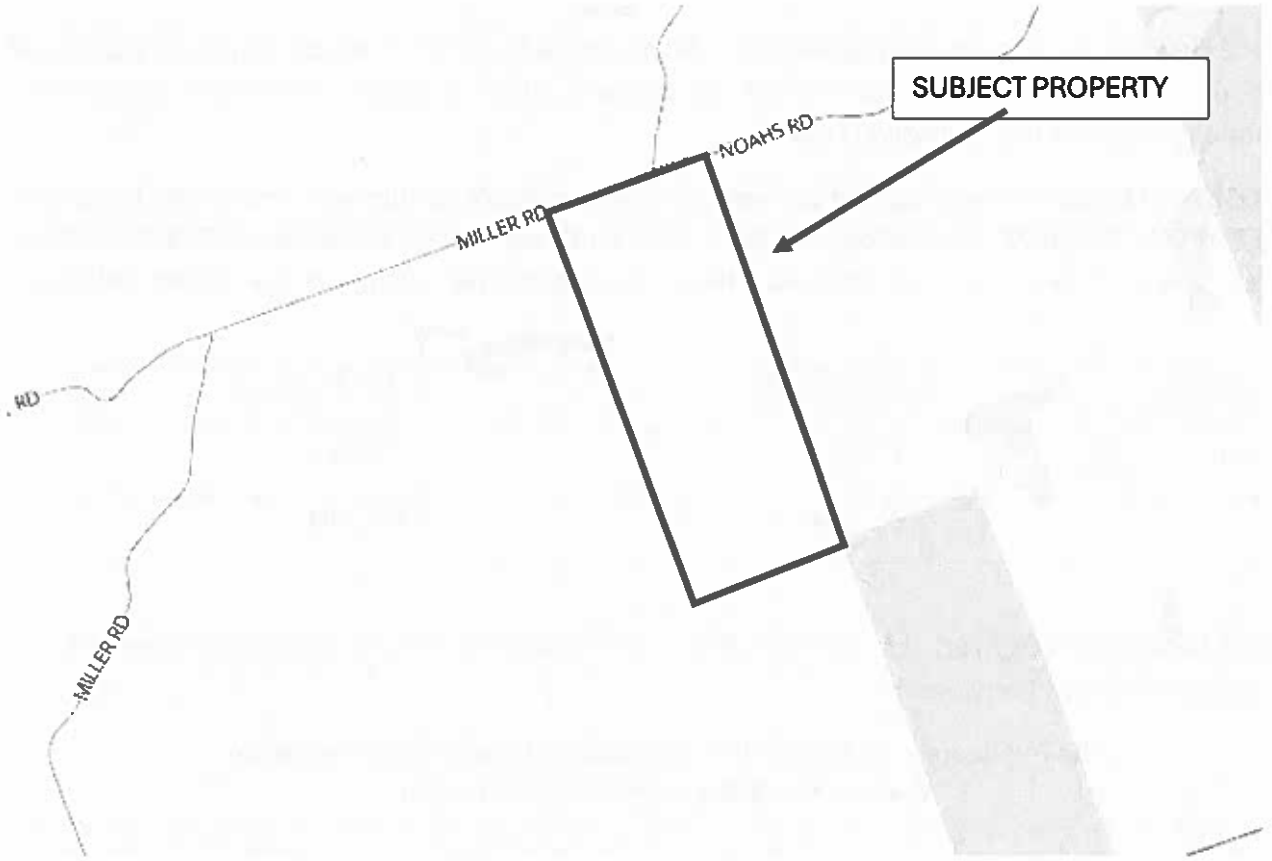
The Public Hearing held at the Magnetawan Community Centre on:
Wednesday October 7th, 2026, at 1:00pm

If you wish to make comment to the application you must do so in advance or during the Public Hearing. If you wish to be notified of the decision of the Municipality of Magnetawan Committee of Adjustment in respect to the proposed Consent, you must make a written request Committee of Adjustment Secretary (contact information below). Please reference "Paul" in any written comments or requests.

If a person or public body has the ability to appeal the decision of the Municipality of Magnetawan Committee of Adjustment in respect of the proposed consent to the Ontario Land Tribunal but does not make written submissions to the Municipality of Magnetawan Committee of Adjustment before it gives or refuses to give a provisional consent, the Tribunal may dismiss the appeal.

Additional Information on the Application is available at the Municipal Office or online at:
https://magnetawan.com/residents/planning-zoning/active-applications
DATED AT THE MUNICIPAL OFFICE THIS 18th DAY OF SEPTEMBER, 2026
Erica Kellogg, Secretary, planning@magnetawan.com
4304 Highway 520, Box 70, Magnetawan, ON P0A 1P0
Phone: 705-387-3947
Mon-Fri 8:00 am – 4:00pm
Proposed sketch – Not to scale

KEY MAP/SUBJECT LANDS



P02-MAG-26

RESOLUTION NO. 2026 – OCTOBER 7, 2026

Moved by: _____

Seconded by: _____

WHEREAS a Minor Variance application from Richard Durling (4944 010 0014000) has been received regarding M230 Lot 14, municipally known as 118 Wurm Road, a Municipally owned and maintained road, Municipality of Magnetawan – seeking relief from the Municipality of Magnetawan Zoning By-law 2001-26 as amended Section 3.19 d) ii) minimum rear yard setback from 10 metres to 9 metres and Section 3.1 d) iii) maximum height for an accessory structure from 7.6 metres to 9.6 metres (shoreline);

AND WHEREAS the Committee of Adjustment for the Municipality of Magnetawan has received a Staff Report from Erica Kellogg in support of the Minor Variance application and is satisfied the application meets the four tests of a Minor Variance;

NOW THEREFORE BE IT RESOLVED THAT the Committee of Adjustment for the Municipality of Magnetawan provisionally approves the Minor Variance with the following conditions:

- That all taxes and monies owing to the Municipality are paid to date.

Carried_____ Defeated_____ Deferred_____ _____

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

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

STAFF REPORT

TO:	Committee of Adjustment – Municipality of Magnetawan
FROM:	Erica Kellogg, Deputy Clerk – Planning & Development Municipality of Magnetawan
DATE:	October 7, 2026
SUBJECT:	Minor Variance Application – 118 Wurm Road (Durling)

Proposal / Background

A Minor Variance application has been submitted by Richard During, owner the subject property located at 118 Wurm Road. The location of the subject property is shown on Figure 1.

Figure 1: Subject Property



The subject property has lot frontage on the Magnetawan River and currently contains an existing dwelling. The subject property has a lot area of approximately 2,023 square metres and has a lot frontage of approximately 55.8 metres on the shoreline on the Magnetawan River. The lot line that abuts Wurm Road is considered the rear lot line and the lot line that abuts the shoreline of the river is considered the front lot line. The subject property is located within the Shoreline Residential (RS) Zone. The existing dwelling conforms to the minimum required setbacks for the Shoreline Residential (RS) Zone.

The owner is proposing to construct a detached garage on the subject property (outlined in red in Figure 2). The existing and proposed development is shown in Figure 2. The purpose and effect of the application if approved is to permit the development of a detached garage with less than the required setbacks from the rear yard while also exceeding the maximum required height for an accessory garage. The subject lands contour lines shown in Figure 3 showcase elevation changing quickly over a short horizontal distance, creating a steep lot. The steepness of the subject property creates challenges for the proposed development. Further the property owner has identified bedrock at the location of the proposed garage, which has resulted in the Minor Variance application.

Figure 2: Existing and Proposed Development

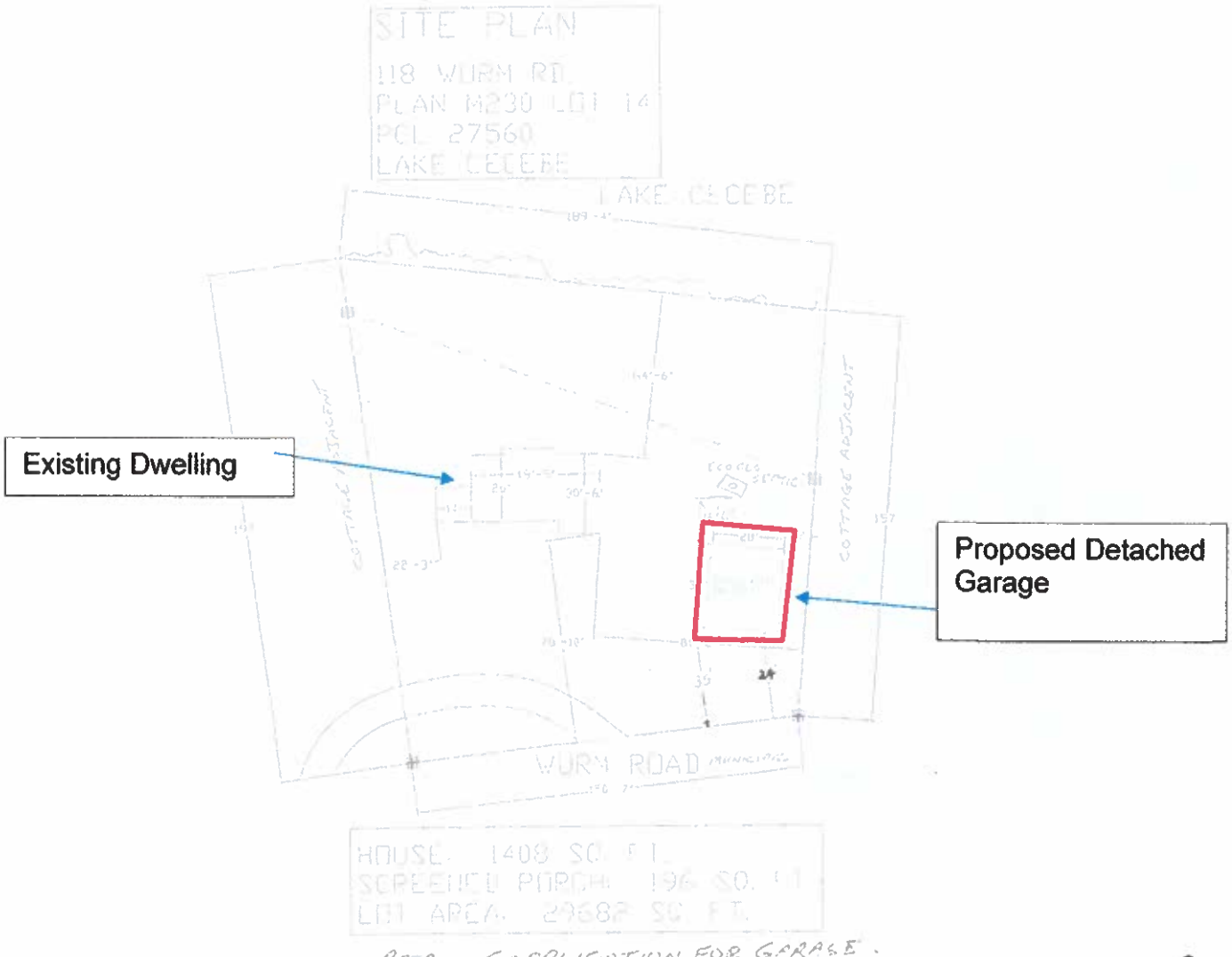


Figure 3: Subject lands contours



As a result of the steep lot layout and found bedrock in the location of the proposed development, variances are required to the following sections of the Zoning By-law:

1) Section 3.1 d) ii) – To permit an accessory structure (garage) that is located 9 metres at the north corner of the proposed garage from the Municipally maintained road known as Wurm Road. Section 3.1 d) ii) of the Zoning By-law requires a minimum setback of 10 metres from a municipally maintained road.
2) Section 3.1 d) iii) To permit an accessory structure (garage) that is 9.6 metres in height at the highest elevation due to the naturally slopped terrain. Section 3.1 d) iii) of the Zoning By-law requires a maximum height of 7.6 metres.

The Four Tests of a Minor Variance

In considering this application, the Committee needs to be satisfied that the proposal is in-keeping with the "Four Tests" of a Minor Variance as is set out in the *Planning Act*. Information pertaining to the four tests of a Minor Variance follows:

1. ***Is the Variance in-keeping with the intent of the Official Plan?***

The subject property is located within the Shoreline designation in the Official Plan. The existing dwelling on the subject property is a permitted use on the subject property in the context of the Official Plan. It is the intent of this Plan that new development in the Shoreline Area 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 development includes a detached garage on the subject property. Variances are required to reduce the required setback from the rear year and to increase the permitted height due to the naturally sloping terrain of the subject property.
The proposed variances are not expected to impact the character of the area and the proposed setbacks from the municipally maintained road are similar to those of other detached garages in the general area. Further the proposed variances are not anticipated to have negative impacts from a land use perspective on adjacent properties.

The proposed variances are in-keeping with the intent of the Official Plan.

2. Is the Variance in-keeping with the Intent of the Zoning By-law?

The subject property is located within the Shoreline Residential (RS) Zone and contains an existing dwelling. As a result of the proposed development, variances are required to the following sections of the Zoning By-law:

1) Section 3.1 d) ii) of the Zoning By-law includes regulations regarding garages or other accessory buildings/structures and states the following:

"3.1 Garages or Other Accessory Buildings or Accessory Structures"

ii) rear yard

Where such accessory building or accessory structure is located in a rear yard and is 5.0 metres or less in height, the minimum setback to the rear lot line shall be 1.5 metres except, where the rear lot line abuts a municipally maintained road, it shall no be closer than 10 metres to the rear lot line.

The intent of the minimum rear yard on shoreline properties is to ensure that buildings and structures are adequately setback from the road and there is sufficient space for parking and access to buildings and structures from the road. Further, setbacks from Municipally maintained road is to ensure that municipal initiated development and maintenance, including road widening, winter maintenance and sight lines are provided for. The area where the detached garage is proposed has a natural terrain wherein the slope results in a required switch back in order to access the proposed garage.

1) Section 3.1 d) iii) – To permit a detached garage on the roadside of the subject property that is 9.6metres in height.

The intent of the maximum accessory height is to ensure conformity with accessory structures, excluding permitted two storey boathouses. The applicant seeks a variance from Section 3.1 d) iii) due to the natural slope of the lot, at the front year (waterfront) the detached garage will have a maximum height of 9.6 while the front (road) will meet the required maximum height.

The proposed variances are in-keeping with the intent of the Zoning By-law.

3. Will the variance provide for the desirable development of the land?

The test of desirability is one that must consider the public interest. In this case, the character of the area and the appropriate setback of the proposed accessory structure from the road is the key aspect of public interest to be considered. Due to the naturally occurring slope of the subject property the proposed variances will be desirable. From the road, the proposed structure will have minimal impact on the surrounding properties since the proposed location in conjunction with the natural slope will establish the building lower in elevation than the road.

4. Is the proposed variance minor in nature?

Based on the review of aerial photography and the photos that have been provided, the proposed variances appear to be minor in nature. There is an existing dwelling on the subject property, and the location of the detached garage do not appear to have an impact on adjacent properties nor on the character of the area. It is the opinion of Staff that the proposed variances are minor.

Conclusion

Based on a review of all applicable land use planning policy, the proposed development and existing topography of the proposed lands, it is recommended that the Committee approve the following variances on the basis that the application meets the four tests of a Minor Variance under the Planning Act:

Respectively submitted,

Erica Kellogg
Deputy Clerk – Planning and Development

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

MINOR VARIANCE

Date Received by Municipality August 28/20

1) APPLICATION INFORMATION

Name of Applicant: RICHARD DURLING
Mailing Address: 63 GARRISON SQ. GEORGETOWN ON L7G 0C1
Telephone Number (Home): 416 587 3986 Fax Number: _____
Telephone Number (Business): _____ 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: SAME
Mailing Address: _____
Telephone Number (Home): _____ Fax Number: _____

Correspondence to be sent to ☒ Owner ☐ Agent ☐ Both

3) MORTGAGES, CHARGES OR OTHER ENCUMBRANCES

Name: —
Mailing Address: _____
Name: —
Mailing Address: _____

4) SUBJECT LANDS

Geographic Township: MUN. OF MAGNETAWAN Concession: _____ Lot: 14
Reference Plan: M230 LOT 14 Part/Block/Lot: PCL 27560
Street Name and Number: 118 WURM RD.
(If corner lot, please include both Street Names)
Water Access only: _____
(Name of Waterbody)
Area of subject lands (ha): _____ Frontage (m): _____ Depth (m): _____

5) OFFICIAL PLAN / ZONING STATUS

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

What is the current Zoning?

6) REASONS FOR REQUEST

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

CONSTRUCTION OF GARAGE - NO ROOM TO MOVE GARAGE AWAY FROM ROADWAY THUS A CORNER OF IT IS WITNIN THE 32'-10" SETBACK. SEPTIC SETBACK IS MAIN PROBLEM TO MOVE IT AND THE SLOPED TERRAIN ALSO DICTATES LOCATION.

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? RECREATION, POSSIBLE FUTURE YEAR ROUND.

Please complete the following for each building or structure:

	Building One	Building Two	Building Three
Type of Building	COTTAGE		
Setback from Front Lot Line	64'		
Setback from Rear Lot Line	78'		
Setback from Side Lot Line	22'		
Setback from Side Lot Line	81'		
Height (metres)	7.6 m		
Dimensions	APPROX 26'x30'		
Floor Area	1408 SQ. FT.		
Date of Construction	2005/2006		

What is the proposed future use of the subject lands: NO CHANGE — COTTAGE, RECREATIONAL.

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

☒ yes ☐ no

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

	Building One	Building Two	Building Three
Type of Building	GARAGE		
Setback from Front Lot Line	APPROX. 90'		
Setback from Rear Lot Line	25' MIN TO 35' MAX.		
Setback from Side Lot Line	10'		
Setback from Side Lot Line	APPROX 100'.		
Height (metres)	9.6m MAX. ON WALKOUT LEVEL		
Dimensions	28 x 32'		
Floor Area	896 SQ.FT.		
Date of Construction	2026/2027		

When were the subject lands acquired by the current owner? 2003.

How long have the "existing uses" continued on the subject lands? 23 YEARS.

9) **SERVICING**

	Municipal	Private	Other
Water Supply	☐	☒	☐
Sewage Disposal	☐	☒	☐
Frontage on Road	☒	☐	☐

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

☐ Other (describe) SLOPED CONTROLLED RUNOFF.

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, raods, watercourses, drainage ditches, river of 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 withinor 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 SEE ATTACHED SITE PLAN.

Required Sketch should include the following:

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

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

AUGUST 28th, 2026 — Date

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

AUGUST 28th, 2026 — Date

Signature of Registered Owner(s) or Agent

14) PAYMENT OF FEE AND DEPOSIT

- ☐ Application Fee — As per the current fees and charges By-law
- ☐ Deposit Fee (By-law 2004-09) — As per the current fees and charges By-law

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.

AUGUST 28th, 2026 — 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, RICHARD DURLING of the Municipality of Magnetawan in the District Parry Sound . 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".

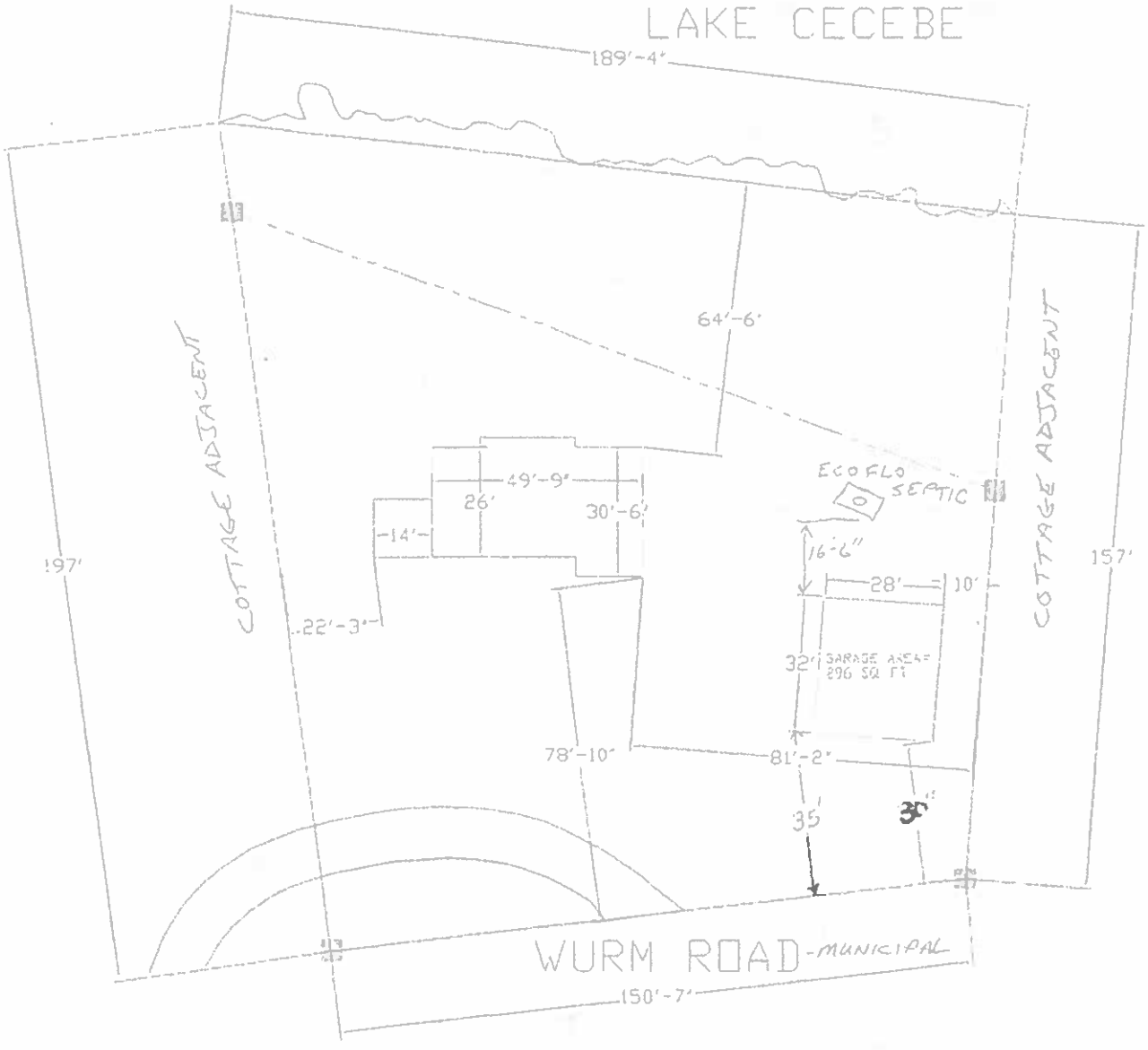
DECLARED BEFORE ME at Municipal Office in the Municipality of Magnetawan this 28 day of August . 2026 .

Jacqueline Dessery-Pinho
Commissioner for taking oaths,
Municipality of Magnetawan,
District of Parry Sound

Signature of Registered Owner(s) or Agent

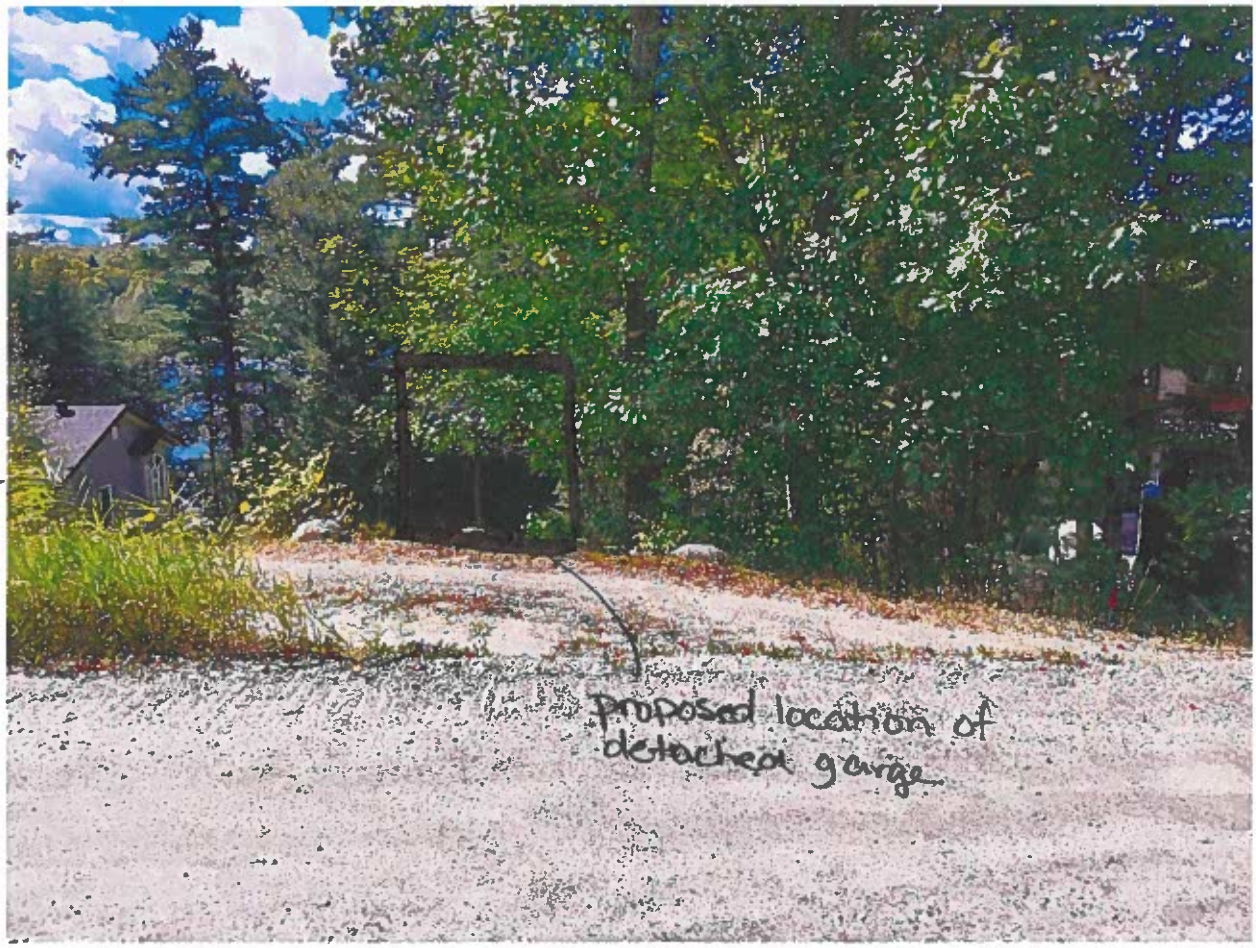
SITE PLAN

118 WURM RD.
PLAN M230 LOT 14
PCL 27560
LAKE CECEBE



HOUSE: 1408 SQ. FT.
SCREENED PORCH: 196 SQ. FT.
LOT AREA: 29682 SQ. FT.

PERMIT APPLICATION FOR GARAGE.


Proposed location of detached garage
118 Wurm Rd.
Dwelling





COMMITTEE OF ADJUSTMENT
NOTICE OF HEARING

IN THE MATTER OF Subsections (1 and 2) of Section 45 of the Planning Act, R.S.O., 1990.

TAKE NOTICE that the Municipality of Magnetawan has received a complete application for Minor Variance and that the Committee of Adjustment of the Corporation of the Municipality of Magnetawan will hold a Public Hearing on:

October 7th, 2026
At 1:00 pm. at the
Municipality of Magnetawan Municipal Office, 4304 Hwy #520, Magnetawan, Ontario

THE PURPOSE OF THE PUBLIC HEARING is to consider a Minor Variance application submitted by the Owner of M230 Lot 14 PCL 27560, municipally known as 118 Wurm Road. The proposed a minor variance application for relief from Zoning By-law 2001-26, as amended, Section 3.1 d) ii and 3.1 d) iii).

The applicant has requested the following Minor Variance to permit:

Provision	By-law 2001-26	Requested
3.1 d) ii) Minimum Front Yard Setback Accessory Structure	10 metres	1. A front yard setback of 9 metres at the north corner of the proposed garage from the Municipally maintain road known as Wurm Road;
3.1 d) iii) Maximum Height Accessory Structure	7.6 Metres	2. A maximum height of 9.6 metres of the proposed garage at the highest elevation due to the naturally slopped terrain.

INFORMATION AVAILABLE
Information relating to the proposed Minor Variance application is available for public review on the municipal website – www.magnetawan.com – or by request during business hours, Monday to Friday from 8:00 am to 4:00 pm, at the Municipality of Magnetawan Municipal Office (4304 Hwy #520 Magnetawan, Ontario, P0A 1P0) or by emailing: ekellogg@magnetawan.com

NOTICE OF DECISION
If you wish to be notified of the decision of Municipality of Magnetawan on the proposed Minor Variance, you must make a written request to Erica Kellogg, Deputy Clerk – Planning and Development at the Municipality of Magnetawan.

ORAL AND WRITTEN SUBMISSION – APPEAL
If a person or public body would otherwise have an ability to appeal the decision of the Council of the Municipality of Magnetawan to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Magnetawan before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Magnetawan before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Individuals who make written submissions should be aware that their submission and any personal information in their correspondence will become part of the public record and made available to the Applicant, Committee and Council.

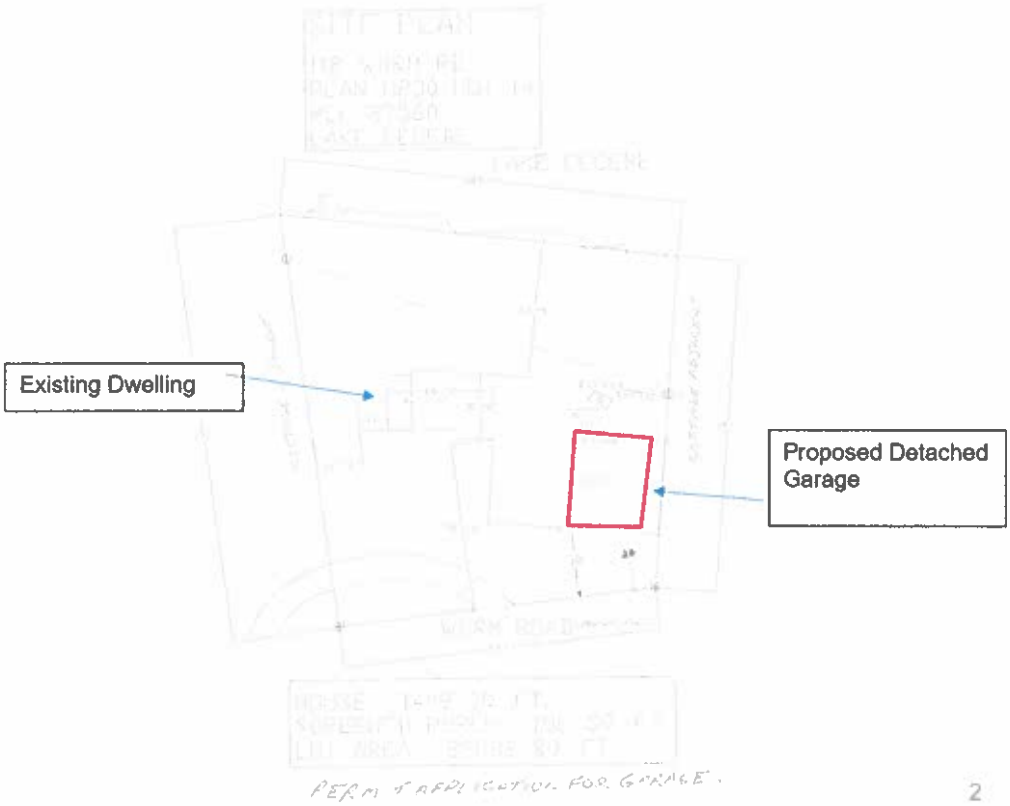
PLEASE SUBMIT ANY WRITTEN COMMENTS TO KERSTIN VROOM
Quoting File No: Durling MINOR VARIANCE
Erica Kellogg, Deputy Clerk - Planning and Development
Municipality of Magnetawan
P.O. Box 70
Magnetawan, Ontario, P0A 1P0
705-387-3947 ext. 1001
ekellogg@magnetawan.com
DATED at the Municipality of Magnetawan this 28th day of September, 2026.

Please see reverse side for map and site plan (not to scale)

KEY MAP OF SUBJECT PROPERTY



PROPOSED SITE PLAN



PERMIT APPLICATION FOR GARAGE.

2

Municipality of Magnetawan	REPORT TO COUNCIL
To:	Mayor and Council
From:	Fire Chief Derek Young
Date of Meeting:	October 7, 2026
Report Title:	Quarterly Fire Department Report

Recommendation: THAT Council receives this report as presented for information only.

Call Volume:
As of September 30, 2026: 155 Calls for service.

Compared to years past, as of:
September 30, 2025: 172
September 30, 2024: 130
September 30, 2023: 151
September 30, 2022: 138

Call volume is slightly above average for this time of year. Calls have been steady, with an extremely busy summer.

General update:

-The new fire hall is nearing completion and is ready for the Department to begin the move-in process. Final preparations and organization of equipment, apparatus, and department operations are underway.

-Increased fire prevention inspections and follow-up are underway by the new Fire Prevention Officer/Deputy Chief.

-The Department implemented a community Smoke Alarm Program. The program provides residents with fire safety education, smoke and carbon monoxide alarm information, and replacement where required. The program has been very successful to date, with positive participation from residents The program will continue as an ongoing fire prevention initiative throughout the municipality.

-The Fire Department participated in Canada Day activities, including public education and fireworks operations. The event was completed successfully.

-The Department conducted a water rescue demonstration as part of Drowning Prevention Day activities. The demonstration provided an opportunity to educate residents and visitors on water safety and demonstrate the Department's water rescue capabilities.

-Firefighters provided traffic control and emergency support for the Ahmic Lake Cottage Association Run.
-Annual pump and ladder testing were completed. No issues were identified, and all tested equipment was found to be operating satisfactorily.
-Annual testing and inspection of the Department's SCBA equipment was completed. All SCBA units passed testing with no issues identified.
-Fire Department vehicles have been undercoated as part of the ongoing preventative maintenance program.

Upcoming:

-Fire Prevention Week runs from October 4th to the 10th, with this year's theme being "Charge into Fire Safety™. Safe Charging Is a Superpower.". A school visit has been scheduled, giving us a chance to talk to the kids and staff about fire safety.
-The Department is currently preparing to relocate apparatus, equipment, communication systems, office functions, and training resources into the new hall. Equipment and storage areas will be organized to support an efficient firefighter workflow and improved contamination-control practices. The transition will be completed in a phased manner to ensure continuous emergency response coverage throughout the move.

Training:

-Three firefighters successfully completed Surface Water Rescue training certification. This additional training enhances the Department's ability to respond to water-related emergencies.
-The Department utilized a cottage scheduled for demolition as a live training environment, providing firefighters with an opportunity to conduct realistic, hands-on training in an actual residential structure. Training focused on search and rescue operations, ventilation, hose management, and roof operations. Using an actual building provided valuable practical training that would be difficult to replicate in a classroom or training facility. The training helped reinforce firefighter teamwork, communication, building search techniques, and safety in a realistic environment.

Fire rating:

-The rating has remained at Moderate most of the season, with a brief period in the high rating

Conclusion:

The Department continues to focus on firefighter training, public education, and community involvement. The completion of annual equipment testing, additional water rescue training, and preparations for the new fire hall move-in have all contributed to maintaining the Department's readiness to respond to emergencies throughout the municipality.

Respectfully Submitted,

Derek Young

Derek Young,
Fire Chief.

Municipality of Magnetawan	REPORT TO COUNCIL
To:	Mayor and Council
From:	Chief Building Official Tyler Irwin
Date of Meeting:	October 7, 2026
Report Title:	Third Quarter Report

Recommendation:
THAT Council receives this report as presented for information only.

Background:
The purpose of this report is to update Council on Building Department matters such as:

- Building Permit activity within the Municipality (July 1st – September 30th),
- The general daily activities of the Building Department.

Evaluation:
From July 1st to September 30th a total of twenty-six (26) permits were issued for new construction, and three (3) for demolition.

Category of permits issued:
New single-family dwellings-----3
Seasonal----------3
Sleep cabin ----------0
Park Model----------0
Addition/ Renovation ----------9
Garage/ Shed/ Boathouse ---- 9
Farm ----------0
Commercial ----------2
Demolition ----------2

Q3-Total Building Permit Fees- $58,990.96
YTD Permit Fees - $118,685.06
Q3-Total Construction Value- $3,360,720.00
YTD Construction Value- $7,711460.00

Q3- Five-year comparison

Year	No. of Permits
2022	21
2023	26
2024	21
2025	25
2026	26

The Building Department has had another busy season. construction taking place prior to obtaining a building permit, construction not in accordance with the approved plans and issuing or following up on new and existing orders. Additional daily activities include:

- Responded to general inquires,
- Completed property information reports,
- Reviewed and processed applications,
- Investigate complaints of building without a permit,
- Issue orders for non- compliance and or building without a permit,
- Prepare affidavits for up coming cases,
- Conduct inspections for active building permits,
- Held interviews for the Building Inspector position. Conor Eastaugh accepted the position, he has a background in plumbing.

Respectfully Submitted,

Tyler Irwin

Tyler Irwin
Chief Building Official

Municipality of Magnetawan	REPORT TO COUNCIL
To:	Mayor and Council
From:	Public Works Superintendent Scott Edwards
Date of Meeting:	October 7th 2026
Report Title:	Public Works Department Quarterly Report (Third Quarter)

Recommendation: THAT Council receives this report as presented for information only.

Background:
The Third quarterly report represents the summer activities of Landfill and Roads operations combined for 2026.The construction season has been very active given the catchup work from last years' floods and Landfill has seen an increase in customers as compared to last year.

Activities Undertaken – Roads Department

Projects

Brushing a great job was completed along Orange Valley Rd and a portion of Nelson Lake Rd by D-ROC. This will be budgeted in 2027 accordingly to maintain the safe sight lines of the Traveling Public as well as the good drainage flows of the municipal ditches.

Road Supply and Apply Gravel was completed on the following roads: Holden Rd, North Horn Lake Rd, Highland Rd, Pearcley Rd, South Horn Lake Rd and Nelson Lake Rd.

Nipissing Rd South was completed with the Slurry Seal Treatment from South St to Rosskopf Rd which will help seal the road and extend its lifespan.

Jackson Rd Aggregate portion of the project has been completed this year with the intent to do the Surface Treatment in 2027.

Bridge Replacement Bridge #17 on Miller Rd North of Rocky Rd has been completed by HugoMB. Bridge #4 Nipissing Rd South continues to be monitored but to date there has been no shift noted and for Bridge # 10 Bay St this is at presently out as an RFT.

Sand Dome The Winter Salt has been purchased from Compass Minerals given lack of communication from Windsor Salt to which was noticed by the surrounding Municipalities. We are waiting for the delivery of Winter Sand from Greens Haulage at this time.

Potholes The continued use of the Hot Box has been a great success for maintaining a good service level and quality. I am presently testing out on a Free Trial the City Rover AI Infrastructure Inspection System. This looks much like a Dash Camera and while driving, it automatically photographs, records the coordinates of the potholes then is sent to the Cloud Dashboard to be assigned to the Crew addressing the Potholes. If successful, this would be a great asset in accomplishing the Minimum Maintenance Patrols.

Staff The loss of Andy this year was sad news for all of us. His strong work ethic and humour are missed. The 2 students being Nolan and Tyler did a great job in replacing old and missing signs as well as taking on Beaver Dams, that were causing damage to Municipal Infrastructure and filling Potholes.

.Activities Undertaken – Landfill Department

Signage Updated signage to come as we navigate how the STR guests are to be instructed in the use of a Landfill given many come from curbside pickup.

Illegal Dumping has continued to slow down and appears to be more on the MTO Highways then the Municipal ROW. I believe education and enforcement have paid off significantly.

Hydro to the Landfill is still in the process however has now graduated to level of an agreement with Hydro One to proceed with extending the lines along 25th/26th sideroad as per Report to Council. During the interim there may be a need to replace one of the portable generators before winter if hydro cannot be completed this year.

Brush/Construction Waste has increased significantly, and I will be budgeting for the Tub Grinder for 2027 to reduce the levels which will help increase the lifespan of the Landfills.

Reuse Centers Seen a lot of use this summer and continues be a great resource for the community.

Staff As the season comes to an end we will resume regular staffing for the winter.

Respectfully Submitted,

Scott Edwards

Scott Edwards
Public Works Superintendent

Municipality of Magnetawan	REPORT TO COUNCIL
To:	Mayor and Council
From:	Parks and Maintenance Manager Michelle Tamblyn
Date of Meeting:	October 7, 2026
Report Title:	2026 Third Quarter Report

Recommendation: That Council receives this report for information only.

Parks Staff have been busy doing maintenance and cutting grass. Working behind the scenes setting up and tearing down for events and regular programming in our Community Halls, while cleaning our facilities, washrooms and regular maintenance in and around our facilities. The Parks staff has undertaken the following:

Water Systems: Muskoka Clean Water has been regularly testing all our facilities, and all results have come back as 0/0. Ransome will be adding a second pressure tank and switch board for well 1 and 2, at the Magnetawan Community Centre, which will allow for both wells to be used intermittently with no need for switching manually.

Magnetawan Community Centre: The Hall has been busy with rentals and regular programming. The new propane boiler and hot water propane tank has been installed with removal of the old oil boiler and tank prior to the winter season. We have upgraded the security system to the building. Parks staff had helped set up, during the events and tear down for our Canada Day Celebrations and the Fall Fair. Thank you to our Roads department for making our parade participants safe in helping us block the roads for both parades.

Centennial Park/Village Green/Museum: The parks have been very busy this summer with visitors and regular programming. At Centennial Park the exhaust fans in both washrooms needed replacing this summer. A second septic tank was found by our plumber that had been causing some issues with the flow of the wastewater in the men's washroom. Roots were found to be the cause and have since been cleared and flow has returned to normal. New flooring has been installed at the entrance of the Museum.

Pavilion: The pavilion has been very busy with events and regular programming. Interior Flags were removed and replaced with flagpoles installed on the exterior of the building. The concrete around the pillars has been repaired. We have also received quotes to have the pavilion rink epoxied to help stop the spread of cracks in the concrete which will be included in the 2027 budget. Pouring a concrete pad over the existing rink would cause the rink cracks to still appear over time and the rink walls would all have to be removed and reinstalled to allow for the height difference. Having epoxy added to the rink will give it the straight it needs to last for years to come. Unfortunately, the concrete option will consist of a total replacement of the rink flooring as patching the cracks will only add a temporary fix at a high cost.

Ahmic Community Hall: Has been busy with rentals and regular programming. Changing parts to the water system has stopped the pounding of the pipes when water is flowing through.

Ahmic Ball Diamond/Park/Beach: The new swim floaters have been installed at the beach. The new docks are a beautiful upgrade to the beach with ample boat docking. We have been working with 39 Seven for the revitalization of our Croft Park. Unfortunately, the Spruce Budworm has taken over the pine trees that were located at the park to stop the spread of the infestation to the surrounding trees. A big thank you goes out to Wes at Woodruff Tree Service for cutting the trees free of charge and to our landfill to accepting all the brush that came from the removal of the trees.

Friendship Club: Thank you to Bob Hicks for redoing the walkway and ramp.

Cenotaph: Ahmic Excavation will be doing the expansion to level the ground around the monument is in the works and will be completed for Remembrance Day Ceremonies.

Cemeteries: Thank you to Mandy Cooper at ADSC Renovations and Lawn Care for helping us get caught up on the grass cutting of our Cemeteries.

Respectfully Submitted,

Michelle Tamblyn
Parks and Maintenance Manager

Municipality of Magnetawan	**REPORT TO COUNCIL**
To:	Mayor and Council
From:	Erica Kellogg, Deputy Clerk Planning and Development
Date of Meeting:	October 7th, 2026
Report Title:	3rd Quarterly Report

Recommendation: THAT Council receives this report as presented for information only.

Background: This Planning and Development Department 3rd quarter report for 2026 highlights various activities within the Department. The report reviews current Planning Applications, Economic Development, Short-term Accommodation, Employment Land Development and Cemetery activities.

During this quarter there were a total of 94 phone inquiries and 35 in office visits to the Planning department.

Activities:

Consents: there were two Consent applications received this quarter. One consent application (Paul) will be heard during the October meeting and the second (Antonik) was heard during the July 29th, meeting.

One Minor Variance was received during this quarter. The variance will be heard during the October meeting and will address a variance in a front yard setback.

The 2nd Planning Report informed Council of a consent application provisionally approved in 2024 nearing the two-year time limit. As a courtesy communication was provided to the agent and applicant to inform both parties of the potential lapse. During the third quarter, correspondence was again provided to the applicant and agent informing both that the application had now lapsed and the file is closed. This consent application stemmed from ongoing litigation and was a means to assist the property owner with Zoning Compliance. Although Council supported the application in 2024, neither the applicant nor agent made an effort to fulfill the conditions of consent, and the matter will return to litigation.

Zoning By-law Amendments: three Zoning Amendments were heard during this quarter: 1) a two-storey boat house exceeding the permitted size, 2) a commercial zoning amendment bringing conformity to five park model trailers and 3) a housekeeping amendment where the provision to sever a second dwelling was amended.

Minor Variance: A new Minor Variance was received this quarter. The Variance will appear during the regular meeting of Council in October. The subject lands are Zoned Residential Shoreline, as such, the new 10% provision passed in Bill 17 does not apply and a full application is required. This application seeks support to construct a detached garage closer to the Municipally maintained road than what is permitted. The natural terrain and steep slopes of the subject lands has created building challenges for the applicant, thus the application to place the garage closer to the road.

Official Plan Amendment Authority: The Municipality has provided several letters to the Ministry of Municipal Affairs and Housing seeking Official Plan Amendment Authority. Included within the October agenda package is a response letter from the Ministry advising receipt of the Municipality's correspondence and affirming our request is under consideration.

Employment Lands: During the regular meeting of Council on September 9th, a total of five new businesses were welcomed to the Employment Lands located at 4855 Highway 520. Development of the Employment Lands commenced eight years ago with Ministry submissions and Planning review. Lands were advertised for sale early 2026 and a total of five proposals were submitted and reviewed by Council. Following the September meeting all parties were contacted and informed of their acceptance. Staff have amended the purchase and sale agreement drafted by the Municipal Solicitor to reflect the newly created two-acre lots along with agreed compensation for additional surveying costs. Staff anticipate the required deposits to be provided by all parties prior to the execution of the purchase and sale agreements.

Short-Term Accommodations (STA): The 2nd quarter report informed Council that 22 STA applications had been approved, as of the date of this report an additional 3 applications were approved. It is not anticipated that any new applications for 2026 will be received. 2026 is the highest application submission year since the implementation of the by-law in 2024.

Cemetery: The Spence Cemetery Fence Replacement commenced early September and was completed within three days. The new fence replaced the chain link fence which had been damaged due to years of snow removal and general age of the fence.

The Cemetery Board received a letter of resignation from member Brad Lewis and agreed not to solicit new membership until after the Municipal election and Committee/Board appointments. The Mandate requires up to six members, when possible, with the resignation the Board consists of six members.

Hazmat Reporting: Following the Hazmat event earlier this summer, a rebates submission was completed with Product Care for eligible collected items. At the time of this report the rebate has not been received.

Entrance Permits: Staff have conducted a review of open, historical entrance permits and have identified several historical permits that have not had their final entrance inspections completed since the entrances have themselves not been completed. Staff will be increasing the non-refundable fee from $100 to $300, the increased fee reflects the time invested in the application process from Office Staff and Roads Crew. Further the deposit currently at $500 will increase to $1500 and will be non-fundable if the entrance is not completed after 1 year. It is hoped that with this incremental financial changes, applicants will complete their entrance.

Respectfully Submitted,

Erica Kellogg
Deputy Clerk – Planning and Development

Municipality of Magnetawan	REPORT TO COUNCIL
To:	Mayor and Council
From:	Deputy Clerk Laura Brandt
Date of Meeting:	October 7, 2026
Report Title:	3rd Quarter Report Recreation and Communications

Recommendation: THAT Council receives this report as presented for information only.

Background: This is an update from July to September 2026 on the activities that have taken place in Recreation and Communication during the second quarter of the year.

Activities:

Human Resources

Staff has completed the year end review process for the summer students to help them gain experience in the review process (Locks and Heritage Museum Centre). Staff completed the hiring process for the Office Assistant - Recreation and Records Management position.

Clerks Office

Staff have conducted two meetings of Council in this quarter including the preparation of agenda, agenda packages and minutes. Two By-laws were updated this quarter. Review of By-laws, Policies and Procedures are on going and updating accordingly to ensure that procedures are streamlined to improve delivery of services. Staff assisted with the preparation of 1 RFP during this quarter as well as collected 3 lottery licensing reports and have issued 1 new license. Staff have organized and attended as Secretary two Magnetawan Community Centre Board meetings and one Magnetawan Economic Tourism Committee meeting this quarter. Staff submitted 2 Reports to Council during this quarter. Staff have also issued one marriage license this quarter with another marriage license anticipated to be issued in the next quarter. Staff have also been attending webinars and information working sessions to ensure that the municipality is complaint with the new MFIPPA legislation that is effective January 1, 2027.

Grant Funding Applications and Reporting

Staff have facilitated one meeting regarding upcoming grants and/or existing applications.

	First Quarter	Second Quarter	Third Quarter
Total Number of Applications	43	44	49
Annual Allocations (Ontario Municipal Partnership Fund, Canada Community Build Fund, Ontario Community Infrastructure Fund, NORDS)	3	3	4
Awaiting outcome	17	10	3
Unsuccessful Applications	10	15	23
Successful Applications	13 (1 Stage 2)	19 (1 stage 2)	19
Submitted Grant Reports (Final and Progress)	4	2	9

2026	Cost of Project	Amount Anticipated	Municipality Portion
Total Funding Applied For	8,614,349	6,326,971	2,349,207
Approved Funding	4,299,471	2,168,127	2,136,744
Annual Allocation	2,091,960	2,091,960	0

Health and Safety

Conducting monthly health and safety inspections as per the legislation and working with department heads and health and safety representatives to mitigate any concerns that arise. Staff have also made arrangements to install a new AED at the Croft Recreational Park when the revitalization project is completed.

IT

Staff are currently working with the IT provider to transition 6 computers as well as acquiring quotes for the 2027 Budget. Staff have completed the transition to the cloud based control system for the digital sign and it is working well.

Communications

Municipal Events and Recreational Programming were posted to the online event calendar for the North Bay Nipissing News, hard copy posters to Municipal displays, Municipal Digital Signs is ongoing. Posted messaging on our Municipal Website which included updates to our messaging on our Landfill, Planning, Applications, By-law, Recreation pages. Created Summer Newsletter that was distributed on all Municipal Social Media platforms as well as mailed out to all residents with their August Tax Bill. Staff also posted one paid boosted post on Facebook for our Drive-In Movie Event. Staff also worked with provincial level Staff for the MDRA Media Announcement held on August 20th. Staff further worked with a local sign company to design an events billboard to be located on Hwy 124 to be seen when you are coming from Hwy 400 between Ahmic Harbour and Magnetawan.

	First Quarter	Second Quarter	Third Quarter
Electronic Mailer	55	123	55
Number of Mailer Subscribers	776	926	940
Website Views	35,000	46,000	57,826
Website Users	14,000	14,000	18,000
Facebook Posts	93	144	139
Facebook Followers	2368	2,604	2,753
Instagram Posts	147,934	144	138
Instagram Followers	188,000	381	401
Facebook Posting Reach	91	431,099	108,234
Facebook Page Visits	353	11,202	426,119

Recreation

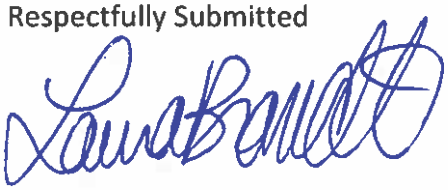
We currently have exercise classes running four times a week (Mondays and Thursdays). Weekly Pickleball on Tuesdays and Nordic Walking twice a week (Mondays and Fridays). Weekly Tai Chi classes 3 times a month (Wednesdays). Organized the Annual Dinner and Drive-In Event held on October 2nd and Staff anticipate that the event will be close to a sell out. Organized the first Dinner and Learn Dinner Event on November 4th as well as the second Dinner and Learn Event on December 16th. Staff will be launching the first Dinner and Learn and anticipate that the event will be fully booked with a wait list. Staff have ensured that the close down for the Heritage Museum and Locks for the season was successfully completed and the Parks Staff are currently installing new flooring installed in the front entrance. Staff have been working with the Burks Falls Art Club and they will be hosting another Art Show in Magnetawan in July of 2027due to the success of the 2026 show with over 600 people attending on the Saturday. Staff also worked with the DSAAB to bring monthly service clinics for October. Staff has been working with a local farm

to implement workshops to be held at the Ahmic Harbour Community Centre and the first two workshops were launched in the four workshop series. Residents of Magnetawan are able to sign up at a lower cost. Staff have also been actively working with two residents to have Tennis programming next Summer. Staff have ensured that the Music Licensing Reporting has been completed for this quarter as well as Staff advocated for the Agricultural Society to ensure that they received their parade permit from the MTO. Maggie the Community Rock Snake reached the beach last year and we have started a new rock snake Magneto who is off to a wonderful start. Staff have also been overseeing the Croft Recreational Park Revitalization Project with a completion date of December 31, 2026.

Upcoming

Currently have twelve funding streams that are open to submit grant proposals to with one more to open in October and Staff are actively sourcing and researching funding possibilities to help offset costs and fund new projects to benefit the Municipality. Staff will be conducting a Magnetawan Community Centre Board Meeting at the end of October which includes preparing the agenda and minutes as well as Staff anticipates conducting at least one Magnetawan Economic Tourism Committee meeting the next quarter. Staff have also started to organize the New Years Eve Gala to be held on December 31st as well as the 2027 Leekfest. Staff have also started actively planning for our Annual Tree Lighting, and Family Day Event. Staff have also actively been looking for rock carving artists to get a quote for a public art project at the cenotaph. Staff will also be overseeing the second phase of the Croft Revitalization Project which includes the installation of an accessible playground.

Respectfully Submitted



Laura Brandt
Deputy Clerk Recreation and Communications

Municipality of Magnetawan	**REPORT TO COUNCIL**
To:	Mayor and Council
From:	Public Works Superintendent
Date of Meeting:	October 7th 2026
Report Title:	Croft Landfill Hydro

Recommendation: THAT Council receives and approves this report as presented and puts forth a motion to accept the quote from Hydro One to extend the hydro along the 25th/26th Sideroad up to and not including the interior of the Croft Landfill.

Background: Since 2024 the Municipality has been working towards the installation of hydro at both Landfills (Croft and Chapman Sites). Currently both sites run on portable generators for heat and lighting. The process with Hydro One includes advance payment called "Staking Fee" which needs to be paid before the process of determining the cost and possibility of running hydro to the Croft Landfill can begin. To date we have only had ballpark estimates from Hydro One and our Contractor. The long-term goal of Hydro at the Landfill sites is to be able to run a transfer station and/or automatic compactors which could extend lifespans as well as increase service levels.

Evaluation: Hydro is the next logical phase for the Landfill Operations in regards to extending the landfill lifespan, in addition to getting away from expensive fossil fuel to run generators for electricity. This will also increase security of the Municipal assets within the compound as lighting and cameras can be powered. To note this phase only covers Hydro One to extend the line down the 25th/26th Sideroad to the gates of the Croft Landfill. The remaining hydro line within the compound would be done by a contractor of the Municipality's choosing.

Financial Implication: Cost to run Hydro to the Landfill site but not inside the compound HST not included:

Hydro One	
Staking Fee **Paid In Full**	$ 1,843.63
Forestry Work and Extend Line to the gates of Croft Landfill	$64,983.28

Conclusion: The Public Works Superintendent recommends that the Municipality moves forward with the extension of the hydro lines to the Croft Landfill this year with the funds coming from Landfill Closure Reserves, and the remaining work to get Hydro into the Landfill would be budgeted for in 2027.

Respectfully Submitted,

Scott Edwards
Public Works Superintendent

RESOLUTION NO. 2026 – OCTOBER 7, 2026

Moved by: _____

Seconded by: _____

NOW THEREFORE BE IT RESOLVED THAT Council receives with thanks the report from Deputy Clerk Planning and Development Erica Kellogg, Deputy Clerk – Recreation and Commination Laura Brandt and Public Works Superintendent Scott Edwards Housing and Assessment-Growth Strategy Utilizing Non-Development Charge Municipalities Grant Funding Stream and directs Staff to move forward with grant applications to the Non-Development Charge Municipalities Grant Funding Stream.

DRAFT

Carried_____ Defeated_____ Deferred_____ _____

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

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

Municipality of Magnetawan	REPORT TO COUNCIL
To:	Mayor and Council
From:	Erica Kellogg Deputy Clerk, Planning and Development, Scott Edwards, Public Works Superintendent & Laura Brandt, Deputy Clerk Recreation and Communications
Date of Meeting:	October 07, 2026
Report Title:	Housing and Assessment-Growth Strategy Utilizing Non Development Charge Municipalities Grant Funding Stream

Recommendation: That Council receives and approves this report as presented and directs Staff to pursue funding under the Non-Development Charge Municipalities Stream and to actively source any relevant grant funding for Option #1 Opening all identified roads.

Background:
The Municipality has been working to address the shortage of housing within the Municipality. With the passing of housekeeping By-law 2023-49 Council supported additional dwelling units within specified zones.

Further, Council passed housekeeping By-law 2025-20, wherein with the exception of the Residential Shoreline Zone, the minimum permitted build size is 17.5m^2 (188sqft), this size reflects the Ontario Building Code.

With the passing of the above by-laws Council over the four-year term has established framework supporting both a range of housing types and along with densities. In conjunction with the approval of smaller size homes and additional dwelling, Council has supported existing businesses while simultaneously enticing new businesses to establish within the Municipality, specifically at the Provincially identified Employment Lands. It is widely understood that the development and success of businesses directly impact local labor force growth due to the dependency on housing availability.

Staff have been evaluating current road maintenance needs while exploring the potential of future road development and opening of currently unopened road allowances within the *Community Areas* (Village Ahmic Harbour and Village of Magnetawan) to mitigate the housing crisis within the Municipality. Additionally, Staff have been and will continue sourcing grant funds for this project.

Evaluation: The Municipality's Official Plan, adopted May 2026, identifies the need for diversified housing types within the Municipality as means to responded to the changing needs of the population demographic, income and market.

The Official Plan also identifies the Village of Magnetawan as one of two *Community Areas* where development of new permanent residential growth should be directed.
The 2024 Provincial Planning Statement (PPS) specifically supports residential development

within *Community Areas*, where site conditions are suitable. Opening of roads can facilitate incremental, low-density housing growth with the *Community Areas*. Even a relatively short road extension may provide enough road frontage capable of supporting several new residential lots. This incremental growth is appropriate in the *Community Areas* provided the lots can support private sewage and water services along with other planning requirements.

Staff have conducted, where possible, site visits to several currently unopened road allowances within the Village of Magnetawan (The Village of Ahmic Harbour does not have allowances that can be opened). Evaluation of road openings have been based on the natural environment, Road maintenance procedures such as winter maintenance, plow routes and contours. Cost estimates are based on a fee per km and include brushing, grading, gravel material, compaction, ditching, culverts and surface treatment. Factors such as heavy equipment rental, surveying, engineering and other related costs have not been factored into the estimate. The following is an outline of recommended road allowances to open in relation to the number of developable lots that could be a direct result of said openings.

Municipalities that do not levy development charges often face challenges funding infrastructure projects because they do not have access to this revenue tool. At the same time, these municipalities face high construction costs, aging assets and significant infrastructure backlogs.

In August of 2026 the Federal and Provincial government announced that they would be investing $1 billion dollars to help Non-Development Charge Municipalities build more homes. Through the new Non-Development Charge Municipalities Stream (Non-DC Stream) of the Canada-Ontario Partnership to Build, eligible municipalities will receive funding to build and renew critical infrastructure, including roads, bridges, culverts (greater than 3 metres) and water systems that enable new housing and/or protect the existing housing supply. These investments will help enable new housing development, support growth and protect Ontario's existing housing supply.

Applications for the Non-DC stream will open for eligible municipalities on October 29, 2026, with a due date of December 2, 2026, and additional intakes to be announced at a later date. Eligible municipalities that apply and are successful in their applications cannot implement development charges before March 31, 2031, and must not have had an active DC by-law in effect for residential development as of March 30, 2026. Municipalities can only submit one application per intake. Projects cannot be regularly scheduled maintenance and must abide by the new Buy Ontario legislation.

Projects for this intake must be completed by March 31, 2031, and start no later than September 30, 2027.

Maximum funding amounts per application intake is 20 million with successful municipalities contributing 20% of the project costs. Stacking of funding is allowable with federal funds but not provincial, which means that municipalities cannot use any funds from the Ontario Community Infrastructure Fund (OCIF), NORDS, Building Faster Fund (BFF) or Ontario Municipal Partnership Fund (OMPF) in conjunction with the Non-DC stream.

Funding applications must include outcomes and indicators measures that must be achieved throughout the project as well as supporting documents including proof of ownership, asset management plans , project map, map of location of existing residential units preserved or enabled, environmental assessment, official plan designation, zoning by-law, inspection reports (bridge rehabilitation projects), five year forecast, master infrastructure plans, compliance letters, photographs, active transportation plans, secondary plans, mapping, duty to consult and archaeological assessment reports.

Funding decisions are estimated to be announced in Spring of 2027.

Staff attended the first offering of webinars on September 16th and have registered for the second webinar on November 4th Staff have reached out to the Municipal Housing Infrastructure Program to inquire if opening multiple unopened road allowances in the village would count as one application or multiple applications and the MHIP has confirmed that opening multiple roads within the village would qualify for one intake.

Option 1: Opening All Identifiable Roads will equal approximately a total of 3.2 km of road and will result in 39 residential properties having road frontage, permitting residential development. Based on $278,000 price per km (Jackson Road comparable) the estimated cost to open all roads is $900,000, again this does not include additional costs noted within the report.



Option #2 Nipissing Road west to Queen Street, north on Queen, north on King Street connecting with Victoria Steet approximately .7 km of road. Based on $278,000 price per km (Jackson Road comparable) the estimated cost to open Option 2 roads is $278,000, again this does not include additional costs noted within the report.



Option #3: Nipissing Road west to Patrick Street, north on Queen, north on King Street and north on Patrick connecting with Albert Steet approximately 1.3 km of road. Based on $278,000 price per km (Jackson Road comparable) the estimated cost to open roads in Option 3 is $362,000, again this does not include additional costs noted within the report.



Option #4: Victoria Street west to James Street and south on Miller. Miller street between Victoria and South Street offers contour challenges where in the landscape is quite steep. Approximately .5 km of road. Based on $278,000 price per km (Jackson Road comparable) the estimated cost to open Option 4 roads is $139,000, again this does not include additional costs noted within the report.



Option #5: Victoria Street west to James Street and south on Miller and Richmond Street approximately .7 km of road. Based on $278,000 price per km (Jackson Road comparable) the estimated cost to open all roads in Option 5 is $278,000, again this does not include additional costs noted within the report.



Financial Implications:
New dwellings expand the Municipality's taxable assessment base creating additional assessment revenue generation for the Municipality to further support development and growth.

Conclusion: Staff will continue to identify and source appropriate grant funding opportunities, including an application to the new Municipal Housing Infrastructure Program – Non-Development Charge Municipalities Stream. Further Staff recommend that Council proceed with Option #1 – opening all identified roads, while actively pursuing available grant funding opportunities to help offset the financial impact to the Municipality and its taxpayers. Proceeding with Option #1, together with an active grant-funding strategy, would allow the Municipality to address its road infrastructure needs while maximizing opportunities for external financial assistance and reducing reliance on municipal taxation wherever possible.

Respectfully Submitted,

Erica Kellogg
Deputy Clerk – Planning and Development

Scott Edwards
Public Works Superintendent

Laura Brandt
Deputy Clerk – Recreation and Communications

RESOLUTION NO. 2026 – OCTOBER 7, 2026

Moved by: _____

Seconded by: _____

WHEREAS the Council of the Municipality of Magnetawan deems it appropriate, in the interest of public safety, risk mitigation, and the reduction of municipal liability, to establish a regulatory framework governing the hours of use and operation of municipally owned public spaces, including parks, trails, boat launches, and other municipal recreational properties;

AND WHEREAS the Council of the Municipality of Magnetawan passed Resolution 2026-141 approving the draft By-law to Regulate the Use and Operation of Municipally Owned Public Spaces with a by-law to appear for passing at a future meeting;

AND WHEREAS through consultation with the Municipal Solicitor and Insurance provider, Staff has revised the by-law to align with the intent of the provisions;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan hereby approves the By-law To Promote The Safe Use of Public Spaces and to Prevent Nuisance Within Public Spaces As Well As Adjacent Private Property as presented.

Carried_____ Defeated_____ Deferred_____ _____

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

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

DRAFT

Municipality of Magnetawan	**REPORT TO COUNCIL**
To:	Mayor and Council
From:	Erica Kellogg, Deputy Clerk – Planning and Development
Date of Meeting:	October 7, 2026
Report Title:	Being a by-law to promote the safe use of public spaces and to prevent nuisance within public spaces as well as adjacent private property.

Recommendation: the Council for the Municipality receives this report and approves the By-law to promote the safe use of public spaces and to prevent nuisance within public spaces as well as adjacent private property.

Background: The Municipality either owns and/or maintains several public parks, open spaces, public docks, trails and recreational spaces (public spaces). Unless express permission has been provided by the Municipality for an approved activity or event, such as fireworks, Music in the Park or another permitted event, municipally owned public spaces are generally intended to be used during daylight hours. The Municipality does not have the required infrastructure nor Staffing resources to ensure these Municipally owned public spaces are, continuously illuminated, monitored and/or inspected for potential risks outside of normal operating hours.

As part of the Municipality's ongoing risk-management efforts, Staff brought forward a draft By-law *Regulate Use and Operation of Municipally Owned Public Spaces* during the September 9, 2026 regular meeting of Council. The by-law as presented was received in a manner that did not reflect intent; therefore, Staff with the assistance of the Municipal Solicitor have amended language within the presented 'revised' bylaw. Inclusions speak to the absence of illumination, nuisance behaviour which can impact neighbouring property owners and the assumption or risk or damage when persons occupy Municipal Public Space during the hours in which spaces are closed. The by-law includes a specific period which Municipally owned public spaces would be 'closed' to the public; however, nothing contained within the presented by-law forbids a person from being on Municipally owned public spaces between dusk and dawn. Persons/users who choose to enter these 'closed' public spaces for purposes such as fishing, launching boats etc. do so at their own risk. Further, the by-law does provide additional enforcement measures regarding the removal of persons from Municipally owned public spaces who enter during hours of dusk till dawn with malice intent, such as vandalizing and/or damage to property etc.

Evaluation:
The draft bylaw identifies the time between dusk till dawn because this period of time offers a reduced and/or zero visibility when utilizing public spaces. A lack of, or reduced visibility, hinders a person's ability to identify uneven ground, shoreline, seasonal snow and/or ice hazards, boat ramp conditions or other site-specific conditions, all of which increase the likelihood of injury and the Municipality's exposure to liability.

Municipalities including the Township of Armour, Township of Perry, City of Toronto, Township

of Essa, Municipality of East Ferris and McDougall to name a few, have passed similar by-laws.

The proposed by-law also provides a consistent framework for enforcement and reduces the need for Staff or enforcement personnel to make individual determinations regarding whether a municipal property is considered open or closed. It is important to know that the by-law does **not** eliminate the Municipality's responsibilities under the *Occupiers' Liability Act* or prevent a litigation claim from being made against the Municipality. The by-law is, as confirmed by the Municipal Insurance provider and case law, is a proactive approach which demonstrates reasonable effort to regulate access, communicate operating hours though posted signage (where possible) and manage foreseeable risks associated with after-hours use.

Financial Implications:
Financial implications are expected to be limited to the purchase and installation of site-specific signage at Municipally owned public spaces. The financial burden caused by litigation and/or the discovery process prior to litigation, is borne by ratepayers which has a direct correlation to municipal budgets.

Conclusion:
Municipalities are experiencing an increase in personal injury litigation; the implementation of the by-law will not exclusively eliminate municipal responsibility in maintaining Municipally owned public spaces. The by-law along with clear, site-specific signage, where possible, will reduce risk by showcasing reasonable efforts to control access.

Respectfully Submitted,

Erica Kellogg
Deputy Clerk – Planning and Development

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2026 -

BEING A BY-LAW TO PROMOTE THE SAFE USE OF PUBLIC SPACES AND TO PREVENT NUISANCE WITHIN PUBLC SPACES AS WELL AS ADJACENT PRIVATE PROPERTY

WHEREAS Subsection 8(1) of the Municipal Act, 2001,c.25, as amended, provides that the powers of a municipality shall be interpreted broadly to enable the municipality to govern its affairs as it deems appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Subsection 11 of the *Municipal Act, S.O. 2001, c.25,* as amended, authorizes a municipality to enact by-laws relating to the health, safety and well-being of persons, as well as protection of persons and property.

AND WHEREAS some Municipally owned Public Spaces are not patrolled, inspected nor suitable for use in the absence of daylight or illumination;

AND WHEREAS the objective of this By-law is to promote the safe and orderly use of public spaces, to protect infrastructure, to maintain the functional integrity of public spaces, and to prevent nuisance within public spaces, as well as adjacent private property.

NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN AS FOLLOWS:

1.0 THAT this By-law be cited as "Safe Use of Public Spaces"

2.0 DEFINITIONS

"Municipal Public Spaces" - means properties owned by the Municipality, or are hereafter established, dedicated, set apart or made available for the purpose of Public use, including but not limited to recreation fields, pavilions, picnic areas, playgrounds, open spaces, boat launches, trails , and other such municipally owned spaces as established from time to time, and shall include parking lots provided in conjunction with public parks and trails but does not include Road Allowances.

"Nuisance" -- means that which causes offence, annoyance, trouble, or injury to the reasonable enjoyment of Municipally Owned Public Spaces and adjacent properties.

"Officer" – means a Municipal By-law Enforcement Officer, Municipal Staff, Fire Prevention Officer, Fire Chief, Police Officer or other person appointed by by-law to enforce the provisions of Municipal by-laws.

3.0 REGULATIONS

3.1 All Municipal Public Spaces are considered closed from dusk till dawn as posted on signs erected by the Municipality at the subject Municipal Public Space.

3.2 Persons who enter, remain in, occupy or use Municipal Public Spaces during the hours that the Municipal Public Spaces are closed assume the risk of personal injury, harm and/or damage to themselves and/or their property.

3.3 Signs indicating the hours of operation and regulation against entry during closed hours may or may not be posted at entrances and/or other appropriate locations at Municipal Public Spaces.

4.0 EXEMPTIONS

4.1 Notwithstanding Section 3.2, this regulation shall not apply to:

a) Municipal employees, Municipal agents or Municipal contractors of the Municipality carrying out authorized duties;

b) An Officer, police, fire, emergency medical services or other emergency personnel acting in the course of their duties;

c) During Municipally run events and/or permitted events and/or booked events; and/or

d) Any person who has received express authorization from the Municipality.

5.0 ENTRY DURING CLOSED HOURS AND ASSUMPTION OF RISK

5.1 A person who enters, remains in, occupies or uses a Municipal Public Space during the hours that it is closed does so without the permission or authorization of the Municipality and contrary to this By-law.

5.2 Any person entering, remaining in, occupying or using a Municipal Public Spaces during closed hours assumes the risks associated with such unauthorized entry and use to the fullest extent permitted by the *Occupiers' Liability Act*, R.S.O. 1990, c. O.2, as amended.

5.3 Nothing in this By-law shall be interpreted as excluding or limiting any duty or liability of the Municipality that cannot lawfully be excluded or limited.

6.0 PROHIBITIONS

6.1 No person shall contravene or fail to comply with any provision of this By-law.

6.2 No person shall remain in, occupy or use a Municipal Public Spaces during the hours that the Municipal Public Spaces are closed.

6.3 No person shall cause a nuisance while occupying or using a Municipal Public Space;

6.3 No person shall fail or refuse to comply with a lawful direction of an Officer to vacate Municipal Public Spaces made pursuant to this By-law.

6.4 No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Officer exercising a power or performing a duty under this By-law

REVISED

7.0 TRESPASS

7.1 Entry upon a Municipal Public Spaces during closed hours is prohibited, and an Officer may give notice of such prohibition in accordance with the *Trespass to Property Act*, R.S.O. 1990, c. T.21, as amended.

8.0 OBSTRUCTION:

8.1.Any person who has been alleged to have contravened any of the provisions of this By-law, shall identify themselves to the Officer upon request, failure to do so shall be deemed to have obstructed or hindered the Officer in the execution of their duties.

9.0 OFFENCES AND PENALTIES

9.1 Every person and/or owner and/or occupant who contravenes and/or directs another person(s) to contravene and/or permits another person the doing of any act which contravenes any of the provisions of this By-law is guilty of an offence and may be subject to:

- fees, fines, penalties, and/or charges under the Administrative Monetary Penalties By-law and/or
- fees or charges as per the current Fees and Charges By-law and/or
- upon conviction is liable to a fine, to a maximum of $5,000 (five thousand dollars) for each offence exclusive of the costs, as prescribed by the *Provincial Offences Act, R.S.O. 1990, c.P. 33,* as amended.

And further, in addition to any other remedy and to any other penalty the person convicted may also be prohibited from continuing or repeating the offence in accordance with the provisions of section 442 of the *Municipal Act.*

9.2 Pursue any other collection mechanisms available to the Municipality pursuant to the Regulations or a law which may include deeming the outstanding amount to be unpaid taxes and adding this outstanding amount to the tax roll and collecting it in the same manner as Municipal Taxes.

9.4 Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2026 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

10. ADMINISTRATIVE MONETARY PENALTIES

10.1 An Officer may issue an Administrative Monetary Penalty to a person found in contravention of any provision of this By- law.

10.2 Any Person who contravenes any provision of this By-law, upon receiving an Administrative Monetary Penalty pursuant to Section 10.1, may be liable to pay to the Municipality an Administrative Penalty.

REVISED

11. COLLECTION OF UNPAID FINES

11.1 Pursuant to Section 441 of the *Municipal Act, 2001, S.O. 2001, C 25*, if any part of a fine for a contravention of this By-law remains unpaid after the fine becomes due and payable under Section 66 of the *Provincial Offences Act, R. S. O. 1990, c P. 33; Provincial Offences Act*" including any extension of time for payment ordered under that Section, the Licence Issuer may give the Person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than 21 days after the date of the notice. If the fine remains unpaid after the final date specified in the notice, the fine is deemed to be unpaid taxes pursuant to Section 351 of the *Municipal Act*, 2001, S.O 2001, c. 25 and may be added to the Owner' s tax roll and collected in the same manner as Property taxes.

10.0 EFFECTIVE DATE

This By-Law shall come into force and effect on October 7, 2026

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 7th day of October 2026.

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN

_____
Mayor

_____
CAO/Clerk

REVISED

Municipality of Magnetawan

FEES, FINES, PENALTIES, AND/OR CHARGES SCHEDULE

SCHEDULE "A"

TO REGULATE THE USE AND OPERATION OF MUNICIPALLY OWNED GREEN SPACES FOR THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

SECTION	SHORT FORM WORDING	SET FINE
6.1	Failure to comply with any provision of this By-law.	$ 300
6.2	Remain in, occupy or use a Municipal Public Spaces during the hours that the Municipal Public Spaces are closed	$ 300
6.3	Fail or refuse to comply with a lawful direction of an Officer to vacate Municipal Public Spaces made pursuant to this By-law	$ 300
6.4	Hinder or obstruct, or attempt to hinder or obstruct, any Officer exercising a power or performing a duty under this By-law	$ 300.

Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2026 are to be incorporated into the Current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

REVISED

Russell, Christie, LLP

Barristers & Solicitors

W.D. (Rusty) Russell, Q.C., (1925-2019)
Douglas S. Christie, B.A., LL.B. (retired)
William S. Koughan, LL.B.

Edward B. Veldboom, MSc. Pl. LL.B.
Michael F. Sirdevan, B.A. (Hons), LL.B.
Jennifer E. Biggar, B.A., (Hons), J.D.

Please reply to:
Edward B. Veldboom (Ext. 237)
Email:eveldboom@russellchristie.com

October 2, 2026

Kerstin Vroom, CAO/Clerk
The Corporation of the Municipality of Magnetawan
4304 Hwy #520, P.O. Box 70
Magnetawan, Ontario P0A 1P0
via email to Clerk@magnetawan.ca

Dear Ms. Vroom,

Re: Tilson Creek Road

Further to our telephone conversation I write to provide my comments concerning:

1. Council Resolution 2026-033 (September 9, 2026),
2. the letter dated September 25th, 2026 received from Steve Portelli the solicitor for the owner of PIN 52084-0377 (Rooney), which owner relies upon Tilson Creek Road for motor vehicle access to Highway 124, and
3. Council's enquiry about continuing winter maintenance on a portion of the road and the private driveway on lands described in PIN 52084-0330.

I have attached a marked-up Parcel Map to assist in the discussion. The location of Tilson Creek is shown generally on the map, commencing at Highway 124 and heading south to Parcel 52084-0377. The thick red line represents the location of the above referenced private driveway.

The Resolution

I will begin by making note of some inaccuracies in the resolution:

1. I have no knowledge of the actual width of the traveled Tilson Creek Road; as I understand that information was provided by Public Works staff.
2. Although Tilson Creek Road does provide access to two properties, one of the properties (PIN 52084-0330) abuts Highway 124 and has a separate direct access to that Highway via the private driveway referenced above.

The ultimate direction in the resolution is for staff to prepare a road closing by-law for Council's consideration at a future meeting. Before becoming operative, such a by-law would require approval of the Ministry of Transportation and must be registered on title to the land. If that approval was forthcoming (and there is no expectation that it wouldn't be) upon registration of the By-law on title PIN 52084-0330, Tilson Creek Road would no longer exist and, as such, the Municipality would have no further obligations to maintain any roadway in that location. That said, the owner of PIN 52084-0377 would no longer have motor vehicle access to its property (in the absence of some form of permission to cross from the owner of PIN 52084-0330).

The Letter from the Rooney's Solicitor

The Rooney's solicitor has suggested an alternative to the enactment of the road closing by-law, which again would terminate their motor vehicle access to their property. As their clients use the property seasonally he has suggested that the Municipality designate Tilson Creek Road as a seasonally maintained road thereby eliminating any winter maintenance activities.

In my opinion that proposal is a reasonable approach to addressing the Municipality's concerns about providing year-round maintenance. As discussed considering that the road only truly provides needed access to a singular property, even the level of non-winter maintenance could be reduced significantly.

Temporary Winter Maintenance

As I understand the owner of PIN 52084-0330 (Teresa Tilson) requested Council to continue winter maintenance activities on a portion of Tilson Creek Road and her private driveway (which together forms the rough U shape on the marked up PIN Map) until such time as her property has sold.

Again, as noted above, if Council proceeds with the enactment of the road closing by-law, Tilson Creek Road would cease to exist. Accordingly, thereafter, any winter maintenance activities on the U shape driveway would constitute municipal maintenance of a private driveway. Conducting winter maintenance activities on private driveways for private landowners (and at no cost) creates a host of issues both practical and legal and would not be recommended.

Should Council decide not to proceed with the road closing by-law it the foregoing issues concerning the "private" portion of the U shaped driveway would remain applicable. Furthermore, winter maintenance activities would have to continue on the entire length of the road.

Moving Forward

Considering the Municipality's initial goal of reducing maintenance (and associated costs) of little used trespass roads and safety issues, the compromise proposed by the Rooney's solicitor (terminate winter maintenance only by designating the road as seasonal) has significant merit. Eliminating responsibility for winter maintenance activities reduces costs and reduces liability exposure for the failing to adequately maintain. The level of non-winter maintenance could also be re-visited as the level of use (daily traffic count) would be almost non-existent. At the end of the day closing the road permanently and depriving the Rooney's of motor vehicle access may not be legislatively barred it is a rather drastic measure.

As previously stated, the Municipality would be entitled to obtain a reference plan to describe the precise location of the roadway and could request the owner of PIN 52084-0330 to convey title to the road. If that deed was not forthcoming, the Municipality could seek a court order to

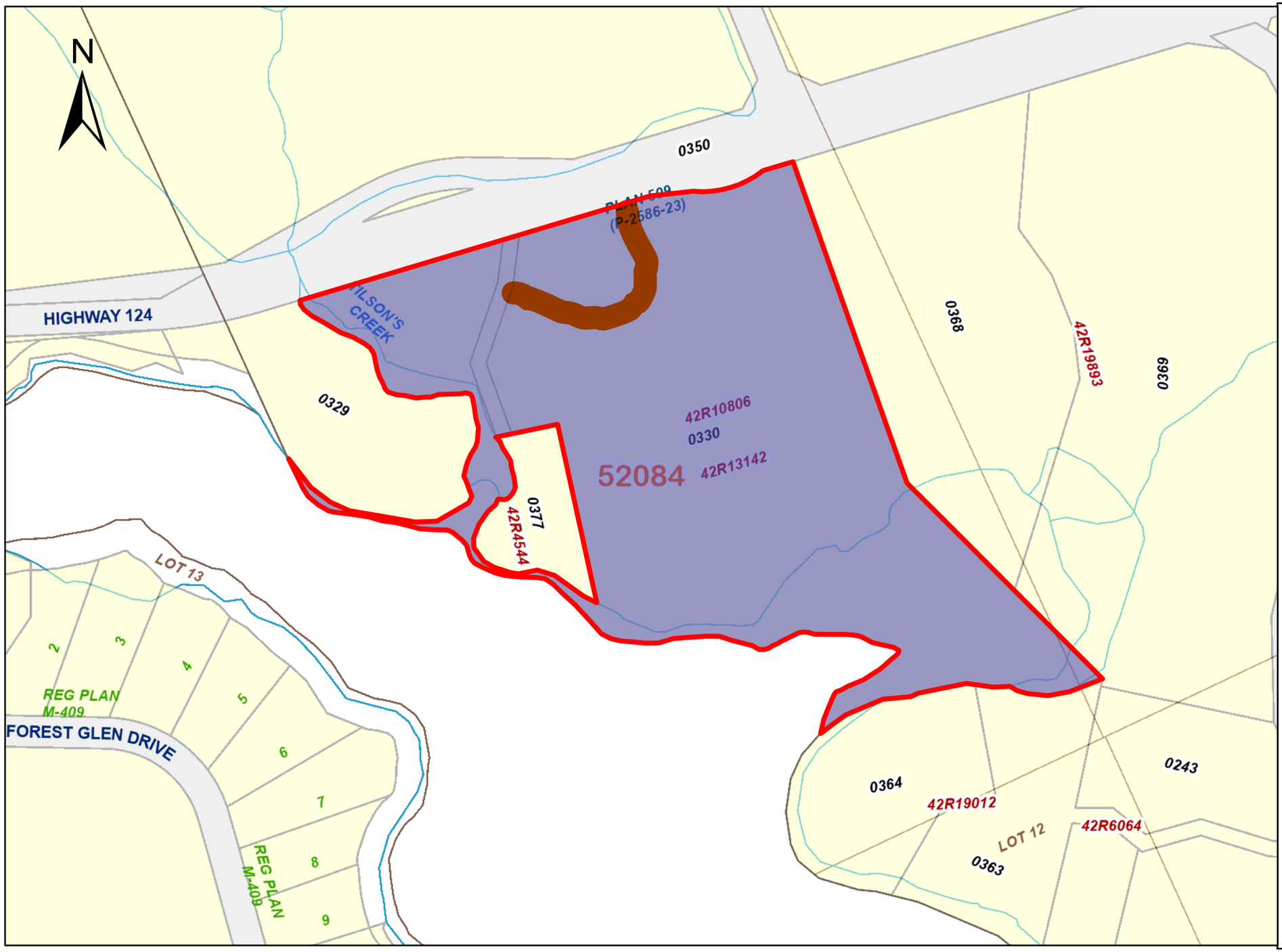
vest title as that owner has clearly acknowledged Tilson Creek's status as a trespass road. All of that would come at some relatively significant expense.

I trust the above information is of assistance. If Council requires further information, please do not hesitate to contact me.

Sincerely,



Edward B. Veldboom
(electronically signed)



ServiceOntario

PRINTED ON 07 JUL, 2026 AT 09:06:46
FOR LOUISE01

SCALE

0 30 60 90 120 meters

PROPERTY INDEX MAP

PARRY SOUND(No. 42)

LEGEND

FREEHOLD PROPERTY	
LEASEHOLD PROPERTY	
LIMITED INTEREST PROPERTY	
CONDOMINIUM PROPERTY	
RETIRED PIN (MAP UPDATE PENDING)	
PROPERTY NUMBER	*0449*
BLOCK NUMBER	08050
GEOGRAPHIC FABRIC	
EASEMENT	

THIS IS NOT A PLAN OF SURVEY

NOTES

REVIEW THE TITLE RECORDS FOR COMPLETE PROPERTY INFORMATION AS THIS MAP MAY NOT REFLECT RECENT REGISTRATIONS

THIS MAP WAS COMPILED FROM PLANS AND DOCUMENTS RECORDED IN THE LAND REGISTRATION SYSTEM AND HAS BEEN PREPARED FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT REFERENCE PLANS ARE NOT ILLUSTRATED

LICENSE TERMS

SOME OF THE INFORMATION IS PROVIDED BY THE ONTARIO ROAD NETWORK UNDER OPEN GOVERNMENT LICENSE AND SUBJECT TO LICENSE TERMS.

Ontario

© King's Printer for Ontario, 2026

WATEROUS HOLDEN AMEY HITCHON LLP
LAWYERS

P.O. Box 1510
20 Wellington Street,
Brantford, ON N3T 5V6
t. (519) 759-6220
f. (519) 759-8360
www.waterousholden.com

September 25, 2026

WITH PREJUDICE

Delivered by: Email
eveldboom@russellchristie.com

Russell, Christie, LLP
505 Memorial Avenue
P.O. Box 158
Orillia, ON L3V 6J3

Attention: Ed Veldboom

RE: Legal Status of Tilson Creek Road, Magnetawan, Ontario

We acknowledge the Municipality's confirmation, in its letter dated August 27, 2026, that Tilson Creek Road is a public highway established through dedication and acceptance and forms part of the municipal road system. For this reason, our client maintains that Tilson Creek Road should remain a municipal road.

Notwithstanding the foregoing, our client remains interested in pursuing a practical and mutually beneficial resolution with the Municipality. In an effort to address the Municipality's concerns regarding the costs and logistical challenges associated with maintaining a lightly travelled roadway while preserving land access to the affected properties, our client proposes that the Municipality retain Tilson Creek Road as a municipal Class 6 road and consider providing maintenance on a seasonal basis only.

Under such an arrangement, the Municipality would not be required to undertake winter maintenance or snow removal operations and would only be responsible for such maintenance as may be reasonably necessary to preserve seasonal vehicular access along the roadway.

In our client's view, this proposal would advance the Municipality's stated objective of reducing its ongoing maintenance obligations without the significant consequences associated with permanently closing the road. At the same time, it would preserve the longstanding status of Tilson Creek Road as a public roadway and maintain reasonable land-based access for the affected property owners.

We would welcome the opportunity to discuss this proposal, together with any alternative solutions Council may wish to consider. As noted previously, our client remains committed to working cooperatively with the Municipality to reach a fair and practical resolution that addresses the interests of all parties.

We look forward to hearing from you following Council's consideration of this proposal.

Yours truly,
WATEROUS HOLDEN AMEY HITCHON LLP
Per:



Steve Portelli
SPP/ckf
Email: sportelli@waterousholden.com
Phone: 519-759-6220

Municipality of Magnetawan	REPORT TO COUNCIL
To:	Mayor and Council
From:	Deputy Clerk Laura Brandt
Date of Meeting:	October 07, 2026
Report Title:	Revitalization of Croft Recreational Park

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

Background: At the December 11, 2024, meeting Council passed motion 2024-373 receiving the report Revitalization of Croft Recreational Park from Deputy Clerk Laura Brandt for information only and to continue to actively source for funding. Staff had been actively applying for grants for upgrades for six years with only one submission being successful, for the installation of accessible benches and picnic table. Staff applied to the Community Sport and Recreation Infrastructure Fund Rehab stream and were successful in their application in the amount of $500,000 for the revitalization of the baseball diamond and installation of a skate pump park. To note a stipulation of the grant was that the project had to be unique to our community and have a "wow" factor. Staff are currently working with 39/7 on the first stage of the revitalization project which has broken ground as well as the second stage for the installation of the accessible playground equipment.

Evaluation: Several residents have come forward to express the need for walking trails and pickleball courts at the Croft Recreational Park. Additionally, the original grant application included lighting but due to financial constraints and grant timelines the installation of lighting was unable to be achieved.

This project would build upon the Municipality's recent revitalization of Croft Recreational Park, as the current improvements will transform the park and expand recreational opportunities available to our residents and visitors. The proposed addition of walking trails, pickleball courts and lighting would continue this momentum and further develop the park into a comprehensive, multi-generational recreational destination.

The addition of accessible walking trails would connect and complement the amenities that have just been constructed, providing residents and visitors with another way to enjoy the park while encouraging walking, exercise and active living. The trails would offer a lower-impact recreational opportunity particularly suited to seniors, families and individuals who may not participate in organized sports, while providing an accessible way to move throughout and experience the park.

The development of pickleball courts would further expand the range of activities available at Croft Recreational Park. While the new accessible playground provides opportunities for children and families, the skate/pump park appeals strongly to youth, and the revitalized baseball diamond supports team sports, pickleball would add an increasingly popular recreational activity that can be enjoyed by adults, seniors and younger participants alike. The courts could accommodate casual play, organized groups, lessons, tournaments and intergenerational programming.

The addition of lighting would enhance the Municipality's investment by improving the safety and usability of both the new and existing recreational amenities. Lighting around the accessible playground, skateboard pump park, baseball diamond, pickleball courts and along key portions of the walking trails would extend opportunities for use into the evening and during the spring and fall when daylight hours are shorter. It would also support organized programming, tournaments and community events.

Together, the accessible playground, skate/pump park and revitalized baseball diamond, combined with the proposed walking trails, pickleball courts and lighting, would provide recreational opportunities for virtually every age group. Rather than developing an entirely new recreational site, this project would build upon the infrastructure and investment already made at Croft Recreational Park, maximizing the value of the Municipality's recent improvements and creating a more connected and complete recreational space.

The continued enhancement of Croft Recreational Park would encourage residents to be active, provide opportunities for social interaction and community programming, attract families and visitors, and support the Municipality's goal of providing inclusive and accessible recreational opportunities. By continuing to invest in one central recreational hub, the Municipality can create a vibrant destination that supports health, accessibility, inclusivity, community connection and quality of life for years to come.

In March of 2026 it was announced that the funding would continue and that the fund would increase from $200 million to $500 million and a second intake for both streams would occur in 2026. Staff have applied under the repair and rehabilitation stream which supports projects that extend facility lifespan, maximize use, and improve the health, safety, accessibility and environment standards of existing facilities with funding between $150,000 to $1,000,000. Staff's submission included the installation of accessible walking trails, pickleball courts and lighting.

Financial Implications:

Project Component	Amount
Accessible Walking Trail (approx. 300-400m)	$250,000
Two New Outdoor Pickleball Courts	$225,000
Fencing, Nets, Posts and Court Accessories	$50,000
12 Commercial Solar LED Lights, Poles & Installation	$240,000
Design, Site Preparation, Contingency	$100,000
Estimated Total	$865,000
Funding Stream	**Amount**
Community Sport and Recreation Infrastructure Fund	$432,500
Municipality of Magnetawan	$432,500
Total	$865,000

Staff have applied to the Community Sport and Recreation Infrastructure Fund and are currently waiting on the outcome of their submission. Staff will be actively sourcing any grant funding that would be applicable to this project as the Community Sport and Recreation Infrastructure Fund allows for Stack Funding with certain funding streams. If we are successful in our grant submission then Council could proceed with the approval of the project and monies would have to be included in the 2027 Budget.

Respectfully Submitted,

Laura Brandt
Deputy Clerk

Municipality of Magnetawan	REPORT TO COUNCIL
To:	Mayor and Council
From:	Deputy Clerk Laura Brandt
Date of Meeting:	October 7, 2026
Report Title:	Year End Report Locks and Heritage Museum Centre.

Background: This report is to inform Council on how the Magnetawan Locks and Heritage Museum Centre operated over the course of the 2026 summer season.

Nine students were hired for the 2026 summer season – four for the locks ,four for the museum and one for the office. Seven of the students were return hires and two students were new hires. Two students are off to their first year of college/university and one student is off to their fourth year of university the majority of the students would like to return next season.

The Municipality of Magnetawan received one grant from the Province of Ontario under the Summer Experience Program Grant Funding. This program aims to provide funding for municipalities to create career-related summer employment opportunities for students. Through this program, the Municipality was able to fund one summer students to operate and maintain the Heritage Centre Museum.

The Locks and Museum Students participated in a training on June 5, 2026, led by myself. Rules, policies, and training on customer service, opening and closing of the Heritage Museum Centre, operating the locks, emptying garbage cans, cleaning of the washrooms, and cleaning of the docks, etc., was included in the training. All students received Staff uniforms (t-shirts and a 'hoodie').

All of the students participated in an archery training day on June 7, 2026. A National Archery in the Schools Program (NASP) instructor facilitated the training and eight students participated. This training ensured that our Free Archery Programing could continue to run successfully and safely for the summer season. Each Monday the Recreation Leader and multiple students would attend Archery and would ensure that consent forms were completed, set up and tear down were completed. This season there were 121 registrants that participated in the archery programming which was an increase of 4 participants in comparison to 2025. In 2027 Staff will be introducing a bullseye certificate program where each participant who gets a bullseye will receive a certificate!

This year Staff implemented our fourth year of Free Rollerskating Friday Nights from 6pm to 9pm. The Rollerskating programming was widely popular drawing many visitors from outside the Municipality. This season there were 232 participants that joined in the Rollerskating programming which was an increase of 34 participants in comparison to 2025.

This year students from both the Locks and Heritage Museum Centre assisted with the Canada Day Event (closing of the road, clean up, assisting vendors with set up etc.), the Leekfest , as well as Archery and Rollerskating which enabled programs to run as currently the Municipality does not have a large volunteer base and relies heavily on Staff. Students will also be helping with the

upcoming. the Dinner and a Drive-in Movie Event. The assistance of the students and the recreation leader helped in making Staff workload more manageable.

A summer student Staff photo was taken at the end of the season again this year and will be displayed in the Heritage Museum along with the last five years of pictures to help promote a sense of family and tradition as many former residents have worked for the Municipality in this capacity and they have fond memories of working at the Locks and Heritage Museum Centre.

At the end of the season, the students provided feedback during their reviews. None of the comments this year included items that would be included in the 2027 Budget for Council's consideration.

Magnetawan Locks:

$5 a day	2026	2025	2024	2023	2022	2021	2020	2019
Number of Boats	167	180	161	179	203	223	182	177
Gross Revenue	$835	$900	$805	$895	$1,015	$1,115	$910	$885

This year, 167 boats travelled through the Locks which is a decrease of 13 boats in comparison to the 2025 season. This once again could be a result of the increased cost of gas and cost of living.

There were four summer students that worked at the Locks this summer, manually opening, and closing the lock gates, providing boaters with a safe and enjoyable experience while travelling through the locks as well as ensuring that the washrooms and garbage's at the beach were attended to. The Locks students demonstrated great initiative this season and were diligent at ensuring their daily tasks were completed. During this season we experienced issues twice with the locks wheel on the Ahmic Side. This resulted in them being closed temporarily for a few hours while emergency repairs were completed on the first occasion. The second occasion was on the last day of the locks being opened and did not result in a closure. Staff are currently working with the MNRF to get them repaired for next season. Due to the quick thinking of the students on shift damage was minimized and no boats were stranded as Students when over and above driving boaters to their trailers. Many compliments were received from residents and travellers about our Locks students this season commending the Locks students for going over and beyond and once again including children in an interactive way and explaining how the locks work as well once again giving top notch fishing advice!

The fire pump system purchased in 2022 worked well again this year to help clean the dock on the Lake Cecebe side of the locks affectionally named the "Seagull Poop Dock".

The Magnetawan Lock System brochure developed at the end of the 2020 season, was made available again this season at the Locks Information Booth, Heritage Museum Centre as well as other various organizations and/or businesses within our Municipality and surrounding communities. Further we include this brochure in our Municipality's "Welcome Package".

Our Recreation Leader helped with Pickleball Tuesday evenings after finishing her shift at the Heritage Museum Centre. She would assist our Volunteer Dianne with the tearing down of the nets and equipment. Pickleball is very well attended and consistently receives approximately 25-40 participants during the daytime and 15-20 participants in the evenings.

Heritage Museum Centre: As of 2020, the fee to visit the Heritage Museum Centre is by donation. There were three books that were available for purchase: Nipissing Road book, Historical Site pamphlet and the Looking Back book.

	2026	2025	2024	2023	2022	2021	2020	2019 *breakdown estimated
Number of Visitors	1,826	1,618	1,001	2,010	2,006	1,089	409	232*
Gross Revenues	$811.25	$954.20	$750.25	$1,560	$1678	$965	$417	$871 (includes books)
Book Sales	$70	$73	$50	$73	$33	$30	$48	Unknown

Free Rentals/ Programming	2026	2025	2024	2023	2022
Bikes	34	30	20	28	35
Games	8	9	5	10	9
Rock Snake	374	392	271	481	184
Activity Book	9	10	15	20	25
Beach Toys	11	4	2	6	N/A

This year, 1,826 visitors attended the museum which is an increase of 208 visitors in comparison to the 2025 season. The farthest one coming from Cranbourne North, Victoria (Australia) and other visitors attending the museum came from, Te Anau, (New Zealand), Birmingham (Alabama), Yellowknife (NWT), White City (Saskatchewan) and Calgary (Alberta). The busiest day of the season was our Canada Day Celebrations June 27th with 93 visitors. This number does not include visitors who visited the Log Cabin, Public Murals, Geocaches, and Steam Engine but might not have necessarily gone up to visit the Heritage Museum Centre.

This season the Heritage Museum Centre was open at the same time as the locks (10 am to 6:30 pm). There were four summer students who worked at the Heritage Museum Centre (one which was the Recreation Leader) this summer, providing information to visitors about the history of Magnetawan and its surrounding areas. Visitors reported in the visitor guest book and in-person on the friendliness of the Staff and how helpful and knowledgeable they were as well as how interesting the history of Magnetawan is. Additionally, the METC Committee installed an additional visitor information brochure rack to the already existing one that was installed last year as well as signage to help highlight some of the businesses and attractions within the Municipality.

This summer the "Bear Chair" was again placed outside the entrance of the Museum to attract visitors. As well as our two additions of our Free Kids "Activity Book was made available to visitors and was very positively received.

Our Second Community Rock Snake project help Magneto "Reach the Beach" is underway, and our Community Rock Snake Activity station was in full force once again this season. This station was set up daily (weather permitting) and was monitored by the Heritage students. The students received many compliments regarding this, and this activity helped Magneto grow to over 461 rocks this Summer.

Our recreation equipment lending program was implemented again this year which consisted of lending out our recreational games (connect four games, ladder ball, and other lawn games). Residents and Visitors could sign games out free of charge and utilize them at the Centennial Park, Village Green, or any of the Municipalities green spaces.

Our bike share/lending program was also implemented again this year with the addition of four more youth bikes. The Students were diligent in obtaining consent forms from participants as well as sanitizing and cleaning the bikes and helmets after each use. Residents and Visitors could sign bikes out free of charge and utilize them to take in the beautiful views of our Municipality while being active. Staff will be including in the 2027 budget for Council consideration the maintenance costs (by a local bicycle repair shop) of all the bikes to ensure that they are well maintained for the 2027 season.

Again, this season the beach toy lending program was implemented. Four complete sets of beach toys were available to be signed out at the Heritage Museum Centre for any residents or visitors who wanted to use them for the day.

Staff implemented the Art in the Park Series again this season inviting local artists to showcase their art Saturdays from 10am to 1pm, which the Recreation Leader oversaw. The Recreation Leader would meet the artists, assist with setting up and tear down, as well as take pictures to promote the event on all municipal social media platforms. Signage was posted throughout the downtown core and at the village green.

Staff implemented Music in the Park Series again this season inviting local artists to showcase their music at the Centennial Park Gazebo from 7:00pm to 8:30pm on Saturday nights from the start of July to September long weekend which the Recreation Leader oversaw. The Recreation Leader would meet the artists, assist with setting up and tear down, as well as take pictures to promote the event on all municipal social media platforms. Signage was posted throughout the downtown core, Ahmic Harbour and at Centennial Park to promote this season's line-up. The majority of the Music in the Park consistently drew crowds of over 70-90 attendees, which is similar to the same attendance as the previous year with our closing weekend in 2026 once again drawing a record crowd of close to 300 attendees. Staff recommend keeping the Music in the Park to 10 Saturdays to run from the first weekend in July to the September long weekend with the addition of Wednesday July 1st Canada Day to start the concert series.

Staff implemented a weekly aquafit class in July and August this year which was very well attended. This programming consistently had participants of approximately 20 weekly which is an increase in comparison to the previous year. Staff will include in the 2027 budget monies in the amount of $800 for Aquafit Programming.

Staff implemented a weekly history campaign again this season. Each week the Heritage Museum Students picked an artifact and submitted a write-up, pictures and sometimes a short video clip that was posted on Municipal Social Media Platforms to promote our Heritage Museum Centre and the rich history it has to offer.

Staff assisted with three drumming circle events this season which were run by volunteer Sandra. Sandra supplied her drums and equipment for this programming. The drumming circles were very well received and had participants of over 20 attendees each circle. Our Heritage Museum Students helped by taking pictures of the programming for promotion on all Municipal social

platforms as well as setting up of the circle (chairs) and tearing down. Staff would like to offer this programming again next year if volunteers allow.

Staff implemented Geocache programming again this year. It should be noted that more people have probably located the geocaches than logged in as some geocachers do not log that they have found them in the app. 11 of the 22 geocaches also contain a trackable with a goal for geocachers to achieve. The Municipality has received many positive responses, and Staff will be placing more geocaches around the municipality in 2026 if suitable locations can be identified.

Geocache Stats:

Geocache Location	2026 Number of Logs	Trackable	Movement
Harry the Heritage Turtle located at the Heritage Museum Centre	14 logged in 2026 for a total of 141 logged with 10 favoriting this geocache.	Yes, with the goal to visit the ocean	Has moved 26,611.8 miles in 2026 This travel bug moved from New Yorl to Costa Rica to several locations ir Germany this year. and is currentl located in Bayern Germany and
Creepy Crawly located at the Lions' Pavilion	5 logged in 2026 for a total of 94 logged with 1 favoriting this geocache.	No	
Lake Cecebe	10 logged in 2026 for a total of 75 logged with 2 favoriting this geocache.	No	
Knoepfli Falls	1 logged in 2026 for a total of 39 logged with 4 favoriting this geocache.	Yes, with the goal to take it to another waterfall	Has moved 122 miles and is currentl near Orangeville.
Old Nipissing Road	0 logged in 2026 for a total of 14 logged.	Yes, with the goal to get to another historical site.	Currently is being relocated by a geocacher.
Ahmic Harbour Beach	4 logged in 2026 for a total of 49 logged with 1 favoriting this geocache	No	
Midlothian Road	0 logged in 2026 for a total of 21 logged.	Yes, with the goal to take it to another Province outside of Ontario.	Has moved 2,828 miles and i currently in Utah.
Friendship Centre	13 logged in 2026 for a total of 101 logged with 1 favoriting this geocache.	Yes, with the goal to give it a new home with a friend.	Has moved 191.5 miles and i currently near London.
Whalley Lake	2 logged in 2026 for a total of 28 logged.	Yes, with the goal to move to another town or city.	Currently is being relocated by a geocacher.
Maggie the Rock Snake	3 logged in 2026 for a total of 35 logged with 5 favoriting this geocache.	No	

Golf Course	0 logged in 2026 for a total of 13 logged.	No	
Rockwyn Landing	1 logged in 2026 for a total of 8 logged.	Yes, with the goal to move it to another lake in Canada.	Has moved 60,788.5 miles and all the way from New Brunswick, Quebec, Mexico, France, Azergaijan to John-Baptiste Monastery, Czechia in 2025 and moved to Croatia in 2026.
Orange Valley	0 logged in 2026 for a total of 4 logged with 1 favoriting this geocache.	Yes, with the goal to move it to another cemetery.	Has moved 283 miles and is currently in Algonquin Park
Ahmic Harbour Community Centre	1 logged in 2026 for a total of 11 logged.	No	
Croft Recreational Park	2 logged in 2026 for a total of 9 logged.	Yes, with the goal to move to it to another public park in northern Canada lets get it to the Northwest Territories!	Has moved 219 miles Currently is being relocated by a geocacher.
Ahmic Lake Hwy 124 Boat Ramp	4 logged in 2026 for a total of 29 logged with 2 favoriting this geocache.	No	
Sparks Street By Bridge/Boat Launch	3 logged in 2026 for a total of 33 logged with 1 favoriting this geocache.	No	
Pine Tree Road Public Water Access	0 logged in 2026 for a total of 7 logged with 1 favoriting this geocache.	Yes, with the goal to move it to public water access.	Has moved 76 miles and is currently in Elmvale
Fagan Falls	1 logged in 2026 for a total of 6 logged with 1 favoriting this geocache.	Yes, with the goal to move it to another waterfall.	Currently is being relocated by a geocacher
Croft Cemetery	4 logged in 2026 for a total of 14 logged.	No	
Croft Landfill	3 logged in 2026 for a total of 7 logged with 1 favoriting this geocache.	No	
Chapman Landfill	3 logged in 2026 for a total of 11 logged.	No	
TOTALS	**749 LOGGED WITH A TOTAL OF 31 FAVOURITE POINTS**		**91,119.8 MILES IN TOTAL**

Future Projects: Staff continues to investigate festivals (food truck, carnival, inflatable waterpark, etc.,) and events and incorporating the Heritage Museum Centre in yearly reoccurring events (Canada Day, Magnetawan Agricultural Fair, Magnetawan Leekfest etc.) as well as other recreational programming.

Staff are currently working on the first stage of the Croft Recreational Revitalization Project which includes upgrades to the Baseball field and the installation of a skateboard/pump park. Staff will be working on the second stage of the project which includes the installation of an accessible playground to be completed by the Spring of 2027. Staff are currently sourcing additional grants to help offset the cost of further upgrades including accessible walking trails and pickleball courts.

Staff would like to build on the Art in the Park series to host more artists and attract larger crowds for the 2027 season. Staff will look into organizing Art in the Park every Saturday again for the 2027 season. As in previous year Staff will continue to actively sourcing grant funding for the creation of an Artisan Village (similar to the shops on the boardwalk in Gravenhurst and Parry Sound) at the Village Green which would complement this green space and elevate the profile of the Municipality as a public art/Artisan destination drawing residents and visitors to our Municipality. Due to the success of the 2026 Art Show Staff are currently working with the local Art Club to host an Art Show in Summer/Fall of 2027.

Staff are hoping to build upon the five new Public Art Installations that have been installed over the past four years. Staff will be actively sourcing grant funding for this project as currently all the grant funding that was previously secured has concluded.

Staff will be including in the 2027 budget monies for insurance costs, supplies for the year end event as well as new equipment if needed (baseballs & bats) in the amount of up to $700 to be paid to the newly formed Baseball League.

Financial Implications: Staff will also be actively sourcing any other applicable grants and funding streams to maximize the Municipality's profile to ensure that we deliver free recreational programming to our residents and visitors.

Conclusion: Although there was a decline in visitors through the locks (this could be partially due to the increased cost of gas, cost of living or that we are going back to 2020/2019 levels) there was an increase this year in participants with some of the programming as well as a substantial increase of visitors through the museum. The Magnetawan Locks and Heritage Museum Centre continues to be a main focal point for residents and visitors within our Municipality. By building upon these attractions and providing fun and new recreational events, we can improve the Municipality's public spaces and attract more residents and visitors to our area to make our Municipality a better place to work, live, stay and play!

Respectfully Submitted

Laura Brandt

Laura Brandt
Deputy Clerk Recreation and Communications







Artisan Village/Shops on the Boardwalk
Gravenhurst



Municipality of Magnetawan	REPORT TO COUNCIL
To:	Mayor and Council
From:	Deputy Clerk Laura Brandt
Date of Meeting:	October 7, 2026
Report Title:	Skate/Walk Trail Splash Pad Project

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

Background: At the December 11, 2024, meeting Council passed motion 2024-372 receiving the report Skate/Walk Trail Splash Pad Project from Deputy Clerk Laura Brandt for information only and to continue to actively source for funding. Staff applied to the Community Sport and Recreation Infrastructure Fund New Build Stream but were unsuccessful in their application.

Evaluation: Staff have been actively sourcing grants over the past six years and have not yet been successful for the proposed Skate/Walk Trail Splash Pad Project. In 2024, the Province announced new funding under the Community Sport and Recreation Infrastructure Fund and the Ontario Government is investing up to $200 million over three years. Staff applied under new builds/signature new builds which supports projects that support major new infrastructure projects that address a demonstrated community need, transform infrastructure, build unique facilities, attract investment and economic growth, an enable the hosting of large sporting events with funding up to $10,000,000.

The project would create a centrally located recreational space that could support physical activity, social interaction and community programming while providing opportunities for residents of different ages and abilities to participate.

The proposed skating/walking trail would provide a dedicated space for outdoor skating during the winter months and could transition to a walking and recreational trail during the remainder of the year. This would provide residents with a safer and more accessible alternative to recreational skating on area lakes and ponds while creating a dedicated location for winter recreation and community activities. During the warmer months, the trail would provide a suitable space for walking, fitness activities, youth programming and other forms of active recreation.

The proposed splash pad would provide a free and accessible outdoor recreation opportunity for children and families during the summer months. Unlike recreational activities that may require specialized equipment, registration fees or travel outside the Municipality, a splash pad would provide an opportunity for spontaneous and affordable recreation that could be enjoyed by families throughout the summer.

Together, the skating/walking trail and splash pad would create a multi-season community gathering space capable of supporting both organized and informal recreation. The facility could accommodate community events, skating activities, walking groups, children's programming, summer activities and youth-focused programs. There would also be opportunities for local schools and community organizations to incorporate the facility into physical activity, programming and special events.

The project would provide benefits beyond youth recreation. Seniors and older adults would have access to a dedicated location for walking and social interaction, while accessible design would provide greater opportunities for individuals with disabilities and mobility challenges to participate in community recreation. Having several activities available within the same location would also encourage intergenerational use, allowing children, parents, grandparents and caregivers to enjoy the facility together.

Providing the amenities free of charge would also help reduce financial barriers to recreation. Residents who may not have the ability to participate in fee-based programs or travel to recreational facilities in neighbouring communities would have access to additional opportunities for physical activity within their own community.

The facility could also contribute to the Municipality's ability to attract families and visitors. Additional recreational amenities provide another reason for residents and visitors to spend time within the community and have the potential to complement existing municipal parks, events and recreational programming, with associated benefits for local businesses and the broader community.

Staff's submission included the installation of a skate/walk splash pad as well as washrooms and a storage shed to be located on the underdeveloped lands behind the Municipal Office/Community Centre. These facilities could be expanded upon in future years for instance a festival of lights could be installed down the roadway to the new facility.

In March of 2026 it was announced that the funding would continue and that the fund would increase from $200 million to $500 million and a second intake for both streams would occur in 2026. Staff have applied under new builds/signature new builds which supports projects that support major new infrastructure projects that address a demonstrated community need, transform infrastructure, build unique facilities, attract investment and economic growth, an enable the hosting of large sporting events with funding up to $10,000,000.

Staff's submission included the installation of a skate/walk splash pad as well as washrooms and a storage shed to be located on the underdeveloped lands behind the Municipal Office/Community Centre. These facilities could be expanded upon in future years for instance a festival of lights could be installed down the roadway to the new facility.

Financial Implications:
Staff have applied to the Community Sport and Recreation Infrastructure Fund and are currently waiting on the outcome of their submission. Staff will be actively sourcing any grant funding that would be applicable to this project as the Community Sport and Recreation Infrastructure Fund allows for Stack Funding with certain funding streams. If we are successful in our grant submission then Council could proceed with the approval of the project and monies would have to be included in the 2027 Budget.

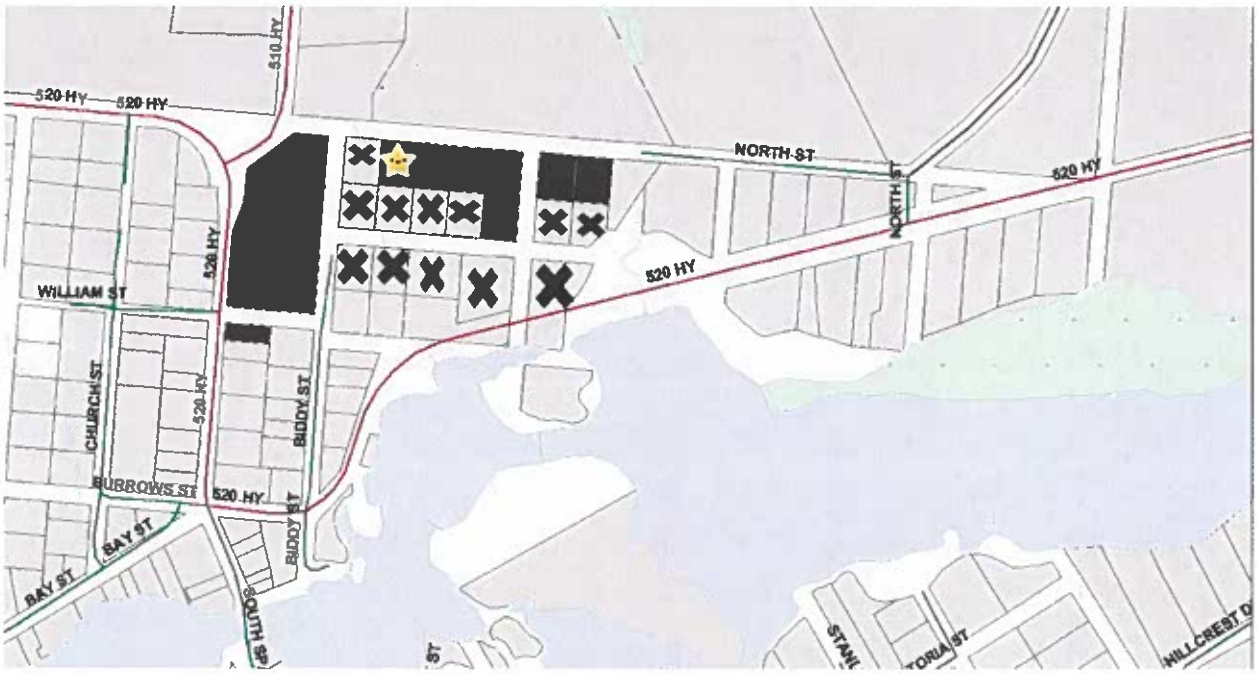
Respectfully Submitted,

Laura Brandt
Deputy Clerk

Skating/Walking Trail Splash Pad Concept



Mapping Undeveloped Lands Behind Municipal Office/Community Centre



Previous

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2026 - 18

Being a By-law to Establish Fees, Charges and AMPS

WHEREAS Section 391(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, authorizes the Council of a local municipality to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property including property under its control;

AND WHEREAS Section 69 of the *Planning Act, R.S.O. 1990, c. P. 13*, provides that the Council of a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS Section 7 of the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended, authorizes a municipal Council of a municipality to pass a by-law requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;

AND WHEREAS Pursuant to Section 270(1) of the *Municipal Act* the Council of the Corporation of the Municipality of Magnetawan provided notice in accordance with the Municipality of Magnetawan Provision of Notice Policy By-law 2016-12.

AND WHEREAS Council passed By-law 2023-32 to establish a system of Administrative Monetary Penalties (AMPS) for non-compliance with By-law for The Corporation of the Municipality of Magnetawan.

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

1. GENERAL

1.1. Council hereby establishes the fees, charges, fines, and AMPS as set out in the Schedule A attached hereto and forming an integral part of this By-law.

1.2. This By-law shall be known and may be cited as the "Municipality of Magnetawan Fees, Charges and AMPS By-law".

1.3. The fees, charges, fines, and AMPS set out in the attached Schedule A shall be paid for the services or activities listed, and all fees are per occasion or request.

1.4. No request by any person for any information, service, activity, or use of Municipal property will be provided unless and until the person requesting the information, service, activity, or use of Municipal property has paid the applicable fee in the prescribed amount as set out in the Schedules.

1.5. The fees, charges, fines, and AMPS will be subject to Harmonized Sales Tax (HST), where applicable, as noted.

1.6. Any and/or all unpaid fees, charges, fines, and AMPS shall be added to the owner's tax account and collected in the same manner as taxes.

1.7. That the Clerk of the Municipality of Magnetawan is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the By-law and Schedule(s) as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law;

2. **SEVERABILITY**
   If any provision or part of a provision of this by-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the by-law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

3. **CONFLICT WITH ANY OTHER BY-LAW**
   In the event of any conflict between any provisions of this by-law and any other by-law heretofore passed, the provisions of this by-law shall prevail.

4. **REPEAL OF PREVIOUS BY-LAWS**
   That By-law 2024-55 and any previously conflicting by-laws are hereby repealed.

5. **EFFECTIVE DATE**
   This by-law shall take force and effect on the 1st day of January 2026.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 15th day of April 2026

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN

Mayor

CAO/Clerk

SCHEDULE "A" To By-law 2026– 18

ALL FEES, CHARGES, FINES AND AMPS ARE NON-REFUNDABLE

ALL FEES, CHARGES FINES AND AMPS ARE SUBJECT TO APPLICABLE TAXES

COMMUNITY SERVICES –FACILITY SERVICES

Magnetawan Community Centre, Lion's Pavilion & Ahmic Harbour Community Centre

Magnetawan Community Centre A damage deposit fee of $250 per event is required upon booking. Deposit less repair costs, if any, will be returned following post-rental inspection		**Monday to Thursday (per day)**	**Friday to Sunday (per day)**	**Friday 6 pm to Sunday 6 pm (weekend)**
	Commercial/ *Non-Resident full day	$170.00	$195.00	$390.00
	Commercial/Non-Resident up to 4 hrs.	$100.00	per day $120.00	
	Resident full day	$120.00	$145.00	$290.00
	Resident up to 4 hours	$70.00	per day $90.00	
	**Non-profit full day	$120.00	$145.00	$290.00
	Non-profit up to 4 hours	$70.00	per day $90.00	
	Add-ons			
	Kitchen Rental (Not Available for Individual Rental)	$75.00	$85.00	$140.00
	Bar Rental	$35.00	$55.00	$110.00
	Set-up Fee (including tables, chairs, etc.)	$150.00	per day $150.00	
	Coffee & Tea Set-Up (includes coffee/tea & supplies)	$50.00	per day $50.00	
Ahmic Harbour Community Centre A damage deposit fee of $250 per event is required upon booking. Deposit less repair costs, if any, will be returned following post-rental inspection		**Monday to Thursday (per day)**	**Friday to Sunday (per day)**	**Friday 6 pm to Sunday 6 pm (weekend)**
	Commercial/Non-Resident full day	$120.00	$145.00	$290.00
	Commercial/Non-Resident up to 4 hrs.	$80.00	per day $95.00	
	Resident full day	$90.00	$110.00	$220.00
	Resident up to 4 hours	$70.00	per day $90.00	
	Non-profit full day	$90.00	$110.00	$220.00
	Non-profit up to 4 hours	$70.00	per day $80.00	
	Add-ons			
	Set-up Fee (including tables, chairs, etc.)	$150.00	per day $150.00	
	Coffee & Tea Set-up (includes coffee/tea & supplies)	$50.00	per day $50.00	
Magnetawan Lions Pavilion A damage deposit fee of $250 per event is required upon booking. Deposit less repair costs, if any, will be returned following post-rental inspection		**Monday to Thursday (per day)**	**Friday to Sunday (per day)**	**Friday 6 pm to Sunday 6 pm (weekend)**
	Commercial / Non-Resident full day	$120.00	$130.00	$260.00
	Commercial / Non-Resident up to 4 hrs.	$80.00	per day $90.00	
	Commercial/ Non-Resident Hourly	$35.00	per day $40.00	
	Resident full day	$100.00	$110.00	$220.00
	Resident up to 4 hours	$70.00	per day $80.00	
	Resident Hourly	$30.00	per day $35.00	
	Non-profit full day	$100.00	$110.00	$220.00
	Non-profit up to 4 hours	$70.00	per day $80.00	
	Non-profit Hourly	$30.00	per day $40.00	
	Set-up Fee (tables, chairs, sports equipment, etc.)	$50.00	per day $50.00	

Additional Fees – all locations	
Late Vacating Fee	$50 per half hour, not including 10 min grace period for first ½ hour only.
Host Liquor Liability Insurance (if qualified may be purchased)	$50.00 per event

Non-Resident is defined as a person who does not either reside within the Municipality or does not pay property taxes to the Municipality.

Non-profit is defined as any recognized not-for-profit organization that does not gain any profit from its events.

CLERK'S OFFICE

Fee Description	Fee
Photocopies per page (Black/White)	$0.25
Photocopies per page (Colour)	$0.50
Commissioning of Documents	No charge for Residents $10.00 non-residents
Freedom of Information Requests	As Provided for under MFIPPA
Records Research: Retrieval, Research Subject & Refiling (Not under MFIPPA)	$60.00/hr.
Locks Passage:	
Locks Daily Passage Fee	$5.00
Trailer License:	
1 Year License (issued from May 1st to November 30th) *please note a construction trailer license is a maximum of 18 months*	$750.00 per year
Monthly License (maximum of 3 months)	$150.00 per month
Short Term Accommodation License	
1 Year License (issued from January 1st to December 31st)	New Applications $1,000 per year Renewals $500 per year
Books:	
Nipissing Road Book	$13.00
Historic Sites Book	$5.00
Looking Back Book	$25.00
All three Historic Books Package	$35.00

TREASURY/TAXES

Fee Description	Fee
Tax Certificate	$50.00
Returned Item (Cheque or EFT)	$45.00
Assessment & Tax Rate Search / History	$50.00 (plus $20.00 for each additional year prior to 2003)
Residential Property Information Report (combination of Building and Zoning)	$200.00
Commercial Property Information Report (combination of Building and Zoning)	$500.00
Tax Registration Admin Fee	$250.00

LANDFILL CHARGES & TIPPING FEES

Fee Description	Fee
Replacement Landfill Card	$10.00 and purchase of needed tags
Bag Tags (for waste only – not needed for recyclables)	$2.00 each
Large Items	
Couches	$30.00
Chairs	$15.00
Mattress or Box Springs	$30.00
Fridges/Freezers/AC	$15.00
Campers/Boats	$5.00 per foot
Construction Waste	
Pickup Truck, Van, or Single axle trailer	$25.00
Single axle Truck	$270.00
Tandem Truck 20-yard container	$540.00
Tri-Axle Truck 40-yard container	$1080.00
Tandem Axle Trailer	$150.00
Shingles	
Pickup Truck or Van	$65.00
Single Axle Trailer	$125.00
Tandem Axle Trailer	$540.00

ADMINISTRATION FEES

Dog Licensing	Fee	
Service Animals	No Charge	
Lifetime Dog Tag	$10.00	
Replacement Dog Tag	$5.00	
Kennel License	$100.00 kennel + $10.00 per lifetime dog tag	
Replacement Kennel License	$50.00 kennel	
Impound Fee First Offence	$100.00 + applicable fees as imposed by and payable to the Pound Keeper	
Impound Fee Second Offence	$150.00 + applicable fees as imposed by and payable to the Pound Keeper	
Impound Fee Third Offence and each Subsequent Offence	$200.00 + applicable fees as imposed by and payable to the Pound Keeper	
Animal Control Service Fee	$50.00 per hour (1 hour minimum)	
Refreshment Carts & Vehicles	**Resident**	**Non-Resident**
Hawker/Peddler License	$250.00	$500.00
Hawker/Peddler Agent	$50.00	$250.00
Refreshment Vehicle or Carts	$500.00	
All other Businesses, Trades or Occupations	$50.00	
Transient Trader		
Door to Door Sales	$250.00	
All other Transient Traders	$500.00	
Other Administrative Fees	**Fee**	
Lottery License for Community Group	$5.00	
Application for Noise Exemption	$200.00	
Marriage License	$150.00	
Municipal Election Signs Not Removed	$50.00 per sign	
By-law Enforcement Administration Fees	**Fee**	
By-law Administration Fee (includes frivolous/vexatious complaints/notices/complaint letters	$50.00 per hour	
By-law Administration Fee (orders)	$105.00 per hour	
Cemetery	Fee	
Plot $250 Plot Care & Maintenance (set by BAO) $290	$540.00	
Cremation Plot $175 Cremation Plot Care & Maintenance (set by BAO)$175	$350.00	
Niche Lot $600 Niche Lot Care & Maintenance (set by BAO) $165	$765.00	
Interments/Disinterments	Fee	
Staking Fee (Interment)	$100.00	
Staking Fee plus Administration Fee (Disinterment)	$600.00	
Interment and Disinterment Fees as per Third Party Contractor	Subject to Change	
Monument Care & Maintenance + Staking Fee	**Fee**	
Staking Fee	$100.00	
Flat Marker (over 172 sq. inches)	$100.00	
Pillow Marker	$200.00	
Upright Monument (up to 4 feet high and 4 feet wide)	$200.00	
Upright Monument (over 4 feet high and 4 feet wide)	$400.00	
Lot Transfer Fee	$100.00	
Niche Engraving Fees	**Fee**	
Initial Inscription on a Niche	$300.00	
Subsequent Inscription on a Niche	$200.00	
Any Other Inscription	$200.00	

DEVELOPMENT SERVICES – PLANNING SERVICES

Planning Application	Fee	Deposit
Applications for Consent	$700.00	$3,000.00
➢ Zoning By-law Amendment Subject to Consent	$250.00	May be Required
➢ Site Plan Amendment Subject to Consent	$125.00	May be Required
➢ Limited-Service Agreement Subject to Consent	$125.00	May be Required
➢ Any Other Agreement Subject to Consent	$125.00	May be Required
Zoning By-law Amendment Residential	$500.00	$3,000.00
Zoning By-law Amendment Commercial	$1,000.00	$3,000.00
Contravention of Current Zoning By-law	$500.00 for each day contravention occurs	
Application for Road/Shore Allowance Closing: Cost of Lands are Subject to Appraised	$500.00	$2,500.00
Road Allowance Purchase Price	$1.00 per square feet	No deposit
Shore Road Allowance Purchase Price	$1.50 per square feet	No deposit
Stand Alone Agreements (Limited-Service Agreement/ Licensing Agreement to Maintain Roads/Any other similar type Agreement)	$250.00	$1,000.00
Minor Variance Application	$500.00	$2,000.00
Official Plan Amendment Commercial	$1,500.00	$2,500.00
Official Plan Amendment Residential	$1,000.00	$1,500.00
Any other Property related By-law under the Planning Act (including Cost Acknowledgement, Deeming By-law, Temporary Use etc.)	$500.00	$1,000.00
Staff Pre-Consultation	$250.00	No deposit
Planner Pre-Consultation Residential	$50.00	$750.00
Planner Pre-Consultation Commercial	$50.00	$1,000.00
Municipal Comment Form MNRF Work Permit	$150.00	No deposit
Proposed Plan of Subdivision for Review	$1,000.00	$5,000.00
Review & Execution of a Proposed Subdivision Agreement	$1,000.00	$10,000.00
Administration Fee	5% of invoice	No deposit
	Resident	**Non-Resident**
Business Board Signs subject to Municipal Approval	No-Charge	$75.00

FIRE SERVICES

[A description of the circumstances under which these fees may be charged is included in the Fire Department Establish and Regulate By-law]

Equipment & Staffing	Fee
Apparatus (First Hour Full & Then Every Quarter Hour Thereafter)	$550.00 per hour
Administration Costs	**Fee**
Third Party Inspection	$50.00 per inspection
Fire Inspection	$100.00 per inspection
File Search	$100.00 per search
Fire Report	$100.00 per report
Attending a False Alarm	$500.00

Equipment Damage

All equipment that is owned or contracted by the fire department that is damaged while the fire department is performing its duties will be billed at the replacement or repaired cost including all applicable taxes.

TRANSPORTATION

Fee Description	Fee	Deposit
Entrance Permit	$100.00	$500.00
Civic Address Sign, Post & Measurement	$100.00	No deposit
Replacement Civic Address Sign	$20.00	No deposit
Replacement Civic Address Post	$20.00	No deposit
Letter of Suitable Location for Entrance	$50.00	No deposit
Unassumed Road Allowance Improvement Agreement	$250.00	$1,000.00
Inquiries/Records Search (Road Access, Maintenance, Services)	$30.00 per hour	No deposit
Road Use Permit	$0.00-$500.00	At the discretion of the Public works Superintendent
Damage to Municipal Property	Time and Material for replacement costs	No deposit

Municipality of Magnetawan

The Corporation of the Municipality of Magnetawan
FEES, CHARGES, FINES, AMPS By-law 2023-28
Road Fouling By-law
Schedule "A"

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine
1	Crossing curbing, sidewalk, or paved boulevards	2.1	$500
2	Spill or track building material, waste, or soil	2.4	$300
3	Failure to remove any doorsteps, porches or other erections or things	3.1	$500
4	Build/maintain fence – Obstruct or interfere with public travel	4.1	$500
5	Failure to remove obstruction	4.2	$500
6	Stop up public highway	4.3	$500
7	Throw, place, deposit rubbish or animal carcass	5.1	$500
8	Dump/dispose of waste on highway	5.2	$500
9	Obstruct culvert or ditch	6.1	$300
10	Dump sewage in culvert or ditch	6.2	$500
11	Dump waste in culvert or ditch	6.3	$300
12	Permit animal(s) to run at large/trespass on highway or bridge	7.1	$500
13	Permit animal(s) to trespass on private property	7.3	$500
14	Failure to remove excrement	7.2	$500

Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2023 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

Municipality of Magnetawan

The Corporation of the Municipality of Magnetawan
FEES, CHARGES, FINES, AMPS By-law 2023-40
Noise By-law
Schedule "A"

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine Within a Twelve (12) Month Period
1	Making, creating, causing, or permitting any sound or noise causing a nuisance.	2.1	First Offence $500 Second Offence $750 Third Offence $1,000
2	Noise or sound created by the use or operation of maintenance equipment after 11:00 pm or before 7:00 am	2.2	First Offence $500 Second Offence $750 Third Offence $1,000

Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2023 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

Municipality of Magnetawan

The Corporation of the Municipality of Magnetawan
FEES, CHARGES, FINES, AMPS By-law 2023-45
Dogs By-law
Schedule "C"

ITEM	SHORT FORM WORDING	PROVISION CREATING/DEFINING OFFENCE	SET FINE
1	Owner Fail to purchase dog license	2.1	$300.00
2	Fail to affix dog tag	2.5	$300.00
3	Fail to notify Clerk or Animal Control Officer of changes to owner information	2.6	$300.00
4	Allowing more than 4 dogs to reside in a residence	3.1	$300.00/dog
5	Fail to remove excrement	3.2	$300.00
6	Owner permit dog to run at large	3.4	$300.00
7	Owner permit dog to trespass on private property	3.6	$300.00
8	Owner permit persistent dog barking	3.7	$300.00
9	Fail to leash dog in park or trail	3.8	$300.00
10	Permit dog on or in water at Community Beach	3.9	$300.00
11	Owner permit dog into Municipal facility or building	3.10	$300.00
12	Fail to obey muzzle order	5.1	$300.00
13	Operate kennel - no license	6.1	$300.00

Fees, fines, penalties, and/or charges are as Schedule "C" attached for 2023 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "C" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

Municipality of Magnetawan

The Corporation of the Municipality of Magnetawan
FEES, CHARGES, FINES, AMPS By-law 2024-18
Hawkers and Peddlers
Schedule "B"

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine
1	Operating as a hawker and peddler without a Municipal License	Section 1.1	$250
2	Operating as a hawker and peddler on a public highway or municipal property without written consent of the Municipality of Magnetawan Council	Section 1.2	$250

Fees, fines, penalties, and/or charges are as Schedule "B" attached for 2024 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule" B" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

Municipality of Magnetawan

Schedule "F"
TO BY-LAW 2025-06
REGULATE AND CONTROL PARKING AND TRAFFIC

Fees, Fines, Penalties, And/Or Charges Schedule

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 4 SET FINE
1	Park face wrong side.	3.1	$75.00
2	Park not at a 45 degree angle.	3.2	$75.00
3	Park not at a 90 degree angle.	3.3	$75.00
4	Park on wrong side of one way street.	3.4	$75.00
5	Park not wholly within a parking space.	3.5	$75.00
6	Park on sidewalk.	4.1(a)(i)	$75.00
7	Park on boulevard.	4.1(a)(ii)	$75.00
8	Park obstructing driveway.	4.1(a)(iii)	$75.00
9	Park within intersection.	4.1(a)(iv)	$75.00
10	Park within 3 m of fire hydrant.	4.1(a)(v)	$75.00
11	Park within fire route.	4.1(a)(vi)	$75.00
12	Park within 15 m of railway tracks.	4.1(a)(vii)	$75.00
13	Park within 9 meters of an intersecting roadway.	4.1(a)(viii)	$75.00
14	Park on a bridge.	4.1(a)(ix)	$75.00
15	Park obstructing other vehicle.	4.1(a)(x)	$75.00
16	Park obstructing theatre, auditorium or other places of assembly entrance.	4.1(a)(xi)	$75.00
17	Park obstructing public boat launch and ramp.	4.1(a)(xii)	$75.00
18	Park for the purpose of repairing, washing or maintenance of vehicle.	4.1(a)(xiii)	$75.00
19	Park for the purpose of soliciting.	4.1(a)(xiv)	$75.00
20	Park obstructing crosswalk.	4.1(a)(xv)	$75.00
21	Park obstructing snow removal.	4.1(a)(xvi)	$75.00
22	Park immobile or unlicensed vehicle.	4.1(a)(xvii)	$75.00
23	Park obstructing traffic.	4.1(b)	$75.00
24	Park during prohibited times.	4.1(c)	$75.00
25	Park in prohibited area.	4.2(a)(i)	$75.00
26	Park in public lane.	4.2(a)(ii)	$75.00
27	Park in cul-de-sac.	4.2(a)(iii)	$75.00
28	Park within 15 meters of dead end.	4.2(a)(iv)	$75.00
29	Park within 30 meters of intersection controlled by traffic control signals.	4.2(a)(v)	$75.00
30	Park within 15 meters of intersection.	4.2(a)(vi)	$75.00
31	Park within bus loading zone.	4.2(b)	$75.00
32	Stand commercial vehicle longer than loading and unloading time.	4.3(a)	$75.00
33	Stop within no stopping area.	4.4	$75.00
34	Stop on sidewalk.	4.5(a)(i)	$75.00
35	Stop on crosswalk.	4.5(a)(ii)	$75.00
36	Stop within fire route.	4.5(a)(iii)	$75.00
37	Stop within bus loading zone.	4.5(a)(iv)	$75.00
38	Stop within 30 meters of bridge, elevated structure, tunnel or underpass.	4.5(a)(v)	$75.00
39	Stop alongside a previously stopped vehicle.	4.5(a)(vi)	$75.00
40	Park on private property without consent.	4.6(a)	$75.00
41	Park on municipal property without consent.	4.6(a)	$75.00
42	Park in a designated accessible parking space without a valid permit.	4.7(b)	$300.00

Fees, fines, penalties, and/or charges are as Schedule "F" attached for 2025 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "F" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

The Corporation of the Municipality of Magnetawan
FEES, CHARGES, FINES, AMPS By-law 2025-23
Open Air Burning By-law
Schedule "B"

Item #	Short Form Wording	Provision Creating Or Defining Others	Set Fine
1	Set or permit open air fire during prohibited hours	2.1	$300.00
2	Set or permit open air fire contrary to general prohibition	2.2	$500.00
3	Burning during total fire ban	2.3	$500.00
4	Set or permit a flying lantern	2.4	$300.00
5	Failure to extinguish fire otherwise allowed under approval when ordered to do so	4.4	$500.00
6	Failure to abide by fire danger rating recreational fire	5.1	$300.00
7	Failure by owner to ensure compliance during recreational fire	5.2	$500.00
8	Recreational burning of materials not permitted	5.4	$500.00
9	Recreational burning in pit larger than permitted	5.5	$300.00
10	Recreational fire of oversized wood	5.6	$300.00
11	Recreational fire within 6 meters (19.5 ft.) of combustible structure	5.7	$300.00
12	Recreational fire within 6 meters (19.5 ft.) of adjacent property	5.8	$300.00
13	Recreational fire adversely affecting other persons	5.9	$300.00
14	Failure to supervise recreational burning	5.10	$300.00
15	Recreational fire without extinguishing provisions and devices	5.11	$300.00
16	Failure to take reasonable precautions during recreational fire	5.12	$300.00
17	Recreational fire during high winds or during smog advisory	5.13	$300.00
18	Failure to extinguish fire or comply during recreational fire	5.15	$500.00
19	Failure to abide by fire danger rating non-recreational fire	6.1	$500.00
20	Failure by owner to ensure compliance during non-recreational fire	6.2	$500.00
21	Non-recreational burning of materials not permitted	6.4	$500.00
22	Non-recreational fire pile larger than permitted	6.5	$300.00
24	Non-recreational fire within 15 meters (50 ft.) of combustible structure	6.6	$300.00
25	Non-recreational fire within 15 meters (50 ft.) of adjacent property	6.7	$300.00
26	Non-recreational fire adversely affecting other persons	6.8	$300.00
27	Failure to supervise non-recreational burning	6.9	$300.00
28	Non-recreational fire without extinguishing provisions and devices	6.10	$300.00
29	Failure to take reasonable precautions during non-recreational fire	6.11	$300.00
30	Non-recreational fire during high winds or during smog advisory	6.12	$300.00
31	Failure to extinguish fire or comply during non-recreational fire	6.14	$500.00
32	Failure to extinguish fire when ordered to do so	7.3	$500.00
33	Hinder or obstruct any person exercising a power or performing a duty under this By-law	11.1	$1000.00

Fees, fines, penalties, and/or charges are as Schedule "B" attached for 2025 are to be incorporated into the Current Fees and Charges By-law. Any changes to Schedule "B" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

Municipality of Magnetawan

The Corporation of the Municipality of Magnetawan
FEES, CHARGES, FINES, AMPS By-law 2025-41
Trailer By-law
Schedule 'A"

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine Within a Twelve (12) Month Period
1	Trailer located, placed, or remained upon a lot without a license.	3.1	$500
2	More than one trailer on lot.	3.2	$500 per additional trailer
3	Buildings, Structures attached to trailer or placed within 1.2 metres of trailer.	3.3	$500
4	Trailer located on lot not in compliance with setback requirements for a dwelling unit as set out in the Zoning By-law.	3.4	$500
5	Trailer be used withing the permitted period (May 1st to November 30th) without a license.	3.6	$500
6	Trailer being used as a place for living, sleeping, or eating during the period commencing December 1st of a calendar year and inclusive of April 30th of the following calendar year.	3.7	$500

Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2025 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

Municipality of
Magnetawan

The Corporation of the Municipality of Magnetawan
FEES, CHARGES, FINES, AMPS By-law 2025-50
License and Regulate the Use of Short-Term Accommodation Properties By-law
Schedule "A"

SECTION	SHORT FORM WORDING	SET FINE
3.5 / 6.1f	Failure to respond to concern within thirty (30) minutes	$ 300
3.5 / 6.1f	Failure to attend Premises within sixty (60) minutes	$ 300
3.7	Failure to properly dispose of refuse	$ 300
3.8	Offering a STA Accommodation for less than a seven (7) day consecutive rental during the months of July and August	$ 500
4.1 a)-g)	Operating STA without a Licence 4.1 a) – g) Operate, use, advertise or permit a Short-term Accommodation in contravention of 4.1 a) to f) inclusive	$5,000
4.2	Failure to produce a copy of the signed licence or attestation	$ 300
4.3	Failure to create and/or produce and/or post an approved Fire Safety Plan for an STA with an occupancy of 10 renters/guests	$ 500
4.4 4.5 4.6	Number of guests/renters on Premises contrary to Licence	$ 500
4.7	Contravention of Section 7 – Requirements	$ 500
4.8 4.9	Failure to advise renters and guests how to access emergency services that may not be provided due to private/unmaintained and/or water access	$ 500
6.1 k) iv	Parking contrary to approved Licence	$ 300
6.2	Failure to notify of Licence changes within seven (7) days	$ 300
7.1	Failure to post required documentation	$ 300
7.2	Failure to provide fire extinguisher as required	$ 300
8.2 viii / 4.10	Confirmed Municipal by-law contravention of any by-law or this by-law	$ 500
8.2 viii	Confirmed *Fire Protection and Prevention Act,* 1997, S.O. 1997, c. 4 contravention	As Per The Act
8.2 viii	Confirmed Ontario *Building Code Act 1992, S.O. 1992, c.23* contravention	As Per The Act
9.1	Contravention of an Order under any Act or this By-law	$ 500
9.4	Removal of STA posted order that is not under either the *Building Code Act 1992, S.O. 1992, c.23* or the *Fire Protection and Prevention Act,* 1997, S.O. 1997, c. 4, without consent	$ 500
11.1	Hinder/Obstruct an Officer while on duty	$1,000

Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2025 are to be incorporated into the Current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

Municipality of Magnetawan

The Corporation of the Municipality of Magnetawan
FEES, CHARGES, FINES, AMPS By-law 2025-58
Building By-law

COST GUIDELINES	
$200.00	+ $16.00 per Thousand
$250.00	+ $16.00 per Thousand Conditional Building Permit
$300.00	Change of Use Permit – Inspection fee only with no Building Permit Issued
$100.00	Transfer Permit
$100.00	Searching of Records
$100.00	Compliance Letters (AGCO Agency Letter, Building Permit File Compliance Letter)
$150.00	Re-inspection
$75.00	Per page for review of revised plans or plans submitted with application and no permit issued
$100.00	+$50.00 per page for review of revised plans and/or documents to amend an existing Building Permit
$500.00	Application fee for Alternative Solution Design plus cost of peer review (if applicable)
$300.00	Annual Dormant Permit Maintenance Fee (applied as per below) Commercial – Fee applied three (3) years after issuance if permit is still open
$250.00	Dwellings (including additions) – Fee applied three (3) years after issuance if permit is still open
$200.00	Accessory Structures – Fee applied two (2) years after issuance if permit is still Open
$300.00	Orders Issued
$150.00	Plus cost for the Registration and Discharge of Order (s) on property title issued under the Building Code Act.
$250.00	Temporary Structures (per Schedule A)
$5.00 - $17.00	Printing of drawings (oversized per page – as determined by the CBO
CONSTRUCTION COST GUIDELINES – cost per square foot of floor area	
Residential Unit:	
Single Storey House	$200.00 minimum per square foot
Two Storey House (1st floor)	$175.00 minimum per square foot
Each Additional Storey	$100.00 minimum per square foot
Attached Garage	$45.00 minimum per square foot
Cottage / Recreational Dwelling:	
Dwelling with Basement	$200.00 minimum per square foot
Dwelling on Piers / Frost Wall	$175.00 minimum per square foot
Dwellings on Slab	$175.00 minimum per square foot
Each Additional Storey	$100.00 minimum per square foot
Garage / Farm Buildings:	
Garage / Shed on Slab	$45.00 minimum per square foot
Garage / Shed no floor	$35.00 minimum per square foot
Barns / Outbuildings located on Assessed Farm Lands	$25.00 minimum per square foot
Commercial – Industrial	Based on cost price or $95.00 minimum per square foot
Renovations:	Based on cost price estimates
Decks / Porches / Additions:	$50.00 per square foot
Demolition Permits:	$15.00 minimum per square foot

Building without a permit – Construction started without a permit: fees are doubled or a minimum of $1,500 whichever is greater.

Municipality of Magnetawan

FEES, FINES, PENALTIES, AND/OR CHARGES SCHEDULE
SCHEDULE "A"
TO BY-LAW 2025- 59 LANDFILL

Where it pertains to General Prohibitions:

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine Within a Twelve (12) Month Period
1	No person shall spill, scatter, deposit, throw, cast, lay or cause to be thrown any waste on any street, lane, alley, laneway, roadway, road allowance, public or private way or in any public square, place or private lot without the consent of the owner of the property. Dump or dispose of any refuse on a highway or municipal road as defined in the Municipal Act and including both travelled and untraveled portions thereof.	Section 5.a	$500
2	No person shall dump or dispose of any waste on any land owned by the Municipality or the Queen, except the Landfill Site(s).	Section 5.b	$500
3	No personal shall dump or dispose of waste on private land within the Municipality unless the land is described is a waste disposal site	Section 5.c	$1000

Where it pertains to Municipal Landfill Prohibitions:

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine Within a Twelve (12) Month Period
4	No person shall enter and/or leave without: 1. Showing Municipal Landfill Card. 2. Giving name and address upon request. 3. Declaring the nature and origin of the Refuse/Debris and/or Recyclable Materials upon request.	Section 6.a	$300
5	No person shall deposit Refuse/Debris and/or Recyclables from properties outside of the Municipality of Magnetawan	Section 6.b	$500
6	No person shall enter upon or dispose of any Refuse/Debris or Recyclable Materials outside of the operating hours or when a Landfill Attendant is not present.	Section 6.c	$500
7	No person shall dispose of Prohibited Substances or Materials	Section 6.d	$1000
8	No person shall dispose of Refuse/Debris and/or Recyclable Materials by one who is not authorized under a Municipal Landfill Card	Section 6.e	$300
9	No person shall transport Refuse/Debris or Recyclable Materials to the Landfill Site(s) in a manner that permits the scattering or dispersal of such while en route	Section 6.f	$500
10	No person shall deposit not accepted hazardous waste	Section 6.h	$500
11	No person shall scavenge or salvage in areas not established or designated.	Section 6.i	$500

Where it pertains to Roadside Collection Prohibitions:

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine Within a Twelve (12) Month Period
12	No person shall place Refuse/Debris or Recyclable Materials at the roadside on an incorrect day.	Section 7.a	$300
13	No person shall place Refuse/Debris out in a garbage bag that has a volume greater than 170 litres and/or that exceeds 18.1 kg (40 lbs).	Section 7.b	$300
14	No person shall place Recyclable Materials out except in an open container or a garbage bag that is transparent and has a volume greater than 170 litres and/or that exceeds 18.1 kg (40 lbs).	Section 7.c	$300
15	No person shall place Refuse/Debris and Recyclable Materials in the same container.	Section 7.d	$300
16	No person shall place Prohibited Substances or Materials in any container intended for collection.	Section 7.e	$300
17	No person shall place a garbage bag for collection without a garbage bag tag.	Section 7.f	$300

Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2025 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

Municipality of
Magnetawan

FEES, FINES, PENALTIES, AND/OR CHARGES SCHEDULE
SCHEDULE "A"
TO BY-LAW 2026-13
ADMINISTRATIVE MONETARY PENALTIES UNDER THE
FIRE PROTECTION AND PREVENTION ACT 1997 S.O. 1997 C. 4 AS AMENDED
ONTARIO FIRE CODE O. REG. 213/07, AS AMENDED,
ONTARIO REGULATION 260/25

The following provisions of Division B and Division C of the Ontario Fire Code (O. Reg. 213/07, as amended) are designated for enforcement under the Municipality of Magnetawan' s Administrative Monetary Penalty System (AMPS)

Division B – Fire Code Provisions	
Fire Code Provision	**Set Fine**
All Division B provisions listed in Schedule 1 of Ontario Regulation 213/07	1st Offence $200 2nd Offence $400 3rd Offence $600
Division C – Fire Code Provisions	
Fire Code Provision	**Set Fine**
All Division C provisions listed in Schedule 1 of Ontario Regulation 213/07	1st Offence $200 2nd Offence $400 3rd Offence $600

Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2026 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

Municipality of Magnetawan

FEES, FINES, PENALTIES, AND/OR CHARGES SCHEDULE
SCHEDULE "A"
TO BY-LAW 2026-16

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine Within a Twelve (12) Month Period
1	Construct or alter or cause to be constructed or altered any entrance to a highway unless an entrance permit has been issued by the Municipality for such entrance	4.1	$500
2	No person shall make or permit any change of use of any entrance onto a highway unless such change of use has been authorized by an entrance permit issued by the Municipality	4.2	$500

Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2026 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2026 -

Being a By-law to Establish Fees, Charges and AMPS

WHEREAS Section 391(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, authorizes the Council of a local municipality to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property including property under its control;

AND WHEREAS Section 69 of the *Planning Act, R.S.O. 1990, c. P. 13*, provides that the Council of a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS Section 7 of the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended, authorizes a municipal Council of a municipality to pass a by-law requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;

AND WHEREAS Pursuant to Section 270(1) of the *Municipal Act* the Council of the Corporation of the Municipality of Magnetawan provided notice in accordance with the Municipality of Magnetawan Provision of Notice Policy By-law 2016-12.

AND WHEREAS Council passed By-law 2023-32 to establish a system of Administrative Monetary Penalties (AMPS) for non-compliance with By-law for The Corporation of the Municipality of Magnetawan.

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

1. GENERAL

1.1. Council hereby establishes the fees, charges, fines, and AMPS as set out in the Schedule A attached hereto and forming an integral part of this By-law.

1.2. This By-law shall be known and may be cited as the "Municipality of Magnetawan Fees, Charges and AMPS By-law".

1.3. The fees, charges, fines, and AMPS set out in the attached Schedule A shall be paid for the services or activities listed, and all fees are per occasion or request.

1.4. No request by any person for any information, service, activity, or use of Municipal property will be provided unless and until the person requesting the information, service, activity, or use of Municipal property has paid the applicable fee in the prescribed amount as set out in the Schedules.

1.5. The fees, charges, fines, and AMPS will be subject to Harmonized Sales Tax (HST), where applicable, as noted.

1.6. Any and/or all unpaid fees, charges, fines, and AMPS shall be added to the owner's tax account and collected in the same manner as taxes.

1.7. That the Clerk of the Municipality of Magnetawan is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the By-law and Schedule(s) as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law;

2. **SEVERABILITY**
If any provision or part of a provision of this by-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the by-law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

3. **CONFLICT WITH ANY OTHER BY-LAW**
In the event of any conflict between any provisions of this by-law and any other by-law heretofore passed, the provisions of this by-law shall prevail.

4. **REPEAL OF PREVIOUS BY-LAWS**
That By-law 2026-18 and any previously conflicting by-laws are hereby repealed.

5. **EFFECTIVE DATE**
This by-law shall take force and effect on the 1st day of January 2027.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 4th day of November 2026

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN

_____
Mayor

_____
CAO/Clerk

DRAFT

SCHEDULE "A" To By-law 2026—

ALL FEES, CHARGES, FINES AND AMPS ARE NON-REFUNDABLE

ALL FEES, CHARGES FINES AND AMPS ARE SUBJECT TO APPLICABLE TAXES

COMMUNITY SERVICES –FACILITY SERVICES

Magnetawan Community Centre, Lion's Pavilion & Ahmic Harbour Community Centre

Magnetawan Community Centre A damage deposit fee of $250 per event is required upon booking. Deposit less repair costs, if any, will be returned following post-rental inspection	**Monday to Thursday (per day)**	**Friday to Sunday (per day)**	**Friday 6 pm to Sunday 6 pm (weekend)**
Commercial/ *Non-Resident full day	$170.00	$195.00	$390.00
Commercial/Non-Resident up to 4 hrs.	$100.00	per day $120.00	
Resident full day	$120.00	$145.00	$290.00
Resident up to 4 hours	$70.00	per day $90.00	
**Non-profit full day	$120.00	$145.00	$290.00
Non-profit up to 4 hours	$70.00	per day $90.00	
Add-ons			
Kitchen Rental (Not Available for Individual Rental or for Commercial Use)	$75.00	$85.00	$140.00
Bar Rental	$35.00	$55.00	$110.00
Set-up Fee (including tables, chairs, etc.)	$150.00	per day $150.00	
Coffee & Tea Set-Up (includes coffee/tea & supplies)	$50.00	per day $50.00	

Ahmic Harbour Community Centre A damage deposit fee of $250 per event is required upon booking. Deposit less repair costs, if any, will be returned following post-rental inspection	**Monday to Thursday (per day)**	**Friday to Sunday (per day)**	**Friday 6 pm to Sunday 6 pm (weekend)**
Commercial/Non-Resident full day	$120.00	$145.00	$290.00
Commercial/Non-Resident up to 4 hrs.	$80.00	per day $95.00	
Resident full day	$90.00	$110.00	$220.00
Resident up to 4 hours	$70.00	per day $90.00	
Non-profit full day	$90.00	$110.00	$220.00
Non-profit up to 4 hours	$70.00	per day $80.00	
Add-ons			
Set-up Fee (including tables, chairs, etc.)	$150.00	per day $150.00	
Coffee & Tea Set-up (includes coffee/tea & supplies)	$50.00	per day $50.00	

Magnetawan Lions Pavilion A damage deposit fee of $250 per event is required upon booking. Deposit less repair costs, if any, will be returned following post-rental inspection	**Monday to Thursday (per day)**	**Friday to Sunday (per day)**	**Friday 6 pm to Sunday 6 pm (weekend)**
Commercial / Non-Resident full day	$120.00	$130.00	$260.00
Commercial / Non-Resident up to 4 hrs.	$80.00	per day $90.00	
Commercial/ Non-Resident Hourly	$35.00	per day $40.00	
Resident full day	$100.00	$110.00	$220.00
Resident up to 4 hours	$70.00	per day $80.00	

	Resident Hourly	$30.00	per day $35.00	
	Non-profit full day	$100.00	$110.00	$220.00
	Non-profit up to 4 hours	$70.00	per day $80.00	
	Non-profit Hourly	$30.00	per day $40.00	
	Set-up Fee (tables, chairs, sports equipment, etc.)	$50.00	per day $50.00	
Additional Fees – all locations				
Late Vacating Fee		$50 per half hour, not including 10 min grace period for first ½ hour only.		
Host Liquor Liability Insurance (if qualified may be purchased)		$50.00 per event		

Non-Resident is defined as a person who does not either reside within the Municipality or does not pay property taxes to the Municipality.

Non-profit is defined as any recognized not-for-profit organization that does not gain any profit from its events.

CLERK'S OFFICE

Fee Description	Fee
Photocopies per page (Black/White)	$0.25
Photocopies per page (Colour)	$0.50
Commissioning of Documents	No charge for Residents $10.00 non-residents
Freedom of Information Requests	As Provided for under MFIPPA
Records Research: Retrieval, Research Subject & Refiling (Not under MFIPPA)	$60.00/hr.
Locks Passage:	
Locks Daily Passage Fee	$5.00
Trailer License:	
1 Year License (issued from May 1st to November 30th) *please note a construction trailer license is a maximum of 18 months*	$750.00 per year
Monthly License (maximum of 3 months)	$150.00 per month
Short Term Accommodation License	
1 Year License (issued from January 1st to December 31st)	New Applications $1,000 per year Renewals $500 per year
Books:	
Nipissing Road Book	$13.00
Historic Sites Book	$5.00
Looking Back Book	$25.00
All three Historic Books Package	$35.00

TREASURY/TAXES

Fee Description	Fee
Tax Certificate	$50.00
Returned Item (Cheque or EFT)	$45.00
Assessment & Tax Rate Search / History	$50.00 (plus $20.00 for each additional year prior to 2003)
Residential Property Information Report (combination of	$200.00

Building and Zoning)	
Commercial Property Information Report (combination of Building and Zoning)	$500.00
Tax Registration Adminstrative Fee	$250.00
Tax Registration Tax Certificate Fee	$500.00
Tax Registration Tender Fee	$1,500.00

LANDFILL CHARGES & TIPPING FEES

Fee Description	Fee
Replacement Landfill Card	$10.00 and purchase of needed tags
Bag Tags (for waste only – not needed for recyclables)	$2.00 each
Large Items	
Couches	$30.00
Chairs	$15.00
Mattress or Box Springs	$30.00
Fridges/Freezers/AC	$15.00
Campers/Boats	$5.00 per foot
Construction Waste	
Pickup Truck, Van, or Single axle trailer	$25.00
Single axle Truck	$270.00
Tandem Truck 20-yard container	$540.00
Tri-Axle Truck 40-yard container	$1080.00
Tandem Axle Trailer	$150.00
Shingles	
Pickup Truck or Van	$65.00
Single Axle Trailer	$125.00
Tandem Axle Trailer	$540.00

ADMINISTRATION FEES

Dog Licensing	Fee	
Service Animals	No Charge	
Lifetime Dog Tag	$10.00	
Replacement Dog Tag	$5.00	
Kennel License	$100.00 kennel + $10.00 per lifetime dog tag	
Replacement Kennel License	$50.00 kennel	
Impound Fee First Offence	$100.00 + applicable fees as imposed by and payable to the Pound Keeper	
Impound Fee Second Offence	$150.00 + applicable fees as imposed by and payable to the Pound Keeper	
Impound Fee Third Offence and each Subsequent Offence	$200.00 + applicable fees as imposed by and payable to the Pound Keeper	
Animal Control Service Fee	$50.00 per hour (1 hour minimum)	
Refreshment Carts & Vehicles	**Resident**	**Non-Resident**
Hawker/Peddler License	$250.00	$500.00
Hawker/Peddler Agent	$50.00	$250.00

Refreshment Vehicle or Carts	$500.00
All other Businesses, Trades or Occupations	$50.00
Transient Trader	
Door to Door Sales	$250.00
All other Transient Traders	$500.00
Other Administrative Fees	**Fee**
Lottery License for Community Group	$5.00
Application for Noise Exemption	$200.00
Marriage License	$150.00
Municipal Election Signs Not Removed	$50.00 per sign
By-law Enforcement Administration Fees	**Fee**
By-law Administration Fee (includes frivolous/vexatious complaints/notices/complaint letters	$50.00 per hour
By-law Administration Fee (orders)	$105.00 per hour
Cemetery	Fee
Plot $250 Plot Care & Maintenance (set by BAO) $290	$540.00
Cremation Plot $175 Cremation Plot Care & Maintenance (set by BAO)$175	$350.00
Niche Lot $600 Niche Lot Care & Maintenance (set by BAO) $165	$765.00
Interments/Disinterments	Fee
Staking Fee (Interment)	$100.00
Staking Fee plus Administration Fee (Disinterment)	$600.00
Interment and Disinterment Fees as per Third Party Contractor	Subject to Change
Monument Care & Maintenance + Staking Fee	**Fee**
Staking Fee	$100.00
Flat Marker (over 172 sq. inches)	$100.00
Pillow Marker	$200.00
Upright Monument (up to 4 feet high and 4 feet wide)	$200.00
Upright Monument (over 4 feet high and 4 feet wide)	$400.00
Lot Transfer Fee	$100.00
Niche Engraving Fees	**Fee**
Initial Inscription on a Niche	$300.00
Subsequent Inscription on a Niche	$200.00
Any Other Inscription	$300.00
Chapman Memorial Sanctury	
Commemorative Bench Program	$600.00
Commemorative Tree Planting Program	$400.00

DRAFT

DEVELOPMENT SERVICES – PLANNING SERVICES

Planning Application	Fee	Deposit
Applications for Consent	$700.00	$3,000.00
➢ Zoning By-law Amendment Subject to Consent	$250.00	May be Required
➢ Site Plan Amendment Subject to Consent	$125.00	May be Required
➢ Limited-Service Agreement Subject to Consent	$125.00	May be Required
➢ Any Other Agreement Subject to Consent	$125.00	May be Required
Zoning By-law Amendment Residential	$500.00	$3,000.00
Zoning By-law Amendment Commercial	$1,000.00	$3,000.00
Contravention of Current Zoning By-law	$500.00 for each day contravention occurs	
Application for Road/Shore Allowance Closing: Cost of Lands are Subject to Appraised	$500.00	$2,500.00
Road Allowance Purchase Price	$1.00 per square feet	No deposit
Shore Road Allowance Purchase Price	$1.50 per square feet	No deposit
Stand Alone Agreements (Limited-Service Agreement/ Licensing Agreement to Maintain Roads/Any other similar type Agreement)	$250.00	$1,000.00
Minor Variance Application	$500.00	$2,000.00
Official Plan Amendment Commercial	$1,500.00	$2,500.00
Official Plan Amendment Residential	$1,000.00	$1,500.00
Any other Property related By-law under the Planning Act (including Cost Acknowledgement, Deeming By-law, Temporary Use etc.)	$500.00	$1,000.00
Staff Pre-Consultation	$250.00	No deposit
Planner Pre-Consultation Residential	$50.00	$750.00
Planner Pre-Consultation Commercial	$50.00	$1,000.00
Municipal Comment Form MNRF Work Permit	$150.00	No deposit
Proposed Plan of Subdivision for Review	$1,000.00	$5,000.00
Review & Execution of a Proposed Subdivision Agreement	$1,000.00	$10,000.00
Administration Fee	5% of invoice	No deposit
	Resident	**Non-Resident**
Business Board Signs subject to Municipal Approval	No-Charge	$75.00

DRAFT

FIRE SERVICES

[A description of the circumstances under which these fees may be charged is included in the Fire Department Establish and Regulate By-law]

Equipment & Staffing	**Fee**
Apparatus (First Hour Full & Then Every Quarter Hour Thereafter)	$550.00 per hour
Administration Costs	**Fee**
Third Party Inspection	$50.00 per inspection
Fire Inspection	$100.00 per inspection
File Search	$100.00 per search
Fire Report	$100.00 per report
Attending a False Alarm	$500.00

Equipment Damage

All equipment that is owned or contracted by the fire department that is damaged while the fire department is performing its duties will be billed at the replacement or repaired cost including all applicable taxes.

TRANSPORTATION

Fee Description	**Fee**	**Deposit**
Sandbags (for ratepayers only)	$1.00	
Entrance Permit (fee is non-refundable)	$300.00	$1500.00
Civic Address Sign, Post & Measurement	$100.00	No deposit
Replacement Civic Address Sign	$20.00	No deposit
Replacement Civic Address Post	$20.00	No deposit
Letter of Suitable Location for Entrance	$50.00	No deposit
Unassumed Road Allowance Improvement Agreement	$250.00	$1,000.00
Inquiries/Records Search (Road Access, Maintenance, Services)	$30.00 per hour	No deposit
Road Use Permit	$0.00-$500.00	At the discretion of the Public works Superintendent
Damage to Municipal Property	Time and Material for replacement costs	No deposit

DRAFT

Municipality of Magnetawan

The Corporation of the Municipality of Magnetawan
FEES, CHARGES, FINES, AMPS By-law 2023-28
Road Fouling By-law
Schedule "A"

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine
1	Crossing curbing, sidewalk, or paved boulevards	2.1	$500
2	Spill or track building material, waste, or soil	2.4	$300
3	Failure to remove any doorsteps, porches or other erections or things	3.1	$500
4	Build/maintain fence – Obstruct or interfere with public travel	4.1	$500
5	Failure to remove obstruction	4.2	$500
6	Stop up public highway	4.3	$500
7	Throw, place, deposit rubbish or animal carcass	5.1	$500
8	Dump/dispose of waste on highway	5.2	$500
9	Obstruct culvert or ditch	6.1	$300
10	Dump sewage in culvert or ditch	6.2	$500
11	Dump waste in culvert or ditch	6.3	$300
12	Permit animal(s) to run at large/trespass on highway or bridge	7.1	$500
13	Permit animal(s) to trespass on private property	7.3	$500
14	Failure to remove excrement	7.2	$500

Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2023 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

Municipality of Magnetawan

The Corporation of the Municipality of Magnetawan
FEES, CHARGES, FINES, AMPS By-law 2023-40
Noise By-law
Schedule "A"

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine Within a Twelve (12) Month Period
1	Making, creating, causing, or permitting any sound or noise causing a nuisance.	2.1	First Offence $500 Second Offence $750 Third Offence $1,000
2	Noise or sound created by the use or operation of maintenance equipment after 11:00 pm or before 7:00 am	2.2	First Offence $500 Second Offence $750 Third Offence $1,000

Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2023 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

DRAFT

Municipality of Magnetawan

The Corporation of the Municipality of Magnetawan
FEES, CHARGES, FINES, AMPS By-law 2023-45
Dogs By-law
Schedule "C"

ITEM	SHORT FORM WORDING	PROVISION CREATING/DEFINING OFFENCE	SET FINE
1	Owner Fail to purchase dog license	2.1	$300.00
2	Fail to affix dog tag	2.5	$300.00
3	Fail to notify Clerk or Animal Control Officer of changes to owner information	2.6	$300.00
4	Allowing more than 4 dogs to reside in a residence	3.1	$300.00/dog
5	Fail to remove excrement	3.2	$300.00
6	Owner permit dog to run at large	3.4	$300.00
7	Owner permit dog to trespass on private property	3.6	$300.00
8	Owner permit persistent dog barking	3.7	$300.00
9	Fail to leash dog in park or trail	3.8	$300.00
10	Permit dog on or in water at Community Beach	3.9	$300.00
11	Owner permit dog into Municipal facility or building	3.10	$300.00
12	Fail to obey muzzle order	5.1	$300.00
13	Operate kennel - no license	6.1	$300.00

DRAFT

Fees, fines, penalties, and/or charges are as Schedule "C" attached for 2023 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "C" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

DRAFT

Municipality of Magnetawan

The Corporation of the Municipality of Magnetawan
FEES, CHARGES, FINES, AMPS By-law 2024-18
Hawkers and Peddlers
Schedule "B"

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine
1	Operating as a hawker and peddler without a Municipal License	Section 1.1	$250
2	Operating as a hawker and peddler on a public highway or municipal property without written consent of the Municipality of Magnetawan Council	Section 1.2	$250

Fees, fines, penalties, and/or charges are as Schedule "B" attached for 2024 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule" B" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

DRAFT

Municipality of Magnetawan

Schedule "F"
TO BY-LAW 2025-06
REGULATE AND CONTROL PARKING AND TRAFFIC

Fees, Fines, Penalties, And/Or Charges Schedule

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 4 SET FINE
1	Park face wrong side.	3.1	$75.00
2	Park not at a 45 degree angle.	3.2	$75.00
3	Park not at a 90 degree angle.	3.3	$75.00
4	Park on wrong side of one way street.	3.4	$75.00
5	Park not wholly within a parking space.	3.5	$75.00
6	Park on sidewalk.	4.1(a)(i)	$75.00
7	Park on boulevard.	4.1(a)(ii)	$75.00
8	Park obstructing driveway.	4.1(a)(iii)	$75.00
9	Park within intersection.	4.1(a)(iv)	$75.00
10	Park within 3 m of fire hydrant.	4.1(a)(v)	$75.00
11	Park within fire route.	4.1(a)(vi)	$75.00
12	Park within 15 m of railway tracks.	4.1(a)(vii)	$75.00
13	Park within 9 meters of an intersecting roadway.	4.1(a)(viii)	$75.00
14	Park on a bridge.	4.1(a)(ix)	$75.00
15	Park obstructing other vehicle.	4.1(a)(x)	$75.00
16	Park obstructing theatre, auditorium or other places of assembly entrance.	4.1(a)(xi)	$75.00
17	Park obstructing public boat launch and ramp.	4.1(a)(xii)	$75.00
18	Park for the purpose of repairing, washing or maintenance of vehicle.	4.1(a)(xiii)	$75.00
19	Park for the purpose of soliciting.	4.1(a)(xiv)	$75.00
20	Park obstructing crosswalk.	4.1(a)(xv)	$75.00
21	Park obstructing snow removal.	4.1(a)(xvi)	$75.00
22	Park immobile or unlicensed vehicle.	4.1(a)(xvii)	$75.00
23	Park obstructing traffic.	4.1(b)	$75.00
24	Park during prohibited times.	4.1(c)	$75.00
25	Park in prohibited area.	4.2(a)(i)	$75.00
26	Park in public lane.	4.2(a)(ii)	$75.00
27	Park in cul-de-sac.	4.2(a)(iii)	$75.00
28	Park within 15 meters of dead end.	4.2(a)(iv)	$75.00
29	Park within 30 meters of intersection controlled by traffic control signals.	4.2(a)(v)	$75.00
30	Park within 15 meters of intersection.	4.2(a)(vi)	$75.00
31	Park within bus loading zone.	4.2(b)	$75.00
32	Stand commercial vehicle longer than loading and unloading time.	4.3(a)	$75.00
33	Stop within no stopping area.	4.4	$75.00
34	Stop on sidewalk.	4.5(a)(i)	$75.00
35	Stop on crosswalk.	4.5(a)(ii)	$75.00

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 4 SET FINE
36	Stop within fire route.	4.5(a)(iii)	$75.00
37	Stop within bus loading zone.	4.5(a)(iv)	$75.00
38	Stop within 30 meters of bridge, elevated structure, tunnel or underpass.	4.5(a)(v)	$75.00
39	Stop alongside a previously stopped vehicle.	4.5(a)(vi)	$75.00
40	Park on private property without consent.	4.6(a)	$75.00
41	Park on municipal property without consent.	4.6(a)	$75.00
42	Park in a designated accessible parking space without a valid permit.	4.7(b)	$300.00

Fees, fines, penalties, and/or charges are as Schedule "F" attached for 2025 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "F" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

Municipality of Magnetawan

The Corporation of the Municipality of Magnetawan
FEES, CHARGES, FINES, AMPS By-law 2025-23
Open Air Burning By-law
Schedule "B"

Item #	Short Form Wording	Provision Creating Or Defining Others	Set Fine
1	Set or permit open air fire during prohibited hours	2.1	$300.00
2	Set or permit open air fire contrary to general prohibition	2.2	$500.00
3	Burning during total fire ban	2.3	$500.00
4	Set or permit a flying lantern	2.4	$300.00
5	Failure to extinguish fire otherwise allowed under approval when ordered to do so	4.4	$500.00
6	Failure to abide by fire danger rating recreational fire	5.1	$300.00
7	Failure by owner to ensure compliance during recreational fire	5.2	$500.00
8	Recreational burning of materials not permitted	5.4	$500.00
9	Recreational burning in pit larger than permitted	5.5	$300.00
10	Recreational fire of oversized wood	5.6	$300.00
11	Recreational fire within 6 meters (19.5 ft.) of combustible structure	5.7	$300.00
12	Recreational fire within 6 meters (19.5 ft.) of adjacent property	5.8	$300.00
13	Recreational fire adversely affecting other persons	5.9	$300.00
14	Failure to supervise recreational burning	5.10	$300.00
15	Recreational fire without extinguishing provisions and devices	5.11	$300.00
16	Failure to take reasonable precautions during recreational fire	5.12	$300.00

17	Recreational fire during high winds or during smog advisory	5.13	$300.00
18	Failure to extinguish fire or comply during recreational fire	5.15	$500.00
19	Failure to abide by fire danger rating non-recreational fire	6.1	$500.00
20	Failure by owner to ensure compliance during non-recreational fire	6.2	$500.00
21	Non-recreational burning of materials not permitted	6.4	$500.00
22	Non-recreational fire pile larger than permitted	6.5	$300.00
24	Non-recreational fire within 15 meters (50 ft.) of combustible structure	6.6	$300.00
25	Non-recreational fire within 15 meters (50 ft.) of adjacent property	6.7	$300.00
26	Non-recreational fire adversely affecting other persons	6.8	$300.00
27	Failure to supervise non-recreational burning	6.9	$300.00
28	Non-recreational fire without extinguishing provisions and devices	6.10	$300.00
29	Failure to take reasonable precautions during non-recreational fire	6.11	$300.00
30	Non-recreational fire during high winds or during smog advisory	6.12	$300.00
31	Failure to extinguish fire or comply during non-recreational fire	6.14	$500.00
32	Failure to extinguish fire when ordered to do so	7.3	$500.00
33	Hinder or obstruct any person exercising a power or performing a duty under this By-law	11.1	$1000.00

Fees, fines, penalties, and/or charges are as Schedule "B" attached for 2025 are to be incorporated into the Current Fees and Charges By-law. Any changes to Schedule "B" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

DRAFT

Municipality of Magnetawan

The Corporation of the Municipality of Magnetawan
FEES, CHARGES, FINES, AMPS By-law 2025-41
Trailer By-law
Schedule 'A"

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine Within a Twelve (12) Month Period
1	Trailer located, placed, or remained upon a lot without a license.	3.1	$500
2	More than one trailer on lot.	3.2	$500 per additional trailer
3	Buildings, Structures attached to trailer or placed within 1.2 metres of trailer.	3.3	$500
4	Trailer located on lot not in compliance with setback requirements for a dwelling unit as set out in the Zoning By-law.	3.4	$500
5	Trailer be used withing the permitted period (May 1st to November 30th) without a license.	3.6	$500
6	Trailer being used as a place for living, sleeping, or eating during the period commencing December 1st of a calendar year and inclusive of April 30th of the following calendar year.	3.7	$500

Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2025 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

DRAFT

Municipality of
Magnetawan

The Corporation of the Municipality of Magnetawan
FEES, CHARGES, FINES, AMPS By-law 2025-50
License and Regulate the Use of Short-Term Accommodation Properties By-law
Schedule "A"

SECTION	SHORT FORM WORDING	SET FINE
3.5 / 6.1f	Failure to respond to concern within thirty (30) minutes	$ 300
3.5 / 6.1f	Failure to attend Premises within sixty (60) minutes	$ 300
3.7	Failure to properly dispose of refuse	$ 300
3.8	Offering a STA Accommodation for less than a seven (7) day consecutive rental during the months of July and August	$ 500
4.1 a)-g)	Operating STA without a Licence 4.1 a) – g) Operate, use, advertise or permit a Short-term Accommodation in contravention of 4.1 a) to f) inclusive	$5,000
4.2	Failure to produce a copy of the signed licence or attestation	$ 300
4.3	Failure to create and/or produce and/or post an approved Fire Safety Plan for an STA with an occupancy of 10 renters/guests	$ 500
4.4 4.5 4.6	Number of guests/renters on Premises contrary to Licence	$ 500
4.7	Contravention of Section 7 – Requirements	$ 500
4.8 4.9	Failure to advise renters and guests how to access emergency services that may not be provided due to private/unmaintained and/or water access	$ 500
6.1 k) iv	Parking contrary to approved Licence	$ 300
6.2	Failure to notify of Licence changes within seven (7) days	$ 300
7.1	Failure to post required documentation	$ 300
7.2	Failure to provide fire extinguisher as required	$ 300
8.2 viii / 4.10	Confirmed Municipal by-law contravention of any by-law or this by-law	$ 500
8.2 viii	Confirmed *Fire Protection and Prevention Act,* 1997, S.O. 1997, c. 4 contravention	As Per The Act
8.2 viii	Confirmed Ontario *Building Code Act 1992, S.O. 1992, c.23* contravention	As Per The Act
9.1	Contravention of an Order under any Act or this By-law	$ 500
9.4	Removal of STA posted order that is not under either the *Building Code Act 1992, S.O. 1992, c.23* or the *Fire Protection and Prevention Act,* 1997, S.O. 1997, c. 4, without consent	$ 500
11.1	Hinder/Obstruct an Officer while on duty	$1,000

Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2025 are to be incorporated

into the Current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

DRAFT

Municipality of Magnetawan

The Corporation of the Municipality of Magnetawan
FEES, CHARGES, FINES, AMPS By-law 2025-58
Building By-law

COST GUIDELINES	
$200.00	+ $16.00 per Thousand
$250.00	+ $16.00 per Thousand Conditional Building Permit
$300.00	Change of Use Permit – Inspection fee only with no Building Permit Issued
$100.00	Transfer Permit
$100.00	Searching of Records
$100.00	Compliance Letters (AGCO Agency Letter, Building Permit File Compliance Letter)
$150.00	Re-inspection
$75.00	Per page for review of revised plans or plans submitted with application and no permit issued
$100.00	+$50.00 per page for review of revised plans and/or documents to amend an existing Building Permit
$500.00	Application fee for Alternative Solution Design plus cost of peer review (if applicable)
$300.00	Annual Dormant Permit Maintenance Fee (applied as per below) Commercial – Fee applied three (3) years after issuance if permit is still open
$250.00	Dwellings (including additions) – Fee applied three (3) years after issuance if permit is still open
$200.00	Accessory Structures – Fee applied two (2) years after issuance if permit is still Open
$300.00	Orders Issued
$150.00	Plus cost for the Registration and Discharge of Order (s) on property title issued under the Building Code Act.
$250.00	Temporary Structures (per Schedule A)
$5.00 - $17.00	Printing of drawings (oversized per page – as determined by the CBO
CONSTRUCTION COST GUIDELINES – cost per square foot of floor area	
Residential Unit:	
Single Storey House	$200.00 minimum per square foot
Two Storey House (1st floor)	$175.00 minimum per square foot
Each Additional Storey	$100.00 minimum per square foot
Attached Garage	$45.00 minimum per square foot
Cottage / Recreational Dwelling:	
Dwelling with Basement	$200.00 minimum per square foot
Dwelling on Piers / Frost Wall	$175.00 minimum per square foot

Dwellings on Slab	$175.00 minimum per square foot
Each Additional Storey	$100.00 minimum per square foot
Garage / Farm Buildings:	
Garage / Shed on Slab	$45.00 minimum per square foot
Garage / Shed no floor	$35.00 minimum per square foot
Barns / Outbuildings located on Assessed Farm Lands	$25.00 minimum per square foot
Commercial – Industrial	Based on cost price or $95.00 minimum per square foot
Renovations:	Based on cost price estimates
Decks / Porches / Additions:	$50.00 per square foot
Demolition Permits:	$15.00 minimum per square foot

Building without a permit – Construction started without a permit: fees are doubled or a minimum of $1,500 whichever is greater.

FEES, FINES, PENALTIES, AND/OR CHARGES SCHEDULE
SCHEDULE "A"
TO BY-LAW 2025-59 LANDFILL

Where it pertains to General Prohibitions:

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine Within a Twelve (12) Month Period
1	No person shall spill, scatter, deposit, throw, cast, lay or cause to be thrown any waste on any street, lane, alley, laneway, roadway, road allowance, public or private way or in any public square, place or private lot without the consent of the owner of the property. Dump or dispose of any refuse on a highway or municipal road as defined in the Municipal Act and including both travelled and untraveled portions thereof.	Section 5.a	$500
2	No person shall dump or dispose of any waste on any land owned by the Municipality or the Queen, except the Landfill Site(s).	Section 5.b	$500
3	No personal shall dump or dispose of waste on private land within the Municipality unless the land is described is a waste disposal site	Section 5.c	$1000

Where it pertains to Municipal Landfill Prohibitions:

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine Within a Twelve (12) Month Period
4	No person shall enter and/or leave without: 1. Showing Municipal Landfill Card. 2. Giving name and address upon request. 3. Declaring the nature and origin of the Refuse/Debris and/or Recyclable Materials upon request.	Section 6.a	$300
5	No person shall deposit Refuse/Debris and/or Recyclables from properties outside of the Municipality of Magnetawan	Section 6.b	$500
6	No person shall enter upon or dispose of any Refuse/Debris or Recyclable Materials outside of the operating hours or when a Landfill Attendant is not present.	Section 6.c	$500
7	No person shall dispose of Prohibited Substances or Materials	Section 6.d	$1000
8	No person shall dispose of Refuse/Debris and/or Recyclable Materials by one who is not authorized under a Municipal Landfill Card	Section 6.e	$300
9	No person shall transport Refuse/Debris or Recyclable Materials to the Landfill Site(s) in a manner that permits the scattering or dispersal of such while en route	Section 6.f	$500
10	No person shall deposit not accepted hazardous waste	Section 6.h	$500
11	No person shall scavenge or salvage in areas not established or designated.	Section 6.i	$500

Where it pertains to Roadside Collection Prohibitions:

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine Within a Twelve (12) Month Period
12	No person shall place Refuse/Debris or Recyclable Materials at the roadside on an incorrect day.	Section 7.a	$300
13	No person shall place Refuse/Debris out in a garbage bag that has a volume greater than 170 litres and/or that exceeds 18.1 kg (40 lbs).	Section 7.b	$300
14	No person shall place Recyclable Materials out except in an open container or a garbage bag that is transparent and has a volume greater than 170 litres and/or that exceeds 18.1 kg (40 lbs).	Section 7.c	$300
15	No person shall place Refuse/Debris and	Section 7.d	$300

	Recyclable Materials in the same container.		
16	No person shall place Prohibited Substances or Materials in any container intended for collection.	Section 7.e	$300
17	No person shall place a garbage bag for collection without a garbage bag tag.	Section 7.f	$300

Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2025 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

DRAFT

Municipality of Magnetawan

FEES, FINES, PENALTIES, AND/OR CHARGES SCHEDULE
SCHEDULE "A"
TO BY-LAW 2026-13
ADMINISTRATIVE MONETARY PENALTIES UNDER THE FIRE PROTECTION AND PREVENTION ACT 1997 S.O. 1997 C. 4 AS AMENDED ONTARIO FIRE CODE O. REG. 213/07, AS AMENDED, ONTARIO REGULATION 260/25

The following provisions of Division B and Division C of the Ontario Fire Code (O. Reg. 213/07, as amended) are designated for enforcement under the Municipality of Magnetawan' s Administrative Monetary Penalty System (AMPS)

Division B – Fire Code Provisions	
Fire Code Provision	**Set Fine**
All Division B provisions listed in Schedule 1 of Ontario Regulation 213/07	1st Offence $200 2nd Offence $400 3rd Offence $600

Division C – Fire Code Provisions	
Fire Code Provision	**Set Fine**
All Division C provisions listed in Schedule 1 of Ontario Regulation 213/07	1st Offence $200 2nd Offence $400 3rd Offence $600

Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2026 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

DRAFT

Municipality of
Magnetawan

FEES, FINES, PENALTIES, AND/OR CHARGES SCHEDULE
SCHEDULE "A"
TO BY-LAW 2026-16

Item	Short Word Form Wording	Provision Creating/Defining Offence	Set Fine Within a Twelve (12) Month Period
1	Construct or alter or cause to be constructed or altered any entrance to a highway unless an entrance permit has been issued by the Municipality for such entrance	4.1	$500
2	No person shall make or permit any change of use of any entrance onto a highway unless such change of use has been authorized by an entrance permit issued by the Municipality	4.2	$500

Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2026 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

DRAFT

Municipality of Magnetawan	**REPORT TO COUNCIL**
To:	Mayor and Council
From:	Deputy Clerk Laura Brandt
Date of Meeting:	October 7, 2026
Report Title:	*Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* Legislative Changes

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

Background: The Province of Ontario has introduced significant amendments to the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* through recent legislation, including Bill 194 and Bill 97. These amendments strengthen requirements relating to access to information, the collection and protection of personal information, privacy impact assessments and the management and reporting of privacy breaches.

Several amendments came into effect on July 1, 2026, including changes to the processing of Freedom of Information requests. Among these changes, the general response period for an FOI request increased from 30 calendar days to 45 business days, and changes were made to extensions, staged access plans, fee estimates and appeal timelines.

For the purposes of this report, Personal Information means recorded information about an identifiable individual, as defined under *MFIPPA*, including information such as an individual's name, address, telephone number, identifying numbers, personal characteristics, financial information, employment or educational history, personal opinions, correspondence, or other information that identifies or reveals personal details about the individual. Personal information does not generally include information about an individual acting in a business, professional, or official capacity.

Evaluation: Beginning January 1, 2027, municipalities will be subject to several additional privacy requirements under *MFIPPA*.

One of the most significant changes is the requirement to complete a written Privacy Impact Assessment (PIA) before collecting personal information, subject to any prescribed exceptions. A PIA identifies why personal information is required, the legislative authority for collecting it, how the information will be used and disclosed, who will have access to it, how long it will be retained, the safeguards that will protect it and the measures that will be taken to mitigate identified privacy risks.

Municipalities will also have enhanced responsibilities when responding to a privacy breach. Beginning January 1, 2027, privacy breaches must be assessed to determine whether there is a Real Risk of Significant Harm (RROSH) to affected individuals. Where the applicable threshold or other prescribed circumstances are met, the Municipality will be required to report the breach to the Information and Privacy Commissioner of Ontario (IPC) and, generally, notify affected individuals as soon as feasible.

Municipalities will also be required to maintain records relating to reportable privacy breaches and submit annual privacy breach statistics to the IPC. The first municipal report, covering the 2027 calendar year, will be due March 31, 2028.

To prepare for these legislative changes, Staff will be reviewing and updating the Municipality's privacy and records-management framework. This will include, where required:

- updating the Municipality's Records Retention By-law and retention schedules;
- establishing a formal Privacy Impact Assessment process and template;
- updating privacy policies and procedures;
- establishing procedures for identifying, documenting, assessing and reporting privacy breaches;
- developing a RROSH assessment process;
- ensuring appropriate administrative, technical and physical safeguards are in place for personal information;
- reviewing municipal forms and processes that collect personal information;
- establishing appropriate privacy breach records and reporting mechanisms; and
- providing appropriate staff training regarding the new requirements.

The legislative changes will require greater consideration of privacy at the beginning of municipal projects, programs and processes involving personal information rather than addressing privacy considerations only after information has been collected.

Financial Implications:
At this time, Staff anticipate that much of the initial implementation can be undertaken internally through the development and updating of policies, procedures, forms and records-management practices. Additional costs may arise should specialized legal, privacy, cybersecurity or information technology assistance be required.

Conclusion
The amendments to MFIPPA represent a significant change to municipal privacy responsibilities. Staff will continue preparations throughout the remainder of 2026 to ensure that appropriate policies, procedures, records-management practices and staff training are in place for the January 1, 2027, implementation date.

Respectfully Submitted,

Laura Brandt
Deputy Clerk

Previous

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2023 - 08

BEING A BY-LAW TO ESTABLISH A SCHEDULE OF RETENTION PERIODS FOR RECORDS, DOCUMENTS AND OTHER PAPERS FOR THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

WHEREAS Section 254, of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality shall retain and preserve the records of the Municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection;

AND WHEREAS Section 255, of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality may, subject to the approval of the Municipal Auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254;

NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN AS FOLLOWS:

1. This By-law maybe be referred to as **"The Retention By-law"**

2. **DEFINITIONS**

"Auditor" means the person or firm appointed by the Council of the Municipality of Magnetawan from time to time to perform the annual audit of the records;

"Clerk" means the Municipal Clerk or their designate(s);

"Destroy" means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists;

"Municipal Record(s)" means recorded information in any format or medium that documents the municipality's business activities, rights, obligations or responsibilities or recorded information that was created, received, distributed, or maintained by the municipality in compliance with a legal obligation;

"Record(s)" also known as **"Files"** as defined in the *Municipal Act* means information, however recorded, or stored, whether in printed form, on film, by electronic means or otherwise, including documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs, film, architectural drawings, email, machine readable records, and any other documentary material regardless of physical form or characteristics, and including "official records" and "transitory records";

"Retention Schedule" means a control document that describes the municipality's records at a series level and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserve for their archival or legal values and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the municipality's records;

"Transitory Records" means records kept solely for convenience of reference and of limited value in documentation the planning or implementation of Municipal Policy or programs such as:

a) Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
b) Information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
c) Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
d) Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
e) Voice mail messages;
f) Email messages and other communications that do not relate to Municipal business;
g) Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
h) Duplicate stocks of obsolete publications, pamphlets or blank forms;
i) Unsolicited advertising materials, including brochures, municipal profiles and price lists.

3. **RETENTION SCHEDULE**
   a) The retention periods for the records of the Municipality of Magnetawan are stated in Schedule "A" which forms part of this By-law.
   b) The Clerk is responsible for administering this By-law and will ensure that the retention periods set out in Schedule 'A" attached hereto comply with all relevant legal requirements for records retention.

4. **EMPLOYEE RESPONSIBILITIES**
   a) All Municipal employees who create, work with, or manage records, will:
      i. Comply with the retention periods as specified in Schedule "A" attached hereto;
      ii. Ensure that official records in their custody or control are protected from inadvertent destruction or damage; and
      iii. Ensure the transitory records in their custody or control are destroyed when they are no longer needed for short-term reference.

5. That the Clerk of the Municipality of Magnetawan is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the By-law and Schedule(s) as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law;

6. By-law 2007-29 and any previously conflicting By-laws are hereby repealed.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 15th day of February 2023.

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN

Mayor

CAO/Clerk

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN
SCHEDULE "A" TO BY-LAW 2023- 08

RECORDS RETENTION SCHEDULE

If the record is not included in Schedule "A" it is considered to be a Transitory Record

CLERK'S RECORDS	YEARS TO BE RETAINED
Accessibility of Services (includes records relating to the accessibility of Municipal buildings, services, and information to disabled persons)	Seven (7) years
Agreements (if not part of a By-law, after completion)	Seven (7) years
Animal Control Files	Seven (7) years
Appointments	Seven (7) years
Committee Minutes (including Rough Notes)	Seven (7) years
Contracts (if not a part of a By-law, after completion)	Seven (7) years
Correspondence (General)	Seven (7) years
Election Records (includes returned notices, lists of official, voters list, nominations, election results, preliminary voters lists and advertising)	As per the *Elections Act*
Election Records Councillor and Candidates (includes financial forms, nomination records and oaths taken by Council members)	As per the *Elections Act*
Fence Viewers Awards and Files	Seven (7) years
Insurance Records (including claims, after expiry)	Seven (7) years
Licenses (Applications, after expiry)	Seven (7) years
Livestock Affidavits	Seven (7) years
Local Improvement Appeals and Notices (after Debenture finished)	Seven (7) years
O.H.R.P. Agreements	Destroyed After Loan Paid in Full
Petitions (Unless included in the Agenda Package)	Seven (7) years
Proposal, Quotations, Tender Files (Successful)	Seven (7) years
Proposal, Quotations, Tender Files (Unsuccessful)	Two (2) years
Agenda Packages (for Council and the Committees of Council)	Permanent
Annexation/Amalgamation Files (includes all records pertaining to the annexing and amalgamating of land adjacent to Municipal Lands to accommodate growth. Also includes amalgamation of the Municipality)	Permanent
Applications to Province	Permanent
Assessment Roll	Permanent
By-laws (Original)	Permanent
Cemetery Records (including Burial Permits, maps plot ownership records, interment registers, indexes, cemetery board documentation and related records to the property)	Permanent
Civic/911 Addressing (includes records regarding requests for and assignment of new subdivision road dedications and other street names and numbers. May include correspondence, reports, drawing and copies of related By-laws)	Permanent
CLERK'S RECORDS	**YEARS TO BE RETAINED**
Leases (after expiration and if not part of a By-law)	Seven (7) years after the completion of the lease
Resolutions (includes resolutions from Council and Committees of Council)	Seven (7) years
Consents (includes records regarding the granting of severances to parcels of land including applications for severance and surveys)	Permanent
Court of Revision Records	Permanent
Deeds (if not part of a By-law)	Permanent

Easements (if not part of a By-law includes all records on Right of Ways and Easements concerning Municipal Ownership of private lands)	Permanent
CLERK'S RECORDS	**YEARS TO BE RETAINED**
Encroachments (includes all records regarding private properties encroaching on Municipal lands. Also includes surveys and any other related documentation)	Permanent
Facilities Construction and Renovations (includes records for the Planning and construction of Municipal facilities, site meetings, consultant reports and cost reports. Also includes architectural and engineering drawings)	Permanent
Ministry of the Environment (MOE) Certificates (includes records and correspondence relating to the Ministry of Environment and impacting the Municipality of Magnetawan)	Permanent
Minor Variances (includes the records related to the granting of minor variances to the Zoning By-law by the committee of adjustment)	Permanent
Minutes (Council Open and Closed)	Permanent
Notice of Change of Land Titles (if not part of a By-law)	Permanent
Official Plans (includes the official plan and amendments to the official plan, background reports, notes, and research, Also includes secondary plans and amendments, containing detailing objectives and policies concerning the planning, development, and specific redevelopment)	Permanent
Real Estate Files (if not part of a By-law)	Permanent
Site Plan Approval (Agreements and Applications)	Permanent
Subdivision Plans and Files	Permanent
Vital Statistics (includes registers of birth, death, and marriages within the Municipality	Permanent
Zoning By-law (Amendment and Applications includes records regarding the granting of amendments to the Zoning By-law)	Permanent
FINANCIAL RECORDS	**YEARS TO BE RETAINED**
Account Receivable Ledger Cards	Seven (7) years
Bank Reconciliations	Seven (7) years
Bank Statements	Seven (7) years
Cash Books	Seven (7) years
Cash Payment Journal	Seven (7) years
Cheque Register	Seven (7) years
Cheque Stubs	Seven (7) years
Correspondence (General)	Seven (7) years
Debenture Register	Seven (7) years
Debenture Summaries	Seven (7) years
Debenture Working Papers	Seven (7) years
Deposit Book (Pass)	Seven (7) years
Deposit Slips	Seven (7) years
FINANCIAL RECORDS	**YEARS TO BE RETAINED**
Final Budgets (Operating and Capital)	Seven (7) years
Final Tax Billing	Seven (7) years
General Journal	Seven (7) years
Government Remittances	Seven (7) years
Investment Files	Seven (7) years after end of investment
Mortgage Lists	One (1) year
Municipal Tax Credits	Seven (7) years
Paid Accounts Summary Sheet	Seven (7) years
Paid (Cancelled) Cheques	Seven (7) years
Paid Debenture and Coupons (upon maturity)	Seven (7) years
Paid Invoices	Seven (7) years

Payroll Journal Register	Seven (7) years
Payroll Remittances	Seven (7) years
Petty Cash Vouchers	Seven (7) years
Posting and Distribution Journals	Seven (7) years
FINANCIAL RECORDS	**YEARS TO BE RETAINED**
Receipt Books	Seven (7) years
School Tax Credits	Seven (7) years
Subsidy and Tax Application Forms	Seven (7) years
Tax Arrears Listing	Seven (7) years
Tax Assistance Adjustment	Seven (7) years
Tax Collectors Certificate	Seven (7) years
Tax Receipts	Seven (7) years
Assets (includes the records regarding current and fixed assets, including inventories as well as records of initial expenditure, depreciation, amortization, and disposal)	Permanent
Assessment Review Board (includes records relating to Requests for Consideration, Tax Credit Records, Assessment Review Bord decisions, etc.)	Permanent
Audited Financial Statements	Permanent
General Ledger	Permanent
Tax Roll and Records (includes taxation records of long-term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations and tax ledgers)	Permanent
HUMAN RESOURCES/PERSONNEL RECORDS	**YEARS TO BE RETAINED**
Bi-weekly Payroll Summary	Seven (7) years
Employees Income Tax Deductions	Seven (7) years
Garnishees (re: employees)	Seven (7) years
Medical Files	Seven (7) years
Overtime Sheets	Seven (7) years
Sick Leave	Seven (7) years
TD-1 Forms	Upon replacement
Timecards	Seven (7) years
Time Distribution Sheets	Seven (7) years
Time Sheets (Daily and Weekly)	Seven (7) years
U.I.C Records	Seven (7) years
HUMAN RESOURCES/PERSONNEL RECORDS	**YEARS TO BE RETAINED**
Disability Management (AODA) (includes all records related to AODA, accessibility standards, complying with standard, municipal accessibility, and Human Rights Code)	Permanent
Employees Personal History Files (including ROE's)	Permanent
Grievances/Harassment/Violence (includes records detailing with grievance, harassment and/or violence complaints by or against employees of the Municipality. It includes documents such as the complaint, investigation, reports, and final resolution)	Permanent
Health and Safety (includes records regarding the occupational health and safety of Staff. Includes accident reports, WSIB reports and information on Health and Safety Programs for Staff)	Permanent
Labour Relations – Employment Management (includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations)	Permanent
Pension Records -OMERS (includes records detailing obligations to individuals under OMERS, includes pension information of retired personnel, including registration and records)	Permanent
Salary Planning – Pay Equity (includes records regarding the planning and scheduling of salaries, such as job evaluations, job	Permanent

classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity)	
T-4 (Slips and Summaries)	Permanent
W.S.I.B. Forms	Permanent
LEGAL RECORDS	**YEARS TO BE RETAINED**
Appeals and Hearings (includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgements. Includes zoning appeals, official plan appeals, and Committee of Adjustment appeals. Also includes orders issued by the Ontario Municipal Board (OMB), regulatory bodies and boards)	Permanent
By-Law Enforcement (includes records of municipal efforts to enforce by-laws such as order to comply, stop work order, working notes, correspondence, exhibits photographs etc.)	Permanent
Building and Structural Inspections (includes inspection reports such as building, plumbing, fire prevention and other structural inspections)	Permanent
Building Permits (includes permits issued to builders, contractions and residents giving them permission to build, renovate or demolish. Original permits to be filed with the tax roll file. Plans/Drawings may be filed separately with Code P10)	Permanent
Court Cases Claims Against The and Claims By the Municipality (includes all litigation made by other parties against the Municipality and all litigation made against other parties by the Municipality. Includes insurance claims and by-law enforcement and prosecution)	Permanent
Exchange of Land Files	Permanent
Heritage Preservation (includes records regarding heritage and historical development, includes the designations of building, districts, and cemeteries)	Permanent
LEGAL RECORDS	**YEARS TO BE RETAINED**
Land Acquisition and Sale (includes records regarding real estate transaction and conveyance of land whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals)	Permanent
Land Tribunal Notices of Decision (LPAT)	Permanent
Local Improvement Files (s.22, *Local Improvement Act*)	Permanent
Municipal Emergency Response (includes records of response issued by the Municipal, Provincial, or Federal Government associated with non-declared and declared emergencies, Records may include incident reports, status reports, situation reports, action plans, position logs, maps, resource requests and tracking, and event and status boards. Records of particularity significant community emergencies such as infectious diseases, natural disasters, and environment exercises)	Permanent
Road Closing Files (includes all records regarding the sale or granting of municipal shore road or road allowances)	Permanent
Statement of Claims	Permanent
Writs	Permanent
PUBLIC WORKS RECORDS	**YEARS TO BE RETAINED**
Contract Files (upon completion of contract)	Seven (7) years
Equipment Distribution Sheets	Seven (7) years
Fuel Tickets	Seven (7) years
Gravel Tickets	Seven (7) years
Material Distribution Sheets	Seven (7) years
Monthly Road Reports	Seven (7) years
Public Works Contract Forms	Seven (7) years

Truck Hire (Time Reports and Summaries)	Seven (7) years
Vehicle Distribution Sheets	Seven (7) years
Weed Control Reports (until updated)	Seven (7) years
Bridges (includes estimates, studies, and other records regarding projects specifically for bridge construction, repairs, maintenance, and replacement)	Permanent
PUBLIC WORKS RECORDS	**YEARS TO BE RETAINED**
Contaminated Sites (includes site records and information on properties withing the municipality with contaminated soil/sites)	Permanent
Hazardous Materials (includes information and reports on chemical and substances that pose fire hazards. Also include records dealing with toxic substances control, transportation, and effects, May include HAZMAT information)	Permanent
Landfill Monitoring (includes the consulting, monitoring surveys, and annual reports to MOECC)	Permanent
Road Construction Records (after completion includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvement s to existing roads, such as resurfacing, widening, bridges, road study, etc.)	Permanent
Road Design and Planning (includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs, sidewalks, cycle ways, footpaths, etc. Includes MTO and Highway 11 expansion records)	Permanent
Waste Management – Property File (includes all building permits, project notes, MOECC ECA Applications, MOECC ECA Approvals, documents, and related correspondence)	Permanent

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2026 -

BEING A BY-LAW TO ESTABLISH A SCHEDULE OF RETENTION PERIODS FOR RECORDS, DOCUMENTS AND OTHER PAPERS FOR THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

WHEREAS Section 254, of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality shall retain and preserve the records of the Municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection;

AND WHEREAS Section 255, of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality may, subject to the approval of the Municipal Auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254;

AND WHEREAS the Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA") establishes requirements respecting the collection, use, disclosure, retention, protection and disposal of personal information;

AND WHEREAS the Municipality considers it appropriate to establish retention and disposition requirements that support compliance with applicable records-management and privacy legislation;

NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN AS FOLLOWS:

1. This By-law maybe be referred to as **"The Retention By-law"**

2. **DEFINITIONS**

"Auditor" means the person or firm appointed by the Council of the Municipality of Magnetawan from time to time to perform the annual audit of the records;

"Clerk" means the Municipal Clerk or their designate(s);

"Destroy" means the secure and permanent destruction or deletion of a record in a manner appropriate to its format and sensitivity so that the recorded information cannot reasonably be reconstructed, recovered or accessed;

"Legal Hold" means the suspension of the normal destruction or disposition of a record because the record is or may reasonably be required for an access request, appeal, complaint, investigation, audit, litigation, privacy breach, IPC proceeding or other legal or administrative proceeding;

"Municipal Record(s)" means recorded information in any format or medium that documents the municipality's business activities, rights, obligations or responsibilities or recorded information that was created, received, distributed, or maintained by the municipality in compliance with a legal obligation;

"Permanent" means that the record is to be retained indefinitely unless otherwise authorized by law. In relation to employee records, files, and/or records, means the lifetime of the employee until death plus two (2) years.

"Personal Information" has the same meaning as in the *Municipal Freedom of Information and Protection of Privacy Act*;

"Privacy Breach" means the theft or loss of, or unauthorized use or disclosure of, personal information in the custody or under the control of the Municipality;

"Privacy Impact Assessment or PIA" means an assessment undertaken in accordance with MFIPPA to identify and address privacy and security risks associated with the collection, use, disclosure, retention and protection of personal information;

"Record(s)" also known as **"Files"** as defined in the *Municipal Act* means information, however recorded, or stored, whether in printed form, on film, by electronic means or otherwise, including documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs, film, architectural drawings, email, machine readable records, and any other documentary material regardless of physical form or characteristics, and including "official records" and "transitory records";

"Retention Schedule" means a control document that describes the municipality's records at a series level and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the municipality's records;

"RROSH" means a real risk of significant harm to an individual resulting from a privacy breach, as determined in accordance with MFIPPA and applicable regulations;

"Transitory Records" means records kept solely for convenience of reference and of limited value in documentation the planning or implementation of Municipal Policy or programs such as:

a) Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
b) Information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
c) Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document, and which do not record decisions;
d) Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;

e) Voice mail messages;
f) Email messages and other communications that do not relate to Municipal business;
g) Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
h) Duplicate stocks of obsolete publications, pamphlets or blank forms;
i) Unsolicited advertising materials, including brochures, municipal profiles and price lists.

3. **RETENTION SCHEDULE**

a) The retention periods for the records of the Municipality of Magnetawan are stated in Schedule "A" which forms part of this By-law.
b) The Clerk is responsible for administering this By-law and will ensure that the retention periods set out in Schedule 'A" attached hereto comply with all relevant legal requirements for records retention.
c) Where a record is not specifically identified in Schedule "A", the record shall not be deemed transitory solely because it is not listed in the Schedule. The record shall be classified according to its function, purpose and content and retained in accordance with applicable legislation and Municipal policies. Where no appropriate classification exists, the Clerk shall determine the appropriate classification and retention requirements prior to disposition.

4. **EMPLOYEE RESPONSIBILITIES**

a) All Municipal employees who create, work with, or manage records, will:
   i. Comply with the retention periods as specified in Schedule "A" attached hereto;
   ii. Ensure that official records in their custody or control are protected against unauthorized destruction, loss, alteration or disposal;
   iii. Ensure the transitory records in their custody or control are destroyed when they are no longer needed for short-term reference;
   iv. Take reasonable steps to protect records containing personal information against theft, loss, unauthorized access, use, disclosure, copying, modification or disposal;
   v. Ensure transitory records are securely destroyed when they are no longer required;
   vi. Comply with any Legal Hold or direction issued by the Clerk; and
   vii. Immediately report a suspected privacy breach in accordance with the Municipality's applicable privacy policies and procedures

PROTECTION OF PERSONAL INFORMATION

a) Records containing personal information shall be collected, used, disclosed, retained, safeguarded and disposed of in accordance with *MFIPPA*, its regulations, this By-law and applicable Municipal policies and procedures.
b) Reasonable administrative, technical and physical safeguards appropriate to the sensitivity of the personal information shall be used to protect records containing personal information.
c) Records containing personal information shall be securely destroyed or disposed of in a manner that prevents unauthorized access, use, disclosure or recovery of the information.

5. **SUSPENSION OF DESTRUCTION/LEGAL HOLD**

Notwithstanding any retention period established by this By-law, destruction or disposition of a record shall be suspended where the record is or may reasonably be required in connection with:

a) An MFIPPA access request or appeal;
b) A privacy complaint or investigation;
c) A privacy breach or RROSH assessment;
d) An IPC review, investigation or order;
e) A litigation or anticipated litigation;
f) An audit, investigation or regulatory proceeding; or
g) Any other legal obligation requiring preservation of the record.

The record shall not be destroyed until the applicable hold has been released and all applicable retention requirements have been satisfied.

6. **PRIVACY IMPACT ASSESSMENTS**

Where a Privacy Impact Assessment is required under MFIPPA, the PIA and any related updates, approvals and supporting documentation shall constitute official Municipal records and shall be retained in accordance with Schedule "A" or the Municipality's corporate retention schedule, as applicable.

7. **PRIVACY BREACH RECORDS**

Records relating to a privacy breach shall be maintained in accordance with Schedule "A", the Municipality's corporate retention schedule and applicable Municipal privacy policies and procedures. Such records may include the initial incident report, containment measures, investigation records, RROSH assessment, determination, correspondence, reports to the Information and Privacy Commissioner of Ontario, notifications to affected individuals, corrective actions and records required for annual statistical reporting.

8. **ADMINISTRATIVE CORRECTIONS**

That the Clerk of the Municipality of Magnetawan is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the By-law and Schedule(s) as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law;

9. **REPEAL**

By-law 2023-08 and any previously conflicting By-laws are hereby repealed.

10. **EFFECTIVE DATE**

This By-law shall come into force and effect on January 1, 2027.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this day of 2026.

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN

_____ Mayor

_____ CAO/Clerk

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN
SCHEDULE "A" TO BY-LAW 2026-

RECORDS RETENTION SCHEDULE

T = Trigger event identified in the retention period

A record is not transitory solely because it is not specifically listed in this Schedule.

CLERK'S RECORDS	YEARS TO BE RETAINED
Accessibility of Services (includes records relating to the accessibility of Municipal buildings, services, and information to disabled persons)	Seven (7) years
Agreements (if not part of a By-law, after completion)	Seven (7) years
Animal Control Files	Seven (7) years
Appointments	Seven (7) years
Committee Minutes (including Rough Notes)	Seven (7) years
Contracts (if not a part of a By-law, after completion)	Seven (7) years
Correspondence (General)	Seven (7) years
Fence Viewers Awards and Files	Seven (7) years
Insurance Records (including claims, after expiry)	Seven (7) years
Consent Forms/Waivers	Seven (7) years
Licenses (Applications, after expiry)	Seven (7) years
Livestock Affidavits	Seven (7) years
Local Improvement Appeals and Notices (after Debenture finished)	Seven (7) years
Petitions (Unless included in the Agenda Package)	Seven (7) years
Proposal, Quotations, Tender Files (Successful)	Seven (7) years
Leases (after expiration and if not part of a By-law)	Seven (7) years after the completion of the lease
Resolutions (includes resolutions from Council and Committees of Council)	Seven (7) years
Proposal, Quotations, Tender Files (Unsuccessful)	Two (2) years
O.H.R.P. Agreements	Destroyed After Loan Paid in Full
Election Records (includes returned notices, lists of official, voters list, nominations, election results, preliminary voters lists and advertising)	As per the *Elections Act*
Election Records Councillor and Candidates (includes financial forms, nomination records and oaths taken by Council members)	As per the *Elections Act*
Agenda Packages (for Council and the Committees of Council)	Fifteen (15 Years)
Annexation/Amalgamation Files (includes all records pertaining to the annexing and amalgamating of land adjacent to Municipal Lands to accommodate growth. Also includes amalgamation of the Municipality)	Permanent
Applications to Province	Permanent
Assessment Roll	Permanent

By-laws (Original)	Permanent
Cemetery Records (including Burial Permits, maps plot ownership records, interment registers, indexes, cemetery board documentation and related records to the property)	Permanent
Civic/911 Addressing (includes records regarding requests for and assignment of new subdivision road dedications and other street names and numbers. May include correspondence, reports, drawing and copies of related By-laws)	Permanent
Consents (includes records regarding the granting of severances to parcels of land including applications for severance, SCIF's and surveys)	Permanent
Court of Revision Records	Permanent
Deeds (if not part of a By-law)	Permanent
Easements (if not part of a By-law includes all records on Right of Ways and Easements concerning Municipal Ownership of private lands)	Permanent
CLERK'S RECORDS	**YEARS TO BE RETAINED**
Encroachments (includes all records regarding private properties encroaching on Municipal lands. Also includes surveys and any other related documentation)	Permanent
Facilities Construction and Renovations (includes records for the Planning and construction of Municipal facilities, site meetings, consultant reports and cost reports. Also includes architectural and engineering drawings)	Permanent
Ministry of the Environment (MOE) Certificates (includes records and correspondence relating to the Ministry of Environment and impacting the Municipality of Magnetawan)	Permanent
Minor Variances (includes the records related to the granting of minor variances to the Zoning By-law by the committee of adjustment)	Permanent
Minutes (Council Open and Closed)	Permanent
Notice of Change of Land Titles (if not part of a By-law)	Permanent
Official Plans (includes the official plan and amendments to the official plan, background reports, notes, and research, Also includes secondary plans and amendments, containing detailing objectives and policies concerning the planning, development, and specific redevelopment)	Permanent
Real Estate Files (if not part of a By-law)	Permanent
Site Plan Approval (Agreements and Applications)	Permanent
Subdivision Plans and Files	Permanent
Vital Statistics (includes registers of birth, death, and marriages within the Municipality	Permanent
Zoning By-law (Amendment and Applications includes records regarding the granting of amendments to the Zoning By-law)	Permanent
FINANCIAL RECORDS	**YEARS TO BE RETAINED**
Account Receivable Ledger Cards	Seven (7) years

Bank Reconciliations	Seven (7) years
Bank Statements	Seven (7) years
Cash Books	Seven (7) years
Cash Payment Journal	Seven (7) years
Cheque Register	Seven (7) years
Cheque Stubs	Seven (7) years
Correspondence (General)	Seven (7) years
Debenture Register	Seven (7) years
Debenture Summaries	Seven (7) years
Debenture Working Papers	Seven (7) years
Deposit Book (Pass)	Seven (7) years
Deposit Slips	Seven (7) years
Final Budgets (Operating and Capital)	Seven (7) years
Final Tax Billing	Seven (7) years
General Journal	Seven (7) years
Government Remittances	Seven (7) years
Investment Files	Seven (7) years after end of investment
Mortgage Lists	One (1) year
Municipal Tax Credits	Seven (7) years
Paid Accounts Summary Sheet	Seven (7) years
Paid (Cancelled) Cheques	Seven (7) years
Paid Debenture and Coupons (upon maturity)	Seven (7) years
Paid Invoices	Seven (7) years
Payroll Journal Register	Seven (7) years
Payroll Remittances	Seven (7) years
Petty Cash Vouchers	Seven (7) years
Posting and Distribution Journals	Seven (7) years
Receipt Books	Seven (7) years
School Tax Credits	Seven (7) years
FINANCIAL RECORDS	**YEARS TO BE RETAINED**
Subsidy and Tax Application Forms	Seven (7) years
Tax Arrears Listing	Seven (7) years
Tax Assistance Adjustment	Seven (7) years
Tax Certificate	Seven (7) years
Tax Receipts	Seven (7) years
Assets (includes the records regarding current and fixed assets, including inventories as well as records of initial expenditure, depreciation, amortization, disposal)	Permanent
Assessment Review Board (includes records relating to Requests for Consideration, Tax Credit Records, Assessment Review Bord decisions, etc.)	Permanent
Audited Financial Statements	Permanent
General Ledger	Permanent

Tax Roll and Records (includes taxation records of long-term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations and tax ledgers)	Permanent
Loan Agreements	Permanent
Successful Grant Applications (includes application, reporting, details of grant)	Permanent
Unsuccessful Grant Application (includes application, and details of grant)	Two (2) years
HUMAN RESOURCES/PERSONNEL RECORDS	**YEARS TO BE RETAINED**
Bi-weekly Payroll Summary	Seven (7) years
Employees Income Tax Deductions	Seven (7) years
Garnishees (re: employees)	Seven (7) years
Medical Files	Seven (7) years
Overtime Sheets	Seven (7) years
Sick Leave	Seven (7) years
Timecards	Seven (7) years
Time Distribution Sheets	Seven (7) years
Time Sheets (Daily and Weekly)	Seven (7) years
U.I.C Records	Seven (7) years
TD-1 Forms	Upon replacement
Disability Management (AODA) (includes all records related to AODA, accessibility standards, complying with standard, municipal accessibility, and Human Rights Code)	Permanent
Employees Personal History Files (including ROE's)	Permanent
Grievances/Harassment/Violence (includes records detailing with grievance, harassment and/or violence complaints by or against employees of the Municipality. It includes documents such as the complaint, investigation, reports, and final resolution)	Permanent
Health and Safety (includes records regarding the occupational health and safety of Staff. Includes accident reports, WSIB reports and information on Health and Safety Programs for Staff)	Permanent
Labour Relations – Employment Management (includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations)	Permanent
Pension Records -OMERS (includes records detailing obligations to individuals under OMERS, includes pension information of retired personnel, including registration and records)	Permanent
Salary Planning – Pay Equity (includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity)	Permanent
T-4 (Slips and Summaries)	Permanent
W.S.I.B. Forms	Permanent
LEGAL RECORDS	**YEARS TO BE RETAINED**

Appeals and Hearings (includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgements. Includes zoning appeals, official plan appeals, and Committee of Adjustment appeals. Also includes orders issued by the Ontario Municipal Board (OMB), regulatory bodies and boards)	Permanent
By-Law Enforcement (includes records of municipal efforts to enforce by-laws such as order to comply, stop work order, working notes, correspondence, exhibits photographs etc.)	Permanent
Court Cases Claims Against the and Claims by the Municipality (includes all litigation made by other parties against the Municipality and all litigation made against other parties by the Municipality. Includes insurance claims and by-law enforcement and prosecution)	Permanent
Exchange of Land Files	Permanent
Heritage Preservation (includes records regarding heritage and historical development, includes the designations of building, districts, and cemeteries)	Permanent
Land Acquisition and Sale (includes records regarding real estate transactions and conveyance of land whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals)	Permanent
Land Tribunal Notices of Decision (LPAT)	Permanent
Local Improvement Files (s.22, *Local Improvement Act*)	Permanent
Municipal Emergency Response (includes records of response issued by the Municipal, Provincial, or Federal Government associated with non-declared and declared emergencies, Records may include incident reports, status reports, situation reports, action plans, position logs, maps, resource requests and tracking, and event and status boards. Records of particularly significant community emergencies such as infectious diseases, natural disasters, and environment exercises)	Permanent
Road Closing Files (includes all records regarding the sale or granting of municipal shore road or road allowances)	Permanent
Statement of Claims	Permanent
Writs	Permanent
Building and Structural Inspections (includes inspection reports such as building, plumbing, fire prevention and other structural inspections)	Fifteen (15) years or at the discretion of the CBO
Building Permits (includes permits issued to builders, contractions and residents giving them permission to build, renovate or demolish.	Fifteen (15) years or at the discretion of the CBO
PUBLIC WORKS RECORDS	**YEARS TO BE RETAINED**
Contract Files (upon completion of contract)	Seven (7) years
Equipment Distribution Sheets	Seven (7) years
Fuel Tickets	Seven (7) years
Gravel Tickets	Seven (7) years
Material Distribution Sheets	Seven (7) years

Monthly Road Reports	Seven (7) years
Public Works Contract Forms	Seven (7) years
Truck Hire (Time Reports and Summaries)	Seven (7) years
Vehicle Distribution Sheets	Seven (7) years
Weed Control Reports (until updated)	Seven (7) years
Bridges (includes estimates, studies, and other records regarding projects specifically for bridge construction, repairs, maintenance, and replacement)	Permanent
Contaminated Sites (includes site records and information on properties withing the municipality with contaminated soil/sites)	Permanent
Hazardous Materials (includes information and reports on chemicals and substances that pose fire hazards. Also include records dealing with toxic substances control, transportation, and effects, May include HAZMAT information)	Permanent
PUBLIC WORKS RECORDS	**YEARS TO BE RETAINED**
Landfill Monitoring (includes the consulting, monitoring surveys, and annual reports to MOECC)	Permanent
Road Construction Records (after completion includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, bridges, road study, etc.)	Permanent
Road Design and Planning (includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs, sidewalks, cycle ways, footpaths, etc. Includes MTO and Highway 11 expansion records)	Permanent
Waste Management – Property File (includes all building permits, project notes, MOECC ECA Applications, MOECC ECA Approvals, documents, and related correspondence)	Permanent
PRIVACY/MFIPPA RECORDS	**YEARS TO BE RETAINED**
Privacy Impact Assessments, updates, approvals and supporting documents	T + 7 years after program/process/system discontinued or PIA superseded
Privacy Breach Incident Files – incident, containment, investigation, findings and corrective actions	T + 7 years after final resolution/closure
RROSH Assessments	Retain with related Privacy Breach Incident File
IPC Privacy Breach Reports and Correspondence	T + 7 years after final resolution/closure
Affected Individual Privacy Breach Notifications	Retain with related Privacy Breach Incident File
Privacy Breach Register/Tracking Records	T + 7 years after end of calendar year
Annual Privacy Breach Statistical Reports to IPC	T + 7 years after submission
Privacy Complaints and IPC Investigations/Reviews	T + 7 years after final resolution
MFIPPA Access Requests, Decisions and Appeals relating to Fire Department records	T + 7 years after final resolution

Privacy / MFIPPA Training Records	T + 7 years after separation or superseded

DRAFT

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2026 -

BEING A BY-LAW TO ESTABLISH A SCHEDULE OF RETENTION PERIODS FOR RECORDS, DOCUMENTS AND OTHER PAPERS FOR THE MAGNETAWAN FIRE DEPARTMENT

WHEREAS Section 254, of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality shall retain and preserve the records of the Municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection;

AND WHEREAS Section 255, of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality may, subject to the approval of the Municipal Auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254;

AND WHEREAS the Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA") establishes requirements respecting the collection, use, disclosure, retention, protection and disposal of personal information;

AND WHEREAS the Municipality considers it appropriate to establish retention and disposition requirements that support compliance with applicable records-management and privacy legislation;

NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN AS FOLLOWS:

1. This By-law maybe be referred to as **"The Fire Department Retention By-law"**

2. **DEFINITIONS**

"Auditor" means the person or firm appointed by the Council of the Municipality of Magnetawan from time to time to perform the annual audit of the records;

"Clerk" means the Municipal Clerk or their designate(s);

"Destroy" means the secure and permanent destruction or deletion of a record in a manner appropriate to its format and sensitivity so that the recorded information cannot reasonably be reconstructed, recovered or accessed;

"Fire Chief" means the lead technical, administrative, and supervisory authority for the Magnetawan Fire Department. Responsible for planning, organizing, directing, and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Also responsible for all Fire Department staff and volunteers.

"Legal Hold" means the suspension of the normal destruction or disposition of a record because the record is or may reasonably be required for an access request, appeal, complaint, investigation, audit, litigation, privacy breach, IPC proceeding or other legal or administrative proceeding;

"Municipal Record(s)" means recorded information in any format or medium that documents the municipality's business activities, rights, obligations or responsibilities or recorded information that was created, received, distributed, or maintained by the municipality in compliance with a legal obligation;

"Permanent" means that the record is to be retained indefinitely unless otherwise authorized by law. In relation to employee records, files, and/or records, means the lifetime of the employee until death plus two (2) years.

"Personal Information" has the same meaning as in the *Municipal Freedom of Information and Protection of Privacy Act*;

"Privacy Breach" means the theft or loss of, or unauthorized use or disclosure of, personal information in the custody or under the control of the Municipality;

"Privacy Impact Assessment" or "PIA" means a written assessment prepared in accordance with *MFIPPA* respecting the collection, use, disclosure, retention and protection of personal information;

"Record(s)" also known as **"Files"** as defined in the *Municipal Act* means information, however recorded, or stored, whether in printed form, on film, by electronic means or otherwise, including documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs, film, architectural drawings, email, machine readable records, and any other documentary material regardless of physical form or characteristics, and including "official records" and "transitory records";

"Retention Schedule" means a control document that describes the municipality's records at a series level and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the municipality's records;

"RROSH" means a real risk of significant harm to an individual resulting from a privacy breach, as determined in accordance with *MFIPPA* and applicable regulations;

"Transitory Record(s)" means records of temporary usefulness that are not required to document decisions, transactions, rights, obligations, policies or substantive municipal business and may be destroyed when no longer required, subject to any Legal Hold such as:

a) Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
b) Information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
c) Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document, and which do not record decisions;
d) Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;

e) Voice mail messages;
f) Email messages and other communications that do not relate to Municipal business;
g) Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
h) Duplicate stocks of obsolete publications, pamphlets or blank forms;
i) Unsolicited advertising materials, including brochures, municipal profiles and price lists.

3. **RETENTION SCHEDULE**

a) The retention periods for the records of the Magnetawan Fire Department are stated in Schedule "A" which forms part of this By-law.
b) The Fire Chief is responsible for administering this By-law and will ensure that the retention periods set out in Schedule 'A" attached hereto comply with all relevant legal requirements for records retention.
c) Where a record is not specifically identified in Schedule "A", the record shall not be deemed transitory solely because it is not listed in the Schedule. The record shall be classified according to its function, purpose and content and retained in accordance with applicable legislation and Municipal policies. Where no appropriate classification exists, the Clerk shall determine the appropriate classification and retention requirements prior to disposition.

4. **EMPLOYEE RESPONSIBILITIES**

a) All Fire Department employees who create, work with, or manage records, will:
   i. Comply with the retention periods as specified in Schedule "A" attached hereto;
   ii. Ensure that official records in their custody or control are protected against unauthorized destruction, loss, alteration or disposal;
   iii. Ensure the transitory records in their custody or control are destroyed when they are no longer needed for short-term reference;
   iv. Take reasonable steps to protect records containing personal information against theft, loss, unauthorized access, use, disclosure, copying, modification or disposal;
   v. Ensure transitory records are securely destroyed when they are no longer required;
   vi. Comply with any Legal Hold or direction issued by the Clerk; and
   vii. Immediately report a suspected privacy breach in accordance with the Municipality's applicable privacy policies and procedures.

5. **PROTECTION OF PERSONAL INFORMATION**

a) Records containing personal information shall be collected, used, disclosed, retained, safeguarded and disposed of in accordance with *MFIPPA*, its regulations, this By-law and applicable Municipal policies and procedures.
b) Reasonable administrative, technical and physical safeguards appropriate to the sensitivity of the personal information shall be used to protect records containing personal information.
c) Records containing personal information shall be securely destroyed or disposed of in a manner that prevents unauthorized access, use, disclosure or recovery of the information.

6. **SUSPENSION OF DESTRUCTION/LEGAL HOLD**

Notwithstanding any retention period established by this By-law, destruction or disposition of a record shall be suspended where the record is or may reasonably be required in connection with:

a) An MFIPPA access request or appeal;
b) A privacy complaint or investigation;
c) A privacy breach or RROSH assessment;
d) An IPC review, investigation or order;
e) A litigation or anticipated litigation;
f) An audit, investigation or regulatory proceeding; or
g) Any other legal obligation requiring preservation of the record.

The record shall not be destroyed until the applicable hold has been released and all applicable retention requirements have been satisfied.

7. **PRIVACY IMPACT ASSESSMENTS**

Where a Privacy Impact Assessment is required under *MFIPPA*, the PIA and any related updates, approvals and supporting documentation shall constitute official Municipal records and shall be retained in accordance with Schedule "A" or the Municipality's corporate retention schedule, as applicable.

8. **PRIVACY BREACH RECORDS**

Records relating to a privacy breach shall be maintained in accordance with Schedule "A", the Municipality's corporate retention schedule and applicable Municipal privacy policies and procedures. Such records may include the initial incident report, containment measures, investigation records, RROSH assessment, determination, correspondence, reports to the Information and Privacy Commissioner of Ontario, notifications to affected individuals, corrective actions and records required for annual statistical reporting.

9. **CORPORATE MFIPPA AND PRIVACY RECORDS**

Where a record relating to a Fire Department privacy matter forms part of an official corporate MFIPPA, privacy breach, Privacy Impact Assessment or IPC file maintained by the Clerk, the official corporate record shall be retained in accordance with the Municipality's corporate retention schedule. Any duplicate Fire Department copy may be disposed of when no longer required, subject to any applicable Legal Hold.

10. **ADMINISTRATIVE CORRECTIONS**

That the Fire Chief of the Magnetawan Fire Department in consultation with the CAO/Clerk is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the By-law and Schedule(s) as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

11. **REPEAL**
By-law 2025-61 and any previously conflicting By-laws are hereby repealed.

12. **EFFECTIVE DATE**
This By-law shall come into force and effect on January 1, 2027.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this day of 2026.

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN

_____
Mayor

_____
CAO/Clerk

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN
SCHEDULE "A" TO BY-LAW 2026-

MAGNETAWAN FIRE DEPARTMENT RECORDS RETENTION SCHEDULE

T = Trigger event identified in the second column. Retention periods are subject to any Legal Hold and applicable legislation.

FIRE CHIEF'S RECORDS	TRIGGER (T)	YEARS TO BE RETAINED
Fire Incident/Call Reports	Date of call (T)	T + Six (6) years Extend where required for legal, insurance or investigation purposes
Fire Investigation Files	Closure of case (T)	T + Ten (10) years Significant/major incidents may be selected for permanent archival retention
Emergency Medical Response	Date of response (T)	T + Ten (10) years Subject to confirmation of any applicable health information or other statutory requirements
EQUIPMENT LOGS / RECORDS	**TRIGGER (T)**	**YEARS TO BE RETAINED**
Apparatus Inspection Logs	Date of inspection (T)	T + Three (3) years
Equipment Maintenance Logs	Date of maintenance (T)	T + Six (6) years
HUMAN RESOURCES/PERSONNEL RECORDS	**TRIGGER (T)**	**YEARS TO BE RETAINED**
Firefighter Training Records	Separation of Employee (T)	Permanent
Employees Personal History Files (including ROE's)	Termination date (T)	Permanent
Grievances/Harassment/Violence (includes records detailing with grievance, harassment and/or violence complaints by or against employees of the Fire Department. It includes documents such as the complaint, investigation, reports, and final resolution)		Permanent
Health and Safety (includes records regarding the occupational health and safety of Staff. Includes accident reports, WSIB reports and information on Health and Safety Programs for Staff)		Permanent
Labour Relations – Employment Management (includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations)		Permanent

W.S.I.B. Forms / Occupational Injury Reports	Resolution/closure (T)	Permanent
PRIVACY/MFIPPA RECORDS	**TRIGGER (T)**	**YEARS TO BE RETAINED**
Fire Department Privacy Incident / Breach Working Records	Final resolution/closure (T)	T + Seven (7) years or retain under corporate privacy breach file, as applicable
RROSH Assessments	Final resolution/closure (T)	Retain with related privacy breach file
Privacy Impact Assessments and Updates relating specifically to Fire Department programs/processes	Program/process/system discontinued or PIA superseded (T)	T + Seven (7) years or retain under corporate PIA file, as applicable
IPC Privacy Breach Reports and Correspondence	Final resolution/closure (T)	T + Seven (7) years or retain under corporate privacy breach file, as applicable
Affected Individual Privacy Breach Notifications	Final resolution/closure (T)	Retain with related privacy breach file
Privacy Breach Register/Tracking Records	End of calendar year (T)	T + Seven (7) years, corporate master maintained by Clerk
Annual Privacy Breach Statistical Reports to IPC	Date submitted (T)	T + Seven (7) years, corporate master maintained by Clerk
Privacy Complaints and IPC Investigations/Reviews	Final resolution/closure (T)	T + Seven (7) years or retain under corporate file, as applicable
MFIPPA Access Requests, Decisions and Appeals relating to Fire Department records	Final resolution (T)	T + Seven (7) years or retain under corporate MFIPPA file, as applicable
Privacy / MFIPPA Training Records	Separation of employee/volunteer (T)	T + Seven (7) years or retain under corporate training record, as applicable

Previous

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2025 - 61

BEING A BY-LAW TO ESTABLISH A SCHEDULE OF RETENTION PERIODS FOR RECORDS, DOCUMENTS AND OTHER PAPERS FOR THE MAGNETAWAN FIRE DEPARTMENT

WHEREAS Section 254, of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality shall retain and preserve the records of the Municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection;

AND WHEREAS Section 255, of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality may, subject to the approval of the Municipal Auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254;

NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN AS FOLLOWS:

1. This By-law maybe be referred to as **"The Fire Department Retention By-law"**

2. **DEFINITIONS**

"Auditor" means the person or firm appointed by the Council of the Municipality of Magnetawan from time to time to perform the annual audit of the records;

"Clerk" means the Municipal Clerk or their designate(s);

"Destroy" means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists;

"Fire Chief" means the lead technical, administrative, and supervisory authority for the Magnetawan Fire Department. Responsible for planning, organizing, directing, and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Also responsible for all Fire Department staff and volunteers.

"Municipal Record(s)" means recorded information in any format or medium that documents the municipality's business activities, rights, obligations or responsibilities or recorded information that was created, received, distributed, or maintained by the municipality in compliance with a legal obligation;

"Permanent", in relation to employee records, files, and/or records, means the lifetime of the employee until death plus two (2) years.

"Record(s)" also known as **"Files"** as defined in the *Municipal Act* means information, however recorded, or stored, whether in printed form, on film, by electronic means or otherwise, including documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs, film, architectural drawings, email, machine readable records, and any other documentary material regardless of physical form or characteristics, and including "official records" and "transitory records";

"Retention Schedule" means a control document that describes the municipality's records at a series level and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserve for their archival or legal values and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the municipality's records;

"Transitory Records" means records kept solely for convenience of reference and of limited value in documentation the planning or implementation of Municipal Policy or programs such as:

a) Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
b) Information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
c) Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
d) Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
e) Voice mail messages;
f) Email messages and other communications that do not relate to Municipal business;
g) Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
h) Duplicate stocks of obsolete publications, pamphlets or blank forms;
i) Unsolicited advertising materials, including brochures, municipal profiles and price lists.

3. **RETENTION SCHEDULE**

a) The retention periods for the records of the Magnetawan Fire Department are stated in Schedule "A" which forms part of this By-law.
b) The Fire Chief is responsible for administering this By-law and will ensure that the retention periods set out in Schedule 'A" attached hereto comply with all relevant legal requirements for records retention.

4. **EMPLOYEE RESPONSIBILITIES**

a) All Fire Department employees who create, work with, or manage records, will:
   i. Comply with the retention periods as specified in Schedule "A" attached hereto;
   ii. Ensure that official records in their custody or control are protected from inadvertent destruction or damage; and
   iii. Ensure the transitory records in their custody or control are destroyed when they are no longer needed for short-term reference.

5. That the Fire Chief of the Magnetawan Fire Department is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the By-law and Schedule(s) as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law;

6. By-law 2007-29 and any previously conflicting By-laws are hereby repealed.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 19 day of November 2025.

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

Mayor

Clerk

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN
SCHEDULE "A" TO BY-LAW 2025- 61

RECORDS RETENTION SCHEDULE

If the record is not included in Schedule "A" it is considered to be a Transitory Record

FIRE CHIEF'S RECORDS	TRIGGER (T)	YEARS TO BE RETAINED
Fire Incident / Call Reports	Date of call (T)	T + Six (6) years Extend if under legal review
Fire Investigation Files	Closure of case (T)	T + Ten (10) years Archive for major incidents
Emergency Medical Response	Date of response (T)	T + Ten (10) years May be subject to health info legislation
EQUIPMENT LOGS / RECORDS	**TRIGGER (T)**	**YEARS TO BE RETAINED**
Apparatus Inspection Logs	Date of inspection (T)	T + Three (3) years
Equipment Maintenance Logs	Date of maintenance (T)	T + Six (6) years
HUMAN RESOURCES/PERSONNEL RECORDS	**TRIGGER (T)**	**YEARS TO BE RETAINED**
Firefighter Training Records	Separation of Employee (T)	Permanent
Employees Personal History Files (including ROE's)	Termination date (T)	Permanent
Grievances/Harassment/Violence (includes records detailing with grievance, harassment and/or violence complaints by or against employees of the Fire Department. It includes documents such as the complaint, investigation, reports, and final resolution)		Permanent
Health and Safety (includes records regarding the occupational health and safety of Staff. Includes accident reports, WSIB reports and information on Health and Safety Programs for Staff)		Permanent
Labour Relations – Employment Management (includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations)		Permanent
W.S.I.B. Forms / Occupational Injury Reports	Resolution / closure (T)	Permanent

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

Minutes: August 6, 2026, 10:00 am via Zoom and at the Township of Perry Municipal Office

Present: Rod Ward (Chair), Delynne Patterson, Margaret Ann MacPhail, Vicky Roeder-Martin (Vice-Chair), Sean Cotton, Brad Kneller, Norm Hofstetter, Jim Ronholm, Cheryl Philip.

Regrets: Tom Bryson, Luke Preston

Guests: Cheryl Harrison, Deb Raynard, Sandy Zurbrigg, Courtney Metcalfe

Called to order at 10:00 a.m. by Chair R. Ward

1. 2026-19 Moved by Jim Ronholm - Seconded by Sean Cotton
   THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the minutes from the regular meeting of June 4, 2026, as circulated. Carried.
2. **DECLARATION OF PECUNIARY OF INTEREST**: None
3. **DELEGATIONS**: None
4. **RESOLUTIONS PASSED**: None
5. **ITEMS FOR DISCUSSION:**

   a) Muskoka Algonquin Healthcare (MAHC) Update | Cheryl Harrison

   MAHC has yet to receive notification from the province on capital redevelopment. MAHC is one of five (5) hospitals to be proposed affiliates of the new York University School of Medicine and is working with Northern Ontario School of Medicine (NOSM) to build a program in a community that residents with to work, life, and stay.

   MAHC has met with Austin & Leah Toth regarding the move of the cancer clinic. Another patient has also reached out. No changes underfoot at present but they are continuing to listen to patient voices. MAHC is also a part of two regional cancer programs and is engaged in conversations around referrals.

   b) MAOHT PFCPAC Update | Sandy Zurbrigg

   Diane Lloyd and Jim Lawrie were re-elected as PFCPAC co-chairs and engagement is an important goal of the group. One PFCPAC partner will server on the MAOHT Indigenous Engagement Advisory Committee.

Sandy shared a patient experience story that demonstrated how important it is to be attached to a primary care provider. Her son suffered a fracture in his hand, and through Almaguin Highlands FHT received excellent and collaborative care.

c) Almaguin Highlands FHT (AHFHT)Update | Deb Raynard

A nurse will be leaving to attend medical school, and it is hoped that she will return to AHFHT one day. There have been discussions on the mobile cancer clinic and the unit will be in Sundridge in 2027.

A councillor shared another positive patient experience at AHFHT.

d) Activities Related to Catchment Area for Kearney & McMurrich-Monteith Update | Rod Ward

The annual AMO conference is in Ottawa from August 16th to 19th and there will be delegations with the Ministry of Health. One item for discussion is the adding Kearney & McMurrich-Monteith to the physician catchment list.

R. Ward contacted Dr. J. Philpott who responded quickly that one of her team will address this concern. R. Ward and V. Roeder-Martin will be part of an OMA delegation with the MOH on August 17th to discuss this item. It was agreed to keep the message simple but with a big impact; a map of Almaguin Highlands will be created/printed with crayons/markers to draw and show issues.

In another delegation, it was agreed to highlight the work of the AHHC to support physicians and successes it has had. The AHHC Infographic will be shared. This reinforces the work being lead by Dr. J. Philpott, the importance of attachment, and the need for primary care providers.

e) Petition Regarding Cancer Care Services in Huntsville & Bracebridge Update | Rod Ward

Councils are addressing the situation positively. Austin & Leah Toth continue to present to councils and share the petition. Discussion on the plan for future development of services for cancer care. C. Harrison shared that MAHC is engaging with groups to understand patient need and the regional program from a clinical perspective.

f) Future X-Ray Update in Burk's Falls – Update – Rod Ward.

Discussion on the Almaguin Highlands resolution that capital development funds were to be set aside for items in the area (80/20% split) and potential use of those funds for items such as oncology facilities.

It was noted that the x-ray equipment has a limited lifespan, there will not be a new build in Armour, and the municipalities must come together regarding equipment plans.

The Armour Township EOI for development of the wellness clinic was extended to 12 weeks. No funding/support opportunities were put forward. The EOI will be released at a later date.

6. **ADJOURNMENT**

2026-20 Moved by Vicky Roeder-Martin - Seconded by Sean Cotton
THEREFORE, BE IT RESOLVED THAT the Almaguin Highlands Health Council adjourn at 10:45 a.m. to meet again on September 3, 2006, at 10:00 am at Perry Township.
Carried.

Municipality of Magnetawan

Magnetawan Community Centre Board (MCCB)

Meeting Minutes

Wednesday September 16, 2026

9:00 am

Magnetawan Community Centre
4304 Highway 520, Magnetawan

Committee members in attendance:
Chair Garfield Robertson
Councillor Brad Kneller
Maria Dunnett
Garry Johnston
Martina Winstone

Regrets:
Vice Chair Mark Langford
Harvey Sohm

Staff members in attendance:
Deputy Clerk Laura Brandt (Secretary)

DRAFT

OPENING BUSINESS

1.1 **Call to order**
The meeting was called to order

1.2 **Adoption of the Agenda**
RESOLUTION 2026-13 Winstone-Johnston
BE IT RESOLVED THAT the Magnetawan Community Centre Board adopts the agenda for this regular meeting of Wednesday September 16, 2026.
Carried.

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

1.4 **Adoption of Previous Minutes**
RESOLUTION 2026-14 Winstone-Johnston
BE IT RESOLVED THAT the Magnetawan Community Centre Board adopts the minutes from the committee meeting of Wednesday June 24, 2026, as copied and circulated.
Carried.

ITEMS BROUGHT FORWARD

2.1 **Verbal Update Magnetawan Community Centre Projects**

The Secretary advised that the one coffee urn that shorted out has been replaced.

The Secretary further advised the Committee that the boiler and hot water tank will be changing from oil to propane by the end of the year as well as Moore's propane will be changing the turbo propane tank in the Spring of 2027.

Committee Member Dunnett advised the Committee that there are several items missing from the kitchen as well as several agricultural society items missing. Committee Member Dunnett will be going through the kitchen storage as well as the agricultural society's items to purge and note any items that need to be replaced/ordered. Committee Member Dunnett further advised the Committee that the lids for the coffee urns are quite worn in comparison to the coffee urns body. The Secretary advised the Committee that she will reach out to the Parks and Maintenance Manager to clarify how the coffee urns get cleaned. Committee Member Dunnett also advised the Committee that while volunteering at the fair she noticed that one of the Lions Club's roasters appears to be in rough shape and looks like it needs replaced. The Secretary advised the Committee that she will reach out to the Lions Club and let them know.

2.2 **Verbal Update Lions Pavilion Projects**

The Secretary advised the Committee that the repairs to the Pavilion pillars are completed as well as the installation of the flags on the front of the Pavilion has been completed.

Staff further advised the Committee that the Park and Maintenance Manager has found a reputable epoxy company that has provided a quote to epoxy the Pavilion in the amount of $80,000. Staff advised the Committee that the concrete contractor that just completed the work on the Pavilion also looked at the cracks in the Pavilion floor and he noted that no relief cracks were put in the foundation which seems to be the root cause of the cracking. He believes the most economical option would be to epoxy the floor as constructing a new pad would be very costly and it would impact events such as the Farmers Market.

Staff also advised the Committee that the only outstanding project is the painting of the Pavilion shop which will be completed by the end of the year as the Parks & Maintenance Manager will have Staff paint it in November/December.

2.3 **Verbal Update Ahmic Harbour Community Centre**

The Secretary advised the Committee that the water system needed to be repaired and all parts have been installed and there is now no loud banging in the wall when the tap is turned on.

The Secretary further advised the Committee that heating coils will be placed on the roof before winter to help keep any snow accumulation off the roof.

The Secretary also advised that the Committee that Staff will be following up with the plumber regarding the installation of the dishwasher. The Secretary further advised

the Committee that included in the agenda package are pictures of the cabinets that the dishwasher will be installed inside or beside.

The Secretary advised that she had reached out to the Ahmic Lake Golf Club as they had chairs available for sale. Chairs can be purchased at a price of $18/chair. The Club graciously offered that they would sell 40 chairs for the price of 30 chairs, which would be a price of $13.50/chair for a total of $540. The Secretary advised that there is $500 that will be unused as it was earmarked for the repair of the seal on the bar fridge which is not necessary at this time. The Committee members agreed that the chairs should be purchased and that additional chairs and tables would be put in the budget for 2027 for Council consideration.

2.4 **Fees and Charges Bylaw Community Centre Fee Review**

The Secretary advised the Committee that during navigating the Kvas Request to Council the Mayor requested that Staff bring the fees and charges bylaw to the Committee for review. The Mayor requested that the wording "or commercial use" be added to the Kitchen Rental section of the Magnetawan Community Centre.

The Committee discussed the absence of two Committee members and the Secretary advised the Committee that the discussion could be brought back to the next Committee meeting so that all members will be able to have input regarding the current rental fees and whether or not they should be increased.

2.5 **Discussion 2027 Budget**

The Secretary advised the Committee that at the next meeting budget items for 2027 will be discussed. The Secretary further advised the Committee that currently on the list for future budget considerations is the pavilion stairs (at the request of the mayor), epoxy of the Pavilion Floor, new tables and chairs for the Ahmic Harbour Community Centre, new track for stage curtains, and a new poster board at the Lions Pavilion.

The Secretary further advised the Committee that a few members of the Burk's Falls Art Club requested that a track be put up all around the Magnetawan Community Centre that can be utilized for their Art Shows. At this time Committee members do not want to include this for 2027 budget consideration.

The Secretary also advised Committee Members that if they have any other budget considerations to let the Secretary know so that any research needed to be completed such as pricing, quotes, etc. can be completed for the next Committee meeting.

FOR INFORMATION ONLY

3.1 Outcome of Kvas Request to Council

3.2 Report from Parks & Maintenance Manager Michelle Tamblyn Security Keypad and System Update

ADJOURNMENT

3.1 **Confirm the Proceedings of Committee and Adjourn**

RESOLUTION 2026-115 Kneller-Winstone

BE IT RESOLVED THAT the Magnetawan Community Centre Board adjourns this meeting at 9:43 am to meet again on October 28, 2026, at 9:00 am or at the call of the Chair.

Carried.

Approved by:

_____ _____

Chair Secretary

DRAFT

District of Parry Sound

Social Services
Administration Board

Chief Administrative Officer's Report

September 2026

Mission Statement

To foster healthier communities by economically providing caring human services that empower and enable the people we serve to improve their quality of life.

Association of Municipalities of Ontario Conference (Ottawa, Aug 16-19, 2026)

At the recent Association of Municipalities of Ontario (AMO) Conference, the Northern Ontario Service Deliverers Association (NOSDA) held several key meetings with provincial ministries to advocate for priorities affecting Northern communities, with our CAO Tammy MacKenzie joining the delegation to ensure a strong voice for the North.

NOSDA's delegation met with the Honourable Raymond Cho, Minister for Seniors and Accessibility to highlight the importance of creating a Northern Ontario Aging in Place Strategy, bringing together affordable housing, accessibility, transportation, health care, and community supports. NOSDA also shared how its proposed Housing Portfolio Project, which includes approximately 1,200 affordable housing units across Northern Ontario, presents an opportunity to incorporate accessibility and age-friendly design from the outset and support seniors in remaining connected to their communities.



Pictured: Charene Gilles (CAO, Rainy River DSB), Fern Dominelli (NOSDA Executive Director), Lynn Watson (NOSDA Vice-Chair), the Honourable Raymond Cho (Minister for Seniors and Accessibility), Michelle Boileau (NOSDA Chair), Tammy MacKenzie (CAO, Parry Sound DSSAB), Ken Ranta (CEO, Thunder Bay DSSAB).

NOSDA had the opportunity to meet with representatives from Ontario's Ministry of Children, Community and Social Services (MCCSS) to discuss the important connection between income stability, housing stability, and workforce participation. The discussion reinforced the importance of ensuring people have the stability and supports they need to secure housing, and build stronger futures. We appreciate the opportunity to share Northern Ontario's priorities and look forward to continued collaboration.





'Everyday Impact' – August 2026
Jessica Cargill

Jessica is a valuable member of our Esprit Team. She brings a background of working knowledge and applies it to her new role as a Residential Program Worker. She provides expectational support to the residents through her compassion and kindness.

If a resident is struggling or just wants to chat, Jessica will take the time to make a cup of tea for them and sit down in a warm and caring atmosphere and just listen and provide sound supportive guidance.



When not in the shelter working, residents will always ask when her next shift is. She takes the time to make a meaningful difference in the lives of each resident. She is not only supportive to the residents but also to her coworkers and is an all-around team player!

Inclusion Support Services – July 2026

Age Group	EarlyON	Licensed ELCC	Monthly Total	Discharges	Referrals	Waitlist
Infant (0–18 months)	0	1	1	0	1	0
Toddler (18–30 months)	2	5	7	0	1	0
Preschool (30–47 months)	8	43	51	0	0	0
JK/SK (48 months–6 years)		21	21	2	0	0
School Age (6 years+)	1	1	2	0	0	0
Monthly Total	11	71	82	2	2	0
Year to Date	***15***	***77***	***94***	***8***	***31***	***0***

Active Caseload: 82 Children

Referrals: 2 *(children may be referred for more than one reason)*

- **2 Speech and Language Delays,**



EarlyON Child and Family Centre Reporting Month: July 2026		
Activity	**Monthly Total**	**Year to Date**
Number of Child Visits	769	5983
Number of Unique Children - monthly	259	878
Number of Adult Visits	537	4339
Number of Unique Adults - monthly	187	742
Number of Professionals	19	202
Number of Virtual Programming Events	9	15
Number of engagements - social media	888	2829
Number of views - social media	29771	157376

EarlyON Literacy Program, July 2026

The goal for promoting literacy in the early stages/years of life is to support continued communication, and language development. This includes encouraging talking, listening, singing, storytelling, reading, and building vocabulary through play. Early literacy skills and experiences help prepare/set children up for success with writing and reading as they enter school.

July Summary	
Total Visits	14
Total Programs/Centres	14
Total Hours	33.50
Total Children	111
Total Professionals	38
Total Adults	85
Total Families	71

The ways that we help to build these skills are through a multitude of hands-on activities, learning through environment and play, and interactions among peers and trusted adults. By making literacy/learning fun and engaging it helps young children remember experiences and connect new information to what they already know.

When children learn through play, stories, songs, movement, hands-on activities, and positive interactions, they are more likely to stay interested, participate, and recall what they learned. These types of learning experiences not only support language, but they encourage confidence, creativity, and overall development

Funding Sources for District Wide Childcare Spaces

Child Care Service Management

Total Children by Funding Source – July 2026

ACTIVE		
Funding Source	# of Children	# of Families
CWELCC	46	45
CWELCC Full Fee	233	229
Extended Day Fee Subsidy	4	4
Fee Subsidy	59	49
Full Fee	1	1
Ontario Works	1	1
Total Active:	**344**	**329**

NEW		
Funding Source	# of Children	# of Families
CWELCC	2	2
CWELCC Full Fee	6	6
Extended Day Fee Subsidy	1	1
Fee Subsidy	33	27
Full Fee	0	0
Ontario Works	0	0
Total New:	**42**	**36**

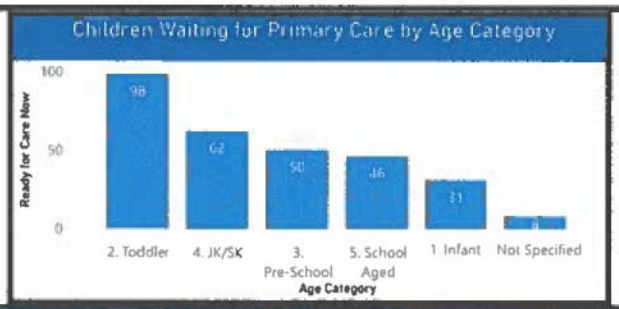
EXITS		
Funding Source	# of Children	# of Families
CWELCC	0	0
CWELCC Full Fee	0	0
Extended Day Fee Subsidy	0	0
Fee Subsidy	5	5
Full Fee	0	0
Ontario Works	0	0
Total Exits:	**5**	**5**

The District of Parry Sound Child Care Application Portal was launched on July 24, 2024. Since implementation, operators and child care service management staff have been working to "clean" the Application Portal by removing duplicates, training staff and assisting families with updating their profiles.

Registry and Waitlist Data for July 2026

Children Waiting for Primary Care

295



Unique Children Waiting for Care

518

Children who Identify as Indigenous	Children Identifying Francophone Relatives
74	49

Waiting for Care - This number represents the unique children who are currently applied for care. This includes children who may already be placed in a program and have applied to another. This also includes the number of children pre-registered for future care.

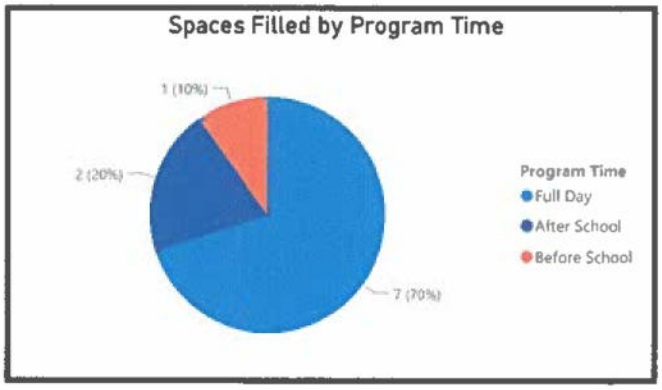
Additions to Application Portal

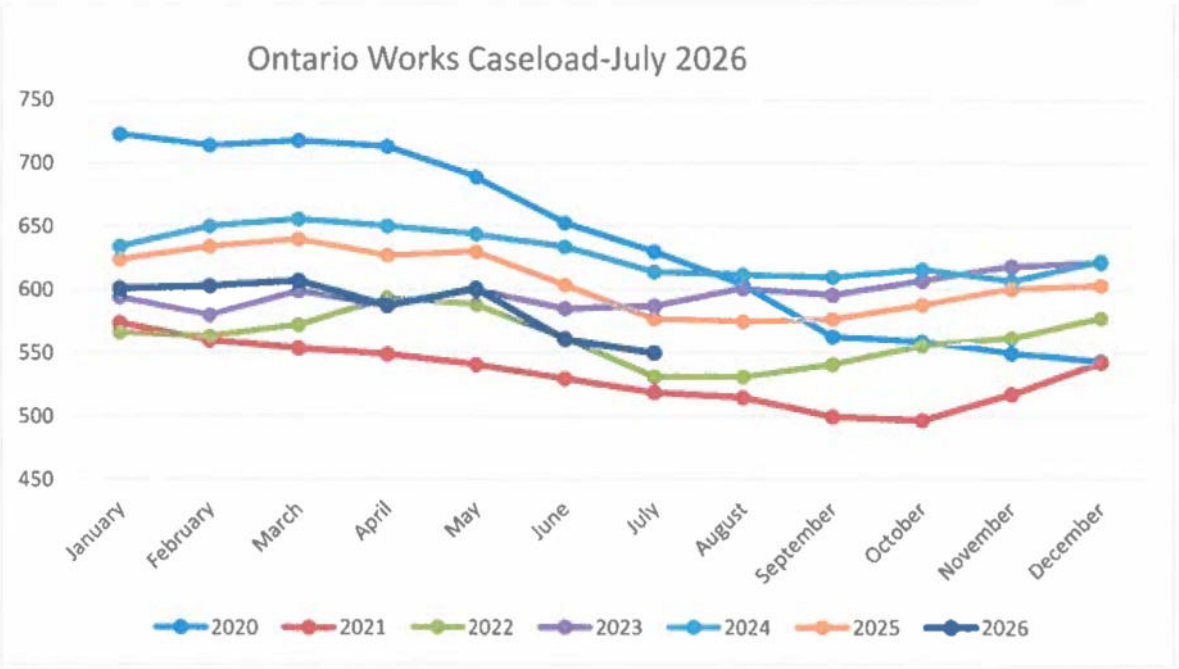
34

Children Placed	Spaces Filled
10	10

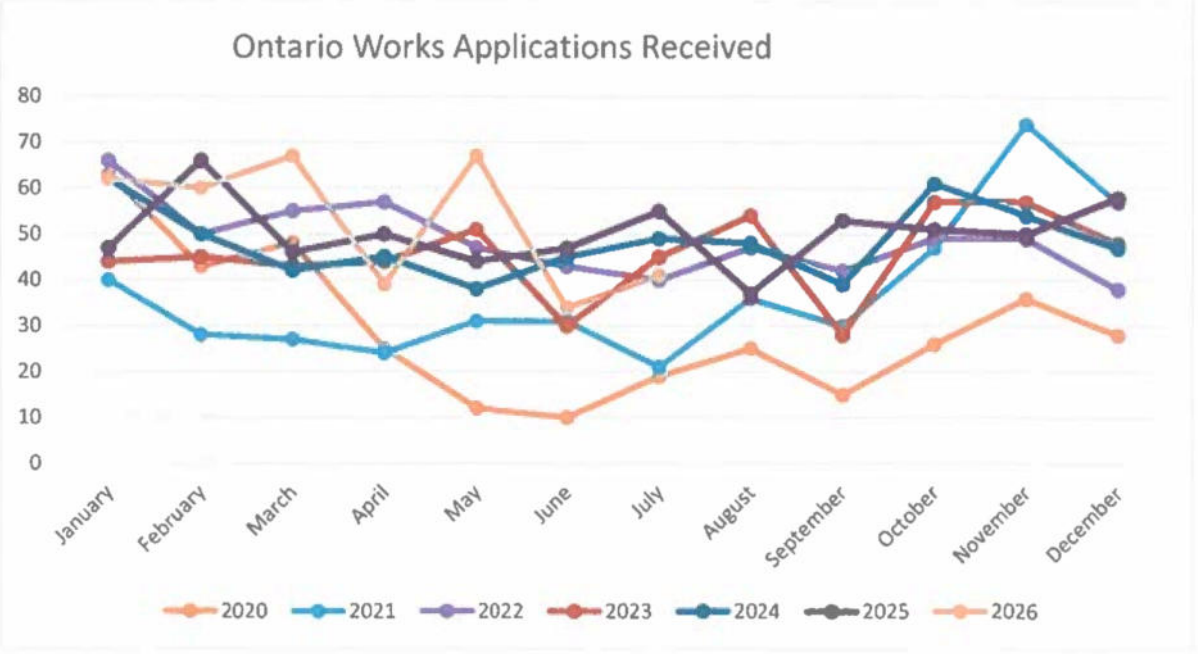
Children Placed - The number of unique children placed in a program.

Spaces Filled - The number of spaces filled by a child. A child may be placed in more than one space, ie: before school space and after school space.

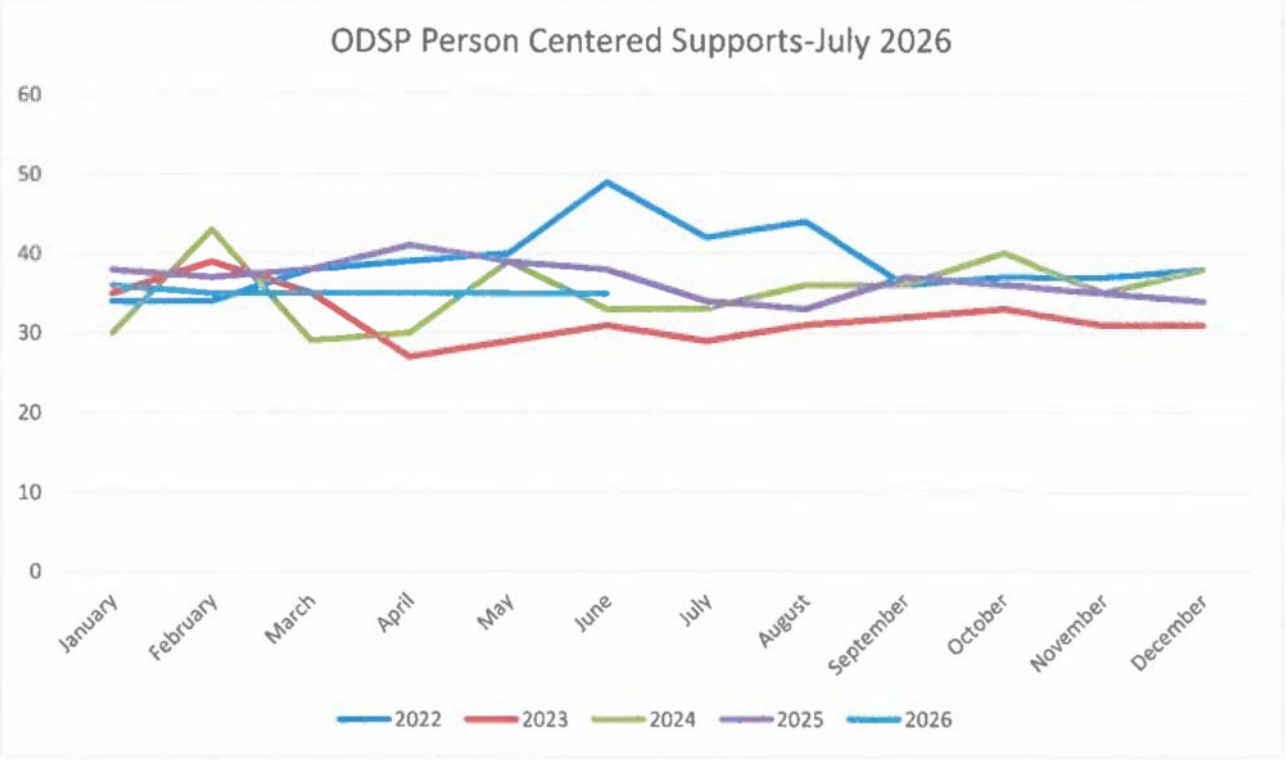




Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office Ontario Works Applications Received



ODSP Participants in Ontario Works Employment Assistance



The OW Caseload continue to hold steady at **550** cases. We are providing **35** ODSP participants Person-Centred Supports. We also have **56** Temporary Care Assistance cases. **41** applications were received through the province's Ontario Works Intake Unit (OWIU).

District of Parry Sound Social Services Administration Board

Ontario Works (OW) Performance Measures

On March 1st, 2025, as part of the province's Employment Services Transformation, we officially entered Integrated Employment Services model (IES) along with our Northeast DSSAB partners with our new Service System Manager College Boreal. This means that employment assistance for Social Assistance recipients now moves under the Employment Ontario umbrella. We are responsible for providing Person Centered Supports to SA Recipients in 4 Support Pillars.

- Crisis & Safety-homelessness, personal safety
- Health-medical, mental health counselling, addiction treatment
- Life Skills-Literacy and Basic Skills such as budgeting, time management
- Community Supports-Housing, transportation and legal support

*NDA-Non-Disabled Adult

Percentage of OW + NDA Members with mandatory participation requirements that have created a Social Assistance Action Plan (Cumulative Year-to-Date)*



Provincial Value for Latest Month in Selected Range



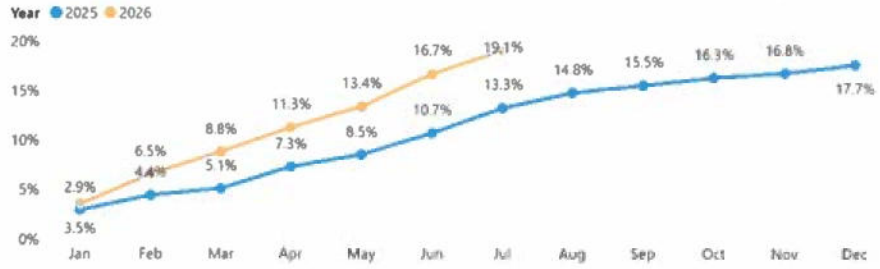
Percentage of OW + NDA Members with mandatory participation requirements that are referred to EO (Cumulative Year-to-Date)



Provincial Value for Latest Month in Selected Range



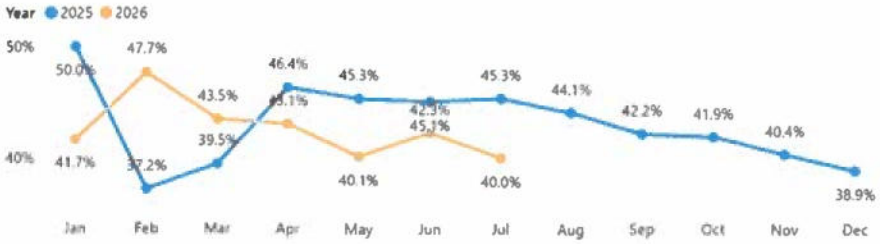
Percentage of Ontario Works cases exiting to employment (Cumulative Year-to-Date)



Provincial Value for Latest Month in Selected Range



Percentage of Ontario Works cases who exit the program and return within one year (Cumulative Year-to-Date)



Provincial Value for Latest Month in Selected Range



By Name List

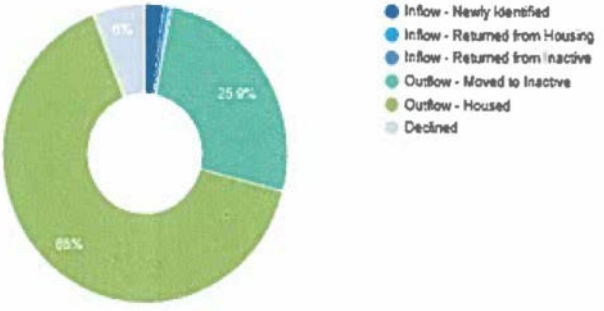
The By Name List is real-time list of all known people who are experiencing homelessness in our community that are willing to participate in being on the list and connecting with our agency for ongoing support to obtain affordable and sustainable housing. The individuals who are connected to this program are provided Intense Case Management supports with the foundations from Coordinated Access towards housing focused solutions.



⇄ BNL INFLOW & OUTFLOW

Print

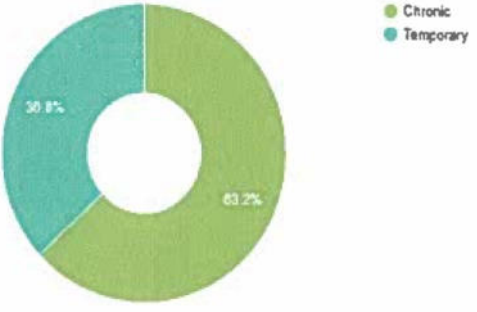
Type	Clients
Inflow - Newly Identified	13
Inflow - Returned from Housing	4
Inflow - Returned from Inactive	2
Outflow - Moved to Inactive	160
Outflow - Housed	401
Declined	37



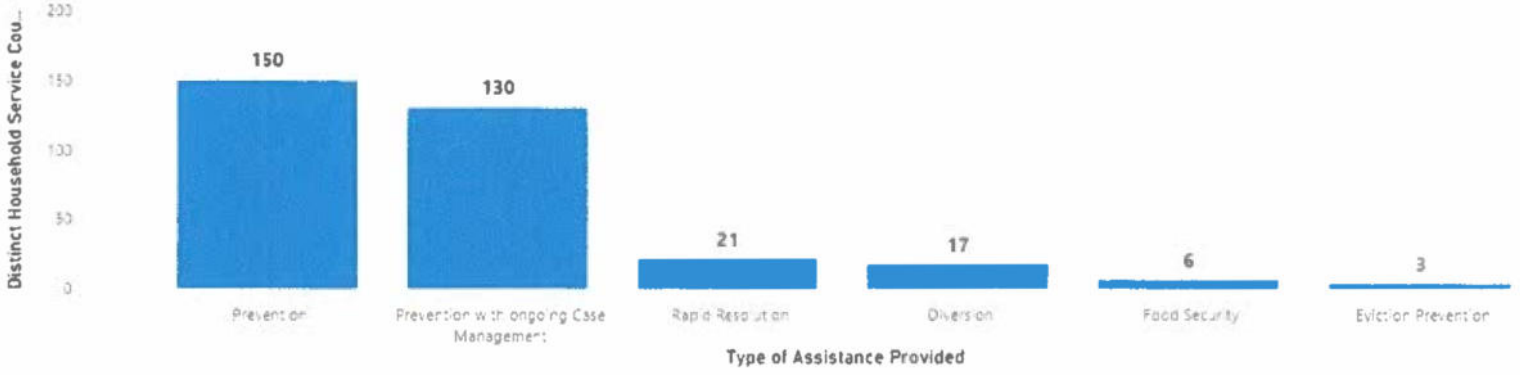
☰ ACTIVE CLIENTS BY HOMELESS PRIORITY

Print

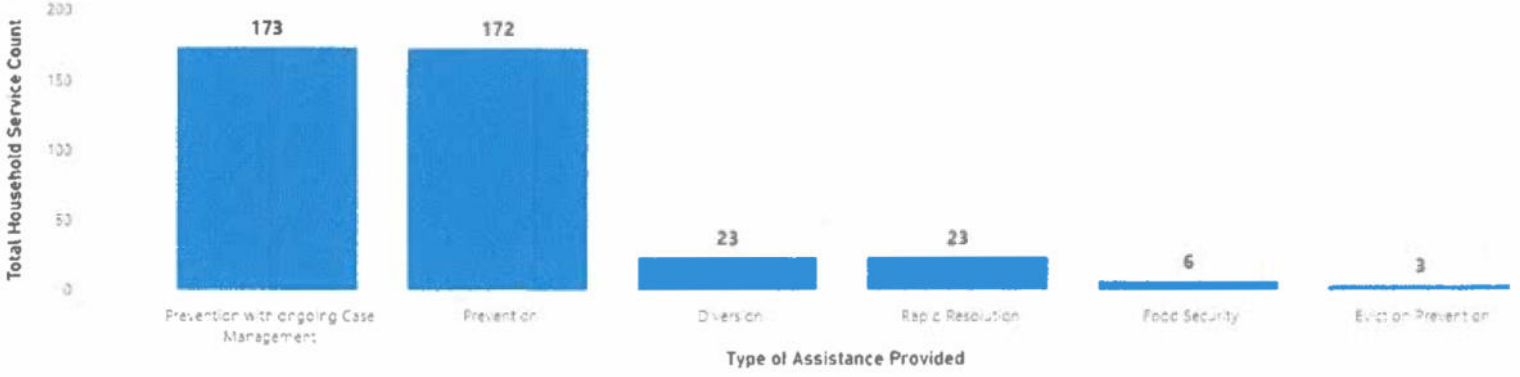
Type	Clients
Chronic	12
Approaching Chronic	0
Temporary	7
N/A	0



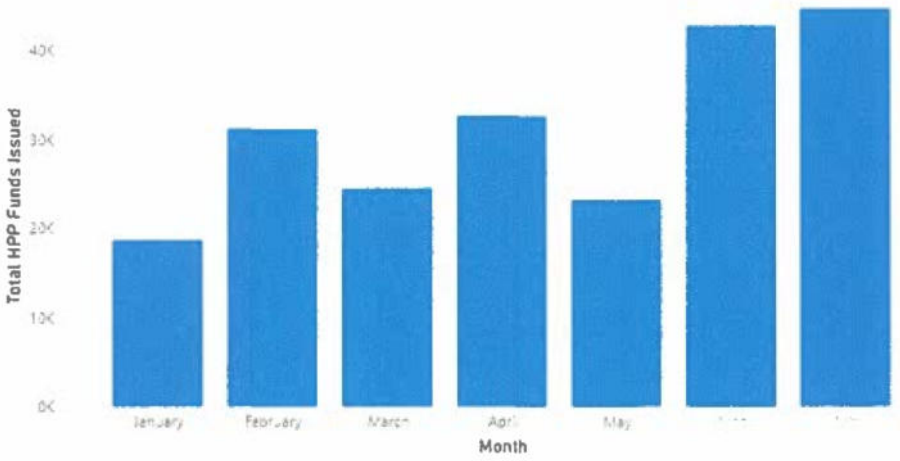
Distinct Household Service Count by Type of Assistance Provided



Total Household Service Count by Type of Assistance Provided



Total HPP Funds Issued by Month



Type of Assistance - HPP

All

Year. Month

Multiple selections

217,668.07

Total HPP Funds Issued

Provincial Priority Groups	Unique Households Served
Chronic Homelessness	13
Indigenous	13
Transitioning from Provincial Institution	4
Youth aged 16-25	18
Total	**47**

	iseholds Served	Total HPP Funds Issued
	115	105,680.44
---	82	75,184.78
Low Income Non Senior	64	16,798.45
Low Income Senior	43	20,004.40
Total	**294**	**217,668.07**

Housing Status	Unique Households Served
At Risk of Homelessness	267
Experiencing Homelessness (and not currently on BNL)	24
On BNL	15
Total	**294**

Has the client been issued HPP in the past?



Type of Assistance Provided	Low Income Non Senior	Low Income Senior	ODSP	OW	Total
Diversion	3	4	5	5	**17**
Eviction Prevention			2	1	**3**
Food Security			2	4	**6**
Prevention	41	33	58	20	**150**
Prevention with ongoing Case Management	17	9	19	88	**130**
Rapid Resolution	7		8	6	**21**
Total	**68**	**4**			

Year. Month

Multiple selections

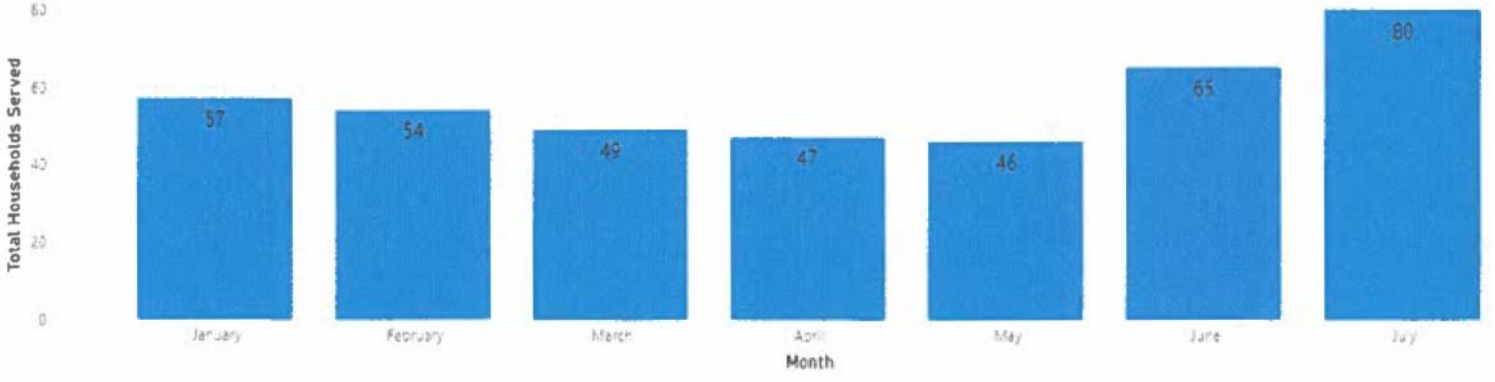
294

Unique Households Served

398

Total Households Served

Total Households Supported through HPP by Month - All



Housing Programs Update—July 2026

Social Housing Centralized Wait List Report			
	East	West	TOTAL
July 2026	Parry Sound	Parry Sound	
Seniors	58	155	**213**
Families	189	503	**692**
Individuals	699	190	**889**
TOTAL	**946**	**848**	**1794**
Total Wait List Unduplicated			**489**

Social Housing Centralized Wait List (CWL) 2025-2026 Comparison Applications and Households Housed from the CWL											
Month 2025	New APP	New SPP	Cancelled	Housed	SPP Housed	Month 2026	New App	New SPP	Cancelled	Housed	SPP Housed
Jan	9			2		Jan	6	0	9		
Feb	8		2	3		Feb	11	2	5	1	
Mar	9	1	4	1		Mar	9		5	3	1
Apr	6	1	10			Apr	4			1	1
May	11		1	2		May	21	1			
June	12	2	1	2		June	14		8	3	
Jul	14			2	1	Jul	15			4	3
Aug	9	1	1	2	1	Aug					
Sept	7	4	1	2	2	Sept					
Oct	8		1	1		Oct					
Nov	1	1	1			Nov					
Dec	7		5	2	1	Dec					
Total	101	10	27	19	5	Total	80	3	27	12	5
						SPP = Special Priority Placement					

Summary:

- There were fifteen new approved applications to the centralized waitlist in the month of July. Two applications received were ineligible – one due to arrears with a social housing provider and another due to assets in excess.
- Four applicants were housed from the waitlist, with three of them holding special priority status.
- No applications were cancelled in July.
- Three Special Priority applications were in progress, with another two sent out at the request of the applicant and/or community partner.
- Two new rent supplements started July 1, with another four anticipated to start August 1

HOUSING OPERATIONS AND SERVICE MANAGEMENT

July 2026 Statistical Information

Activity for Tenant Services

	CURRENT MONTH	YEAR TO DATE
Move-Outs	3	20
Move In (Centralized Waitlist along with Internal transfers)	4	14
L1/L2 Hearings	1	5
N4 Delivered to tenant or filed with the LTB– Notice of eviction for non-payment of rent	1	5
N5 Filed with the LTB– notice of eviction disturbing the quiet enjoyment of the other occupants	3	15
N6 Filed with the LTB –notice of eviction for illegal acts or misrepresenting income for RGI housing	0	1
N7 Filed with the LTB – notice of eviction for willful damage to unit	0	0
Repayment Agreements (new) (Formal & informal)	1	6
No Trespass Order	0	0
Mediation/Negotiation/Referrals	46	246
Tenant Home Visits/Wellness checks	173	419
Tenant Engagements/Education	18	69

Activity for Property Maintenance

Pest Control		Monthly pest control inspections were completed at 8 buildings. 38 units were inspected. Of the 38 units, 2 units required treatment.
Vacant LHC units	12	Vacancy includes units requiring capital repairs
Vacant units: TMV	3	
After Hours Calls	9	monitoring station offline, Fridge repairs required
Work Orders Purchase Orders	200 186	Work orders are created for our staff to complete routine maintenance repairs for all DSSAB/LHC Buildings Purchase Orders are for services, and materials required outside of the Housing Operations Department scope of work for the LHC/DSSAB properties
Fire Inspections	3	Fire inspections completed on properties in July with Huronia Alarms/FPO's. Monthly inspections continue at every building.
Annual Inspections	127	Annual inspections completed in July.
Inspections (Other)	10	Housing keeping, Fire Prevention Officer follow up, pests, and preconstruction/postconstruction
Incident Reports	0	

Capital Projects Monthly Report - July 2026

Monthly Board Report

This monthly report provides an overview of capital project activities undertaken during July 2026. The month focused on continued advancement of the approved 2026 capital program through completion, deficiency review, quotation recommendations, scheduling, contractor coordination, and progression of building envelope and site infrastructure priorities. Key activity included completion of a generator repair item, continued final inspection tracking for generator-related work, completion of one siding phase and commencement of the next phase, deficiency review for a large driveway and concrete scope, preparation of quote recommendations for several asphalt and concrete locations, continued tracking of mechanical and backflow items, and further coordination of remediation, roofing, eavestrough, exterior door, fencing, lighting, and ceiling items requiring pricing, scheduling, or final direction.

Hazardous Material Remediation and Water Damage Repairs

Remediation and water-damage-related activity continued during July through budget review, quotation tracking, and coordination with associated repair work. One remediation scope involving interior ceiling and flooring removals remained active through budget review and further direction. An attic remediation scope remained quoted and continued to require roofing review before related decking, re-shingling, and abatement follow-up can be finalized. Additional remediation-related repair items, including interior restoration, exterior wall repair, and kitchen replacement priorities, remained pending further quotation, scope confirmation, or implementation direction. These items continued to require coordination between investigation, abatement, construction repair, maintenance turnover, and final close-out requirements.

Plumbing, HVAC, and Duct Maintenance

Plumbing and mechanical work progressed during July primarily through tracking of previously completed and awarded scopes. One domestic hot water heater replacement had been completed, while another domestic hot water heater scope had advanced through quotation and award coordination and remained subject to scheduling and close-out requirements. Backflow preventor work remained complete for the previously closed scope, with no major new backflow completion recorded during the reporting period. No major new district-wide HVAC project was otherwise mobilized in July. Mechanical priorities will continue to be tracked through quotation, award, scheduling, completion, inspection, and future building-performance review as required.

Doors, Siding, Painting, and Cosmetic Upgrades

Exterior finish-related scopes advanced during July through siding completion, next-phase start-up, quotation, and site review. One siding phase was completed late in the month and remained subject to deficiency verification before final payment. A subsequent siding phase commenced near the end of July, while another approved siding scope remained scheduled for future start-up. Exterior door quotation activity continued for another building-envelope item, and a fencing-related scope advanced through site review with quotation still required. Several additional exterior and cosmetic repair priorities, including sealants, beam refinishing, exterior wall repairs, and kitchen replacement work, remained pending quotation, re-pricing, or final direction before proceeding.

Generator and Electrical Work

Generator and electrical activity continued during July through completion, final inspection tracking, and close-out coordination. One generator repair scope was completed on July 7th following prior inspection and deficiency follow-up. A separate backup-generator connection remained operational and continued through final inspection and close-out tracking. Lighting and ceiling-related items remained active across the portfolio, with previously completed work in place, one ceiling-related phase still outstanding, and another lighting and ceiling scope remaining at the quotation review stage. No major new electrical panel replacement was completed during July. Electrical and generator scopes will continue to be tracked through inspection, deficiency correction, quotation, approval, and final close-out as required.

Roofing and Eavestrough Projects

Roofing and eavestrough activity remained active during July through quotation, re-quotation, and coordination with remediation requirements. An attic remediation scope continued to require roofing review before related decking and re-shingling requirements can be confirmed. Shed shingling work remained pending quotation. Eavestrough work also continued through re-quotation and emergency quote activity, with one scope requiring additional pricing review due to budget pressure and contractor capacity concerns, and another scope progressing through emergency quotation. Roofing and eavestrough priorities remain connected to broader building envelope planning where drainage, remediation, exterior renewal, budget availability, and contractor scheduling overlap.

Structural Repairs, Infrastructure and Foundation Assessments

Structural and site infrastructure work advanced during July through deficiency review, quote recommendation preparation, and continued assessment of remaining paving and concrete priorities. A large driveway and concrete scope remained active, with work having commenced earlier and a July site meeting held to review deficiencies and confirm follow-up requirements. Several asphalt and concrete quote recommendations were prepared for submission in July, while other locations remained pending quotation or further review. Additional family-unit driveway locations had not yet been fully assessed or quoted. Masonry work that had previously commenced continued to be tracked through implementation and completion coordination. Remaining infrastructure priorities, including driveways, concrete, exterior wall repairs, sealants, beams, and related site work, continued to require quotation, review, deficiency follow-up, or final direction.

Security Enhancements

No new security enhancement projects were undertaken during July. Existing measures remained in place and operational, with ongoing monitoring continuing to support building safety and access control across the portfolio. Any future security-related work will continue to be coordinated through the approved capital plan and reported as procurement, scheduling, or implementation milestones occur.

Consulting and Engineering Contracts

Consultant, contractor, and engineering coordination remained a significant component of the capital program during July. Quotation review and recommendation preparation continued to support asphalt, concrete, driveway, siding, eavestrough, roofing, remediation, exterior door, fencing, lighting, and ceiling-related work. Site review activity supported both deficiency follow-up and quotation preparation, while several items remained pending contractor pricing, revised pricing, scheduling confirmation, or supervisory direction. These activities continue to support procurement discipline, budget validation, and appropriate implementation sequencing before additional work proceeds.

Childcare Capital Acceleration

Childcare-related capital activity remained selective during July. A backup-generator connection serving a childcare-related facility remained operational and continued through final inspection and close-out tracking. No major new childcare-specific capital project was otherwise completed during the reporting period. Childcare-related priorities remained subject to the approved capital plan and will continue to be reported as procurement, inspection, scheduling, access, tenant communication, or implementation milestones occur.

Completion Highlights (July 2026)

July was defined by continued movement of the 2026 capital program through completion, deficiency review, quotation recommendation, site review, scheduling, and close-out tracking. Key accomplishments included completion of one generator repair scope, completion of one siding phase subject to final deficiency verification, commencement of the next siding phase, a deficiency review meeting for a large driveway and concrete scope, preparation of several asphalt and concrete quote recommendations for submission, continued tracking of a backup-generator final inspection, and advancement of a fencing-related item through site review. The month also clarified several items requiring continued quotation, re-quotation, repair coordination, or final direction, including remediation and roofing follow-up, shed shingling, eavestrough pricing, exterior door quotation, lighting and ceiling work, exterior wall repairs, sealants, beams, kitchen replacement work, and remaining asphalt, concrete, and driveway locations.

In summary, July demonstrated continued progress across the approved 2026 capital program, with several scopes advancing through completion, start-up, deficiency review, quote recommendation, and close-out coordination. The next reporting period will focus on siding deficiency verification and continued siding implementation, follow-up on driveway and concrete deficiencies, submission and review of asphalt and concrete quote recommendations, generator final inspection close-out, eavestrough re-pricing, remediation and roofing coordination, exterior door and fencing quotations, and continued implementation of mechanical, electrical, structural, building envelope, and infrastructure priorities.

Social Media Stats

Facebook –District of Parry Sound Social Services Administration	FEB 2026	MAR 2026	APR 2026	MAY 2026	JUN 2026	JULY 2026
Total Page Followers	837	841	849	865	884	893
Post Reach this Period (# of people who saw post)	56,115	16,807	9473	10,273	9353	10,827
Post Engagement this Period (# of reactions, comments, shares)	1,760	847	261	743	391	383

Facebook -Esprit Place Family Resource Centre	FEB 2026	MAR 2026	APR 2026	MAY 2026	JUN 2026	JUL 2026
Total Page Followers	251	251	251	252	252	253
Post Reach this Period (# of people who saw post)	308	1972	275	354	186	706
Post Engagement this Period (# of reactions, comments, shares)	3	15	2	8	11	6

DSSAB LinkedIN Stats https://bit.ly/2YyFHlE	FEB 2026	MAR 2026	APR 2026	MAY 2026	JUNE 2026	JULY 2026
Total Followers	598	601	604	609	612	612
Search Appearances (in last 7 days)	80	60	35	51	37	17
Total Page Views	50	33	9	32	31	5
Post Impressions	1735	1465	666	1282	1024	677
Total Unique Visitors	20	16	7	12	20	4

Instagram - Esprit Place Family Resource Centre https://www.instagram.com/espritplace/	FEB 2026	MAR 2026	APR 2026	MAY 2026	JUN 2026	JULY 2026
Total Followers	120	122	122	123	124	125
# of accumulated posts	81	82	82	83	84	85

Medical Officer of Health Update

Health and social service organizations across the districts are finding it harder to make ends meet. In this environment of fiscal restraint, the North Bay Parry Sound District Health Unit (Health Unit) is exploring how we might collaborate with partners to make public dollars go further while staying true to our mandate and strategic priorities.

Some of the ideas being explored with community partners include staff secondments to organizations whose work complements our own, as well as opportunities for community use of Health Unit spaces, such as meeting rooms or unused blocks of time in clinical areas. Below are two examples of recent collaborations:

Strengthening Partnerships and Community-Based Health Promotion

West Parry Sound OHT Work Assignment

The purpose of the Community Health Promoter (CHP) assignment with the West Parry Sound Ontario Health Team (WPS OHT) is to support WPS OHT priorities through a health promotion, community engagement, knowledge translation, and partnership approach.

The CHP assignment currently supports initiatives related to Alternate Level of Care (ALC) prevention and reduction, patient and community engagement, and knowledge translation of system and community partners.

This assignment has:

- Allowed for integration of Health Unit and OHT goals, including a focus on older adults, frailty and community service awareness.
- Offered the opportunity to support rapid literature reviews of evidence that will be of benefit to the Health Unit as well as the OHT, including how best to reach adults living in rural communities with health information.

- Built and strengthened relationships with community partners across sectors
- Allow for community engagement and relationship building among partners, municipalities, and primary care.
- Led to insights into planning for future program activities that could overlap between OHT and NBPSDHU goals.

North Bay Indigenous Hub Secondment

A Registered Dietitian (RD) secondment at the North Bay Indigenous Hub (NBIH) began in mid-May and has offered an opportunity to strengthen relationships between the NBIH and the Health Unit over the past months. Highlights of the role include the opportunity to connect internal staff at NBIH with internal staff at the Health Unit, as well as enhancing the seconded RD's knowledge of cultural safety practices. These learnings can be disseminated within the Health Unit as applicable. The opportunity to work with NBIH staff to co-create and deliver health promotion workshops for community members in a wholistic way has benefitted both Indigenous clients and the partnership between organizations.

Seasonal Respiratory Vaccines

The Health Unit is gearing up to offer seasonal immunization clinics for the general public and high-risk groups across the districts, providing convenient opportunities for people of all ages to protect themselves against respiratory viruses. These clinics will also help improve access to immunization for individuals who may face barriers to receiving vaccines through primary care or pharmacy settings. Together with community partners, the Health Unit continues to explore opportunities to make immunization services more accessible to individuals who may face barriers to accessing traditional vaccination services in the community.

Sexual Health

In response to increasing rates of gonorrhea infections across the district, a public health bulletin was distributed in August to health care providers. The bulletin highlighted the rise

in cases, encouraged testing of all relevant exposed body sites, and raised awareness that gonorrhea treatment is available at no cost through the Health Unit. Public messaging has also been enhanced through social media and other communication channels to promote sexual health services and increase awareness of testing and treatment options.

Ticks

New Tick Smart signs have been developed by the Environmental Health program to display information to the public on how to protect against ticks, check for ticks, and how to remove ticks. In partnership with Mattawa Conservation Authority the signs are being installed at Conservation Authority trails across our district.



Early Childhood Development

The Health Unit is the "backbone" organization for The Basics movement in Nipissing and Parry Sound districts. This movement creates a community ecosystem to support parents and caregivers in promoting early learning and brain development through five evidence-based, simple principles. Monthly family activity calendars based on The Basics principles have been developed and are now distributed through HBHC home visits, EarlyON Child

and Family Centres, and social media channels, providing families with practical ways to support healthy child development through everyday interactions and routines.

Medical Officer of Health: Report to The Board of Health

Prepared by Dr. Carol Zimbalatti
Medical Officer of Health/Executive Officer

September 23, 2026

Table of Contents

Medical Officer of Health Update 3
Strengthening Partnerships and Community-Based Health Promotion 3
West Parry Sound OHT Work Assignment 3
North Bay Indigenous Hub Secondment 4
Programs and Services Updates 5
Corporate Services 5
Facilities Operations 5
Information Technology 5
Human Resources 5
Finance 6
Clinical Services 6
Communicable Disease Control 6
Oral Health 7
Sexual Health 8
Harm Reduction Services 9
Vaccine Preventable Diseases 10
Community Services 10
Environmental Health 11
Healthy Families 12
Community Health 12
Emergency Management 13
Organizational Effectiveness 13
Quality, Practice, and Relations 13
Indigenous Engagement 15
Foundational Services 17

Medical Officer of Health Update

Health and social service organizations across the districts are finding it harder to make ends meet. In this environment of fiscal restraint, the North Bay Parry Sound District Health Unit (Health Unit) is exploring how we might collaborate with partners to make public dollars go further while staying true to our mandate and strategic priorities.

Some of the ideas being explored with community partners include staff secondments to organizations whose work complements our own, as well as opportunities for community use of Health Unit spaces, such as meeting rooms or unused blocks of time in clinical areas. Below are two examples of recent collaborations:

Strengthening Partnerships and Community-Based Health Promotion

West Parry Sound OHT Work Assignment

The purpose of the Community Health Promoter (CHP) assignment with the West Parry Sound Ontario Health Team (WPS OHT) is to support WPS OHT priorities through a health promotion, community engagement, knowledge translation, and partnership approach.

The CHP assignment currently supports initiatives related to Alternate Level of Care (ALC) prevention and reduction, patient and community engagement, and knowledge translation of system and community partners.

This assignment has:

- Allowed for integration of Health Unit and OHT goals, including a focus on older adults, frailty and community service awareness.
- Offered the opportunity to support rapid literature reviews of evidence that will be of benefit to the Health Unit as well as the OHT, including how best to reach adults living in rural communities with health information.

- Built and strengthened relationships with community partners across sectors
- Allow for community engagement and relationship building among partners, municipalities, and primary care.
- Led to insights into planning for future program activities that could overlap between OHT and NBPSDHU goals.

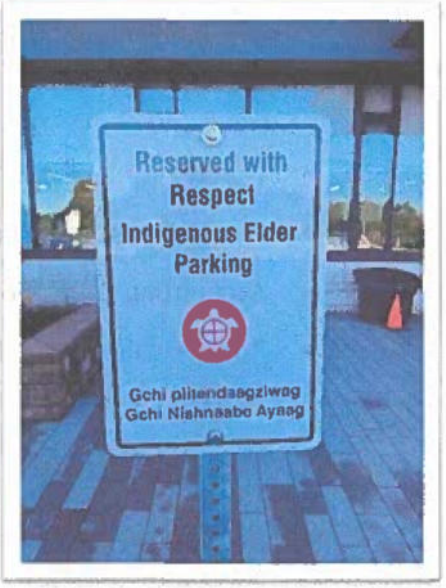
North Bay Indigenous Hub Secondment

A Registered Dietitian (RD) secondment at the North Bay Indigenous Hub (NBIH) began in mid-May and has offered an opportunity to strengthen relationships between the NBIH and the Health Unit over the past months. Highlights of the role include the opportunity to connect internal staff at NBIH with internal staff at the Health Unit, as well as enhancing the seconded RD's knowledge of cultural safety practices. These learnings can be disseminated within the Health Unit as applicable. The opportunity to work with NBIH staff to co-create and deliver health promotion workshops for community members in a wholistic way has benefitted both Indigenous clients and the partnership between organizations.

Programs and Services Updates

Corporate Services

Facilities Operations



North Bay

- Installed public facing Anishinaabemowin language signage.
- One parking space has been designated for Indigenous Elders.
- Preventative maintenance conducted on the Uninterruptible Power Supply (UPS) system for the building.

Parry Sound

- Maintenance conducted on UPS system for the building.

Information Technology

- Wireless access points were upgraded at both the North Bay and Parry Sound offices, improving wireless network coverage, connectivity, and overall reliability for staff.
- Network Infrastructure Refresh Project. Replacing end of life system components to provide continued reliability and security of our network.

Human Resources

Safer Minds Monthly, a new staff engagement and awareness initiative, launched in September through a collaboration between Human Resources and the Strategic Planning Workgroup. The initiative is designed to increase employee awareness of the psychosocial factors that influence workplace mental health and psychological safety, while encouraging discussion about organizational strengths and opportunities for improvement. Over the next 12-15 months, each psychosocial factor will be highlighted to support ongoing learning, reflection, and engagement among staff.

Professional development sessions coordinated through Human Resources include:

- De-escalating Potentially Violent Situations - 80 participants
- Basic Life Support full certification – 6 participants
- Numerous Basic Life Support sessions scheduled for this fall.

In addition to filling temporary positions, the following permanent positions were recently filled:

- Family Home Visitor, Healthy Families (0.80 FTE), effective July 2, 2026
- Health Promotion Specialist, Foundational Services (1.00 FTE), effective July 6, 2026
- Accounting Clerk, Finance (1.00 FTE), effective July 20, 2026
- Public Health Nurse, Sexual Health & Harm Reduction Services (0.80 FTE), effective August 3, 2026
- Public Health Inspector, Environmental Health (1.00 FTE), start date to be determined

There has been a 0.20 FTE net increase in permanent positions.

Finance

The Finance Team has submitted the following documents:

- 2026 Q2 Ministry of Health Standards Activity Report
- 2026-27 Q1 Infection Prevention and Control Hub Report
- 2026-27 Q1 Planet Youth Report

Clinical Services

Communicable Disease Control

Viral Hemorrhagic Fevers - Ebola Disease

Viral hemorrhagic fevers (VHFs) are a group of viral illnesses caused by different virus families. Common symptoms include fever, headache, muscle and joint pain, fatigue, abdominal pain,

vomiting, and diarrhea. Illness severity can range from mild to severe, depending on the virus and the individual. Examples of VHFs include Ebola disease, Marburg disease, and Lassa fever. To date, Ontario has never reported a confirmed VHF case.

Ebola disease is a serious illness that is spread through direct contact with the bodily fluids of a person who is sick with Ebola disease or who has died from it. The average case fatality rate for Ebola is around 50%. On May 16, 2026, the Africa Centres for Disease Control and Prevention reported a confirmed outbreak of Ebola disease caused by Bundibugyo virus in Ituri Province, Democratic Republic of the Congo (DRC). The outbreak was subsequently identified in Uganda following the travel of an infected individual from the DRC. On May 17, 2026, the World Health Organization (WHO) declared the ongoing Ebola disease outbreak in the Democratic Republic of the Congo and Uganda a Public Health Emergency of International Concern.

The Ebola outbreak in Uganda has since been declared over; however, the outbreak in the DRC remains active and continues to pose a significant public health concern, particularly in Ituri Province.

In response to the outbreak and the potential risk of importation, the Government of Canada implemented temporary border measures on May 30, 2026, and then a new federal Emergency Order under the Quarantine Act on August 30, 2026. The Order applies to travellers who have been in the DRC, Uganda, or South Sudan within the previous 21 days. Eligible travellers entering Canada are subject to a mandatory health assessment and, depending on their circumstances, specific public health measures including 21 days of quarantine. The traveller's information is provided to the public health unit where the traveller is quarantining.

The CDC program follows up with travellers referred by the Public Health Agency of Canada (PHAC). This includes completing a clinical assessment and providing education and instructions for symptom monitoring.

Oral Health

Community partnerships continue to strengthen and advance initiatives that improve equitable access to oral health services and preventive care. Planning with the District of Nipissing Paramedic Services CAMP Van continues in support of a shared vision of bringing preventive oral health services directly into communities. This collaborative approach leverages partnerships with local school boards to explore sustainable models for delivering preventive oral health services to children in school settings, helping reduce barriers to care and improve access for families.

Community outreach has also expanded through partnerships that promote oral health education across the district. Staff collaborated with Miigwansag Child Care in Parry Sound to provide engaging oral health education and preventive messaging to preschool-aged children, helping establish healthy oral hygiene habits at an early age.

Staff also collaborated with United Way at a Ready for School event in August, providing oral health education and interactive activities for children and families. The goal of this collaboration was to promote healthy oral hygiene habits, assist families in navigating publicly funded oral health programs and services, and to connect eligible children with available preventive and treatment services.

Sexual Health

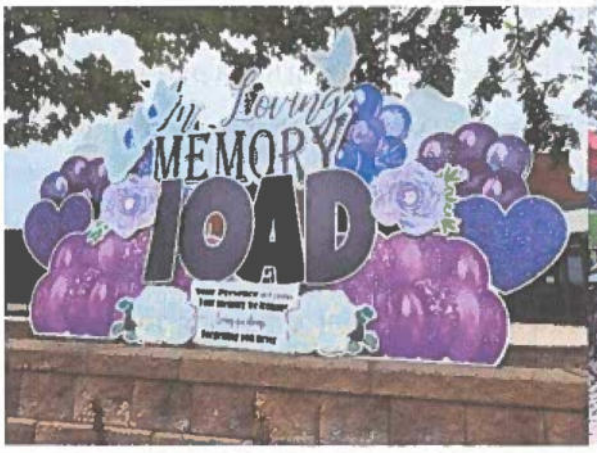
In response to increasing rates of gonorrhea infections across the district, a public health bulletin was recently distributed to health care providers. The bulletin highlighted the rise in cases, encouraged testing of all relevant exposure sites, and raised awareness that gonorrhea treatment is available at no cost through the Health Unit. Public messaging has also been enhanced through social media and other communication channels to promote sexual health services and increase awareness of testing and treatment options.

Public health nurses are preparing to once again provide comprehensive sexual health services to students across the district during the 2026-2027 school year in partnership with secondary schools. At the post-secondary level, the Health Unit engaged students at Nipissing University

during Orientation Week. A key focus of this outreach was sexual health and harm reduction education, including promoting the importance of regular testing and reducing barriers to access through GetaKit, which offers mail-out HIV self-tests and online requisitions for sexually transmitted and blood-borne infection testing for eligible individuals.

Harm Reduction Services

The Health Unit continues to partner with community organizations to support infectious disease prevention, harm reduction, overdose awareness, and substance use recovery initiatives. On July 23, staff participated in World Hepatitis Day at the Kiwanis Bandshell, coordinated by the AIDS Committee of North Bay and Area (ACNBA). During the event, staff provided health promotion resources, naloxone training and kits, and information on Hepatitis prevention and sexual health services. The Health Unit also partnered with community organizations, with ACNBA serving as the lead organizer, to support International Overdose Awareness Day on August 31.





In addition, the Health Unit will play an active role in the Recovery Rocks initiative at the Shadfly House on September 25, led by the Canadian Mental Health Association (CMHA). Through these initiatives, the Health Unit enhances access to naloxone training, harm reduction resources, and community supports while strengthening awareness of available services. This work aligns with the Health Unit's mandate to promote health, prevent illness and injury, reduce health inequities, and support community well-being.

To further strengthen community harm reduction capacity, the District of Nipissing Social Services Administration Board (DNSSAB) Outreach Team was recently onboarded to the Ontario Naloxone Program through the Health Unit. Four outreach workers and the program manager received training on naloxone administration and safe sharps handling practices. Training also included overdose reporting requirements, safe disposal procedures, and key considerations for responding to suspected overdoses.

Vaccine Preventable Diseases

In preparation for the upcoming seasonal respiratory vaccine season, 120 refrigerator inspections were completed across the district this summer. These inspections are an essential part of the Ministry of Health approval process for healthcare providers and community partners, including pharmacies, that wish to participate in the seasonal vaccine program (Influenza, COVID-19, and RSV vaccines).

In addition to seasonal vaccines, the Health Unit has been supporting local pharmacies as they expand their role and start administering routine adult vaccines that protect against tetanus, pertussis, diphtheria, pneumococcal disease, RSV, and shingles.

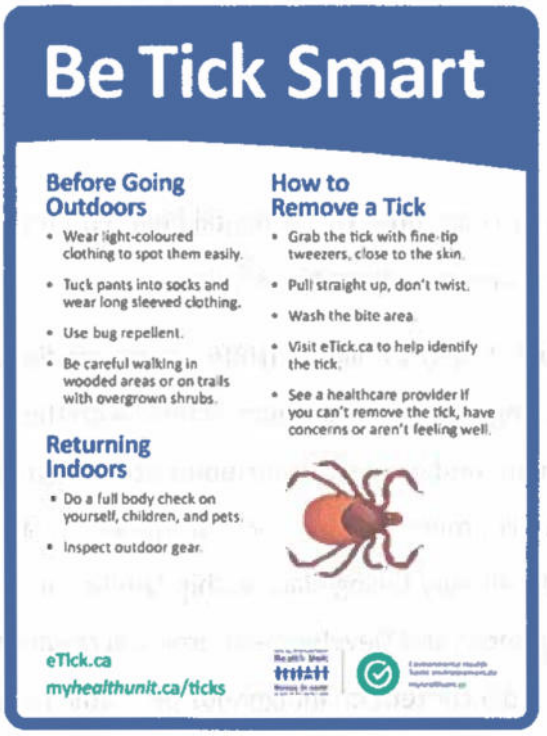
The Health Unit is also planning to offer seasonal immunization clinics for the general public and highest risk individuals across the district again this year, providing convenient opportunities for people of all ages to protect themselves against respiratory viruses. These clinics will also help improve access to immunization for individuals who may face barriers to receiving vaccines through primary care or pharmacy settings.

Together with community partners, the Health Unit continues to explore opportunities to make immunization services more accessible to individuals who may face barriers to accessing traditional vaccination services in the community.

Community Services

Environmental Health

New Tick Smart signs have been developed by the Environmental Health program to display information to the public on how to protect against ticks, check for ticks, and how to remove ticks. In partnership with Mattawa Conservation Authority the signs are being installed at Conservation Authority trails across our district.



Community event applications surged over the summer, with Environmental Health assessing 255 applications between June and September. Inspections of recreational camps, small drinking water systems (SDWS), pools, and seasonal and high-risk food premises also occurred throughout the summer. Within this period, Closure Orders (red signs) were issued to eight (8) food premises. A food premise is closed when it is assessed to pose a health hazard to the public (i.e., major insect/rodent infestation, no hot/cold running water, sewage back-up, fire, flood, and/or power outage).

No beach water quality complaints have been received as of September, however three lakes in our district have had reports of confirmed or possible Harmful Algal Blooms (HABs); all three having confirmed HABs in previous years.

A total of 73 adverse water quality incidents were reported to our office between June and September. During this period 39 boil water advisories and two (2) drinking water advisories were issued.

Healthy Families

The Healthy Families program continues to use digital health promotion strategies to increase awareness of evidence informed resources and services.

In February, a Healthy Babies Healthy Children (HBHC) social media campaign invited caregivers to share favourite books, songs, and everyday interactions with their children. The campaign generated strong engagement and created opportunities to reinforce key messages related to early literacy, language development, and positive parent-child relationships, while highlighting the meaningful connections already taking place within families. In May, internal collaboration with the Indigenous Engagement and Development program resulted in the creation of culturally relevant social media content on Indigenous perinatal mental health supports available within the region. The content reached audiences beyond the Health Unit's local community through partners within the Northern Maternal Child Network, extending awareness of available supports.

In addition, monthly family activity calendars based on *The Basics* principles have been developed and are now distributed through HBHC home visits, EarlyON Child and Family Centres, and social media channels, providing families with practical ways to support healthy child development through everyday interactions and routines.

Community Health

Community Health is advancing collective action on adverse childhood experiences (ACEs) and resilience, recognizing their significant influence on lifelong health and well-being. The ACEs

and Resilience Working Group, operates under the Muskoka, Nipissing, and Parry Sound Child and Youth Planning Table (MNPSCYPT) and is led by the Health Unit. With MNPSCYPT support, this work is evolving beyond knowledge translation and professional development to a comprehensive health promotion approach to address early adversity and build resilience. This shift builds on the Community Resilience Learning Movement which, since October 2025, has engaged more than 600 service providers from over 50 organizations across 13 sectors through events, presentations, and online training. Current priorities include: supporting MNPSCYPT to promote healthy public policies that reduce family stressors; leveraging data within the ACEs and Resiliency Dashboard to support decision-making and policy advocacy; and strengthening shared action through workshop-style events being held in North Bay, Parry Sound, and Huntsville this October, which will introduce Ontario Early Adversity and Resilience Framework. This work aligns with Priority 2, Strategy 3 of the Health Unit's Strategic Plan and represents an upstream approach to improve population health and prevent mental illness, substance use, chronic disease, and premature mortality.

Emergency Management

Monitoring of emergency department visits to local hospitals for direct heat-related and air quality respiratory-related illness this summer identified two separate events where two or more exceedances of the 2024 seven-day moving average (plus two standard deviations) were generated within a five-day period.

For air quality, the exceedance occurred over July 14 and 15 consistent with yellow or orange air quality warnings issued for large parts of the Health Unit region. With respect to heat, the exceedance occurred August 5 and 6.

Information on the Health Unit's website and social media supported timely notifications and information being disseminated by Environment Canada.

Organizational Effectiveness

Quality, Practice, and Relations

Quality Assurance

Work on the evaluation of the Quality Assurance (QA) system remains a key area of focus. Analysis of organizational survey results has been completed, providing insight into staff experiences with policies, procedures, and directives. Findings have helped identify opportunities to strengthen the current framework, improve consistency across the organization, and enhance the overall usability of the QA system.

Survey results indicated that staff would benefit from additional supports to assist with the development, review, and approval of policies and procedures. Efforts are now underway to identify and implement improvements in several areas. This work will support a more accessible and user-friendly QA system while strengthening the organization's capacity to maintain current, consistent, and effective policies and procedures.

Professional Practice

Professional Practice has continued to advance the development of a documentation auditing process to support quality, consistency, and accountability in professional record keeping across programs with regulated staff. Following the completion of background research and the development of preliminary audit tools, Communicable Disease Control (CDC) is in the process of piloting a documentation audit process. The pilot is helping to test the proposed approach, identify opportunities for refinement, and gather practical feedback from users. This work will contribute to a consistent organizational approach to monitoring documentation quality and supporting professional practice standards.

Professional Practice also continues to participate in the Registered Nurses' Association of Ontario (RNAO) Best Practice Guideline development initiative focused on Intimate Partner Violence (IPV). This multi-year project has progressed to the Build phase, during which expert panel members review current research and evidence to develop practice recommendations. Participation in this work provides ongoing access to emerging evidence and leading practices that can help inform professional practice within the organization.

Communications

Communications continues to support organizational priorities through the development and coordination of public information and health promotion messaging. Work is currently underway with programs to develop and disseminate communications related to respiratory illness prevention, immunization, and other seasonal public health priorities. This includes supporting public awareness of recommended preventive measures and promoting access to vaccination services.

Communications have also collaborated with several program areas on the development of a municipal election primer for distribution to election nominees. The resource highlights key public health issues affecting communities and provides information on the role of public health, helping nominees better understand how public health priorities intersect with municipal policies and decision making.

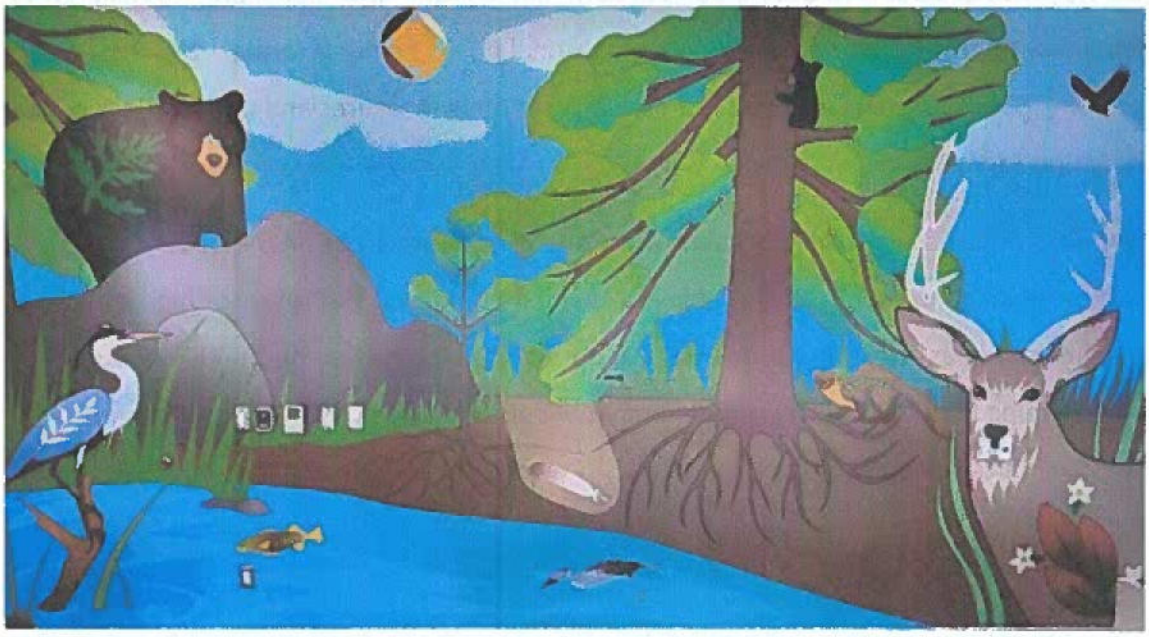
Indigenous Engagement



The Health Unit continues to strengthen the cultural safety and inclusivity within its physical spaces. Anishinaabemowin has been incorporated into select public-facing signage at the North Bay and Parry Sound offices, reflecting and honouring the language and culture connected to the traditional territories on which our Health Unit offices are situated. Translations were provided through the knowledge and guidance of Nipissing First Nation Elder June Commanda, Hector Copegog, and the Wasauksing Anishinaabemowin Group.

A new mural, inspired by guidance from the Indigenous Wellness Circle and created by Indigenous artist Tessa Pizzale, has also been installed in the North Bay office's indoor smudging space. The artwork reflects connections to land, water, culture, community, and wellness and strengthens the presence of Indigenous perspectives and cultural representation within the Health Unit.

Together, these initiatives contribute to culturally safer and more inclusive spaces while advancing the organization's ongoing commitments to relationship building, and reconciliation.



Culturally Relevant Health Promotion

The Indigenous Engagement Program continues to advance health promotion through collaborative and culturally relevant approaches. In partnership with the Indigenous Health Unit, a four-part diabetes prevention health promotion series for youth is currently being developed for delivery within First Nation communities.

The series integrates diabetes prevention and wellness education with culturally relevant, strengths-based approaches that recognize the interconnectedness of physical, mental, emotional, and spiritual wellness. The initiative is designed to be engaging, meaningful, and relevant to First Nation youth and communities, while recognizing culture, community, language and connection as important contributors to health and wellbeing.

This collaborative initiative will also be presented virtually in November at Public Health Ontario's TOPHC, with a focus on Northern priorities. The presentation will highlight culturally relevant and responsive health promotion materials and approaches to wellness and

prevention for Indigenous Peoples and communities, while sharing these learnings with a broader public health audience.

Foundational Services

Effective Public Health Practice

- The sociodemographic data (SDD) collection project team is moving forward with a pilot project to collect social determinants of health data as part of oral health service delivery and surveillance activities. The project is being submitted for ethics review, which is a key milestone in assessing the feasibility, acceptability, and value of collecting SDD information within oral health programs. The pilot aims to improve understanding of factors that influence oral health outcomes and access to care, helping to inform future program planning, health equity initiatives, and evidence-based decision-making.

Organizational Planning

- For the 2026 planning year (2027 implementation), staff from multiple teams will come together for two standards to review evidence, agree on shared priorities aligned with OPHS outcomes, and operationalize them through shared ownership at the team level. The two standards selected for this pilot project are Comprehensive Health Promotion and Infectious and Communicable Diseases Prevention and Control. A planning task group has been established for each standard, with three planning sessions taking place in the fall focusing on building shared understanding, identifying needs and priorities, and setting 2–3 shared priorities per standard. These priorities will guide alignment of existing activities and identify opportunities for new collaborative work. The approach emphasizes shared ownership of priorities across teams rather than working in silos, with an evaluation planned for early 2027 to inform future planning cycles.

Health Promotion

- The Health Promotion Specialist is currently leading and chairing the Northern Ontario Health Promotion Community of Practice (CoP). The goal of the CoP is to knowledge

share, problem solve, exchange resources, undertake collaborative projects, build capacity, align advocacy work, discuss ideas, network and relationship build. The CoP has representation from all Northern Ontario Public Health Units.

Health Equity

- The Operational Directive for Engaging People with Lived and Living Experience is nearing completion. Reviewer feedback is being incorporated and work with Finance is underway to finalize the associated compensation procedure. We are collaborating with other health units who are also developing policies related to engaging people with lived experience to share insights and resources. Next steps for this project include creating a knowledge translation plan to support the directive's implementation and developing an internal Community of Practice to build a shared understanding among relevant staff of meaningful lived experience engagement, support learning and alignment across projects, and provide opportunities for collaboration, feedback, problem-solving, mentorship, and peer support.

Ministry of Municipal Affairs and Housing

Municipal Services Office North (Sudbury)
159 Cedar Street, Suite 401
Sudbury ON P3E 6A5
Tel.: 705 564-0120
Toll-Free: 1 800 461-1193

Ministère des Affaires municipales et du Logement

Bureau des services aux municipalités du Nord (Sudbury)
159, rue Cedar, bureau 401
Sudbury ON P3E 6A5
Téléphone : 705 564-0120
Sans frais : 1 800 461-1193

Ontario

September 14, 2026

via email only

Your Worship
Mayor Sam Dunnett
Municipality of Magnetawan
4304 Hwy 520, P.O. Box 70
Magnetawan, ON P0A 1P0

Subject: Request for Exemption (Official Plan Amendments)
MMAH File: 49-OTH-263486

Dear Mayor Dunnett:

This correspondence is in light of your recent letter to the Minister of Municipal Affairs and Housing requesting a formal response to your municipality's request for exemption from the requirement for Minister's approval of official plan amendments. Your request has been forwarded to me, and I have been asked to respond directly to you.

The request to exempt the Municipality of Magnetawan is currently under consideration. Should the ministry proceed further with your municipality's request, a proposal notice would be published to Ontario's Regulatory Registry for public comment regarding a proposed regulation to exempt the Municipality of Magnetawan. We will let you know as soon as a decision is made on whether to proceed with posting a proposal notice.

Please note that exemption, if granted, would not affect OPAs that serve to revise an official plan for purposes of section 26 of the Planning Act. Such amendments would continue to be subject to Minister's approval.

Should you have any questions please do not hesitate to contact me at (705) 564-6858 or by email at Bridget.Schulte-Hostedde@ontario.ca.

Sincerely,

Bridget Schulte-Hostedde
Regional Director
Municipal Services Office – North

Corporation of the
Municipality of Magnetawan

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

June 15, 2025

COPY

Ministry of Municipal Affairs and Housing
Hon. Rob Flack
777 Bay Street, 17th Floor
Toronto ON M7A 2J3

Re: Official Plan Amendment Authority Delegation

Dear Hon. Flack:

The Municipality of Magnetawan respectfully requests that the Ministry of Municipal Affairs and Housing (MMAH) delegate authority to approve Official Plan Amendments (OPAs) directly to our Council.

Currently, the Ministry retains approval authority for Magnetawan's OPAs. While we appreciate the Ministry's oversight, this additional layer can lead to unnecessary delays, duplications, and higher costs for both the Municipality and applicants. Delegating OPA approval authority to our Council would streamline the process without compromising the high standards we uphold.

Magnetawan has a proven record of thoughtful, responsible planning. When the Municipality requested removal from the Central Almaguin Planning Board, the Ministry recognized our ability to make well-documented, site-specific planning decisions that align with the Provincial Planning Statement, our Official Plan, and Zoning By-law.

Magnetawan took the same thoughtful, diligent, and responsible approach when seeking to make amendments to its Official Plan (OP). Early in 2022 the Municipality supplied to the Ministry a draft Official Plan for review. Although correspondence between Ministry representatives and the Municipality confirmed the draft plan was received, official comment has not been supplied. When following up with the Ministry late in 2022, the Municipality was informed by a Ministry Planner that the comment process was delayed due to pending legislation changes *Bill 23 More Homes Built Faster Act*. The delay was due to the Ministry's concern that any comment made on the draft plan could be negated by *Bill 23*, which could create undue revisions by the Municipality.

It wasn't until the following year, the Municipality received communication from the Ministry thanking us for the draft submission, however the Ministry now 'strongly encouraged' the Municipality to adopt the draft plan and submit the required complete submission package to the Ministry. From the date of the draft plan submission (2022) to the complete submission package (2024) the Municipality has conducted extensive public consultation. Five Open Houses have been hosted which have provided the public ample

opportunity to participate in the review process and provide feedback on the presented draft OP. These sessions, in addition to our Indigenous consultation, were scheduled with flexible times and dates with a drop in theme, ensuring broad engagement from both permanent and seasonal residents, as well as local business owners.

Although the Municipality has regularly sought follow up from Ministry representatives, even as recent as 2025, the Municipality has not received any comment regarding our submission and our residents *Planning Act* applications continue to be evaluated by a Plan more than ten years old.

Magnetawan's planning process reflects a strong culture of accountability and professionalism. We engage qualified planners, require thorough staff review, and offer pre-consultation to guide applicants early in the process. Each application is assessed for consistency with provincial and local policies, resulting in timely, evidence-based decisions rooted in good planning.

Magnetawan is committed to environmental stewardship, public engagement, and transparent governance. Our Council and professional staff are fully capable of managing OPA approvals, and we remain committed to working closely with the Ministry to ensure continued alignment with provincial objectives.

It is for the reasons noted above that we kindly request your support in initiating the delegation process. We would be pleased to meet at your convenience to discuss this request further.

Thank you for your time and consideration.

Regards,

Sam Dunnett
Mayor

Cc; Hon. Associate Minister Graydon Smith

Corporation of the
Municipality
of
Magnetawan

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

October 22, 2025
Ministry of Municipal Affairs and Housing
Hon. Rob Flack
777 Bay Street, 17th Floor
Toronto ON M7A 2J3

Re: Official Plan Amendment Authority Delegation

Dear Honourable Flack:

In June 2025, the Municipality of Magnetawan provided correspondence respectfully requesting that the Ministry of Municipal Affairs and Housing delegate authority to approve Official Plan Amendments (OPAs) directly to our Council. This request stems from Council's desire to streamline the amendment process while continuing to deliver efficient, high-quality service to our residents. As of the date of this letter, the Municipality has not yet received direction from the Ministry regarding our request.

While your office considers our request for OPA approval authority, I would like to bring to your attention a matter that further reinforces the Municipality's strong desire to obtain this authority. The Municipality has undertaken a comprehensive repeal and replacement of the current in-force Official Plan. The draft Official Plan was submitted to the Ministry in 2022, and in July 2023, the Ministry responded, *strongly encouraging* the Municipality to proceed with adoption and to submit the complete package once adopted. The adopted Official Plan was accordingly submitted in February 2024.

Throughout the subsequent period, Municipal Staff made regular inquiries to the Ministry to obtain status updates. However, it was not until October 2025 that the Municipality was informed that, although receipt of the 2024 submission could be confirmed, the submission itself has been lost. While the complete Official Plan package has since been resubmitted, this situation has resulted in the Municipality awaiting Ministry comments for well over three years.

Given the circumstances outlined above, and in consideration of the rationale presented in our earlier correspondence, the Municipality of Magnetawan wishes to reiterate and reinforce our request for delegation of Official Plan Amendment approval authority. We are confident that granting this authority will enable the Municipality to provide a more efficient and responsive planning process for our community.

Thank you for your attention and consideration. We continue to look forward to receiving a response in the near future

Regards,

Sam Dunnett
Mayor
Cc; Hon. Associate Minister Graydon Smith

Corporation of the
Municipality of Magnetawan

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

Hon. Rob Flack
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M7A 2J3

rob.flack@ontario.ca

Re: Third Request – Delegation of Official Plan Amendment Approval Authority

Dear Minister Flack:

On June 15, 2025, and again on October 22, 2025, the Municipality of Magnetawan formally requested that the Ministry of Municipal Affairs and Housing delegate Official Plan Amendment (OPA) approval authority to the Council of the Municipality of Magnetawan. Despite the passage of more than a year since our initial request, the Municipality has not received a substantive response to either letter.

Council recognizes that the Ministry is responsible for a broad range of provincial priorities and appreciates the demands placed upon your staff. However, the absence of any response leaves the Municipality without direction regarding a matter that directly affects our ability to deliver efficient planning services to our residents, businesses, and prospective investors.

The circumstances that prompted our earlier correspondence has only reinforced the rationale for delegation. As outlined in my previous letters, the Municipality undertook a comprehensive review and replacement of its Official Plan, investing considerable municipal resources into preparing a modern planning document that is consistent with Provincial Planning Policy. Although the Municipality diligently completed its responsibilities, the review process has experienced significant delays outside of our control, including the unfortunate loss of our Official Plan submission after it had been received by the Ministry. While we appreciate the Ministry's efforts to rectify that situation, that experience clearly illustrates the challenges associated with a centralized approval process.

Magnetawan has consistently demonstrated that it possesses the expertise, professionalism, and governance necessary to administer planning matters responsibly. Council and Staff are supported by qualified planning professionals, our decisions are made in accordance with the Planning Act, the Provincial Planning Statement and the Municipality's Official Plan. Through our efforts Magnetawan has established a strong record of transparent and accountable land use planning decisions.

As a small rural municipality, we understand our community, our environmental features, our economic priorities, and the needs of our residents in a way that cannot be replicated through a centralized approval

process. Local decision-making allows Council to respond more efficiently while continuing to uphold provincial interests and sound planning principles.

The continued retention of OPA approval authority by the Ministry of Municipal Affairs and Housing introduces an additional administrative layer that has not demonstrably improved planning outcomes for our community. Instead, this additional layer has resulted in delays, uncertainty for applicants, increased costs, and reduced responsiveness to local planning matters.

Delegating OPA approval authority to the Municipality would in short:

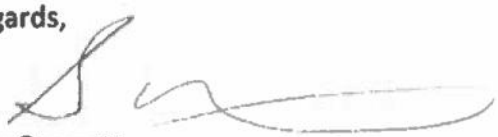
- reduce unnecessary duplication in the planning approval process;
- improve service delivery for residents, businesses, and development applicants;
- allow the Ministry to focus its resources on matters of provincial significance;
- support the Province's ongoing objective of streamlining development approvals; and
- recognize the Municipality's demonstrated ability to responsibly administer land use planning.

Council respectfully submits that the events of the past several years have clearly demonstrated that the Municipality is well positioned to exercise Official Plan Amendment approval authority in a manner that serves both provincial interests and the needs of our community.

Accordingly, Council respectfully requests that the Ministry provide a formal response to this request and advise whether it intends to proceed with the delegation of Official Plan Amendment approval authority to the Municipality of Magnetawan. The Municipality remains committed to maintaining a collaborative relationship with the Province and looks forward to working together to establish a more efficient and responsive planning approval process for the benefit of our residents.

Thank you for your time and consideration.

Regards,



Sam Dunnett
Mayor

Cc; Hon. Associate Minister Graydon Smith
Regional Director, Bridget Schulte-Hostedde
Manager, Anna Little

Ministry of Municipal Affairs and Housing

Office of the Deputy Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7100

Ministère des Affaires Municipales et du Logement

Bureau du sous-ministre

777, rue Bay, 17e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7100

Ontario

242-2026-2

September 17, 2026

SUBJECT: Supporting Ontario and Canadian Suppliers Through Municipal Procurement

Dear Chief Administrative Officer,

I am writing to share information on Ontario's ongoing efforts to strengthen domestic supply chains and to ensure our expectations are aligned regarding municipal public sector procurement.

Ontario has introduced several procurement measures, including the Buy Ontario Act (Public Sector Procurement), 2025, and the Municipal Buy Ontario Procurement Directive, to increase participation by Ontario and Canadian suppliers in public sector purchasing. Looking ahead, the government is also considering additional actions that would strengthen these policies to expand domestic procurement, protect jobs, and maximize the economic benefits of public sector spending, such as extending the Building Ontario Business Initiative (BOBI) to municipalities for the procurement of goods and services.

Municipal Heads of Council have also received letters outlining these measures and the government's expectations regarding compliance with Buy Ontario procurement policies.

Municipalities play an important role in supporting Ontario's economy, strengthening supply chain resilience and ensuring that public spending delivers maximum economic benefit for Ontario businesses and workers. While municipal procurement decisions are made independently and within local governance frameworks, municipalities are expected to ensure that applicable Ontario legislation, directives and policies are understood and appropriately reflected in procurement practices.

Given the current economic environment and ongoing trade uncertainties, municipalities should review upcoming procurement activities, sourcing practices and supply chains to identify every opportunity to increase consideration of Ontario and Canadian goods, services and suppliers.

.../2

To align with the Directive, please remind all those involved at the municipal level about their responsibilities and obligations under Ontario's domestic procurement framework and ensure that these requirements are incorporated into procurement planning and decision-making

Thank you for your continued collaboration and leadership. By ensuring that procurement obligations are understood and consistently applied, municipalities and the province can work together to support Ontario businesses and build a more resilient and competitive Ontario economy.

Sincerely,

Martha Greenberg
Deputy Minister, Ministry of Municipal Affairs and Housing

c: Samantha Poisson, Deputy Minister, Ministry of Public and Business Service Delivery and Procurement

Ministry of Transportation

Transportation Safety Division

87 Sir William Hearst Avenue
Room 191
Toronto ON M3M 0B4
Tel: 416-420-0717

Ministère des Transports

Division de la sécurité en matière de transport

87, avenue Sir William Hearst
bureau 191
Toronto ON M3M 0B4
Tel: 416-420-0717

Ontario

MEMORANDUM TO: Chief Administrative Officers

FROM: Felix Fung
Registrar of Motor Vehicles
Ministry of Transportation

DATE: September 18, 2026

SUBJECT: **Provincial Rideshare Framework (Northlander Phase)**
Approved Rideshare Operators

Dear Chief Administrative Officers,

The Ministry of Transportation (MTO) is writing to inform you that it has launched the *Provincial Rideshare Framework (Northlander Phase)*, a one-year pilot project regulation that sets minimum requirements for rideshare operators, drivers, and vehicles operating in designated areas to support the relaunch of the Northlander passenger train.

The full regulation and list of designated areas are available at the following link: O. Reg. 136/26 PILOT PROJECT - RIDESHARE SERVICES ALONG THE NORTHLANDER CORRIDOR | ontario.ca. Under the Northlander Phase of the Provincial Rideshare Framework, rideshare operators must apply directly to MTO's Registrar of Motor Vehicles and receive approval before providing designated rideshare services (i.e., picking up passengers in a designated area).

Amendments were also made to Ontario Regulation 583/06 (Licensing Powers) under the *Municipal Act, 2001* by the Ministry of Municipal Affairs and Housing to provide that municipalities listed as designated areas do not have the authority to create a licensing framework for rideshare operators and rideshare drivers that are subject to the Northlander Phase of the Provincial Rideshare Framework.

Local police services will continue to enforce applicable traffic and road safety laws (e.g., speeding and other driving violations), while rideshare approvals and related requirements (e.g., record-keeping and reporting) will be administered by the province.

The Ministry's Registrar of Motor Vehicles is accepting applications from rideshare operators seeking to offer rideshare services within designated areas under the Northlander Phase of the Framework. A list of rideshare operators that have approval as of September 18, 2026 to provide designated rideshare services is provided in Appendix A.

For more information, please visit the program webpage, linked here: Provincial rideshare framework (Northlander phase) | ontario.ca, where you can find more details about the Northlander Phase of the Framework, eligibility criteria, and application requirements. We encourage your municipality to review the regulation, guidelines and program webpage to stay up-to-date on changes to rideshare operations in your community, including approved rideshare operators.

If you have any questions, please contact MTO's Rideshare Oversight Team at rideshare@ontario.ca.

Sincerely,



Felix Fung
Registrar of Motor Vehicles
Transportation Safety Division

Appendix A: Ministry of Transportation-approved rideshare operators with approval to provide designated rideshare services under O. Reg. 136/26 as of September 18, 2026

Rideshare Operator	Designated Areas Approved to Operate
Uber Canada Inc.	All 79 Designated Areas
Uride Technologies Inc.	All 79 Designated Areas
Y Drive App	Town of Huntsville City of North Bay City of Greater Sudbury

MTO's Registrar of Motor Vehicles and receive approval before providing designated rideshare services (i.e., picking up passengers in a designated area).

Amendments were also made to Ontario Regulation 583/06 (Licensing Powers) under the *Municipal Act, 2001* by the Ministry of Municipal Affairs and Housing to provide that municipalities listed as designated areas do not have the authority to create a licensing framework for rideshare operators and rideshare drivers that are subject to the Northlander Phase of the Provincial Rideshare Framework.

Local police services will continue to enforce applicable traffic and road safety laws (e.g., speeding and other driving violations), while rideshare approvals and related requirements (e.g., record-keeping and reporting) will be administered by the province.

The Ministry's Registrar of Motor Vehicles is accepting applications from rideshare operators seeking to offer rideshare services within designated areas under the Northlander Phase of the Framework. A list of rideshare operators that have approval as of September 18, 2026 to provide designated rideshare services is provided in Appendix A.

For more information, please visit the program webpage, linked here: Provincial rideshare framework (Northlander phase) | ontario.ca, where you can find more details about the Northlander Phase of the Framework, eligibility criteria, and application requirements. We encourage your municipality to review the regulation, guidelines and program webpage to stay up-to-date on changes to rideshare operations in your community, including approved rideshare operators.

If you have any questions, please contact MTO's Rideshare Oversight Team at rideshare@ontario.ca.

Sincerely,

Original Signed

Felix Fung
Registrar of Motor Vehicles
Transportation Safety Division

Appendix A: Ministry of Transportation-approved rideshare operators with approval to provide designated rideshare services under O. Reg. 136/26 as of September 18, 2026

Rideshare Operator	Designated Areas Approved to Operate
Uber Canada Inc.	All 79 Designated Areas
Uride Technologies Inc.	All 79 Designated Areas
Y Drive App	Town of Huntsville City of North Bay City of Greater Sudbury

FONOM
Federation of Northern Ontario Municipalities

FOR IMMEDIATE RELEASE

FONOM Welcomes Prime Minister's Commitment to Work with Ontario on Northern Highways

September 3, 2026

KAPUSKASING, ONTARIO — The Federation of Northern Ontario Municipalities (FONOM) welcomes Prime Minister Mark Carney's commitment to working with the Province of Ontario to make the safety and expansion of Northern Ontario's highways a priority.

While in Thunder Bay, Prime Minister Carney was asked about the federal government's position on four-laning Highways 11 and 17. The Prime Minister recognized the importance of these highways as critical east-west transportation connections and stated that their multi-laning is a priority for the federal government.

FONOM President Dave Plourde says the Prime Minister's comments are encouraging and represent an important opportunity for the federal and provincial governments to work together.

"We are pleased to hear the Prime Minister recognize what Northern municipalities have been saying for years: that Highways 11 and 17 are not simply provincial roads. They are vital east-west connections that serve Northern Ontario, the rest of Ontario and Canada," said Plourde.

"If four-laning is a priority for the federal government, we need to see it become an equally clear priority for the Province of Ontario. Where four-laning is not immediately practical, we need a comprehensive plan to improve safety and mobility."

Prime Minister Carney indicated that he will be speaking with Premier Doug Ford. FONOM believes those discussions provide an important opportunity for both governments to establish a coordinated plan for Northern Ontario's transportation infrastructure.

"The Prime Minister and Premier have a lot of work to do together, and Northern highways need to be part of that conversation," said Plourde. "We need the federal and provincial governments sitting at the same table, identifying the priorities, committing the resources and working together to rectify the longstanding highway safety and transportation challenges facing Northern Ontario."

FONOM has consistently advocated for increased investment in Highways 11 and 17, including

four-laning, highway safety improvements, passing lanes and other measures that will improve the movement of people and goods across Northern Ontario.

"Northern Ontario is growing, and our transportation infrastructure needs to keep pace," added Plourde. "These highways are essential to our communities, our economy, tourism, resource development and national supply chains. We appreciate the Prime Minister's recognition of their importance, and we now look forward to seeing that commitment translated into action with the Province."

Media Contact:

Dave Plourde, President
Federation of Northern Ontario Municipalities
705-335-1615 | fonom.info@gmail.com

About FONOM

The Federation of Northern Ontario Municipalities represents 110 municipalities across Northeastern Ontario. FONOM works to improve residents' quality of life and ensure Northern Ontario's future prosperity by advocating on behalf of its member municipalities.

ALMAGUIN HIGHLANDS OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT D'ALMAGUIN HIGHLANDS DE LA POLICE PROVINCIALE

ALMAGUIN HIGHLANDS OPP DETACHMENT
DÉTACHEMENT D'ALMAGUIN HIGHLANDS DE LA POLICE PROVINCIALE

Almaguin Highlands OPP Detachment Board

Call for Community Representatives to the Board

If you reside in Almaguin Highlands and would like to support community wellbeing, we invite you to apply to join the Almaguin Highlands OPP Detachment Board. This opportunity offers a chance to actively participate in shaping local law enforcement and safety initiatives!

Board Composition

The Board is composed of 4 Council Representatives from the 12 municipalities within the Almaguin Highlands catchment area, **2 Community Representatives**, and 1 Provincial Appointee.

- Township of Armour
- Village of Burk's Falls
- Township of Ryerson
- Municipality of Magnetawan
- Town of Kearney
- Township of Joly
- Township of Machar
- Village of South River
- Township of Strong
- Township of Perry
- Village of Sundridge
- Township of McMurrich/Monteith

Honorarium

The Community Representative position is an honorarium position ($61.82 per meeting, up to 6 meetings per year).

Eligibility

You must be an eligible elector in one of the above member municipalities.

For all other eligibility requirements and further details or to download the application form, visit www.townshipofperry.ca under Municipal Services – Employment Opportunities.

The **Township of Perry** is managing the intake of **all** applications. Please submit your completed application form, along with your cover letter, by **4 p.m. on Monday November 2, 2026** to:

Township of Perry
c/o Erica Cole, Deputy Clerk
1695 Emsdale Road, PO Box 70, Emsdale, ON P0A 1J0
E: deputyclerk@townshipofperry.ca
F: 705-636-5759

Almaguin Highlands Municipalities are committed to an inclusive, barrier-free environment. Accommodations will be provided in all steps of the hiring process. Please advise the Township of Perry if you require accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. Personal information gathered through this advertisement is collected in accordance with the Municipal Freedom of Information and Privacy Act and will only be used for candidate selection for this position.

September 16, 2016

Dear Mayor Bennett and Council Members of the Municipality of Magnetawan

Thankyou for officially passing the motion to address Invasive Species in the Magnetawan area.

Your recognition of the extension time and ground work done in mapping of Invasive ~~Sp~~ Species along with educating property owners of Invasive Species reaffirms my committment as well as THE NO HRAG IN THE MAG group to keep our municipality vibrant, healthy and resilient. There is still much more to do!

The protection of our local ecosystems, wildlife and natural landscapes is paramount for generations to come. It begins with us

My thanks again for your support.

Sincerely,

Vicky Short

on behalf of Hrag in the Mag Group

Burk's Falls and District Food Bank
Serving Almaguin South
P.O. Box 694
Burk's Falls, ON P0A 1C0

Since 1992

Serving

Township of Armour

Village of Burk's Falls

Town of Kearney

Municipality of Magnetawan

Township of McMurrich/ Monteith

Township of Perry

Township of Ryerson

Memberships

Feed Ontario

Food Banks Canada

September 18, 2026

Municipality of Magnetawan
4304 Hwy. 520
Magnetawan, ON P0A 1P0

To whom it may concern,

The Burk's Falls and District Food Bank is extremely grateful for your generous donation, it will help us to continue our mission to relieve hunger in Almaguin South.

Many thanks for your financial assistance, we could not do what we do without the support of our community.

Yours truly,

Jan Lake

Jan Lake
Executive Director/Treasurer
Burk's Falls and District Food Bank

RECEIVED
SEP 29 2026

October 1, 2026

Attention: Municipality of Magnetawan Council,

On behalf of Trinity United and St.Paul's Ecumenical Churches we sincerely thank you for your thoughtful monetary donation of $500 for our Food Pantry and also for housing the Pantry at the Pavilion.

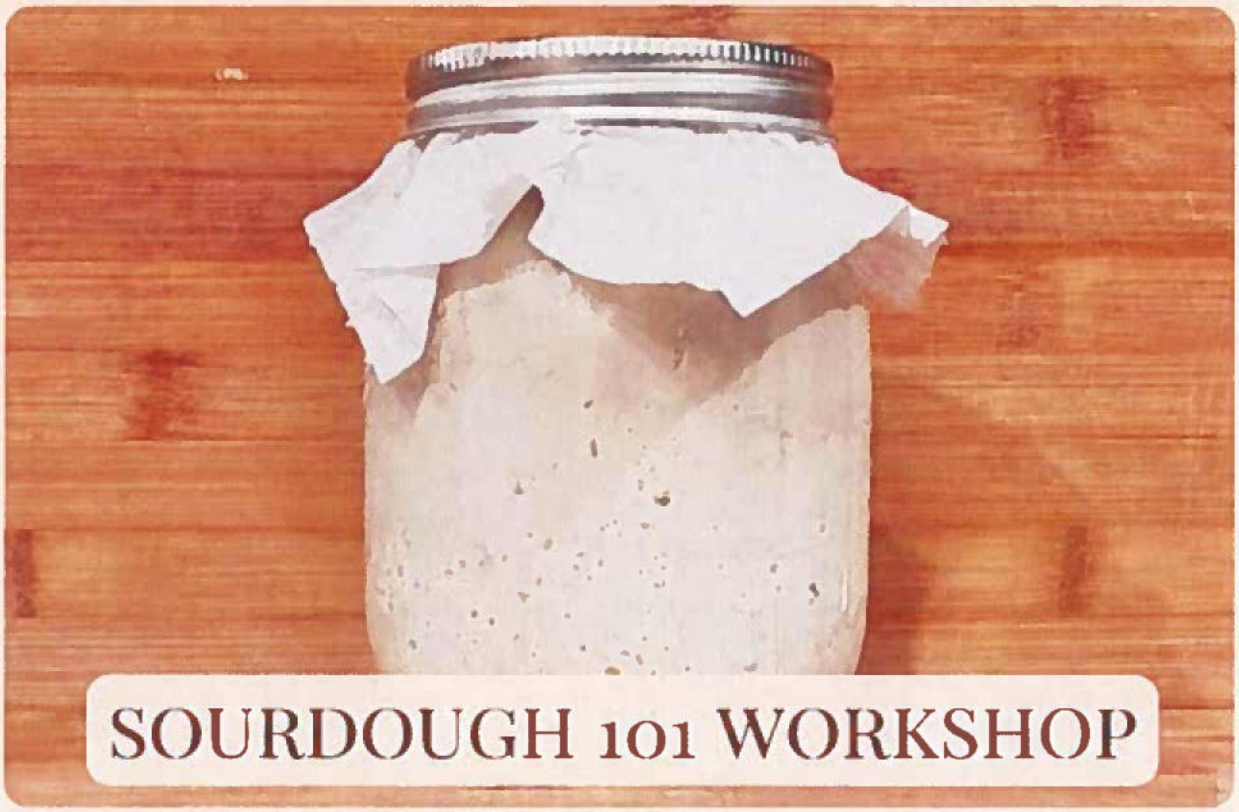
We sincerely thank the Municipality of Magnetawan Council for your vote of confidence giving this donation.

The Pantry is being used very very much here in Magnetawan and unfortunately since it is by donation only funded, we are currently watching as to what we can buy to enable us to extend the life use of the Pantry. Thus said, all donations are gratefully accepted.

Sincerely .... Barb Johnston, Nancy Woodruff (Treasurer) and Patti Paul

(Barbara Johnston)





SOURDOUGH 101 WORKSHOP

Sunday, October 18th

12:30 - 3:30pm (Includes Lunch)

Ahmic Harbour Community Center (60 Ahmic St)

$45 - General Admission | $35 - Magnetawan Residents

Learn to feed, maintain & understand your sourdough starter
Explore fermentation, timing, troubleshooting & everyday baking
Create your own starter to take home & begin baking with confidence

Beginner-Friendly • Practical • No Experience Reqiured

SCAN TO REGISTER

Or visit:
tinyurl.com/MagnetawanSourdough

Brought to you by:

Forest & Farm

In partnership with:

Municipality of Magnetawan



CANNING & PICKLING

Sunday, September 27th

12:30 - 3:30pm (Includes Lunch)

Ahmic Harbour Community Center

(60 Ahmic St)

$45 - General Admission | $35 - Magnetawan Residents

Celebrate seasonal abundance through traditional food preservation.
Learn practical techniques for canning, pickling, and pantry storage.
Build practical preservation skills you can use confidently at home.

Beginner-Friendly • Practical • No Experience Reqiured

SCAN TO REGISTER

Brought to you by:

Forest & Farm

Or visit: tinyurl.com/MagnetawanPickling

info.forestandfarm@gmail.com

In partnership with:

Municipality of Magnetawan

The Magnetawan Economic Tourism Committee presents

MAGNETAWAN BUSINESS CONNECT

IN CELEBRATION OF SMALL BUSINESS WEEK!

Join the METC Committee for an informative evening connecting local businesses with programs, funding and resources available to help them launch, grow and invest



TUESDAY OCTOBER 20TH
FROM 6PM TO 8PM

Location: Magnetawan Community Centre

Presentation by Trista Porter Northern Development Advisor, Northern Economic Development and Growth & Janice Heidman Executive Director, Parry Sound Area CB&DC Community Futures

REGISTRATION PREFERRED DROP-INS WELCOME

LIGHT REFRESHMENTS WILL BE SERVED

To register, please contact the Municipal Office at (705) 387-3947 or by email at recreation@magnetawan.com

MAGNETAWAN OF-A-KIND

Municipality of Magnetawan



THE MUNICIPAL OFFICE & LANDFILLS WILL BE CLOSED MONDAY OCTOBER 12, 2026

The Municipality of Magnetawan

would like to wish everyone a

Safe and Happy Thanksgiving!

Municipality of Magnetawan

LANDFILL NOTICE

MUNICIPAL LANDFILLS WILL SWITCH TO WINTER HOURS

STARTING TUESDAY OCTOBER 13, 2026

WINTER HOURS

8AM TO 4PM

CHAPMAN LANDFILL OPEN: SUNDAY, MONDAY

CROFT LANDFILL OPEN: TUESDAY, FRIDAY, SATURDAY

LANDFILLS ARE CLOSED ALL STATUTORY HOLIDAYS

SUMMER HOURS WILL RESUME SATURDAY MAY 22, 2027



FOR MORE INFORMATION ABOUT MUNICIPAL LANDFILLS AND RECYCLING PLEASE VISIT OUR LANDFILL AND RECYCLING PAGE ON OUR WEBSITE AT WWW.MAGNETAWAN.COM

Municipality of Magnetawan

Municipality of Magnetawan

ICYMI
In Case You Missed It!
Council Highlights
September 9, 2026



To read the complete minutes, agenda packages and by-laws please visit our website at www.magnetawan.com



GREAT NEWS! The Employment Lands located at the intersection of Highway 124 and Highway 520 received such interest Council approved the creation of an additional lot, supporting five new businesses for the Municipality. All new businessess to Magnetawan reflect light industrial development.

Council passed resolution 2026-236 approving a $500 donation to the Magnetawan Community Pantry. This donation will ensure the Trinity Church who along with volunteers, can continue to serve our community and the growing demand over food insecurity.

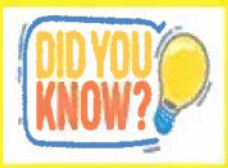




Council passed Resolution 2026-239 thanking the Magnetawan Phragmites Working Group, the dedicated volunteers who work on the "No Phrag in the Mag" project. Information on how to manage, mitigate and identify noxious weeds and invasive species will be added to the Municipal website to further public education.



Council has supported both the Dun-Ahmic Snowriders Snow Club and Magnetawan Ridge Runners Snowmobile Club who along with their volunteers work to maintain endless kms of snow mobile trails within the Municipality. Now we just need the weather to cooperate!



That the Municipality has a whole page on our website dedicated to Seniors' Resources! To check out the page and resources listed visit our Seniors' Resources Page under Discover Us on our website at www.magnetawan.com



The next open public meeting of Council is October 7, 2026, at 1:00 pm at the Magnetawan Community Centre.

Questions? Concerns? Ideas? Contact the Municipal Office at (705) 387-3947 or by email at info@magnetawan.com

Council Approval Accounts Payable and Payroll

Meeting Date: October 7/2026

Accounts Payable		Amount
Batch # 2026-00096		$ 7,209.50
Cheque Date: September 2/2026		
From: 28802	To: 28802	
Batch # 2026-00097		$ 96,194.54
Cheque Date: September 16/2026		
From: 28850	To: 28875	
Batch # 2026-00101		$ 9,231.48
Cheque Date: September 29/2026		
From: 28876	To: 28878	
Batch # 2026-00100		$ 816,211.13
Cheque Date: October 7/2026		
From: 28879	To: 28942	
Batch #		$
Cheque Date:		
From:	To:	
EFT		
Batch # 2026-00102		$ 163,497.31
EFT		
Batch #		$
Cancelled Cheques		$
Total Accounts Payable		$ 1,092,343.96

Payroll	
Staff Pay	
Pay Period: # 18	$ 67,634.83
All Direct Deposit	
Staff Pay	
Pay Period: # 19	$ 61,033.42
All Direct Deposit	
Council Pay	
Pay Period: #	$

All Direct Deposit

Pay Period: # $
All Direct Deposit

Total Payroll $ 128,668.25

Total for Resolution $ 1,221,012.21

Municipality of Magnetawan
Payment Posting Audit Trail
Batch # 2026-00096 - 09/02/2026
For the Period Ended 9/30/2026

Payment # / Invoice # / GL Account # / Description	Payee / Reference	Payment Date / PO # / Transaction Description	Tax Code	GL Amount
Bank Code: CURR				
COMPUTER CHEQUE:				
28801	**VOID - Cheque Printing**	**9/2/2026**		
1-1-1000-1020 - CURRENT BANK - CREDIT UNION			Payment Total:	0.00
28802	**TRUE NORTH CRETE**	**9/2/2026**		
25168-02				
1-4-5011-8000 - CEM - CENOTAPH - CAPITAL			None	7,209.50
1-1-1000-1020 - CURRENT BANK - CREDIT UNION			Payment Total:	7,209.50
			Total for CURR:	7,209.50
			Total for Batch:	7,209.50

GL Account Summary

GL Account / Description	Debit Amount	Credit Amount
1-4-5011-8000 - CEM - CENOTAPH - CAPITAL	7,209.50	
1-1-1000-1020 - CURRENT BANK - CREDIT UNION		7,209.50
Totals:	7,209.50	7,209.50

Payments Printed: 2

Municipality of Magnetawan
Invoice Edit List - Condensed
Batch # 2026-00097 - SEPTEMBER SMALL BATCH
For the Period Ended 9/30/2026

Vendor # / Tr #	Name / Invoice #	Date	Due Date	Reference	PO #	Invoice Amount
01012	**ACTIVE LOCK AND SAFE**					
1	24977	8/25/2026	9/24/2026	REPAIRS		237.30
2	24976	8/25/2026	9/24/2026	REPAIRS		1,214.75
01099	**ACE ARMOR**					
3	356	9/3/2026	10/3/2026	UNDERCOATING		1,130.00
01004	**ADSC RENOVATIONS & LAWN CAI**					
4	1092	8/30/2026	9/29/2026	LAWN CARE		937.34
5	1102	9/14/2026	10/14/2026	LAWN CARE		267.81
6	1101	9/14/2026	10/14/2026	LAWN CARE		267.81
02014	**BELL MOBILITY INC**					
7	50066875SEPT26	9/1/2026	9/29/2026	LANDFILL SURVEILLANCE		160.61
04085	**CINDY LEGGETT**					
8	08312026	8/31/2026	8/31/2026	AUGUST EXERCISE		960.00
04021	**DEAN'S AUTO CARE**					
9	MAG9-4-27	9/11/2026	10/10/2026	MAINTENANCE		272.73
10	SUN2229-1	7/23/2026	8/22/2026	MAINTENANCE		392.87
11	9-2-3	9/2/2026	10/1/2026	REPAIRS		480.00
16060	**DISTRICT OF PARRY SOUND MUNI**					
12	09152026	9/15/2026	9/15/2026	DPSMA 2026 FALL MEETING		100.00
09093	**PAUL, JENNY**					
13	09032026	9/3/2026	9/3/2026	AUGUST EXERCISE		800.00
150727	**KEN BLACK**					
14	09082026	9/8/2026	9/8/2026	CHRISTMAS TREE LIGHTING		200.00
15	09082026-1	9/8/2026	9/8/2026	CANADA DAY 2027		200.00
12074	**BRANDT, LAURA**					
16	08282026	8/28/2026	8/28/2026	MILEAGE AND SUPPLIES		172.86
13025	**MAC LANG CHRYSLER DODGE JE**					
17	218086	8/27/2026	9/26/2026	SERVICE		683.41
13371	**MELANIE MUNDY**					
18	08312026	8/31/2026	8/31/2026	MILEAGE		136.90
19	09082026	9/8/2026	9/8/2026	MILEAGE		138.38
01108	**ANTONIK, ROBERT DOUGLAS**					
20	09082026	9/8/2026	9/8/2026	CONSENT DEPOSIT RETURN		3,000.00
08065	**Robert Hicks**					
21	08312026	8/31/2026	8/31/2026	MASONRY		16,086.96
14046	**ST. PAUL'S LUTHERAN CHURCH**					
22	09092026	9/9/2026	9/9/2026	COUNCIL DONATION		500.00

Municipality of Magnetawan
Invoice Edit List - Condensed
Batch # 2026-00097 - SEPTEMBER SMALL BATCH
For the Period Ended 9/30/2026

Vendor # / Tr #	Name / Invoice #	Date	Due Date	Reference	PO #	Invoice Amount
19101	**SAM'S COUNTRY CLEANING**					
23	2002	8/13/2026	9/12/2026	SUPPLIES		67.80
24	2014	8/27/2026	9/26/2026	SUPPLIES		67.80
19083	**SELECTCOM**					
25	0005409504	9/1/2026	9/28/2026	SEPTEMBER PHONE LINES		1,062.89
19043	**SILVER SCREEN PRINTING**					
26	3274	9/3/2026	9/3/2026	METC SUPPLIES		335.76
27	3275	9/5/2026	9/5/2026	SUPPLIES		20.31
28	3273	9/3/2026	9/3/2026	METC SUPPLIES		5,039.80
01130	**Township Of Armour**					
29	ARM26-128	9/14/2026	9/14/2026	BYLAW- AUGUST HOURS, MI		5,960.89
18070	**TOWNSHIP OF RYERSON**					
30	RTO 2026-038	9/2/2026	9/2/2026	TRAINING OFFICER		4,170.40
19134	**TOWNSHIP OF STRONG**					
31	2026-00089	8/31/2026	8/31/2026	ELECTION MATERIALS		395.85
32	2026-00080	8/31/2026	8/31/2026	CLERKS MEETING		20.00
19145	**SIGNCRAFT CANADA INC.**					
33	3892	8/31/2026	8/31/2026	SIGNAGE		73.45
34	3848	8/19/2026	9/18/2026	SIGNAGE		271.20
19070	**SPECTRUM TELECOM GROUP LTI**					
35	WO-099666	8/28/2026	9/27/2026	RADIO SUPPLIES		5,317.78
03309	**COUTTS, CINDY**					
36	09032026	9/3/2026	9/3/2026	RENTAL REFUND		90.40
05085	**SHUBROOK, EVA**					
37	09092026	9/9/2026	9/9/2026	CLERKS MEETING		240.00
13073	**MINISTER OF FINANCE**					
38	393108261003014	8/31/2026	9/30/2026	JULY POLICE SERVICES		45,088.00
39	392608260944014	8/26/2026	8/26/2026	POLICING CREDIT		-467.52
05085	**SHUBROOK, EVA**					
40	08312026	8/31/2026	8/31/2026	STAFF LUNCHEON		100.00
					Total for Batch:	96,194.54

Invoices Printed: 40

Municipality of Magnetawan
Invoice Edit List - Condensed
Batch # 2026-00101 - SEPTEMBER MONTH END
For the Period Ended 9/30/2026

Vendor # / Tr #	Name / Invoice #	Date	Due Date	Reference	PO #	Invoice Amount
27020	**YOUNG, DEREK**					
1	09162026	9/16/2026	9/16/2026	AIR COMPRESSOR		451.99
2	CA6232786	9/18/2026	9/18/2026	COMMUNICATION UPGRADE		1,901.79
12074	**BRANDT, LAURA**					
3	09162026	9/16/2026	9/16/2026	SUPPLIES		394.30
4	09162026-1	9/16/2026	9/16/2026	MILEAGE		26.28
16081	**PRIMEAU MULTIMEDIA LTD**					
5	I-15523	9/15/2026	9/29/2026	DRIVE IN MOVIE		6,457.12
					Total for Batch:	9,231.48

Invoices Printed: 5

Municipality of Magnetawan
Invoice Edit List - Condensed
Batch # 2026-00100 - COUNCIL - OCTOBER 7, 2026
For the Period Ended 10/31/2026

Vendor # / Tr #	Name / Invoice #	Date	Due Date	Reference	PO #	Invoice Amount
01102	AIG INSURANCE COMPANY OF CA					
1	SEPT2026	10/25/2026	10/25/2026	SEPTEMBER AD&D		37.00
01033	AGRICULTURE FORESTRY CONST					
2	9711	10/15/2026	11/15/2026	REPAIRS		311.29
3	9700	10/14/2026	11/14/2026	REPAIRS		429.87
4	9734	10/21/2026	11/21/2026	REPAIRS		320.36
01043	ALGONQUIN CLEAN WATER SERV					
5	3131	10/21/2026	10/21/2026	WATER SYSTEM		922.62
02070	BAKER TILLY SNT LLP					
6	SNT511506	10/17/2026	10/17/2026	2025 AUDIT		1,497.25
02071	BEATTY PRINTING					
7	63424	10/10/2026	11/9/2026	SUPPLIES		223.74
02013	Bell Mobility					
8	519949447SEPT2	10/9/2026	11/24/2026	CELL PHONES		760.66
9	538589007SEPT2	10/2/2026	11/2/2026	LANDFILL SURVEILLANCE		41.71
02010	BELL CANADA					
10	4855JUNE26	7/7/2026	8/6/2026	CREDIT - FRIENDSHIP CLUB		-78.31
11	4855JULY26	8/7/2026	9/6/2026	CREDIT - FRIENDSHIP CLUB		-3.61
12	4855AUGUST26	9/7/2026	10/6/2026	FRIENDSHIP CLUB PHONE		71.09
13	4855SEPT26	10/7/2026	11/6/2026	FRIENDSHIP CLUB PHONE		145.79
02108	BORGFORD EQUIPMENT SERVICE					
14	INV-30	10/2/2026	11/2/2026	SUPPLIES		1,726.46
02116	BRADSHAW, RICKIE					
15	757864	10/15/2026	11/14/2026	REPAIRS		195.00
02114	BURKS FALLS BUILDING CTR					
16	4313812	8/21/2026	9/5/2026	SUPPLIES		18.06
17	4315439	10/4/2026	11/3/2026	SUPPLIES		126.54
03082	CANADIAN UNION OF PUBLIC EMF					
18	AUGUST2026	10/16/2026	10/16/2026	AUGUST 2026 UNION DUES		1,686.61
13175	CEDAR SIGNS					
19	2026/3700	9/30/2026	10/31/2026	SIGNAGE		89.47
03039	CGIS CENTRE					
20	46296	11/1/2026	11/15/2026	CGIS SERVICES		6,010.47
04094	DOMM CONSTRUCTION					
22	08242026	9/24/2026	10/24/2026	FIRE HALL - DRAW #8		348,209.50
04050	D-ROC EXCAVATING INC.					
23	181	9/30/2026	9/30/2026	ROADSIDE BRUSHING		6,554.00

Municipality of Magnetawan
Invoice Edit List - Condensed
Batch # 2026-00100 - COUNCIL - OCTOBER 7, 2026
For the Period Ended 10/31/2026

Vendor # / Tr #	Name / Invoice #	Date	Due Date	Reference	PO #	Invoice Amount
24	170	10/3/2026	10/3/2026	ROADSIDE BRUSHING		65,540.00
05016	**ECOVUE CONSULTING SERVICES**					
26	21-2125-218	9/30/2026	10/31/2026	OFFICIAL PLAN		1,796.70
26041	**EMTERRA ENVIRONMENTAL**					
27	MAG2026-08	9/30/2026	10/31/2026	GARBAGE COLLECTION		6,791.87
05045	**ENVIRONMENTAL 360 SOLUTIONS**					
28	856865	9/30/2026	10/31/2026	SERVICE		239.28
29	856864	9/30/2026	10/31/2026	SERVICE		239.28
30	856862	9/30/2026	10/31/2026	SERVICE		583.12
31	856860	9/30/2026	10/31/2026	SERVICE		239.28
32	856863	9/30/2026	10/31/2026	SERVICE		291.56
33	856858	9/30/2026	10/31/2026	SERVICE		478.56
34	856859	9/30/2026	10/31/2026	SERVICE		239.28
35	856861	9/30/2026	10/31/2026	SERVICE		239.28
36	856866	9/30/2026	10/31/2026	SERVICE		291.56
37	856867	9/30/2026	10/31/2026	SERVICE		323.88
38	856868	9/30/2026	10/31/2026	SERVICE		323.88
05090	**EXP SERVICES INC.**					
39	980902	10/9/2026	11/8/2026	ENGINEERING SERVICE		839.03
06049	**FIRE MARSHAL'S PUBLIC FIRE SA**					
40	IN172308	9/26/2026	9/26/2026	SMOKE ALARMS		1,254.37
41	IN172271	9/25/2026	9/25/2026	SMOKE ALARMS		537.59
42	IN172250	9/19/2026	9/19/2026	SMOKE ALARMS		1,812.29
43	IN172737	10/22/2026	10/22/2026	PREVENTION MATERIALS		418.35
44	IN172723	10/22/2026	10/22/2026	PREVENTION MATERIALS		535.62
16075	**GF PRESTON SALES AND SERVICI**					
45	IN11064	10/17/2026	11/16/2026	RENTAL EQUIPMENT		3,834.09
08084	**HUBB CAP**					
46	1044027	9/26/2026	10/25/2026	SUPPLIES		18,220.03
47	1044094	9/30/2026	10/31/2026	SUPPLIES		506.59
05096	**KEVIN NOAIK**					
48	74	10/17/2026	10/17/2026	SUPPLIES		99.00
12046	**LAKELAND ENERGY LTD**					
49	LE034515	9/30/2026	10/31/2026	STREETLIGHTS		907.62
12018	**LAWSON PRODUCTS INC.**					
50	9313812317	10/18/2026	11/17/2026	SUPPLIES		280.86
13240	**JIM MOORE PETROLEUM**					
51	86189	10/16/2026	11/30/2026	DYED FURNACE OIL		806.38
52	45210	9/27/2026	10/31/2026	CLEAR DIESEL		4,123.53
53	45211	9/27/2026	10/31/2026	DYED DIESEL		3,679.56

Municipality of Magnetawan
Invoice Edit List - Condensed
Batch # 2026-00100 - COUNCIL - OCTOBER 7, 2026
For the Period Ended 10/31/2026

Vendor # / Tr #	Name / Invoice #	Date	Due Date	Reference	PO #	Invoice Amount
54	45209	9/27/2026	10/31/2026	PREMIUM GAS		2,185.75
55	708651	10/2/2026	11/30/2026	DYED DIESEL		1,160.46
56	708662	10/2/2026	11/30/2026	CLEAR DIESEL		2,628.99
57	57380	10/2/2026	11/30/2026	DYED DIESEL		1,276.48
58	74088	10/10/2026	11/30/2026	DYED DIESEL		1,375.36
59	74085	10/10/2026	11/30/2026	PREMIUM GAS		1,915.26
60	72960	10/10/2026	11/30/2026	CLEAR DIESEL		3,633.94
61	72961	10/10/2026	11/30/2026	DYED DIESEL		1,514.93
62	722789	10/16/2026	11/30/2026	PREMIUM GAS		2,017.25
63	86187	10/16/2026	11/30/2026	CLEAR DIESEL		2,701.16
64	86188	10/16/2026	11/30/2026	DYED DIESEL		2,257.99
65	708080	10/1/2026	11/30/2026	DYED FURNACE OIL		707.03
13334	**M&L SUPPLY FIRE & SAFETY**					
66	ML-IN-002286	9/26/2026	10/25/2026	HELMET		637.89
67	ML-IN-002291	9/11/2026	10/10/2026	SCBA ANNUAL		1,232.50
68	ML-IN-002467	10/3/2026	11/3/2026	BOOTS		1,771.50
13013	**MAGNETAWAN BUILDING CENTRE**					
69	101-192405	10/9/2026	11/30/2026	SUPPLIES		7.88
70	103-167435	10/2/2026	11/30/2026	SUPPLIES		275.65
71	101-191972	10/2/2026	11/30/2026	SUPPLIES		14.20
72	103-167635	10/4/2026	11/30/2026	SUPPLIES		21.45
73	101-193077	10/22/2026	11/30/2026	SUPPLIES		87.38
74	103-168519	10/23/2026	11/30/2026	DRAINAGE SUPPLIES		359.46
75	103-168536	10/23/2026	11/30/2026	DRAINAGE SUPPLIES		57.72
76	104-139291	10/23/2026	11/30/2026	DRAINAGE SUPPLIES		70.37
13014	**MAGNETAWAN BUILDING CENTRE**					
77	101-192887	10/18/2026	11/30/2026	SUPPLIES		29.96
78	101-193069	10/22/2026	11/30/2026	SUPPLIES		35.30
79	102-86735	9/30/2026	10/31/2026	SUPPLIES		21.00
80	101-192149	10/4/2026	11/30/2026	SUPPLIES		124.99
13011	**MAGNETAWAN BUILDING CENTRE**					
81	102-87684	10/25/2026	11/30/2026	CREDIT - MUSEUM FLOORIN		-17.28
82	101-193225	10/25/2026	11/30/2026	MUSEUM FLOOR		16.05
83	103-168442	10/22/2026	11/30/2026	MUSEUM FLOOR		18.80
84	101-192888	10/18/2026	11/30/2026	SUPPLIES		14.23
85	101-192889CR	10/18/2026	11/30/2026	CREDIT - SUPPLIES		-14.23
86	101-193023	10/21/2026	11/30/2026	SUPPLIES		134.13
87	102-87530	10/21/2026	11/30/2026	SUPPLIES		13.97
88	103-168384	10/21/2026	11/30/2026	SUPPLIES		46.51
89	102-87423	10/18/2026	11/30/2026	SUPPLIES		5.98
90	101-192898	10/18/2026	11/30/2026	SUPPLIES		4.98
91	101-192832	10/17/2026	11/30/2026	SUPPLIES		16.23
92	101-192642	10/14/2026	11/30/2026	SUPPLIES		15.24
93	101-192718	10/15/2026	11/30/2026	SUPPLIES		200.75
94	101-192375	10/9/2026	11/30/2026	SUPPLIES		111.02
95	103-167856	10/9/2026	11/30/2026	SUPPLIES		41.57
96	101-192088	10/4/2026	11/30/2026	SUPPLIES		7.49

Municipality of Magnetawan
Invoice Edit List - Condensed
Batch # 2026-00100 - COUNCIL - OCTOBER 7, 2026
For the Period Ended 10/31/2026

Vendor # / Tr #	Name / Invoice #	Date	Due Date	Reference	PO #	Invoice Amount
97	101-191936	10/2/2026	11/30/2026	SUPPLIES		148.46
98	102-86511	9/28/2026	10/31/2026	SUPPLIES		34.56
99	101-191620	9/28/2026	10/31/2026	SUPPLIES		7.49
100	101-193169	10/24/2026	11/30/2026	SUPPLIES		9.04
101	102-87577	10/22/2026	11/30/2026	SUPPLIES		1,138.41
102	101-193152	10/23/2026	11/30/2026	SUPPLIES		22.36
103	104-139344	10/24/2026	11/30/2026	MUSEUM FLOORING		72.37
104	101-193191	10/24/2026	11/30/2026	MUSEUM FLOORING		15.24
13012	**MAGNETAWAN BUILDING CENTRE**					
105	101-192890	10/18/2026	11/30/2026	REPAIRS		15.81
106	103-168430	10/21/2026	11/30/2026	SUPPLIES		31.96
107	101-191884	10/1/2026	11/30/2026	SUPPLIES		15.00
13002	**MANULIFE FINANCIAL**					
108	SEPT2026	10/28/2026	10/28/2026	SEPTEMBER 2026 GROUP BE		10,760.28
13330	**MHBC PLANNING LIMITED**					
109	5040964	9/30/2026	10/31/2026	PLANNING SERVICES		2,279.83
110	5040965	9/30/2026	10/31/2026	PLANNING SERVICES		2,400.12
13242	**MOORE PROPANE LIMITED**					
111	51802	10/1/2026	11/30/2026	PROPANE		3,614.20
13127	**MR. FENCEE INC.**					
112	3083	10/14/2026	11/12/2026	SPENCE CEMETERY FENCE		41,522.91
13109	**METCALF, NANCY**					
113	09172026	10/17/2026	10/17/2026	CHAIRS		540.00
14085	**NORTH BAY PARRY SOUND DISTR**					
114	SEPT2026	10/1/2026	10/1/2026	SEPTEMBER 2026 LEVY		4,340.60
115	OCT2026	11/1/2026	11/1/2026	OCTOBER 2026 LEVY		4,340.60
15068	**ORKIN CANADA CORPORATION**					
116	C-6075688	10/15/2026	11/14/2026	PEST CONTROL		393.68
117	C-6076619	10/15/2026	11/14/2026	PEST CONTROL		126.09
118	C-6076859	10/15/2026	11/14/2026	PEST CONTROL		73.22
119	C-6077022	10/15/2026	11/14/2026	PEST CONTROL		45.20
120	C-6076737	10/15/2026	11/14/2026	PEST CONTROL		159.33
121	C-6076735	10/15/2026	11/14/2026	PEST CONTROL		59.31
122	C-6076736	10/15/2026	11/14/2026	PEST CONTROL		59.31
16200	**POLLARD DISTRIBUTION INC**					
123	13213	9/30/2026	10/31/2026	DUST CONTROL		14,422.57
18102	**RSM BUILDING CONSULTANTS INC**					
124	4784	9/30/2026	10/1/2026	INSPECTION SERVICES		3,636.23
18035	**RUSSELL CHRISTIE LLP**					
125	63-283-531	10/8/2026	11/7/2026	LEGAL FEES		1,907.26

Municipality of Magnetawan
Invoice Edit List - Condensed
Batch # 2026-00100 - COUNCIL - OCTOBER 7, 2026
For the Period Ended 10/31/2026

Vendor # / Tr #	Name / Invoice #	Date	Due Date	Reference	PO #	Invoice Amount
126	63-283-276-3	10/8/2026	11/7/2026	LEGAL FEES		851.06
04090	**Scott Dingman Trucking**					
127	4864	10/23/2026	10/23/2026	SEPTIC SERVICE		1,751.50
19008	**SDB TRUCK & EQUIPMENT REPAI**					
128	14355	10/11/2026	11/10/2026	MAINTENANCE		1,299.50
19007	**SERVICE 1 MUFFLERS & MORE**					
129	30990	9/27/2026	10/26/2026	SMALL TOOLS		204.36
130	31017	9/28/2026	10/27/2026	SUPPLIES		1,843.08
131	31512	10/18/2026	11/18/2026	REPAIRS		59.26
19145	**SIGNCRAFT CANADA INC.**					
132	3901	9/30/2026	10/31/2026	SIGNAGE		79.10
133	3938	10/15/2026	11/14/2026	LEEKFEST 2027 SIGNAGE		39.55
19037	**SLING-CHOKER MFG. (NORTH BA**					
134	118047	10/2/2026	11/2/2026	SUPPLIES		175.62
135	118329	10/18/2026	11/18/2026	SAFETY SUPPLIES		44.17
19055	**STAPLES BUSINESS ADVANTAGE**					
136	73680337	8/3/2026	9/2/2026	SUPPLIES		156.46
137	74094466	9/27/2026	10/26/2026	OFFICIAL PLAN POSTER		30.82
138	74208693	10/8/2026	11/7/2026	SUPPLIES		733.05
139	74066702	9/25/2026	10/24/2026	SUPPLIES		193.33
140	74063084	9/24/2026	10/24/2026	SUPPLIES		325.89
141	74346755	10/16/2026	11/15/2026	SUPPLIES		127.68
142	74332671	10/17/2026	11/16/2026	SUPPLIES		141.92
20083	**TRACKMATICS INC**					
143	45463	10/5/2026	11/5/2026	GPS MONITORING		176.28
144	45459	10/5/2026	11/5/2026	GPS MONITORING		840.72
145	45477	10/5/2026	11/5/2026	GPS MONITORING		44.07
20048	**TRUE NORTH CRETE**					
146	25171	10/9/2026	11/8/2026	CONCRETE REPAIRS		1,305.15
08005	**ULINE CANADA CORPORATION**					
147	54206515	10/17/2026	11/16/2026	SUPPLIES		177.98
148	262570443-004	9/27/2026	10/26/2026	EQUIPMENT RENTAL		4,249.37
22009	**VIANET**					
149	631528SEPT26	10/1/2026	10/10/2026	FIRE HALL INTERNET		118.59
23086	**XEROX CANADA LTD**					
150	F66107723	9/28/2026	10/27/2026	PHOTOCOPYING		757.63
20061	**THE APPLIANCE SPECIALIST**					
151	09282026	10/28/2026	10/28/2026	REPAIRS		248.83

Municipality of Magnetawan
Invoice Edit List - Condensed
Batch # 2026-00100 - COUNCIL - OCTOBER 7, 2026
For the Period Ended 10/31/2026

Vendor # / Tr #	Name / Invoice #	Date	Due Date	Reference	PO #	Invoice Amount
06050	**FOWLER CONSTRUCTION COMPA**					
152	92252	2/1/2026	2/1/2026	CREDIT		-127,374.05
153	90693	2/1/2026	2/1/2026	GRAVEL		93,827.09
154	95003	7/20/2026	8/19/2026	GRAVEL PATCHING		2,854.14
155	95279	7/27/2026	8/26/2026	GRAVEL PATCHING		684.37
156	95374	7/31/2026	8/29/2026	GRAVEL PATCHING		2,838.59
157	95954	8/18/2026	9/17/2026	GRAVEL PATCHING		3,705.81
158	96139	8/25/2026	9/24/2026	GRAVEL PATCHING		2,698.51
159	96912	8/31/2026	9/30/2026	GRAVEL		199,593.97
160	96337	8/31/2026	9/30/2026	GRAVEL PATCHING		2,493.81
161	96629	9/8/2026	10/7/2026	GRAVEL PATCHING		3,197.58
162	96821	9/15/2026	10/14/2026	GRAVEL PATCHING		6,076.88
163	97075	9/22/2026	10/21/2026	GRAVEL PATCHING		3,057.03
164	97278	9/29/2026	10/28/2026	GRAVEL PATCHING		885.69

Total for Batch: 816,211.13

Invoices Printed: 162

Municipality of Magnetawan
Invoice Edit List - Condensed
Batch # 2026-00102 - EFT - COUNCIL - OCTOBER 7, 2026
For the Period Ended 9/30/2026

Vendor # / Tr #	Name / Invoice #	Date	Due Date	Reference	PO #	Invoice Amount
18043	**RECEIVER GENERAL**					
1	AUG1-15/26	8/25/2026	8/25/2026	PAYROLL REMITTANCE AUG		19,808.01
18044	**RECEIVER GENERAL**					
2	AUG1-15/26	8/25/2026	8/25/2026	PAYROLL REMITTANCE AUG		9,609.77
11096	**LAKE COUNTRY OFFICE SOLUTIO**					
3	122083	8/27/2026	8/27/2026	LAPTOPS		17,221.20
4	122610	8/31/2026	8/31/2026	IT SERVICES		2,823.87
5	122315	8/31/2026	8/31/2026	IT SERVICES		79.10
18086	**ROYAL BANK VISA EFT**					
6	09032026	9/3/2026	9/3/2026	BANK CHARGE		4.15
7	7459696	8/31/2026	8/31/2026	ONLAND		36.50
8	7459552	8/31/2026	8/31/2026	ONLAND		16.30
9	7459491	8/31/2026	8/31/2026	ONLAND		36.50
10	7459485	8/31/2026	8/31/2026	ONLAND		5.65
11	7459486	8/31/2026	8/31/2026	ONLAND		5.65
12	7459405	8/31/2026	8/31/2026	ONLAND		3.39
13	08292026	8/29/2026	8/29/2026	SUPPLIES		30.40
14	08282026	8/28/2026	8/28/2026	SURVEY MONKEY SUBSCRIF		134.47
15	7449026	8/25/2026	8/25/2026	ONLAND		16.30
16	7448942	8/25/2026	8/25/2026	ONLAND		16.30
17	7448934	8/25/2026	8/25/2026	ONLAND		3.39
18	JKLJEKDH-0016	8/20/2026	8/20/2026	SUBSCRIPTION		241.68
19	08042026-1	8/4/2026	8/4/2026	PICKLEBALL		36.93
18083	**ROYAL BANK VISA EFT**					
20	08262026	8/26/2026	8/26/2026	MEETING SUPPLIES		59.57
21	4243455	8/25/2026	8/25/2026	ROW CONFERENCE		339.00
22	08182026	8/18/2026	8/18/2026	LANDFILL SURVEILLANCE		38.39
18089	**ROYAL BANK VISA EFT**					
23	09032026	9/3/2026	9/3/2026	BANK CHARGE		1.49
24	09082026	9/8/2026	9/8/2026	CROFT SCOREBOARD		549.00
25	09032026-1	9/3/2026	9/3/2026	SUPPLIES		40.50
26	09032026-2	9/3/2026	9/3/2026	SUPPLIES		15.70
27	09062026	9/6/2026	9/6/2026	MUSIC IN THE PARK		175.15
28	09062026-1	9/6/2026	9/6/2026	MUSIC IN THE PARK		175.15
29	09062026-2	9/6/2026	9/6/2026	MUSIC IN THE PARK		175.15
30	107606	9/1/2026	9/1/2026	NAMEPLATE		39.55
31	08312026	8/31/2026	8/31/2026	SUPPLIES		282.49
32	10984505	8/31/2026	8/31/2026	PRINTING		54.00
33	08142026	8/14/2026	8/14/2026	PICKLEBALL		24.62
34	08262026	8/26/2026	8/26/2026	SUPPLIES		19.53
35	08242026	8/24/2026	8/24/2026	MUSEUM CAMERA		81.35
36	08192026	8/19/2026	8/19/2026	COUNCIL DONATION		550.00
37	08182026	8/18/2026	8/18/2026	SUPPLIES		52.86
38	08142026-1	8/14/2026	8/14/2026	REFUND		-15.09
39	08122026	8/12/2026	8/12/2026	DRIVE IN MOVIE EVENT		201.06

Municipality of Magnetawan
Invoice Edit List - Condensed
Batch # 2026-00102 - EFT - COUNCIL - OCTOBER 7, 2026
For the Period Ended 9/30/2026

Vendor # / Tr #	Name / Invoice #	Date	Due Date	Reference	PO #	Invoice Amount
18088	**ROYAL BANK VISA EFT**					
40	09082026	9/8/2026	9/8/2026	TABLES		1,741.00
41	08272026	8/27/2026	8/27/2026	SUPPLIES		54.42
42	08262026	8/26/2026	8/26/2026	WASHER & DRYER		2,290.41
43	33383997-00	8/25/2026	8/25/2026	MOTION SENSOR CONTROL		96.47
44	08212026	8/21/2026	8/21/2026	SUPPLIES		61.00
45	08212026-1	8/21/2026	8/21/2026	SUPPLIES		13.55
46	08212026-2	8/21/2026	8/21/2026	TOOLS		84.17
47	08212026-3	8/21/2026	8/21/2026	TOOLS		189.82
18085	**ROYAL BANK VISA EFT**					
48	09022026	9/2/2026	9/2/2026	LANDFILL CAMERAS		11.29
49	09082026	9/8/2026	9/8/2026	SUPPLIES		13.55
50	372349796	8/29/2026	8/29/2026	GOTO MEETING SUBSCRIPTI		29.38
51	3620AUG2026	8/7/2026	8/7/2026	LANDFILL PHONE		137.74
52	08142026	8/14/2026	8/14/2026	SUPPLIES		22.59
53	08142026-1	8/14/2026	8/14/2026	SUPPLIES		30.50
18091	**ROYAL BANK VISA EFT**					
54	09012026	9/1/2026	9/1/2026	BANK CHARGE		12.00
55	09032026	9/3/2026	9/3/2026	SUPPLIES		36.73
56	09012026-1	9/1/2026	9/1/2026	SUPPLIES		15.24
57	08262026	8/26/2026	8/26/2026	SUPPLIES		21.22
58	08262026-1	8/26/2026	8/26/2026	SUPPLIES		13.56
18043	**RECEIVER GENERAL**					
59	AUG16-31/26	9/10/2026	9/10/2026	PAYROLL REMITTANCE AUG		39,600.53
18044	**RECEIVER GENERAL**					
60	AUG16-31/26	9/10/2026	9/10/2026	PAYROLL REMITTANCE AUG		9,876.60
13270	**MINISTER OF FINANCE EFT**					
61	AUGUST2026	9/16/2026	9/16/2026	EHT AUGUST 2026		6,024.02
15001	**OMERS EFT**					
62	AUGUST2026	9/16/2026	9/16/2026	AUGUST 2026 OMERS REMIT		37,793.16
23010	**WORKPLACE SAFETY & INSURAN**					
63	AUGUST2026	9/17/2026	9/17/2026	AUGUST 2026 WSIB REMITTA		9,808.61
12045	**LAKELAND POWER - EFT**					
64	072642-00AUG26	8/17/2026	9/9/2026	HYDRO		212.48
65	073239-00AUG26	8/17/2026	9/9/2026	HYDRO		754.00
66	076283-00AUG26	8/17/2026	9/9/2026	HYDRO		129.85
67	076598-00AUG26	8/17/2026	9/9/2026	HYDRO		48.06
68	077271-00AUG26	8/17/2026	9/9/2026	HYDRO		121.02
69	072644-00AUG26	8/17/2026	9/9/2026	HYDRO		121.77
70	072693-00AUG26	8/17/2026	9/9/2026	HYDRO		103.02
15050	**Hydro One Networks**					
71	3189AUG26	8/7/2026	8/[illegible]/2026	HYDRO		18.19

Municipality of Magnetawan
Invoice Edit List - Condensed
Batch # 2026-00102 - EFT - COUNCIL - OCTOBER 7, 2026
For the Period Ended 9/30/2026

Vendor # / Tr #	Name / Invoice #	Date	Due Date	Reference	PO #	Invoice Amount
72	0309AUG2026	8/28/2026	9/17/2026	HYDRO		180.35
73	5146AUG26	8/28/2026	9/17/2026	HYDRO		27.59
74	8809AUG26	8/28/2026	9/17/2026	HYDRO		562.12
75	2621AUG26	8/31/2026	9/20/2026	HYDRO		149.40
76	6780AUG26	8/31/2026	9/20/2026	HYDRO		29.04
77	3087AUG26	9/2/2026	9/22/2026	HYDRO		56.61
78	3189SEPT26	9/4/2026	9/24/2026	HYDRO		17.22
					Total for Batch:	163,497.31

Invoices Printed: 78

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NUMBER 2026-

A BY-LAW TO DEEM PART OF REGISTERED PLAN 42M576 IN THE MUNICIPALITY OF MAGNETAWAN NOT TO BE A REGISTERED PLAN OF SUBDIVISION FOR THE PURPOSES OF SECTION 50(4) OF THE PLANNING ACT (CLARKE 4944 010 00105218)

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

AND WHEREAS Plan 42M576 for the Municipality of Magnetawan is a plan of subdivision registered in the Registry Office for Parry Sound;

AND WHEREAS the said Plan has been registered for more than eight years;

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

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

1. **THAT** Lots 3 and 4, Plan 42M576 are hereby deemed not to be part of a registered plan of subdivision for the purposes of Subsection 50 of the Planning Act, R.S.O. 1990, Chapter P.13.

2. **THAT** this By-law shall take effect as of the date of passing, subject to the provisions of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.

BY-LAW read a first, second and third time and finally passed this 7th day of October, 2026 .

_____
Sam Dunnett, Mayor

_____
Kerstin Vroom, CAO/Clerk

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2026 -

BEING A BY-LAW TO PROMOTE THE SAFE USE OF PUBLIC SPACES AND TO PREVENT NUISANCE WITHIN PUBLC SPACES AS WELL AS ADJACENT PRIVATE PROPERTY

WHEREAS Subsection 8(1) of the Municipal Act, 2001,c.25, as amended, provides that the powers of a municipality shall be interpreted broadly to enable the municipality to govern its affairs as it deems appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Subsection 11 of the *Municipal Act, S.O. 2001, c.25,* as amended, authorizes a municipality to enact by-laws relating to the health, safety and well-being of persons, as well as protection of persons and property.

AND WHEREAS some Municipally owned Public Spaces are not patrolled, inspected nor suitable for use in the absence of daylight or illumination;

AND WHEREAS the objective of this By-law is to promote the safe and orderly use of public spaces, to protect infrastructure, to maintain the functional integrity of public spaces, and to prevent nuisance within public spaces, as well as adjacent private property.

NOW THEREFORE BE IT ENACTED BY THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN AS FOLLOWS:

1.0 THAT this By-law be cited as "Safe Use of Public Spaces"

2.0 DEFINITIONS

"Municipal Public Spaces" - means properties owned by the Municipality, or are hereafter established, dedicated, set apart or made available for the purpose of Public use, including but not limited to recreation fields, pavilions, picnic areas, playgrounds, open spaces, boat launches, trails , and other such municipally owned spaces as established from time to time, and shall include parking lots provided in conjunction with public parks and trails but does not include Road Allowances.

"Nuisance" -- means that which causes offence, annoyance, trouble, or injury to the reasonable enjoyment of Municipally Owned Public Spaces and adjacent properties.

"Officer" – means a Municipal By-law Enforcement Officer, Municipal Staff, Fire Prevention Officer, Fire Chief, Police Officer or other person appointed by by-law to enforce the provisions of Municipal by-laws.

3.0 REGULATIONS

3.1 All Municipal Public Spaces are considered closed in the absence of daylight or illumination, seven days per week, unless otherwise authorized by the Municipality.

3.2 Persons who enter, remain in, occupy or use Municipal Public Spaces during the hours that the Municipal Public Spaces are closed assume the risk of personal injury, harm and/or damage to themselves and/or their property.

3.3 Signs indicating the hours of operation and regulation against entry during closed hours may or may not be posted at entrances and/or other appropriate locations at Municipal Public Spaces.

4.0 EXEMPTIONS

4.1 Notwithstanding Section 3.2, this regulation shall not apply to:

a) Municipal employees, Municipal agents or Municipal contractors of the Municipality carrying out authorized duties;

b) An Officer, police, fire, emergency medical services or other emergency personnel acting in the course of their duties;

c) During Municipally run events and/or permitted events and/or booked events; and/or

d) Any person who has received express authorization from the Municipality.

5.0 ENTRY DURING CLOSED HOURS AND ASSUMPTION OF RISK

5.1 A person who enters, remains in, occupies or uses a Municipal Public Space during the hours that it is closed does so without the permission or authorization of the Municipality and contrary to this By-law.

5.2 Any person entering, remaining in, occupying or using a Municipal Public Spaces during closed hours assumes the risks associated with such unauthorized entry and use to the fullest extent permitted by the *Occupiers' Liability Act*, R.S.O. 1990, c. O.2, as amended.

5.3 Nothing in this By-law shall be interpreted as excluding or limiting any duty or liability of the Municipality that cannot lawfully be excluded or limited.

6.0 PROHIBITIONS

6.1 No person shall contravene or fail to comply with any provision of this By-law.

6.2 No person shall remain in, occupy or use a Municipal Public Spaces during the hours that the Municipal Public Spaces are closed.

6.3 No person shall cause a nuisance while occupying or using a Municipal Public Space;

6.3 No person shall fail or refuse to comply with a lawful direction of an Officer to vacate Municipal Public Spaces made pursuant to this By-law.

6.4 No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Officer exercising a power or performing a duty under this By-law

7.0 TRESPASS

7.1 Entry upon a Municipal Public Spaces during closed hours is prohibited, and an Officer may give notice of such prohibition in accordance with the *Trespass to Property Act*, R.S.O. 1990, c. T.21, as amended.

8.0 OBSTRUCTION:

8.1.Any person who has been alleged to have contravened any of the provisions of this By-law, shall identify themselves to the Officer upon request, failure to do so shall be deemed to have obstructed or hindered the Officer in the execution of their duties.

9.0 OFFENCES AND PENALTIES

9.1 Every person and/or owner and/or occupant who contravenes and/or directs another person(s) to contravene and/or permits another person the doing of any act which contravenes any of the provisions of this By-law is guilty of an offence and may be subject to:

- fees, fines, penalties, and/or charges under the Administrative Monetary Penalties By-law and/or
- fees or charges as per the current Fees and Charges By-law and/or
- upon conviction is liable to a fine, to a maximum of $5,000 (five thousand dollars) for each offence exclusive of the costs, as prescribed by the *Provincial Offences Act, R.S.O. 1990, c.P. 33,* as amended.

And further, in addition to any other remedy and to any other penalty the person convicted may also be prohibited from continuing or repeating the offence in accordance with the provisions of section 442 of the *Municipal Act.*

9.2 Pursue any other collection mechanisms available to the Municipality pursuant to the Regulations or a law which may include deeming the outstanding amount to be unpaid taxes and adding this outstanding amount to the tax roll and collecting it in the same manner as Municipal Taxes.

9.4 Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2026 and are to be incorporated into the current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

10. ADMINISTRATIVE MONETARY PENALTIES

10.1 An Officer may issue an Administrative Monetary Penalty to a person found in contravention of any provision of this By- law.

10.2 Any Person who contravenes any provision of this By-law, upon receiving an Administrative Monetary Penalty pursuant to Section 10.1 may be liable to pay to the Municipality an Administrative Penalty.

11. COLLECTION OF UNPAID FINES

11.1 Pursuant to Section 441 of the *Municipal Act, 2001, S.O. 2001, C 25*, if any part of a fine for a contravention of this By-law remains unpaid after the fine becomes due and payable under Section 66 of the *Provincial Offences Act, R. S. O. 1990, c P. 33; Provincial Offences Act*" including any extension of time for payment ordered under that Section, the Licence Issuer may give the Person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than 21 days after the date of the notice. If the fine remains unpaid after the final date specified in the notice, the fine is deemed to be unpaid taxes pursuant to Section 351 of the *Municipal Act*, 2001, S.O 2001, c. 25 and may be added to the Owner' s tax roll and collected in the same manner as Property taxes.

10.0 EFFECTIVE DATE

This By-Law shall come into force and effect on October 7, 2026

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 7th day of October 2026.

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN

_____

Mayor

_____

CAO/Clerk

Municipality of Magnetawan

FEES, FINES, PENALTIES, AND/OR CHARGES SCHEDULE

SCHEDULE "A"
BEING A BY-LAW TO PROMOTE THE SAFE USE OF PUBLIC SPACES AND TO PREVENT NUISANCE WITHIN PUBLC SPACES AS WELL AS ADJACENT PRIVATE PROPERTY

SECTION	SHORT FORM WORDING	SET FINE
6.1	Failure to comply with any provision of this By-law.	$ 300
6.2	Remain in, occupy or use a Municipal Public Spaces during the hours that the Municipal Public Spaces are closed	$ 300
6.3	Fail or refuse to comply with a lawful direction of an Officer to vacate Municipal Public Spaces made pursuant to this By-law	$ 300
6.4	Hinder or obstruct, or attempt to hinder or obstruct, any Officer exercising a power or performing a duty under this By-law	$ 300.

Fees, fines, penalties, and/or charges are as Schedule "A" attached for 2026 are to be incorporated into the Current Fees and Charges By-law. Any changes to Schedule "A" will be made during the annual updating of the Fees and Charges By-law and will be contained therein.

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2026-

Being a By-law to confirm the proceedings of Council October 7, 2026

WHEREAS Section 5(3) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, requires a municipal Council to exercise a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Municipality of Magnetawan deems it desirable to confirm the proceedings of Council and to ratify decisions made at its meeting hereinafter set out;

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

1. **Ratification and Confirmation**

   THAT the action of the Council of the Municipality of Magnetawan at its meeting for the aforementioned date(s) with respect to each motion, resolution and other action passed and taken by this Council at its meetings, except where otherwise required, is hereby adopted, ratified, and confirmed as if such proceedings and actions were expressly adopted and confirmed by its separate By-law.

2. **Execution of all Documents**

   THAT the Mayor of the Council of the Municipality of Magnetawan and the proper officers of the Municipality of Magnetawan are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, except where otherwise provided, and the Mayor and Clerk are hereby authorized and directed to execute all necessary documents and to affix the Corporate Seal of the Municipality to such documents.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 7th day of October 2026.

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN

_____
Mayor

_____
CAO/Clerk

On desk Oct 7/26

Laura Brandt

From:	Rachel Sullivan <rsullivanonthelake@gmail.com>
Sent:	October 4, 2026 4:32 PM
To:	sdunnett2@gmail.com; Jon Hind; john.s.hetherington@gmail.com; Councillor Kneller; livingmagnetawan@gmail.com
Cc:	Kerstin Vroom; Laura Brandt
Subject:	Letter to Council regarding proposed changes to prohibit rental of community kitchen for commercial purposes

Mayor and Council,
I would like to request the proposed changes to the Fees and Charges By-law prohibiting commercial use of the community be deferred until such time as a fulsome discussion can take place with Council, the Magnetawan Economic Tourism Committee (METC), the Community Centre Board, staff and the public to understand how this municipality will support business development. I have outlined some history and thoughts below.

Background
At their meeting on June 24th, the Community Centre Board did not support a request from a new local business to allow the kitchen to be rented separately and Council supported the board recommendation.

https://magnetawan.com/content/government/06-24-2026-magnetawan-community-centre-board-final-minutes.pdf

> *ITEMS BROUGHT FORWARD 2.1 Correspondence from Amy and Zac Kvas, Hen & Finch Maple CO. & Kvas Fine Beverage Use of Magnetawan Community Centre Kitchen*
>
> *RESOLUTION 2026-11 Langford-Sohm*
> *WHEREAS the Magnetawan Community Centre Board receives the correspondence from Amy and Zac Kvas, Hen & Finch Maple CO. & Kvas Fine Beverage Use of Magnetawan Community Centre Kitchen;*
> *AND WHEREAS By-law 2026-18 states that the Magnetawan Community Centre Kitchen is not available for individual rental;*
> *AND WHEREAS the Magnetawan Community Centre Board's mandate is to advise Council of the public perspective on the care and maintenance of the facilities, community concerns, rental procedures and/or operations, and safety concerns;*
> *NOW THEREFORE BE IT RESOLVED THAT the Magnetawan Community Centre Board respectfully request that Council keep the current By-law in place and is not in favour of renting the Community Centre kitchen nor allowing storage space for commercial operation. Carried.*
>
> *The Committee discussed the request for storage space as well as the possibility of allowing rentals for just the Community Centre Kitchen as the current policy is that it is not to be rented separately.*

Committee members agreed that there is currently no space that could house the dry goods that have been requested to be kept at the Community Centre. Currently there is not enough space to store all the current equipment for the Community Centre, events, and programming. The Committee discussed other potential roadblocks/risks associated with storing the dry goods such as health unit requirements as well as issues arising from potential theft and/or damages.

The Committee also discussed renting out the kitchen separately without the inclusion of the use of the hall itself. The Committee discussed concerns due to the production being proposed and that the kitchen could potentially acquire sticky ceilings. Concerns were also raised that allowing the rental to be separated would then allow the kitchen only to be rented on weekends and/or prime dates. They further discussed that other residents and community groups typically would need those dates and that these groups would rent the whole Community Centre including the kitchen. The Secretary advised the Committee that there are days that programming runs where the Community Centre is in use, but the kitchen is not such as Tuesdays for pickleball. The Secretary also advised the Committee that they could consider recommending putting a restriction on the rental where the renting of just the kitchen on a weekend or prime dates would not be allowable. The Committee also discussed that this request has been put before the Committee previously regarding the baking of pies and the Secretary advised the Committee that one other community commercial business has reached out with the same request and Staff advised the resident of the process to appeal for an exemption from the By-law.

The small business operator proceeded to rent the whole facility as is allowed under the current bylaw.

It is my understanding that as a result of this rental, staff were instructed to change the bylaw to prohibit any commercial rental of the kitchen.

Concurrently, following staff recommendations, METC were considering our Terms of Reference with a view to including support for business development. The plan was to present the amended Terms to Council in August. We put a halt to bringing updated Terms forward citing this decision by another Committee of Council and Council. These decisions caused confusion in terms of how the municipality might support local business development. The plan was to delay the revised Terms until the new Council was in place so we could present the types of activities we think should / could be supported by the municipality.

https://magnetawan.com/content/government/july-27-2026-metc-minutes-draft.pdf

2.1.5 Proposed Changes to Terms of Reference and Next Steps Chair Sullivan and Vice Chair Ramsay provided update. The original goal was to approve the updated Terms of Reference at this meeting which would then go to Council for consideration at their August 19th meeting. As part of the review process the need to define 'responsible tourism' and 'business development' was identified. A definition for 'responsible tourism' or 'regenerative tourism' was incorporated into the draft based on the definition adopted by Explorers' Edge.

It was noted it would be important to understand what types of business development would be supported by Council so that METC is not placed in a position to support a business development activity that is not in alignment with the views of Council or another Committee of Council. The recent request and rejection for a modification to the rental policy noted in Item 2.4 (Update on

Request to Amend Community Centre Rental Policy) was noted as an example by Chair Sullivan. It was noted that with the municipal election this fall, all committees would be subject to review by the new Council and if they opted to continue with METC, members would have decide whether they wished to be reappointed to the committee. It would therefore not make sense to request Council open recruitment for additional members at this time.

The recommendation was made to have a further discussion about the definitions at the planned brainstorming session (Item 2.5). The goal would be to present to the new Council an overview of past activities, work plan and a draft Terms of Reference which could include proposed definitions and parameters for the types of business development activities METC may wish to support. Members noted the need to undertake communications activities to promote awareness and understanding of responsible tourism.

ASK:
The bylaw change to prohibit commercial use of the kitchen be deferred. A fulsome discussion on the types of business development this municipality can support, including, among others, Council, METC, the Community Centre Board, staff, and existing and potential user groups.

Municipalities are limited in what they can do to support entrepreneurship. There is an opportunity to look at community assets and how they may be better utilized to support business development. It is understood there are considerations that need to be factored in such as respecting community interests, scheduling, impact on service clubs, etc. An open conversation with all stakeholders allows for various viewpoints to be heard and considered as we look for ways to arrive at a win-win solution that protects community interests and supports responsible business development.

Also for consideration:

- The deadline to submit a request to provide a deputation to Council, is the Wednesday before Council meetings. However, the agenda is only released on Friday afternoon, after the deadline. How are people able to comment on items that appear in the agenda after the deadline?
- It would be helpful, if staff reports could be included where changes to bylaws are being proposed, to explain history or rationale associated with changes. While this letter is focused on one specific change, there is insufficient information on the other proposed changes and their potential impact.

Thank you for your consideration,
Rachel Sullivan, Chair
On behalf of the METC

METC Volunteer Members:
Rachel Sullivan, Chair
Angela Ramsay, Vice-Chair
Dave Antle
Bill Bishop
Brenda Fraser
Joan Lewis
Rob Ross

on desk Oct 7/26

Laura Brandt

From: Francine <francine2697@yahoo.ca>
Sent: October 5, 2026 1:41 PM
To: Kerstin Vroom; Kerstin Vroom; Laura Brandt; Erica Kellogg; sdunnett2@gmail.com; john.s.hetherington@gmail.com; livingmagnetawan@gmail.com; Councillor Kneller; Jon Hind
Subject: Kitchen

Mayor and members of Council:

I am asking Council not to approve the proposed amendment that would prevent individuals and businesses from renting our municipal commercial kitchen.

A commercial kitchen is more than a room with appliances. It is community infrastructure. For a small food business, access to an inspected, properly equipped kitchen can be the difference between testing an idea and never getting started. It is the difference between supporting a young family in a business venture that could sustain them, create future employment and contribute to Magnetawan's local economy, and closing the door on the possibility of a family-owned business in our community.

For example, a local resident could use the kitchen to prepare baked goods, preserves, catering meals or other products for sale at farmers' markets, local stores and community events. A small food business could begin with limited production, then grow enough to hire part-time help for food preparation, packaging, delivery or sales eventually leading up to a bricks and mortar business.

Not every entrepreneur can afford to build a commercial kitchen. That is precisely why a shared municipal facility can be so valuable.

If Council has legitimate concerns about liability, insurance, sanitation, scheduling or damage, I believe those concerns should be addressed through appropriate rental fees, insurance requirements, user agreements and operating rules—not by eliminating access altogether.

I would ask Council one simple question: What public benefit is achieved by having a taxpayer-funded commercial kitchen sitting unused when responsible residents and local businesses are willing to pay to use it?

I took some time to research what other municipalities are doing and found that there are several innovative municipalities directly promoting municipal kitchens to support entrepreneurship. I feel it may be advantageous to our municipality to move towards doing all it can to support small businesses when opportunity presents itself.

TULLOCH

On desk October 7, 2026

Planners | Surveyors | Biologists | Engineers

October 6, 2026
Contract No.: RFT-2026-02
TULLOCH Project No.: 260649

Scott Edwards – Public Works Superintendent
Municipality of Magnetawan
4304 Highway 520, P.O. Box 70
Magnetawan, Ontario
P0A 1P0

> Re: Bid Recommendation Letter for Call for Tender No.: RFT-2026-02 – Temporary Bridge Installation.

Dear Scott,

This letter is to provide you with the evaluation of the tenders as outlined in the Information for Tenderers for the Temporary Bridge Installation on Bay Street Bridge. Eight (8) tenders were received prior to the prescribed closing time of 12:00 PM, Local Time on October 6, 2026. The following Eight (8) proponents provided Tenders on time and were evaluated:

- A2Z Civil Inc.
- Miller Paving Ltd.
- Fidelity Engineering & Construction Inc.
- Clearwater Structures Inc.
- GMP Contracting
- Hugo MB Contracting Inc.
- Johnston Fence Contracting Inc.
- KB Civil Constructors Inc.

Respectfully submitted,
TULLOCH ENGINEERING

George Harper,
Structural Engineering Intern

CANADA BEST MANAGED COMPANIES

1. TENDER FORM – MANDATORY SUBMISSION REQUIREMENTS

In the Information to Tenderers section of the tender under items 6, 13 – 21 were a list of mandatory submission requirements which included the following:

- Tender Form
- 10% Tender Deposit
- Statements A to F
- Schedule of Unit Prices
- Agreement to Bond

Review of these items were completed to determine which tenders comply with all of the mandatory submission requirements. If a tender fails to satisfy all of the mandatory submission requirements, the tenders will be disqualified at the discretion of the Owner and the Contract Administrator. If the tender is rejected at this stage, no other aspects of their tender will be reviewed.

Table 1 summarizes the Pass/Fail scores for each of the proponents. Where tenders failed to satisfy all the mandatory submission requirements, the tenderer received an F for that item, which will disqualify the tenderer.

As shown in the table below, Johnston Fence Contracting Inc. failed to provide any of the mandatory required submissions and their bid has been disqualified from this Contract.

Table 1: Proponent Mandatory Submission Scores (Pass/Fail)

List of Mandatory Submissions	A2Z Civil	Miller Paving Ltd.	Fidelity Engineering & Construction Inc.	Clearwater Structures Inc.	GMP Contracting	Hugo MB Contracting Inc.	Johnston Fence Contracting Inc.	KB Civil Constructors Inc
Tender Form	P	P	P	P	P	P	F	P
10% Tender Deposit	P	P	P	P	P	P	F	P
Addenda	P	P	P	P	P	P	F	P
Tax Compliance Declaration	P	P	P	P	P	P	F	P
Schedule of Unit Prices	P	P	P	P	P	P	F	P
Agreement to Bond	P	P	P	P	P	P	F	P

2. EVALUATION OF SUBMISSIONS

2.1. Tender Form

Seven (7) tenderers submitted the tender form in full. In the below sub-sections 2.1.1. to 2.1.5. each section of the tender form will be reviewed for completeness and to confirm the quality of the information provided.

2.1.1. 10 % Tender Deposit

Seven (7) tenderers submitted the 10% tender deposit in the form of a bid bond or cheque.

2.1.2. Statement E – Addenda

Seven (7) tenderers acknowledged the single addendum under Statement E.

2.1.3. Statement F – Tax Compliance Declaration

Seven (7) tenderers submitted a complete tax compliance declaration.

2.1.4. Schedule of Unit Prices

Seven (7) tenderers submitted a complete schedule of unit prices. Prices will be evaluated in section three of this letter for all qualified tenders.

2.1.5. Agreement to Bond

Seven (7) tenderers submitted an agreement to bond.

3. PRICING

In table 2 below we have ranked from 1 to 8 (lowest to highest) the total tendered bid prices:

Table 2 Tendered Prices

Rank	Contractor	Total Tender Price
1	A2Z Civil	$456,593.00
2	Hugo MB Contracting Inc.	$508,485.68
3	KB Civil Constructors Inc	$524,306.34
4	Clearwater Structures Inc.	$548,275.00

5	GMP Contracting	$608,746.99
6	Miller Paving Ltd.	$804,270.00
7	Fidelity Engineering & Construction Inc.	$998,200.00
	Johnston Fence Contracting Inc.	$58,456.41 *Disqualified

4. CLOSURE

Based on our review, the Municipality received eight tenders for the work, with relatively competitive the bid prices. Johnston Fence Contracting Inc. had the lowest bid, however, this is because they only included pricing for the steel beam guide railing and silt fencing in their submission; they're bid will not be considered.

If budget permits, TULLOCH recommends that the Township award the Contract to A2Z Civil, who is the lowest and compliant bidder including the provisional items provided. TULLOCH has previously worked with A2Z Civil on several bridge projects with similar scopes of work and were satisfied with the quality of their work and experience.

We trust the above meets your satisfaction. Should you have any questions, please feel free to contact our office.