



AGENDA – Regular Meeting of Council

Wednesday, October 19 , 2022

1:00 PM

Magnetawan Community Centre

Page # **OPENING BUSINESS**

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

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- 81 3.4 DRAFT By-law 2022 Municipal Election Joint Audit Compliance Committee
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- 129 3.8 DRAFT Site Plan Agreement - 81 Tanner's Lane - Stevanus
- 138 3.9 Zoning By-Law Amendment - 6502 Highway 124 - Woods

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- 140 4.1 Magnetawan Cemetery Board (MCB) Minutes September 22, 2022
- 142 4.2 Almaguin Highlands Health Centre (AHHC) Minutes October 6, 2022, Key Areas of Focus & Progress September 2022

CORRESPONDENCE

- 145 5.1 Ontario Provincial Police (OPP) 2023 Annual Billing Statement Package
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- 157 5.3 OPP MPB Financial Services Unit Notification of 2022 Court Security and Prisoner Transportation Grant Remainder
- 158 5.4 Transport Canada Safety and Security Use of Pleasure Craft as Commercial Passenger Vessels

- 164 5.5 Municipal Law Enforcement Officers' Association Caitlin Deevey-Municipal Law Enforcement Officer, MLEO(C)
- 165 5.6 Almaguin Community Economic Development (ACED) Northbound and Southbound Signs
- 169 5.7 Kiss the Moose Naming Contest Poster
- 170 5.8 Landfill Notice Poster
- 171 5.9 Instagram Launch Poster
- 172 5.10 ICYMI Council Highlights September 28, 2022

ACCOUNTS

- 173 6.1 Accounts in the amount of \$759,747.21

BY-LAWS

- 186 7.1 2022 Municipal Election Joint Audit Compliance Committee
- 201 7.2 Site Plan Agreement - 81 Tanner's Lane - Stevanus
- 210 7.3 Zoning By-Law Amendment - 6502 Highway 124 - Woods

CLOSED SESSION

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

- (b) personal matters about an identifiable individual
- (c) acquisition or disposition of land

CONFIRMING BY-LAW AND ADJOURNMENT

- 212 8.1 Confirm the Proceedings of Council and Adjourn



COUNCIL MEETING MINUTES
September 28, 2022
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 September 28, 2022 with the following present:

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

Staff: CAO/Clerk Kerstin Vroom, Deputy Clerk Recreation and Communications Laura Brandt and Public Works Superintendent Scott Edwards were present for the entire meeting. Acting Deputy Clerk Planning and Development Erica Kellogg was present for her respective section in the meeting.

OPENING BUSINESS

1.1 Call to Order

The meeting was called to order at 1:00 p.m.

1.2 Adoption of the Agenda

RESOLUTION 2022-252 Brunton-Smith

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adopts the agenda as amended to include a Bylaw on the Sale of Lands – 28 Church Street.

Carried.

1.3 Disclosure of Pecuniary Interest

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

1.4 Adoption of the Previous Minutes

RESOLUTION 2022-253 Smith-Brunton

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adopts the minutes of the meeting on September 07, 2022, as copied and circulated.

Carried.

PLANNING ACT PUBLIC MEETING

Draft Official Plan

RESOLUTION 2022-254 Hetherington-Kneller

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan recesses the regular meeting hold a Statutory Public Meeting to consider the proposed Official Plan Updates, pursuant to Sections 26 of the Planning Act, R.S.O. 1990, c.P.13.

Carried.

RESOLUTION 2022-255 Brunton-Smith

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adjourns the Planning Act public meeting and returns to the regular meeting.

Carried.

RESOLUTION 2022-256 Smith-Brunton

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan thanks Kent Randall, Ecoview Consulting and his Staff for their outstanding work on preparing the DRAFT Official Plan;

AND FURTHER directs Staff to provide Ecovue with the comments received for and during this Public Meeting for consideration for inclusion into the Official Plan;

AND to bring back a revised version of the DRAFT Official Plan for review by the newly elected Council.

Carried.

PLANNING ACT PUBLIC MEETING

Zoning By-law Amendment Application – Woods – 6502 Highway 124

RESOLUTION 2022-257 Kneller-Hetherington

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan recesses the regular meeting to hold a public meeting pursuant to Sections 34 of the Planning Act to consider a Zoning By-law Amendment Application Woods - Municipally known as 6502 Highway 124, to rezone a portion of the lands from Village Residential (RV) Zone to Village Residential Exception (RV-06) Zone.

Carried.

RESOLUTION 2022-258 Brunton-Smith

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adjourns the Planning Act public meeting and returns to the regular meeting.

Carried.

RESOLUTION 2022-259 Brunton-Hetherington

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the report from Kent Randall, Ecovue Consulting, Zoning By-law Amendment (Woods) Municipally known as 6502 Highway 124 (Roll 4944 030 00706100) and approves site specific zoning to allow a season trailer.

Carried.

Direction was given to Staff to bring a by-law back to the next meeting of Council for passing.

PUBLIC MEETING

Stop Up Close & Road Exchange Unopened Road Allowance – Par 2 Plan 42R-21766 & Part 3 Plan 42R-21766 - Crossman

RESOLUTION 2022-260 Kneller-Brunton

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan, after holding its public meeting regarding the 'Stop Up, Close and Sell Road Allowance – Crossman', agrees to pass the by-law later in the meeting with the understanding that the road allowance lands are merged on title at the time of transfer with the purchaser's lot abutting the road allowance, that was specified in the application and in the letter from the Municipal Solicitor.

Carried.

Stop Up Close & Sell Unopened Road Allowance – Part of South Water Street, Plan 319 being Part 1, 42R-21904 – James

RESOLUTION 2022-261 Smith-Brunton

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan regarding the 'Stop Up, Close and Sell Road Allowance – James', after holding a public meeting, agrees to pass the by-law later in the meeting with the understanding that the original shore road allowance are merged on title at the time of transfer with the purchaser's lots abutting each side of the shoreline road allowance, that was specified in the application and the letter from the Municipal Solicitor.

Carried.

STAFF REPORTS, MOTIONS AND DISCUSSION

2.1 Discussion Stop Up Close and Sell Road Allowance Purchase Request – Sue Jennings (on behalf of Hewson)

RESOLUTION 2022-262 Brunton-Smith

WHEREAS the Municipality of Magnetawan has received an application from Susan Jennings (Agent) for the purchase of Original Road Allowance between CROFT Plan 110 S PT LOT 13 S PT LOT 14 N/S AHMIC ST and PLAN 110 PT LOT 1 N AHMIC ST (HEWSON) which are both owned by the same owners;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves in principle the sale of:

- 1. Original Road Allowance with the following provisions:*
 - Any other adjacent landowner shall be invited to participate in the purchase of that part of the specified road allowance which borders their lands;*
 - The price be set by an appraised value set by a professional appraiser;*
 - All costs for the purchase to be borne by the applicant including surveying;*
 - The road allowance be merged with the existing properties*

Deferred.

2.2 DRAFT Limited Service Agreement – Moosewood Trail

RESOLUTION 2022-263 Hetherington-Smith

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the DRAFT Limited Services Agreement – Moosewood Trail, and the by-law on this matter will be passed later on in the meeting.

Carried.

2.3 Report from Public Works Superintendent Scott Edwards, Hazmat Day July 17, 2022

RESOLUTION 2022-264 Brunton-Smith

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives and approves the report Hazmat Day July 17, 2022, from Public Works Superintendent Scott Edwards and directs Staff to include a Hazmat Day in the 2023 Budget.

Carried.

2.4 Report from Deputy Clerk Laura Brandt, Year End Report Locks and Heritage Museum Centre

RESOLUTION 2022-265 Brunton-Kneller

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives and approves the Year End Report Locks and Heritage Museum as presented from Deputy Clerk Laura Brandt;

AND FURTHER directs Staff to create a Municipal Instagram Account and to budget for Music in the Park for 10 Saturdays in 2023;

AND FURTHER thanks the Summer Students for a job well done and approves a \$50 bonus for each student.

Carried.

2.5 DRAFT Motion Trans Canada Trail Marker Located at Hwy 510 and 520 on Municipal Grounds

RESOLUTION 2022-266 Smith-Brunton

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the correspondence from Heidi Tillmanns, National Manager Trans Canada Trail and authorizes Staff to work with the Trans Canada Trail representative to purchase the structure at a cost of \$3,000 plus HST;

AND FURTHER directs Staff to transfer the necessary funds from the Community Enhancement Reserves account number 1-3-9000-8003.

Carried.

2.6 Motion from Village of Burk's Falls – Continuing Services at the Almaguin Highlands Health Centre

RESOLUTION 2022-267 Smith-Brunton

WHEREAS the Council of the Municipality of Magnetawan has received a request from the Village of Burk's Falls to support their Resolution No. 2022-266 in which they requested a commitment from Muskoka Highlands Health Centre;

NOW THEREFORE BE IT RESOLVED that Council hereby supports the Village of Burk's Falls Resolution No. 2022-266 and directs Staff to forward this motion to MAHC.

Carried.

MUNICIPAL BOARD AND COMMITTEE MINUTES

- 3.1 **Central Almaguin Planning Board (CAPB) Minutes July 6, 2022 & August 3, 2022**
- 3.2 **Almaguin Community Economic Development (ACED) Minutes August 15, 2022, Director of Economic Development Report September 22, 2022, Almaguin Marketing Partnership Program Guide, Update Carpool Signage**
- 3.3 **District of Parry Sound Social Services Administration Board (DSSAB) Chief Administrative Officer's Report September 2022**
- 3.4 **Almaguin Highlands Health Centre (AHHC) Minutes September 2, 2022**
- 3.5 **Magnetawan Community Centre Board (MCCB) Minutes September 14, 2022**

RESOLUTION 2022-268 Kneller-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 **District of Parry Sound Social Services Administration Board (DSSAB) Child Care to Become More Affordable for Families**
- 4.2 **OPP MPB Financial Services Unit (OPP) April to June 2022 Detachment Revenues**
- 4.3 **Correspondence Canadian Heritage Outcome of Recovery Fund for Heritage Organizations**
- 4.4 **ICYMI Council Highlights September 07, 2022**
- 4.5 **Thank You Linda Saunders**

RESOLUTION 2022-269 Brunton-Smith

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

Carried.

Direction was given to Staff to reach out to the Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNR) regarding the manual lock system and times of operation.

ACCOUNTS

- 5.1 **Accounts in the amount of \$541,406.69**

RESOLUTION 2022-270 Smith-Brunton

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the accounts in the amount of \$541,406.69 as presented.

Carried.

CLOSED SESSION

In accordance with Section 239(2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, Council shall proceed into Closed Session in order to address matters pertaining to: (c) acquisition or disposition of land

RESOLUTION 2022-271 Smith-Kneller

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan moves to a closed session at 2:45 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) acquisition or disposition of land

Carried.

RESOLUTION 2022-272 Hetherington-Brunton

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan returns to open session at 4:00 pm.

Carried.

BY-LAWS

- 6.1 Deeming By-law – PLAN 235 LOTS 1, 2 & 3 – Carl Lorusso**
- 6.2 Stop Up Close & Road Exchange Unopened Road Allowance – Part 2 Plan 42R-21766 & Part 3 Plan 42R-21766-Crossman**
- 6.3 Stop Up Close & Sell Unopened Road Allowance – Part of South Water Street, Plan 319 being Part 1, 42R-21904 – James**
- 6.4 Limited Services Agreement Moosewood Trail**
- 6.5 Authorize Dale of Lands at 28 Church Street**

RESOLUTION 2022-273 Brunton-Kneller

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

- 6.1 Deeming By-law – PLAN 235 Lots 1, 2 & 3 – Carl Lorusso*
- 6.2 Stop Up Close & Road Exchange Unopened Road Allowance – Part 2 Plan 42R-21766 & Part 3 Plan 42R-21766-Crossman*
- 6.3 Stop Up Close & Sell Unopened Road Allowance – Part of South Water Street, Plan 319 being Part 1, 42R-21904 – James*
- 6.4 Limited Services Agreement Moosewood Trail*
- 6.5 Sale of Lands – 28 Church Street*

Carried.

CONFIRMING BY-LAW AND ADJOURNMENT

- 6.1 Confirm the Proceedings of Council and Adjourn**

RESOLUTION 2022-274 Kneller-Hetherington

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 4:10 pm to meet again on Wednesday October 19, 2022, at 1:00 pm or at the call of the Chair.

Carried.

Approved by:

Mayor

Clerk



REPORT TO COUNCIL

To:	Mayor and Council
From:	Municipal Law Enforcement Officer Caitlin Deevey
Report Title:	2022 Second Quarter Report
Report prepared:	October 11th, 2022

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

Summary

Training and Education

- meaningful inclusion seminar
- PAWS
- Encampments
- Officer de-escalation
- Site alteration
- AMP's (administrative monetary penalties)
- MLEOA ATS

Complaints and Investigations

July

Parking warnings – 8

- ranging from parking opposite traffic, to no parking areas, sidewalks and impeding traffic

Dog at large – 9

- 6 owner educated and warned, compliance was immediate
- 1 fine issued
- 2 not found

Illegal dumping-1

Zoning – 2 (1 ongoing from previous)

- warned and corrected

Dog bite -1

- Reported to health unit

Property Standards – 4 (1 on going from previous)

- concerns range from dilapidated structures, old vehicles, and grass.

Trailers – 7

- removed, licensed, or complied

Overnight docking – 1
-tagged vessel and compliance obtained

Dogs in prohibited areas – 11
-9 warned, immediate compliance
-2 repeat offenders fine issued

Dogs trespass – 4
-owners educated and warned

August

Parking – 4

- warnings with immediate compliance

Zoning – 4

- accessory structure setbacks, shipping containers,

Trailers – 6

- 2 relocated/removed
- 1 obtained proper licencing
- 2 not valid complaint (licence was held by trailer owner)
- 1 not located

Dogs in prohibited areas – 8

- warned and immediate compliance obtained

Illegal dumping -2(1 ongoing from previous)

- immediate compliance and clean up

Dogs at large – 6

- 4 warned and educated
- 1 not found and assumed to have returned home
- 1 charges pending

Animals at large -2

- warnings issued

Livestock valuations – 1

Persistent dog barking – 1

- not valid

Property standards – 6 (2 ongoing from previous month)

- notices to comply and warnings issued

Property line/fence view – 1

Overnight docking – 1

- Warning issued

September

**One week out of district for continued education and training. By-law thanks council for their ongoing support.*

Trailers – 6

- 4 removed and complied
- 2 notices issued

Parking- 4

- warnings issued

Zoning – land clearing – 1
-notified mnrf for shoreline alterations

Zoning – 3 (1 ongoing from previous)
-setbacks and encroachments

Fail to purchase dog license – 7
-warnings issued

Dog at large – 8
- 3 warned and educated
-2 taken to pound
- 1 one charges pending.
-1 not found
-1 deceased upon discovery

Dog trespass – 2
- warned, no further complaints received

Zoning – shipping containers - 1
- removed upon education

Property standards – 3(1 ongoing)
-working with property owners to obtain compliance

Noxious weeds – 2
-warning issued, compliance obtained weeds removed
- 1 not valid

Dogs in prohibited areas – 1
-warning issued


Animals at large – 1
-notice issued

**Please note that this report does not include public inquiries about bylaws, or assistance provided to other agencies.*

Respectfully Submitted,

Caitlin Deevey

Caitlin Deevey, MLEO©

 <p data-bbox="235 325 495 409">Municipality of Magnetawan</p>	<p data-bbox="824 247 1149 279">REPORT TO COUNCIL</p>
<p data-bbox="191 420 245 451">To:</p>	<p data-bbox="565 420 849 451">Mayor and Council</p>
<p data-bbox="191 468 289 499">From:</p>	<p data-bbox="565 468 911 499">Fire Chief Derek Young</p>
<p data-bbox="191 516 456 548">Date of Meeting:</p>	<p data-bbox="565 516 829 548">October 19, 2022</p>
<p data-bbox="191 564 386 596">Report Title:</p>	<p data-bbox="565 564 1081 596">Quarterly Fire Department Report</p>

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

Call Volume:

As of September 30, 2022: 138 Calls for service.

Compared to years past:

As of

September 30, 2021: 151

September 30, 2020: 120

September 30, 2019: 147

September 30, 2018: 171

Call volume continues to be lower than previous years

General update:

-Five area fire departments joined Magnetawan Fire for training over the Victoria Day long weekend. The Mobile Live Fire Training Unit was an excellent training tool for all roles of the Fire Department. Many firefighters gained the live fire training component required for their certification, while others enhanced their current skills. Close to 50 Firefighters, Captains, and Chief Officers gave up part or all their long weekend for this important training; including Chief Training Officer Courtice, who was the lead instructor for all sessions.

-Fire Prevention Week ran from October 9th to October 15th. Members of the Fire Department spent most of the day at Magnetawan Central School teaching the students about fire safety and providing a BBQ lunch.

-Replaced tanker 514 has been liquidated.

-Recruitment of volunteers has been ongoing with only a single applicant. Number of volunteers attending calls and training is dwindling. In some cases, this is leading to reduced number of

responders and an increased/delayed response time. We will continue attempts to recruit in hopes of additional applications.

-The current roster is 14 firefighters. The majority of calls are answered by the same 5 or 6 responders with some calls having just one responder. Another full-time member is needed, especially with fire prevention and inspections.

-Even with COVID restrictions being lifted, we continue to follow the PPE protocols on emergency calls for the protection of the firefighters.

Upcoming:

-Fire Prevention Week runs from October 9th to October 15th. Members of the Fire Department will be at Magnetawan Central School teaching the students about fire safety and providing a BBQ lunch.

-Firefighters will be handing out candy and fire safety messaging for Halloween.

-With the changing of seasons, we will begin transitioning from Forestry Fire Fighting equipment to the Ice Water Rescue Equipment, including switching out the ATV tires for the tracks.

-The Fire Department will be doing the bonfire at the Tree Lighting December 2nd.

Training:

-Two additional firefighters obtained their DZ drivers' licence and two more in the process. Most members now have this licence class.

-Academic Standards and Evaluation (ASE) testing for Firefighter certification has been completed and most current members have achieved the standards.

-Training for additional certifications (i.e., Fire Officer, Fire Instructor, Pump Ops) is already in progress and more ASE testing for these skills will take place in January 2023.

-Four firefighters will be taking part in a Pumper Operations course in November. Successful completion of the course and testing will provide them with NFPA 1002 certification.

Fire rating:

-The current fire rating is Moderate. The rainfall we have been receiving this summer and fall has been sufficient for the rating to remain there.

-Daytime burning will be allowed November 1st when we should be in a Low fire rating; provided the conditions allow for it.

-The amount of illegal burning calls has been below normal, presumably due to the Moderate rating, with the vast majority complying with the Open-Air Burning Bylaw.

Conclusion:

Training and certification remain a priority for the Fire Department, and we are on track to be in compliance before required. Although calls for service this year are lower than previous years, the trend is not anticipated to continue.

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 19, 2022
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- Sept 30th),
- The general daily activities of the Building Department.

Evaluation:

From July 1st to Sept 30th a total of twenty-one (21) permits were issued for new construction, and one (1) for demolition. A total of eighty- three (83) permits have been issued from January 1st to Sept 30th.

Category of permits issued July 01 – Sept 30:

New single-family dwellings----- 1
 Seasonal----- 4
 Sleep cabin -----0
 Park Model-----0
 Addition/ Renovation -----13
 Garage/ Shed/ Boathouse ---- 2
 Farm -----1
 Commercial -----0
 Demolition ----- 1

Q3-Total Building Permit Fees- \$59,283.00

Q3-Total Construction Value- \$1,280,775.00

YTD-Total Building Permit Fees-\$166,925.00

YTD-Total Construction Value-\$10,668,568.00

Q3 and YTD- Five-year comparison

Year	No. of Permits for Q3	No. of Permits Year to date
2017	27	57
2018	20	43
2019	28	65
2020	19	42
2021	11	47
2022	21	83

Daily Activities

- 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.
- Conduct inspections

The Building Department has had a very busy season so far. On average I am doing fifty (50) inspections per month. In July I received three hundred thirty-two (332) emails, August was four hundred eighty- five (485), and September was three hundred eighty (380) which is an average of three hundred ninety-nine (399) emails per month. Additionally, approximately two hundred fifty-four (254) phone calls were received.

Respectfully Submitted,



Tyler Irwin
Chief Building Official



REPORT TO COUNCIL

To:	Mayor and Council
From:	Public Works Superintendent Scott Edwards
Date of Meeting:	October 19 th 2022
Report Title:	Public Works Department Quarterly Report (Third)

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

Background:

The third quarterly report for 2022 covers the summer / fall activities of both the Landfill and Roads operations. We have had a good summer and beginning of fall.

Activities Undertaken – Roads Department

Supply and Apply Gravel was completed by Fowlers Construction Company Limited on Nipissing Rd South, Orange Valley Rd, Pearceley Rd, Horner Rd , Chapman Rd East and West.

Slurry Seal Treatment was completed by Duncor in Magnetawan on Patrick St, Albert St West from just past the Fire Hall to the end including the small Queen St portion, Johnston Rd and in Ahmic Harbour there was Queen St from George to Kristina Court and then finally Kristina Court.

Ahmic Lake Rd Resurface Road Construction Project was completed regarding the Ditching and Gravel Repairs, given the late time in the season and to give the road a chance to settle before Resurfacing this will be carried over to 2023 and be joined in with the Culvert # 11 Project.

Watershed Land Trust entrance Tow Away Signs and No Parking Signs were installed on Ahmic Lake Rd at the Old Mans Lake and along the bridge, which was needed due to visitors making the area unsafe by parking from hill to hill.

Winter Sand Both the Dome and Barn have been refilled with Winter Sand and Salt; this was accomplished on a good dry week hence good dry material.

Montgomery Culvert Project Completed.

Culvert # 11 West poverty Bay This project is moving along well and expects to be completed by the end of October, the Surface Treatment portion will be completed next year. As Bridge Road was used as the staging area it will be restored back to original if not better condition.

Road Grading Additional Grading was required this year due to inclement weather that caused additional wash boarding. Fall grading for winter prep has started.

Tandem Truck # 24 This unit was sold on GovDeals and is no longer in the Fleet as a spare.

Staff The staff have been busy with various projects this summer and have performed well in keeping up with the ever-increasing beaver issues. The Excavator/Brusher unit was well run and we have had many compliments as to this work and a request for more brushing.

Activities Undertaken – Landfills

Hazmat Day 138 cars passed through using the same setup and procedure as in 2021 and worked out quite well.

Re Use Storage Container /Center Available at both sites now. This has been a good success and well used. The additional doors and windows will be installed this fall in house by the Landfill Foreman to provide more light and access to the reuse containers .

Brush Burning Continues to be an issue in regards to dry weather and having a safe means to do so. I will be meeting with a Tub Grinder Company that could get us away from burning and also have more cover material.

Landfill Gate/Fencing Project has been completed and the gates are working out very well.

Retired GMC Tanker Truck (Yellow) This unused unit was sold on GovDeals and is no longer taking up space.

Staff

Landfill Foreman Tom is back to work and resuming normal duties. Assistant Landfill Attendant Trever did a great job filling in while the Landfill Foreman was off this year. New Seasonal Landfill Attendant Thomasz did a great job this season both in Landfill and assisting in Roads Department projects.

Respectfully Submitted,



Scott Edwards

Public Works Superintendent



REPORT TO COUNCIL

To:	Mayor and Council
From:	Parks and Maintenance Manager Steve Robinson
Date of Meeting:	October 19, 2022
Report Title:	Third Quarterly Report

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

Summer and Fall

- Cleaning of offices, bathrooms, pavilion, municipal buildings, and Ahmic Community Centre
- Set up and tear down of meeting spaces and Council Chambers.
- The Parks and Maintenance Manager has responded to 10 or more inquiries from the public regarding cemetery matters. Most inquiries are family members researching family history or looking for plots of family members.
- The Parks and Maintenance Manager this spring has facilitated staking for 16 monuments, 5 casket burials and 12 cremation burials with 7 cremation burials pending within the Municipality.
- The Parks and Maintenance Manager and Deputy Clerk have sold 6 plots within the municipal cemeteries this Summer/Fall.
- 11 graves have been staked for headstones.
- Parks Staff has ensured the upkeep of the cemeteries by filling numerous sink holes and the levelling of headstones.
- Parks Staff have performed headstone cleaning and it is currently ongoing.
- Repair of the Community Centre/Municipal Office Roof was completed.
- Repair of the Boat Ramp at Lake Cecebe public access was completed.
- Chapman Memorial Sanctuary Project – walking path/trail was completed.
- Removal of steel from around new mural at the Heritage Museum Centre.
- Grass cutting, trimming, and weed whacking is occurring on a daily basis.
- Removal of brush and dead trees from all the cemeteries located within the Municipality.
- Grading and smoothing of gravel public boat ramps was completed as needed.
- Electrical completed for the new generator installed at Friendship club and it is now operational.
- New docks have been built and completed to be installed next season.
- 60 trees were picked up in Waterloo and planted along side the overflow parking lot and Municipal Office/Community Centre.
- Gazebo at Centennial Park has been stained.
- Worked in unison with the Public Works Department Staff for the removal of public docks in preparation for winter.
- Closing of the Locks and Heritage Museum for the winter season.

- Grass cutting was done at a majority of the sites twice a week. Grass cutting included 7 cemeteries, public parks located in Magnetawan and Ahmic Harbour, public spaces located in Ahmic Harbour and Magnetawan and the Municipal Office grounds. Grass cutting continues to be a full-time job and is on going into the late fall season.
- Flower barrels were planted and upkept (fertilization and watering) as well as hanging baskets were installed and upkept in the downtown cores and public spaces in Magnetawan and Ahmic Harbour.
- Multiple public docks and wharfs have been inspected and dock/wharf boards have been replaced as needed.
- Parks Staff assisted with the erection of the jumbo movie screen and placement of trash cans for the Dinner and a Drive-In Movie Event.
- Parks Staff assisted with the creation of the Council Float for the Canada Day Parade and assisted with the Canada Day Event.
- Parks Staff assisted with the creation of the Council Float for the Fall Fair and assisted with the Fall Fair Event.
- Parks Staff assisted with the placement of trash cans for the Second Annual Ghost Gravel Bike Race.
- Parks Staff assisted with the events held at the Centennial Park Gazebo including the Lake Cecebe Waterways Association Regatta.
- Flags replaced as needed.
- Swim buoys and dock life rings have been removed.
- The Parks and Maintenance Manager has facilitated the removal of public porta potties for the winter season.
- The Centennial Park and Municipal Office/Community Centre water systems have been tested and maintained on a regular basis.
- Site visits were completed at the Ahmic Harbour Community Centre and Magnetawan Fire Station Two with Department Heads.
- All lighting fixed and repaired at the Heritage Museum Centre and Centennial Park Gazebo.
- Currently working with the Deputy Clerk and MNRF regarding the staircase repairs on the Island Dam Trail.
- Flower planters and barrels were removed mid October.
- Moving of Sand Shed located at the Wharfhouse which unfortunately the sand shed fell apart while in the process of the move. Parks Staff have put 4 jersey barriers inside the big Wharfhouse and will store the sand there for the Winter Season weather permitting the Parks Staff will dismantle the old sand shed there are a lot of useable boards and timbers.

Upcoming

- Repair of walkway/sidewalk along the side of the Community Centre/Municipal Office.
- Replacement of windows in the Community Centre.
- Replacement of Lions' Pavilion Rink Boards scheduled to start October 31, 2022.
- Replacement of Flag Post Banners to Remembrance Day.
- Shingling of Log Cabin roof at the Heritage Museum Centre.
- Installation of stove, fridge, microwave, faucets etc. for completion of kitchen in Ahmic Harbour.
- Centennial Park washrooms will be closed by the end of October for the Winter Season.

Respectfully Submitted,

Steve Robinson
Parks and Maintenance Manager



REPORT TO COUNCIL

To:	Mayor and Council
From:	Erica Kellogg, Acting Deputy Clerk
Date of Meeting:	October 19, 2022
Report Title:	3 rd Quarterly Report

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

Background: This is an update from the Planning and Development Department covering the third quarter; July – September 2022. Activities that will be highlighted include current Planning Applications, Economic Development endeavors, Asset Management and Cemetery activities.

Throughout the third quarter staff have continued to track incoming calls as well as emails in a continuous effort to showcase the volume of inquires that flow through to the Planning and Development Department. These inquires often pertain to Magnetawan properties that are currently on the real estate market. Lawyers, Real Estate Agents, potential buyers and at times, engineering firms, reach out to the Municipality to inquire if a property is 'buildable', or if a severance would be supported. Staff provide information through general discussions as there are significant variables in place when someone seeks to divide, build or rezone a property. Staff work to provide information that will encourage sustainable development within Magnetawan.

These inquires can often be challenging since callers may not know exactly what the future development will be, single family dwelling, cottage or Bunkie on vacant land before a primary dwelling. Given the variety of inquires these calls can take anywhere between 10-40 mins per call or email. Staff try to provide information and follow up with an email giving direction to the municipal website, where callers can complete their own diligence obtaining site specific property information or in some cases the callers can request a Property Information Report.

July - 13 planning application inquiries
Aug - 59 planning application inquiries
Sept - 28 planning application inquiries

Activities:

Human Resources:

Since the middle of July to the end of September, there have been changes within the front office. Previously front office staff have been able to provide administrative support to the Planning and Development Deputy Clerk, it is anticipated, with new front office staff in place with the skill and aptitude to succeed in the role, training and support will be forthcoming.

Pre-Consultations:

We received 3 new applications for pre-consultations in this quarter. Pre-consultations are the preferred method to supply site specific information for properties within Magnetawan.

Consents:

There has been one new applicant for consent in the third quarter. We have six consent applicants currently working through their conditions.

Zoning Bylaw Amendments:

We have received one application for a Zoning By-law Amendment, which received a support in principle. A by-law will be presented for adoption that will amend Schedule C of the Zoning By-law to rezone the property from RV to RR-06.

Deeming Bylaws:

We had one application for a deeming bylaw in this quarter. The Sparks Street application will be coming to Council in as the cancellation certificate was received within the third quarter as well.

Road Allowance Purchases or Road Use/Maintenance Agreements:

There are three applications to Stop Up and Close, that have been registered with the Municipal Solicitor and await the final closing statements. There have been two new applications brought to Council, one of which is a original shoreline purchase and the other is a road use agreement to gain access to a property that abuts the Township of Ryerson. Staff have received notice from the surveyor working on behalf of Heimbeckers, that “plan is soon to be submitted” moving this Stop Up and Close application along.

Site Plan Agreements:

Four applications await registration on title and one new application stemming from a minor variance support is yet to be completed.

Agreements:

The Deputy Clerk was working to solidify existing historic agreements within the Municipality. These agreements include easements, road use and encroachments, continued efforts are in place to address these agreements. A newly created, private road in Chapman Township has brought forward Limited Service Agreement for the four property owners that are accessing their properties via the newly created road. Staff await the return of these agreements.

Camp Klahanie:

We are still working with Camp Klahanie in developing a site plan and creating a Draft Zoning By-law Amendment that will implement the concerns from the public meeting held in October 2021. Staff have received confirmation from the Municipal Solicitor confirming communications between the applicants’ lawyer and the Municipal Solicitor are taking place regarding this application.

Property Information Reports:

Staff have received seven property information report requests in the third quarter of 2022. Staff work with the Building Department to complete these reports in a timely manner. Time frames can be challenging given the volume of work within each department and those seeking a Property Information Reports require a report within a time frame (housing closing date) and often, do not provide a reasonable time frame for the report to be completed. The new form is almost complete and will be completely electronic and provide the applicant with more information efficiently.

Official Plan & Zoning By-law Review:

As the Official Plan and Zoning By-law drafts both contain sections which address the need for Short-term Rentals, Staff and Council hosted a Town Hall meeting the end of July. This Town Hall was well received and attended, the meeting solidified a growing need for guidelines and mitigation efforts that will fairly address the growing market of Short-term Accommodations within the Municipality.

The review of the Official Plan and Zoning By-law is still going well. We meet with Ecovue as needed when questions and comments are received. We continue to wait for comments from MMAH to the draft Plan submitted April of this year. Staff have hosted the final two benchmarks required under the Planning Act that will allow Council, when ready, to adopt the draft Plan. These two benchmarks included the required Open House held the middle of September with 40 people in attendance and the Public Meeting held the end September and had approximately 20 attendees. As of this report, we continue to wait for comments from MMAH, until such comments are received the current, in place Official Plan remains.

Asset Management:

Staff meet monthly with CityWide to ensure assets are current for the Municipality. Department Heads have been provided with a spreadsheet specific to their department and have been asked to provide comments on any changes to asset life

IT:

Staff have been in contact with our IT provider, working to resolve minor IT challenges for Staff. There have been no breakdowns or interruptions that would cause concern.

Economic Development:

Staff have completed the installation of the two business boards. Each of the boards highlight a total of 40 businesses in the area, with room for new advertisements. The Boards also provides an updated map of Magnetawan which showcases a number of local municipal attractions such as beaches, parks, boat ramps and Municipal landfills.

4855 Highway 520:

Since April staff have not heard from the MTO and no new developments have been made. EJ Williams has recommended, that given the lack of communication from the MTO, the Municipality provide the MTO with a plan allowing for commentary to be provided. Staff will be pursuing the recommendation to seek support from our MPP and MP, assisting the Municipality in moving this project forward.

Cemetery

Staff have executed six new Cemetery plot purchases utilizing a newly created fully electronic contract agreement. This new electronic, fillable pdf. allows for excellent correspondence with purchasers since most do not live within the Magnetawan area.

In summary, the transition to Acting Deputy Clerk – Planning and Development has been with great support from existing Staff and Management. This office has a strong desire to support and promote team members as a group and individually, without a supportive group the transition would have been very difficult.

Respectfully Submitted,

Erica Kellogg
Acting Deputy Clerk
Planning and Development

**MUNICIPALITY OF MAGNETAWAN
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Date : Oct 12, 2022

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Account Code : 1-3-1000-1010
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Fiscal Year : 2022

Account Code	Account Description	2022 ACTUAL VALUES	2022 FINAL BUDGET
1	GENERAL FUND		
	Revenue		
	TAXATION: COMMERCIAL		
1-3-1003-2071	COMMERCIAL: PIL General	-8,713	0
1-3-1003-2140	COMMERCIAL: PIL, Taxable Tenant	-488	0
1-3-1003-2170	COMMERCIAL: Taxable	-64,493	0
1-3-1003-2190	COMMERCIAL: Vacant	-1,808	0
	Total TAXATION: COMMERCIAL	-75,502	0
	TAXATION: FARMLAND		
1-3-1006-2170	FARMLAND: Taxable	-13,622	0
	Total TAXATION: FARMLAND	-13,622	0
	TAXATION: LANDFILL		
1-3-1008-2071	LANDFILL: PIL General	-172	0
	Total TAXATION: LANDFILL	-172	0
	TAXATION: INDUSTRIAL		
1-3-1009-2170	INDUSTRIAL: Taxable	-2,591	0
	Total TAXATION: INDUSTRIAL	-2,591	0
	TAXATION: MULTI-RES		
1-3-1013-2170	MULTI-RES: Taxable	-7,628	0
	Total TAXATION: MULTI-RES	-7,628	0
	TAXATION: RESIDENTIAL		
1-3-1018-2071	RESIDENTIAL: PIL General	-3,964	0
1-3-1018-2140	RESIDENTIAL: PIL, Taxable Tenant	-3,323	0
1-3-1018-2170	RESIDENTIAL: Taxable	-5,192,687	0
	Total TAXATION: RESIDENTIAL	-5,199,974	0
	TAXATION: MANAGED FORESTS		
1-3-1020-2170	MANAGED FORESTS: Taxable	-10,582	0
	Total TAXATION: MANAGED FOREST	-10,582	0
	SUPPLEMENTAL TAXATION: RESIDENTIAL		
1-3-1118-2170	SUPP RESIDENTIAL: Taxable	-28,398	0
	Total SUPPLEMENTAL TAXATION: R	-28,398	0
	GENERAL TAXES		
1-3-1250-3016	GENERAL - Area Rating Taxation	-40,396	-40,413
	Total GENERAL TAXES	-40,396	-40,413
	TAXES - ENGLISH PUBLIC SCHOOL		
1-3-1255-3000	ENG. PUB; SCH. - Tax Levy	-1,101,111	0
1-3-1255-3005	ENG. PUB; SCH. - Tax Supps & Omits	-5,906	0
1-3-1255-3012	ENG. PUB; SCH. - Tax Payments in Lieu	-1,120	0
	Total TAXES - ENGLISH PUBLIC S	-1,108,137	0
	TAXES - ENGLISH SEPARATE SCHOOL		
1-3-1256-3000	ENG. SEP. SCH. - Tax Levy	-15,786	0
	Total TAXES - ENGLISH SEPARATE	-15,786	0
	TAXES - FRENCH PUBLIC SCHOOL		

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Account Code	Account Description	2022 ACTUAL VALUES	2022 FINAL BUDGET
1-3-1257-3000	FR. PUB SCH. - Tax Levy	-7,112	0
Total TAXES - FRENCH PUBLIC SC		-7,112	0
TAXES - FRENCH SEPARATE SCHOOL			
1-3-1258-3000	FR. SEP. SCH. - Tax Levy	-9,176	0
Total TAXES - FRENCH SEPARATE		-9,176	0
PENALTIES & INTEREST			
1-3-1400-7130	TREAS - Penalties & Interest	-52,870	-71,000
Total PENALTIES & INTEREST		-52,870	-71,000
UNCONDITIONAL GRANTS			
1-3-1500-5030	TREAS - Ont. Municipal Partnership Fund	-835,875	-1,114,500
Total UNCONDITIONAL GRANTS		-835,875	-1,114,500
CONDITIONAL GRANTS			
1-3-1600-5015	Federal Govt-Canada Day Grant	-10,000	-4,000
1-3-1600-5017	Federal Govt-NOHFC Grant	0	-180,000
1-3-1600-5018	Federal Govt-Museum Reopening Fund	-4,000	0
1-3-1600-5045	Prov Govt - Wage Subsidy - SJS	-4,195	-3,723
1-3-1600-5046	Prov Govt - Wage Subsidy - SEP	-3,689	0
1-3-1600-5047	Prov Govt - Rural Economic Develop #1	-270	0
1-3-1600-5077	Prov Govt - OCIF	-165,576	-198,604
1-3-1600-5080	Prov Govt - NORDS Fund	-249,338	-124,693
1-3-1600-5085	Prov Govt - ICIP	-32,167	0
1-3-1600-5090	Ontario Stewardship Grants	-25,500	-30,000
1-3-1600-5093	Prov Govt - CSPT Program	-587	-2,348
Total CONDITIONAL GRANTS		-495,322	-543,368
FEES & CHARGES			
1-3-1700-7100	TREAS - Lottery Licenses/Fees	-5	0
1-3-1700-7102	TREAS - Tax Certificates	-2,036	-3,200
1-3-1700-7104	TREAS - Maps Copies Etc.	-27	-3,600
1-3-1700-7112	TREAS - Revenue - History Books	-126	-100
1-3-1700-7120	TREAS - Other GG Revenues	-16,182	-500
1-3-1700-7140	TREAS - Investment Income	-24,879	-40,000
1-3-1700-7150	TREAS - Dividend Income - Lakeland	-18,600	-24,800
1-3-1700-7160	TREAS - Rental - Communication Tower	-1,106	-1,500
1-3-1700-7170	TREAS - Hydro re Rockwynn Landing	-101	-170
1-3-1700-7172	TREAS - Hydro re Fire Hall Solar Panels	-3,975	-4,800
Total FEES & CHARGES		-67,037	-78,670
FIRE DEPARTMENT REVENUES			
1-3-2000-7220	FD - 911 Revenue	-826	-500
1-3-2000-7230	FD - Fire Department Revenue	-7,898	0
Total FIRE DEPARTMENT REVENUES		-8,724	-500
BUILDING REVENUES			
1-3-2100-7200	CBO - Building Permits	-169,959	-132,826
1-3-2100-7210	CBO - Building Information Reports	-5,045	-5,000
1-3-2100-7215	CBO - Abandoned Permits	243	-2,000

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Account Code	Account Description	2022 ACTUAL VALUES	2022 FINAL BUDGET
Total BUILDING REVENUES		-174,761	-139,826
BYLAW REVENUES			
1-3-2200-5300	BLEO - POA Revenues	-4,185	-896
1-3-2200-7210	BLEO - Dog Licenses	-710	-1,000
1-3-2200-7220	BLEO - Trailer Licences	-9,900	-4,500
Total BYLAW REVENUES		-14,795	-6,396
ECONOMIC DEVELOPMENT			
1-3-2300-7600	ED - Economic Development Revenue	-75	-150
Total ECONOMIC DEVELOPMENT		-75	-150
ROADS REVENUE			
1-3-3000-7310	ROADS - Miscellaneous Revenue	-19,625	0
1-3-3000-7320	ROADS - Entrance Permits	-1,681	-1,000
1-3-3000-7330	ROADS - Aggregate Licence Fees	-30,424	-10,000
Total ROADS REVENUE		-51,730	-11,000
LANDFILL REVENUES			
1-3-4020-7400	LF - Landfill Revenues	-23,693	-20,000
1-3-4020-7402	LF - Gabage Bag Tags	-41	-200
1-3-4020-7404	LF - Landfill cards	-18	-100
Total LANDFILL REVENUES		-23,752	-20,300
RECYCLING REVENUES			
1-3-4030-7410	RECY - Recycling Revenue	-19,448	-30,000
1-3-4030-7420	RECY - Recycling Electronics	-1,245	-2,500
Total RECYCLING REVENUES		-20,693	-32,500
CEMETERY REVENUE			
1-3-5010-7500	CEM - Cemetery Revenue	-2,875	-1,000
1-3-5010-7510	CEM - Interest Revenue	-60	-1,300
Total CEMETERY REVENUE		-2,935	-2,300
RECREATION REVENUE			
1-3-7000-7700	REC - Recreation Fees	-1,750	-1,000
1-3-7000-7730	REC - Revenue-Lions Club Re Swim Lessons	-8,563	-7,300
1-3-7000-7745	REC - Magnetawan Locks Revenue	-881	-800
Total RECREATION REVENUE		-11,194	-9,100
PARKS REVENUE			
1-3-7200-7735	Revenue - Parks	-600	-600
Total PARKS REVENUE		-600	-600
COMMUNITY CENTRE AND PAVILION REVENUE			
1-3-7300-7725	Revenue- Mag Com Centre & Pavilion	-2,916	-5,000
1-3-7300-7735	Revenue-Ahmic Community Centre	-3,961	-1,000
Total COMMUNITY CENTRE AND PAV		-6,877	-6,000
HERITAGE CENTRE REVENUE			
1-3-7600-7520	HERITAGE - Donations	-1,350	-600
Total HERITAGE CENTRE REVENUE		-1,350	-600
PLANNING REVENUES			

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Account Code	Account Description	2022 ACTUAL VALUES	2022 FINAL BUDGET
1-3-8000-7800	PLN - Planning Revenue	-11,693	-6,000
Total PLANNING REVENUES		-11,693	-6,000
CAPITAL REVENUES			
1-3-9000-8000	Transfer from Working Reserves	15,556	0
1-3-9000-8001	Transfer from Asset Management Reserve	0	-1,804,578
1-3-9000-8002	Transfer-Election Reserve	0	-24,000
1-3-9000-8003	Transfer-Community Enhancement Reserve	0	-18,000
1-3-9000-8004	Transfer-Obligatory Reserve-Parkland	-36,120	-33,718
1-3-9000-8005	Transfer-Obligatory Reserve-Gas Tax	0	-347,710
1-3-9000-8008	Transfer from Safe Restart Reserve	0	-26,771
1-3-9000-8009	Transfer-Museum Covid 19 Relief Reserve	0	-5,000
1-3-9000-8030	Previous Years Special Area Surplus	0	-11,117
Total CAPITAL REVENUES		-20,564	-2,270,894
Total Revenue		-8,319,923	-4,354,117
Expense			
LEGISLATIVE			
1-4-1000-1010	COUNCIL - Salaries and benefits	50,368	73,440
1-4-1000-1011	COUNCIL - Integrity Commisioner expenses	0	3,000
1-4-1000-1310	COUNCIL - Conferences and Seminars	238	3,000
1-4-1000-2010	COUNCIL - Materials and Supplies	918	7,000
1-4-1000-5018	COUNCIL - Donations	11,359	20,000
1-4-1000-7500	COUNCIL - Road Grants	0	15,000
Total LEGISLATIVE		62,883	121,440
ELECTIONS			
1-4-1100-1010	ELECTION - Wages and benefits	318	15,000
1-4-1100-2010	ELECTION - Materials/Supplies	11,194	18,000
Total ELECTIONS		11,512	33,000
ADMINISTRATION			
1-4-1200-1010	ADMIN - Wages and benefits	245,971	279,830
1-4-1200-1310	ADMIN - Conferences/training/memberships	2,818	7,000
1-4-1200-1315	ADMIN - Training	371	0
1-4-1200-1320	ADMIN - Memberships	335	0
1-4-1200-2010	ADMIN - Office & Maintenance Supplies	8,216	9,000
1-4-1200-2025	ADMIN - Health & Safety	26	1,000
1-4-1200-2030	ADMIN - CGIS Services	17,918	25,000
1-4-1200-2050	ADMIN - Telephone	6,359	6,700
1-4-1200-2052	ADMIN - Cell Telephone	3,624	5,300
1-4-1200-2120	ADMIN - Insurance	85,686	74,420
1-4-1200-2130	ADMIN - Computer expenses	22,486	26,800
1-4-1200-2135	ADMIN - Website expenses	2,256	3,400
1-4-1200-2140	ADMIN - Copying Expenses	3,386	4,000
1-4-1200-2210	ADMIN - Legal Fees-general	1,601	7,500
1-4-1200-2215	ADMIN - Legal fees-labour	10,405	30,000
1-4-1200-2220	ADMIN - Union negotiation / representation	740	5,000

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Account Code	Account Description	2022 ACTUAL VALUES	2022 FINAL BUDGET
1-4-1200-2225	ADMIN - HR Services	356	1,400
1-4-1200-8000	ADMIN - Capital Expenditures	0	40,000
Total ADMINISTRATION		412,554	526,350
TREASURY			
1-4-1300-1010	TREAS - Wages and benefits	174,944	231,000
1-4-1300-1310	TREAS - Conferences/Training/membership	407	0
1-4-1300-1320	TREAS - Memberships	509	0
1-4-1300-1325	TREAS - Training/Conferences/Memberships	0	1,170
1-4-1300-2010	TREAS - Taxation Materials	10,567	14,000
1-4-1300-2025	TREAS - Covid 19 Safe Restart Expenses	25,306	26,771
1-4-1300-2200	TREAS - Accounting/Audit	6,724	16,650
1-4-1300-2310	TREAS - Bank Charges	919	1,500
1-4-1300-2320	TREAS - Property Assessment	91,617	93,953
1-4-1300-7120	TREAS - Tax Write-Offs	6,542	10,000
Total TREASURY		317,535	395,044
RESERVE TRANSFERS			
1-4-1400-9003	RESERVE - Transfer-Com Enhancement Reser	0	24,800
1-4-1400-9006	RESERVE - Transfer-Landfill Closure Rese	0	20,000
1-4-1400-9007	RESERVE - Transfer-Landfill Rehabilitati	250,000	250,000
Total RESERVE TRANSFERS		250,000	294,800
ASSET MANAGEMENT			
1-4-1500-1010	ASSET - Wages and benefits	15,462	25,000
1-4-1500-2010	ASSET - Materials and Supplies	2,239	2,500
1-4-1500-4010	ASSET - Contracts	407	0
Total ASSET MANAGEMENT		18,108	27,500
FIRE DEPARTMENT			
1-4-2000-1010	FD - Wages & Benefits	80,533	167,280
1-4-2000-1310	FD - Conferences/training/memberships	1,969	3,000
1-4-2000-1410	FD - Volunteer Training Expenses	3,073	7,000
1-4-2000-1500	FD - Regional Training - Contract	16,267	17,182
1-4-2000-2010	FD - Materials & Supplies/licences/medic	3,036	6,000
1-4-2000-2012	FD- Prevention Materials	4,915	10,000
1-4-2000-2018	FD - PPE & Fire Supplies	1,283	10,000
1-4-2000-2029	FD - Hydro - 226 15th & 16th Side Rd N	253	510
1-4-2000-2030	FD - CGIS Services	118	0
1-4-2000-2053	FD - Communications Tower	599	765
1-4-2000-2054	FD - Radio Maintenance & Licensing	1,591	3,500
1-4-2000-2056	FD - Radio Upgrades	5,194	10,000
1-4-2000-2058	FD - Dispatch	0	2,652
1-4-2000-2120	FD - Office	852	3,060
1-4-2000-4020	FD - Insurance	22,577	20,739
1-4-2000-7130	FD - Equipment Repairs & Maintenance	4,200	8,000
1-4-2000-7132	FD - Equipment Replacement	8,337	15,000
1-4-2000-7134	FD - Equipment Testing	2,212	2,000
1-4-2000-7230	FD - MNR Fire Protection	9,447	9,180

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Account Code	Account Description	2022 ACTUAL VALUES	2022 FINAL BUDGET
1-4-2000-8000	FD - Capital Expenditures	0	5,000
Total FIRE DEPARTMENT		166,456	300,868
FIRE MAG STATION			
1-4-2005-2024	MAG STATION - Heating Fuel	4,043	3,060
1-4-2005-2030	MAG STATION - Hydro	752	1,530
1-4-2005-7140	MAG STATION - Maintenance & Repairs	7,138	4,080
Total FIRE MAG STATION		11,933	8,670
FIRE AHMIC STATION			
1-4-2006-2024	AHMIC STATION - Heating Fuel	368	1,020
1-4-2006-2030	AHMIC STATION - Hydro	441	800
1-4-2006-7140	AHMIC STATION - Repairs & Maintenance	1,136	4,080
Total FIRE AHMIC STATION		1,945	5,900
ATV & MOBILE EQUIPMENT			
1-4-2009-2070	ATV & MOBILE EQUIP-Repairs & Maintenance	259	2,500
Total ATV & MOBILE EQUIPMENT		259	2,500
FIRE TRUCK#510 - 2012 DODGE RAM 2500			
1-4-2010-2070	TR510 - Repairs and testing	3,070	4,000
Total FIRE TRUCK#510 - 2012 DO		3,070	4,000
FIRE TRUCK #514 - 2021 FREIGHTLINER TANK			
1-4-2014-2070	TR514 - Repairs and testing	780	2,000
Total FIRE TRUCK #514 - 2021 F		780	2,000
FIRE TRUCK #517 - 2013 CHEV EXPRESS VAN			
1-4-2017-2070	TR517 - Repairs and testing	349	5,100
Total FIRE TRUCK #517 - 2013 C		349	5,100
FIRE TRUCK #521 - 2004 FREIGHTLINER PUMP			
1-4-2021-2070	TR521 - Repairs and testing	509	3,000
Total FIRE TRUCK #521 - 2004 F		509	3,000
FIRE TRUCK #531 - 2019 PUMPER TRUCK			
1-4-2031-2070	TR531 - Repairs and testing	600	3,000
Total FIRE TRUCK #531 - 2019		600	3,000
BUILDING DEPARTMENT			
1-4-2100-1010	CBO - Wages and benefits	102,077	138,150
1-4-2100-1320	CBO - Memberships	486	600
1-4-2100-1410	CBO - Training	910	3,000
1-4-2100-2010	CBO - Materials/Supplies	3,638	4,550
1-4-2100-2030	CBO - Mileage	-543	500
1-4-2100-2210	CBO - Legal Fees	1,799	25,000
Total BUILDING DEPARTMENT		108,367	171,800
BUILDING- VEHICLE			
1-4-2110-2045	CBO Vehicle - GPS monitoring and data	214	450
1-4-2110-2070	CBO Vehicle - Repairs & Maint/licence	220	1,000
Total BUILDING- VEHICLE		434	1,450
BYLAW ENFORCEMENT			

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1-4-2200-1010	BLEO - Wages and benefits	35,301	55,000
1-4-2200-1410	BLEO - Training	1,098	1,250
1-4-2200-2010	BLEO - Materials/Supplies	403	1,425
1-4-2200-2016	BLEO - Animal Control Expenses	256	1,575
1-4-2200-2025	BLEO - Mileage	3,171	5,500
1-4-2200-2210	BLEO - Legal fees	694	7,000
Total BYLAW ENFORCEMENT		40,923	71,750
ECONOMIC DEVELOPMENT			
1-4-2300-1010	ED - Wages and benefits	13,376	25,000
1-4-2300-1310	ED - Conferences	0	300
1-4-2300-2010	ED - Materials & Supplies	0	1,000
1-4-2300-2150	ED - Contracted Services	7,500	7,500
1-4-2300-2300	ED - Advertising	0	1,000
1-4-2300-2350	ED - Signage	3,210	7,500
1-4-2300-8000	ED - Capital	7,149	5,500
Total ECONOMIC DEVELOPMENT		31,235	47,800
COMMUNITY EMERGENCY MANAGEMENT			
1-4-2400-1010	CEMC - Wages and benefits	0	7,000
1-4-2400-1410	CEMC - Training	0	1,000
1-4-2400-2010	CEMC - Materials/Supplies	290	5,000
Total COMMUNITY EMERGENCY MANA		290	13,000
PROTECTION TO PERSONS & PROPERTY			
1-4-2500-2010	PROTECT - Policing Costs	315,874	475,122
1-4-2500-2030	PROTECT - 911	1,206	2,040
Total PROTECTION TO PERSONS &		317,080	477,162
RECREATION			
1-4-2600-1010	REC - Wages and benefits	31,515	44,880
1-4-2600-2010	REC - Materials/Supplies	8,184	7,500
1-4-2600-2015	REC - Events	30,516	27,000
1-4-2600-2300	REC - Advertising	0	500
1-4-2600-2400	REC - Recreation	6,615	12,750
1-4-2600-8000	REC - Capital	36,120	33,718
Total RECREATION		112,950	126,348
BRIDGES & CULVERTS			
1-4-3011-2010	A - Materials/Supplies	49,610	151,980
1-4-3011-3015	A - Rented Equipment-Excavator	13,897	56,100
1-4-3011-3020	A - Rented Equipment-Other	7,473	10,404
1-4-3011-3040	A - Culvert/Bridge-Engineering	509	59,160
1-4-3011-4010	A - Contracts	6,698	70,000
1-4-3011-8000	A - Culvert/Bridges- Capital	3,575	1,023,000
Total BRIDGES & CULVERTS		81,762	1,370,644
GRASS MOWING			
1-4-3021-2010	B1 - Materials/Supplies	533	0
1-4-3021-4010	B1 - Contracts	11,045	9,420

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Total GRASS MOWING		11,218	9,420
BRUSHING/TREE TRIMMING			
1-4-3022-3015	B2 - Rental of Chipper	6,869	5,100
1-4-3022-3030	B2- Rented Equipment-Excavator	21,019	18,856
Total BRUSHING/TREE TRIMMING		27,888	23,956
DITCHING			
1-4-3023-3015	B3 - Rented Equipment-Excavator	19,928	26,010
Total DITCHING		19,928	26,010
COLD MIX PATCHING			
1-4-3031-2010	C1 - Materials/Supplies	1,855	18,000
Total COLD MIX PATCHING		1,855	18,000
SWEEPING/CRACK SEALING			
1-4-3032-4010	C2 - Contracts	19,334	15,750
Total SWEEPING/CRACK SEALING		19,334	15,750
ROAD CONSTRUCTION/ROAD REPAIR			
1-4-3034-8000	C4 - Capital Projects	122,348	138,480
Total ROAD CONSTRUCTION/ROAD R		122,348	138,480
CATCHBASIN VACUUMING			
1-4-3035-4010	C5 - Contracts	1,399	1,673
Total CATCHBASIN VACUUMING		1,399	1,673
DRAINAGE			
1-4-3036-4010	C6 - Contracts	3,358	3,759
Total DRAINAGE		3,358	3,759
GRAVEL PATCHING/WASHOUTS			
1-4-3041-2010	D1 - Materials/Supplies	29,529	57,752
1-4-3041-4010	D1 - Contracts	8,051	7,395
Total GRAVEL PATCHING/WASHOUTS		37,580	65,147
GRADING			
1-4-3042-4010	D2 - Contracts	31,948	25,000
Total GRADING		31,948	25,000
DUST CONTROL			
1-4-3043-2010	D3 - Materials/Supplies	84,826	80,000
1-4-3043-4010	D3 - Contracts	37,273	40,000
Total DUST CONTROL		122,099	120,000
GRAVEL			
1-4-3045-2010	D5 - Materials/Supplies	193,460	193,800
1-4-3045-3015	D5 - Equipment Rental-Other	9,445	20,808
1-4-3045-4010	D5 - Contracts	81,485	73,440
Total GRAVEL		284,390	288,048
SNOW PLOWING			
1-4-3051-1010	E1 - Wages and benefits	45,109	59,328
1-4-3051-2010	E1 - Materials/Supplies	15,538	10,200
Total SNOW PLOWING		60,647	69,528

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SANDING/SALTING			
1-4-3052-1010	E2 - Wages and benefits	18,975	29,056
1-4-3052-2010	E2 - Materials/Supplies	57,107	46,910
1-4-3052-4010	E2 - Contracts	37,600	21,085
Total SANDING/SALTING		113,682	97,051
CULVERT THAWING			
1-4-3053-1010	E3 - Wages and benefits	8,455	3,761
1-4-3053-2010	E3 - Materials/Supplies	113	139
Total CULVERT THAWING		8,568	3,900
STANDBY			
1-4-3054-1010	E4 - Wages and benefits	2,924	9,257
Total STANDBY		2,924	9,257
ROAD PATROL			
1-4-3072-1010	RP - Wages and benefits	12,677	20,400
Total ROAD PATROL		12,677	20,400
OVERHEAD			
1-4-3101-1010	J - Wages and benefits	281,526	385,316
1-4-3101-1310	J - Conferences/licencing/memberships	6,330	12,264
1-4-3101-2010	J - Materials/Supplies	5,081	4,000
1-4-3101-2020	J - Safety Supplies	6,246	7,000
1-4-3101-2021	J - Premium Gasoline Inventory Clearing	28,316	33,423
1-4-3101-2022	J - Clear Diesel Inventory Clearing	67,845	76,230
1-4-3101-2023	J - Dyed Diesel Inventory Clearing	37,419	44,443
1-4-3101-2024	J - Heating	13,676	11,000
1-4-3101-2030	J - Hydro	4,402	4,721
1-4-3101-2045	J - GPS monitoring and data	4,066	8,000
1-4-3101-2053	J - Communications Equipment and Tower	689	1,250
1-4-3101-2054	J - Radio License (Base)	1,098	1,117
1-4-3101-2080	J - Small Tools and Supplies	4,146	7,000
1-4-3101-2090	J - Loan Interest Expense- 2016 Rds Proj	8,006	15,250
1-4-3101-2120	J - Office	1,465	1,500
1-4-3101-2150	J - Consulting fees	2,035	1,500
1-4-3101-2350	J - Signage	7,202	8,500
1-4-3101-2400	J - Building Maintenance	9,194	37,128
1-4-3101-3050	J - Line Painting	6,752	6,500
1-4-3101-4010	J - Contracts	0	10,000
1-4-3101-4020	J - Insurance	37,018	32,829
Total OVERHEAD		532,512	708,971
GRADER - 2012 JOHN DEERE			
1-4-3211-2070	GR - Repairs & Maintenance	7,106	15,000
Total GRADER - 2012 JOHN DEERE		7,106	15,000
COMPACTOR - 2003 CATERPILLAR			
1-4-3213-2070	COM - Repairs & Maintenance	413	1,790
1-4-3213-2072	COM - Floating costs	3,745	4,000

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Total COMPACTOR - 2003 CATERPI		2,158	5,790
DOZER - CASE 850K			
1-4-3214-2070	DOZ - Repairs & Maintenance	2,029	510
Total DOZER - CASE 850K		2,029	510
BACK HOE #3 - 2005 CASE 580 4WD			
1-4-3216-2070	BH3 - Repairs & Maintenance	4,652	2,460
Total BACK HOE #3 - 2005 CASE		4,652	2,460
BACK HOE #4 - 2012 JOHN DEERE 410J			
1-4-3217-2070	BH4 - Repairs & Maintenance	8,884	5,069
Total BACK HOE #4 - 2012 JOHN		8,884	5,069
BACK HOE #5 - 2014 CASE 590			
1-4-3218-2070	BH5 - Repairs & Maintenance	6,149	4,365
Total BACK HOE #5 - 2014 CASE		6,149	4,365
WHEEL LOADER - 2016 CASE			
1-4-3219-2070	LOADER - Repairs & Maintenance	793	1,632
Total WHEEL LOADER - 2016 CASE		793	1,632
TRUCK #20 - 2017 CHEVROLET SILVERADO 150			
1-4-3220-2070	TR20 - Repairs & Maintenance/licences	995	3,030
Total TRUCK #20 - 2017 CHEVROL		995	3,030
TRUCK #21 - 2012 DODGE 2500 4X4 PICKUP			
1-4-3221-2070	TR21 - Repairs & Maintenance/licences	13,161	10,000
Total TRUCK #21 - 2012 DODGE 2		13,161	10,000
TRUCK #22 - 2016 FREIGHTLINER TANDEM			
1-4-3222-2070	TR22 - Repairs & Maintenance/licences	11,097	6,793
1-4-3222-8000	TR22 - Capital Expenditures	11,104	10,000
Total TRUCK #22 - 2016 FREIGHT		22,201	16,793
TRUCK #23 - 2022 DODGE RAM 2500 CREW CAB			
1-4-3223-2070	TR23 - Repairs & Maintenance/licences	269	1,500
1-4-3223-8000	TR23 - Capital Expenditures	82,820	80,653
Total TRUCK #23 - 2022 DODGE R		83,089	82,153
TRUCK #24 - 2012 INTERNATIONAL TANDEM			
1-4-3224-2070	TR24 - Repairs & Maintenance/licences	2,989	510
Total TRUCK #24 - 2012 INTERNA		2,989	510
TRUCK #26 - 2022 FREIGHTLINER TANDEM			
1-4-3226-2070	TR26 - Repairs & Maintenance/licences	2,694	2,400
1-4-3226-8000	TR26 - Capital Expenditures	286,831	282,931
Total TRUCK #26 - 2022 FREIGHT		289,525	285,331
TRUCK #27 - 2014 FREIGHTLINER TANDEM			
1-4-3227-2070	TR27 - Repairs & Maintenance/licences	11,424	10,200
Total TRUCK #27 - 2014 FREIGH		11,424	10,200
TRUCK #28 - 2018 WESTERN STAR			
1-4-3228-2070	TR28 - Repairs & Maintenance/licences	10,584	6,426
Total TRUCK #28 - 2018 WESTERN		10,584	6,426

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TRUCK #29 - 2019 WESTERN STAR			
1-4-3229-2070	TR29 - Repairs & Maintenance/licences	7,699	6,040
Total TRUCK #29 - 2019 WESTERN		7,699	6,040
TRUCK #30 - 2022 DODGE 1500 4X4 TRUCK			
1-4-3230-8000	TR30 - Capital Expenditures	68,873	68,424
Total TRUCK #30 - 2022 DODGE 1		68,873	68,424
BROOM			
1-4-3236-2070	BROOM - Repairs and Maintenance	3,048	3,000
Total BROOM		3,048	3,000
FLOAT			
1-4-3240-2070	FL - Repairs & Maintenance	703	1,000
Total FLOAT		703	1,000
PARKING LOT			
1-4-3700-2010	PARKING - Materials and Supplies	712	1,000
Total PARKING LOT		712	1,000
STREETLIGHTS			
1-4-3800-5012	STREET - Magnetawan Street Lights	11,737	20,000
1-4-3800-5014	STREET - Ahmic Harbour Street Light	516	1,020
1-4-3800-5016	STREET - Rockwynn Landing Light	269	400
Total STREETLIGHTS		12,522	21,420
SIDEWALKS			
1-4-3900-2010	SIDEWALKS - Materials/Supplies	0	130
Total SIDEWALKS		0	130
GARBAGE COLLECTION			
1-4-4010-4010	GARBAGE - Contracts	14,391	27,050
Total GARBAGE COLLECTION		14,391	27,050
LANDFILL			
1-4-4020-1010	LF - Wages and benefits	89,580	121,000
1-4-4020-1410	LF - Training	104	561
1-4-4020-2010	LF - Materials/Supplies	12,583	14,736
1-4-4020-2020	LF - Latrine Rentals/Cleaning	1,374	1,800
1-4-4020-2024	LF - Propane Heat	683	836
1-4-4020-2080	LF - Small tools	61	100
1-4-4020-2120	LF - Office	221	600
1-4-4020-2400	LF - Repairs & Maintenance	1,930	1,632
1-4-4020-2420	LF - Landfill Surveillance	231	400
1-4-4020-3030	LF - Lawn tractor fuel & repairs	18	100
1-4-4020-3040	LF - Engineering fees	0	5,000
1-4-4020-4010	LF - Contracts	0	5,100
1-4-4020-4020	LF - Insurance	4,367	3,995
1-4-4020-4022	LF - Mattress/Misc item disposal bin	58,613	70,000
1-4-4020-5020	LF - Monitoring Well Costs-Croft	9,720	13,260
1-4-4020-5025	LF - Monitoring Well Costs-Chapman	10,746	16,646
1-4-4020-8000	LF - Capital Expenditures	1,595	504,595

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Total LANDFILL		191,826	760,361
RECYCLING			
1-4-4030-1010	RECY - Wages and benefits	68,764	81,000
1-4-4030-1410	RECY - Training	0	300
1-4-4030-2010	RECY - Materials/Supplies/Composting	2,393	3,000
1-4-4030-2015	RECY - Latrine Rentals/Cleaning	1,374	1,800
1-4-4030-2024	RECY - Propane Heat	684	643
1-4-4030-2080	RECY - Small Tools	23	100
1-4-4030-2120	RECY - Office	0	600
1-4-4030-2400	RECY - Repairs & Maintenance	217	1,000
1-4-4030-2420	RECY - Landfill Surveillance	137	400
1-4-4030-3030	RECY - Lawn tractor fuel & repairs	0	100
1-4-4030-4012	RECY - Recycling Curbside	14,920	24,480
1-4-4030-4014	RECY - Recycling Depot	23,956	61,200
1-4-4030-4018	RECY - Household Hazardous Waste Depot	14,690	13,770
1-4-4030-4020	RECY - Insurance	4,367	3,995
1-4-4030-8000	RECY - Capital Expenditures	1,595	1,595
Total RECYCLING		133,120	193,983
WATER SYSTEMS			
1-4-4300-1010	W-SYS - Wages and benefits	3,141	4,600
1-4-4300-2010	W-SYS - Materials/Supplies	2,656	8,000
Total WATER SYSTEMS		5,797	12,600
CEMETERY			
1-4-5010-1010	CEM - Wages and benefits	22,353	23,000
1-4-5010-2010	CEM - Materials/Supplies	922	1,000
1-4-5010-2210	CEM - Legal Fees	0	500
1-4-5010-2400	CEM - Repairs & Maintenance	1,380	1,500
1-4-5010-4020	CEM - Insurance	712	639
1-4-5010-8000	CEM - Capital Expenditures	18,261	23,000
Total CEMETERY		43,628	49,639
HOMES FOR THE AGED			
1-4-6010-2010	HOME - Eastholme	182,480	243,306
Total HOMES FOR THE AGED		182,480	243,306
SOCIAL/FAMILY SERVICES			
1-4-6200-2710	SOCIAL - DSSAB	306,601	306,601
1-4-6200-5020	SOCIAL -Friendship Club	10,800	10,800
Total SOCIAL/FAMILY SERVICES		317,401	317,401
BUILDING - 28 CHURCH ST			
1-4-6300-1010	CHURCH ST - Wages and benefits	1,204	1,040
1-4-6300-2010	CHURCH ST - Materials/Supplies	0	200
1-4-6300-2030	CHURCH ST - Hydro	1,964	2,000
1-4-6300-2400	CHURCH ST - Repairs & Maintenance	89	200
1-4-6300-4020	CHURCH ST - Insurance	868	794
1-4-6300-8000	CHURCH ST - Capital Expenditures	1,007	7,000

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Total BUILDING - 28 CHURCH ST		7,732	11,234
PROPERTY - HWY 520			
1-4-6350-4030	PROPERTY - Planning	480	10,000
1-4-6350-8000	PROPERTY - Capital Expenditures	0	100,000
Total PROPERTY - HWY 520		480	110,000
HEALTH SERVICES			
1-4-6400-2010	HEALTH - Health Unit	32,402	43,295
1-4-6400-2020	HEALTH - Land Ambulance	171,785	229,046
Total HEALTH SERVICES		204,187	272,341
SWIM PROGRAM			
1-4-7050-1010	SWIM - Wages and benefits	8,563	7,300
Total SWIM PROGRAM		8,563	7,300
WHARFS			
1-4-7100-2020	WHARFS - Docks-Rockwynn Landing	0	700
1-4-7100-2400	WHARFS - Repairs & Maintenance	2,013	2,500
1-4-7100-8000	WHARFS - Capital Expenditures	177,415	200,000
Total WHARFS		179,428	203,200
PARKS			
1-4-7200-1010	PARKS - Wages and benefits	156,030	199,500
1-4-7200-1410	PARKS - Training	75	2,000
1-4-7200-2010	PARKS - Materials/Supplies	6,435	5,000
1-4-7200-2012	PARKS - Flowers	2,618	3,570
1-4-7200-2020	PARKS - Safety & Health	1,819	2,000
1-4-7200-2022	PARKS - Equipment Fuel	353	0
1-4-7200-2024	PARKS - Heating	4,923	3,000
1-4-7200-2030	PARKS - Hydro	3,385	5,000
1-4-7200-2045	PARKS - GPS monitoring and data	962	1,500
1-4-7200-2400	PARKS - Repairs & Maintenance	7,111	10,000
1-4-7200-3010	PARKS - Equipment Charges	92	0
1-4-7200-3030	PARKS - Generator Expenses	61	500
1-4-7200-4020	PARKS - Insurance	16,116	15,029
1-4-7200-8000	PARKS - Capital Expenditures	0	25,000
Total PARKS		199,980	272,099
PARKS OVERHEAD			
1-4-7205-1010	P- Wages and benefits	493	0
1-4-7205-2020	P - Safety & Health	99	0
1-4-7205-2030	P - Hydro	164	0
Total PARKS OVERHEAD		756	0
PARKS TRUCK #10 - 2010 DODGE 1500			
1-4-7210-2070	TR10 - Repairs	626	2,500
Total PARKS TRUCK #10 - 2010 D		626	2,500
PARKS TRACTOR #2 - JOHN DEERE 2720			
1-4-7213-2070	TRACTOR 2 - Repairs	0	2,500
1-4-7213-2075	TRACTOR 2 - Snowblower repairs	0	500

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Total PARKS TRACTOR #2 - JOHN		0	3,000
PARKS TRACTOR #3 - KUBOTA 2610			
1-4-7214-2070	TRACTOR 3 - Repairs	1,573	1,000
Total PARKS TRACTOR #3 - KUBOT		1,573	1,000
PARKS TRUCK #12- 2018 DODGE 5500			
1-4-7218-2070	TR12 - Repairs	2,144	5,000
Total PARKS TRUCK #12- 2018 DO		2,144	5,000
PARKS TRUCK #13 - 2020 GMC SIERRA 1500			
1-4-7219-2070	TR13 - Repairs	2,078	2,000
Total PARKS TRUCK #13 - 2020 G		2,078	2,000
PARKS TRAILERS			
1-4-7225-2070	PARKS TRAILERS - Repairs	517	1,000
Total PARKS TRAILERS		517	1,000
COMMUNITY CENTRE AND PAVILION			
1-4-7300-1010	HALL - Wages and benefits	61,865	80,000
1-4-7300-2010	HALL - Materials/Supplies	5,449	5,000
1-4-7300-2024	HALL - Heating Fuel	14,003	15,000
1-4-7300-2030	HALL - Hydro/Stove Propane	10,177	15,000
1-4-7300-2400	HALL - Repairs & Maintenance	17,733	18,000
1-4-7300-3020	HALL - Zamboni Expenses	198	500
1-4-7300-3030	HALL - Generator Expenses	0	2,500
1-4-7300-4020	HALL - Insurance	12,883	12,021
1-4-7300-8000	HALL - Capital Expenditures	185,650	313,000
Total COMMUNITY CENTRE AND PAV		307,958	461,021
LIBRARY			
1-4-7400-5012	LIBRARY	80,000	80,000
Total LIBRARY		80,000	80,000
LOCKS			
1-4-7500-1010	LOCKS - Wages and benefits	25,380	28,800
1-4-7500-2010	LOCKS - Materials and Supplies	1,837	2,000
1-4-7500-2400	LOCKS - Repairs & Maintenance	121	500
1-4-7500-3010	LOCKS - Equipment Charges	36	0
Total LOCKS		27,374	31,300
HERITAGE CENTRE			
1-4-7600-1010	HERITAGE - Wages and benefits	28,668	28,880
1-4-7600-2010	HERITAGE - Repairs and Supplies	1,290	1,500
1-4-7600-2030	HERITAGE - Hydro	713	1,250
1-4-7600-4020	HERITAGE - Insurance	1,582	1,459
1-4-7600-8000	HERITAGE - Capital	6,363	13,500
1-4-7600-8001	HERITAGE - Contra Capital	18	0
Total HERITAGE CENTRE		38,634	46,589
AHMIC COMMUNITY CENTRE			
1-4-7700-1010	AHMIC - Wages and benefits	1,537	5,000
1-4-7700-2010	AHMIC - Materials/Supplies	84	1,500

**MUNICIPALITY OF MAGNETAWAN
Provisional Budget Report**

GL5220

Date : Oct 12, 2022

Page : 15

Time : 11:29 am

Account Code : 1-3-1000-1010

To 1-4-8400-8020

Fiscal Year : 2022

Account Code	Account Description	2022 ACTUAL VALUES	2022 FINAL BUDGET
1-4-7700-2024	AHMIC - Heating Fuel	3,689	2,500
1-4-7700-2030	AHMIC - Hydro	735	1,000
1-4-7700-2400	AHMIC - Repairs & Maintenance	2,448	1,000
1-4-7700-4020	AHMIC - Insurance	1,688	1,508
1-4-7700-8000	AHMIC - Capital Expenditures	5,419	83,500
Total AHMIC COMMUNITY CENTRE		18,600	96,008
PLANNING & DEVELOPMENT			
1-4-8010-1010	PLN - Wages and benefits	30,397	40,000
1-4-8010-2210	PLN - Legal fees	1,698	1,000
1-4-8010-5012	PLN - Official Plan/Zoning Bylaw/2nd Dwe	33,142	72,000
1-4-8010-5014	PLN - General	15,385	3,500
Total PLANNING & DEVELOPMENT		80,622	116,500
REQUISITIONS			
1-4-8300-6100	EP School Requisition	833,561	0
1-4-8300-6110	FP School Requisition	5,342	0
1-4-8300-6120	ES School Requisition	11,991	0
1-4-8300-6130	FS School Requisition	6,956	0
Total REQUISITIONS		857,850	0
TO BE RECOVERED			
1-4-8400-8020	2B Recov-(I/S) Debt- Roads	65,000	130,000
Total TO BE RECOVERED		65,000	130,000
Total Expense		6,897,930	9,664,191
Total GENERAL FUND		-1,421,993	5,310,074



Moved by: _____

Seconded by: _____

WHEREAS the Municipality of Magnetawan has received a request to support an application for consent for creation of two new lots located at 286 Halls Road East, Magnetawan (Ferrante 4944 010 00225200). The property is legally described as CON 11, LOT 7 Chapman, hereinafter referred to as “the Lands”;

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

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

- Draft copy of the deeds (with all schedules) to be approved by the Municipality prior to registration;
- A copy of the original executed transfer (deed) with all schedules be provided to the Municipality;
- Draft Reference Plan to be approved by the Municipality prior to registration. Two (2) true certified paper copies of the registered plan and an electronic version with a certification that it is a true copy be provided to the Municipality;
- Payment of all taxes, municipal, legal and planning fees associated with the processing of this application including fees under By-law 2011-11, 2011-16 and current Municipal Fees & Charges By-law including a parkland dedication fee;
- Confirmation from the North Bay Mattawa Conservation Authority (NBMCA) that the proposed Severed Lots can be adequately serviced by individual on-site septic systems and individual on-site water systems;
- Confirmation that there are no livestock in the surrounding area that would have an impact on the proposed severed and retaining lots with respect to the Minimum Distance Separation (MDS) requirements.
- That the applicant obtain a letter of suitable entrance from the Municipality for the proposed Severed Lots;
- The entering into a Site Plan Agreement with the Municipality to implement the recommended measures on the proposed Severed and Retained Lots which are contained in the Environmental Impact Study prepared by FRI Ecological Services dated August 2022, including the identification of vegetation protection areas and setbacks;
- That a Minimum Distance Separation I (MDS I) Calculation is required, to the satisfaction of the Municipality of the proposed Severed and Retained Lots; and
- That a Zoning By-law Amendment be submitted to rezone the proposed Severed Lot #2 to address the non-compliant minimum lot area requirement and to rezone the retained lot and Severed lot #1 and Severed Lot #2 to implement the recommended mitigation measures contained in the Environmental Impact Study prepared by Fri Ecological Services dated August 2022.

Carried _____ Defeated _____ Deferred _____

Recorded Vote Called by:

Sam Dunnett, Mayor

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

Rec'd March 25th
NB.

APPLICATION FOR CONSENT
Under Section 53 of the Planning Act

FILE #B.....

Note to Applicants: This application form is to be used if the **CENTRAL ALMAGUIN PLANNING BOARD** is the consent granting authority. In this form the term "subject" land means the land to be severed and the land to be retained.

Completeness of the Application

The information in this form that **must** be provided by the applicant is indicated by **black arrows** on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 197/96 made under the **Planning Act**. The mandatory information must be provided with the appropriate fee. If the mandatory information and fee are not provided, the CAPB will return the application or refuse to further consider the application until the information and fee have been provided.

The application form also sets out other information that will assist the CAPB and others in their planning evaluation of the consent application. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

Submission of the Application

- One application form is required for each parcel to be severed.
- A complete application form **MUST** include a council resolution from the organized municipality stating the pre-consult requirements have been met to its satisfaction and be accompanied by a list of conditions the municipality requires.

- The applicable fee is \$675 per lot created, per Lot Addition or per Right of Way – effective January 1, 2017
- 10 copies of the completed application form and 10 copies of the sketch are required by the CAPB. The copies may be used to consult with other ministries or agencies that may have an interest in the application.
- Please remember to include your property roll number

Measurements are to be in metric units.
1 ft = .3048 meters; 1 acre = 0.404686 hectare

For Help

To help you understand the consent process and information needed to make a planning decision on the application, refer to the Guide.

You can also call:
Susan L. Arnold, Secretary - Treasurer
Central Almaguin Planning Board
63 Marie St, P. O. Box 310
South River, On POA 1X0 705 386 - 2573
e-mail: centralalmaguinplan@hotmail.com
Web Page for forms: www.strongtownship.com
Office hours: Wednesdays- 9:00 a.m. to 2:00 p.m.

→ **Please Print and Complete Appropriate Box(es)**

1. Application Information – MUNICIPAL TAX - ROLL # 4944 010 00225200.0000

➔ 1.1 Name of Owner(s). An owner's authorization is required in Section 11.1, if the applicant is not the owner.

Name of Owner(s) EMILIO & STEVE FERRANTE	Home Telephone No. (705) 783-5565	Business Telephone No.
Address 286 HALLS ROAD EAST SUMMERRIDGE ON.	Postal Code POA 1X0	

1.2 Agent/Applicant: Name of the person who is to be contacted about the application, if different than the owner.
(This may be a person or firm acting on behalf of the owner.) e-mail -

Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.

2. Location of the Subject Land (Complete applicable boxes in 2.1)

➤ 2.1

District PARRO SOUND	Local Municipality/Unorganized Township MAGNETAGHAN	Former Municipality	Section or Mining Location No.
Concession Number(s) 11	Lot Number(s) 7 (CAROLAN)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Municipal Address	Parcel Number

➤ 2.2 Are there any easements or restrictive covenants affecting the subject land?
 No Yes If Yes, describe the easement or covenant and its effect.

3. Purpose of this Application

3.1 Type and purpose of proposed transaction (check appropriate box)

Transfer Other Creation of a new lot A charge Addition to a lot A lease An easement A correction of title Other purpose

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

EMILY FERRANTE, STEVE FERRANTE

3.3 If a lot addition, identify the lands to which the parcel will be added.

4. Description of Subject Land and Servicing Information (Complete each subsection.)

4.1 Description

Frontage (m.)	Severed	Retained
402m	62m / 200m	134m
1005m	147m / 500m	1005m
40.5 Ha	1.0 Ha / 10.0 Ha	29 Ha

4.2 Use of Property

Existing Use(s) RESIDENTIAL / CG

Proposed Use(s) RESIDENTIAL / CG

4.3 Buildings or Structures

Existing (Date of Construction) UNSURE

Proposed < 5 YEARS

4.4 Access (check appropriate space)

Provincial Highway

Municipal road, maintained all year

Municipal road, seasonally maintained

Other public road (e.g. LRB)

Right of way

Water Access (if so, describe below)

Describe in section 9.1, the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

4.5 Water Supply

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

4.6 Sewage Disposal (Check appropriate space)

Publicly owned and operated sanitary sewage system

Privately owned and operated individual septic tank¹

Privately owned and operated communal septic system

Privy

Other means

(1) A certificate of approval from the North Bay Mattawa Conservation Authority submitted with this application will facilitate the review.

4.7 Other Services (Check if the service is available)

Electricity

School Bussing

Garbage Collection

4.8 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 road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

11. Authorizations

➤ 11.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application for a consent and I authorize _____ to make this application on my behalf.

_____ Date _____ Signature of Owner

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

Authorization of Owner for Agent to Provide Personal Information

I, _____, am the owner of the land that is the subject of this application for a consent and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize _____ as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

_____ Date _____ Signature of Owner

12. Consent of the Owner

➤ Complete the consent of the owner concerning personal information set out below.

Consent of the Owner to the Use and Disclosure of Personal Information

I, EMILY FERRANTE STEVE FERRANTE, am the owner of the land that is the subject of this consent application and for the purposes of the **Freedom of Information and Protection of 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.

MARCH 25, 2022 _____
Date Signature of Owner

➤ The CAPB will assign a File Number for complete applications and this should be used in all communications.

- Applicant's Checklist:** Have you remembered to attach:
- 10 copies of the completed application form?
 - 10 copies of the sketch?
 - 1 copies of the North Bay Mattawa Conservation Authority comments regarding Septic system
 - The required fee payable to the Central Almaguin Planning Board

Forward to: CENTRAL ALMAGUIN PLANNING BOARD, P.O.Box 310, South River, ON POA 1X0

Sketch Sheet

**Sketch Accompanying Application. (Please Use Metric Units)
(See Section 8)**

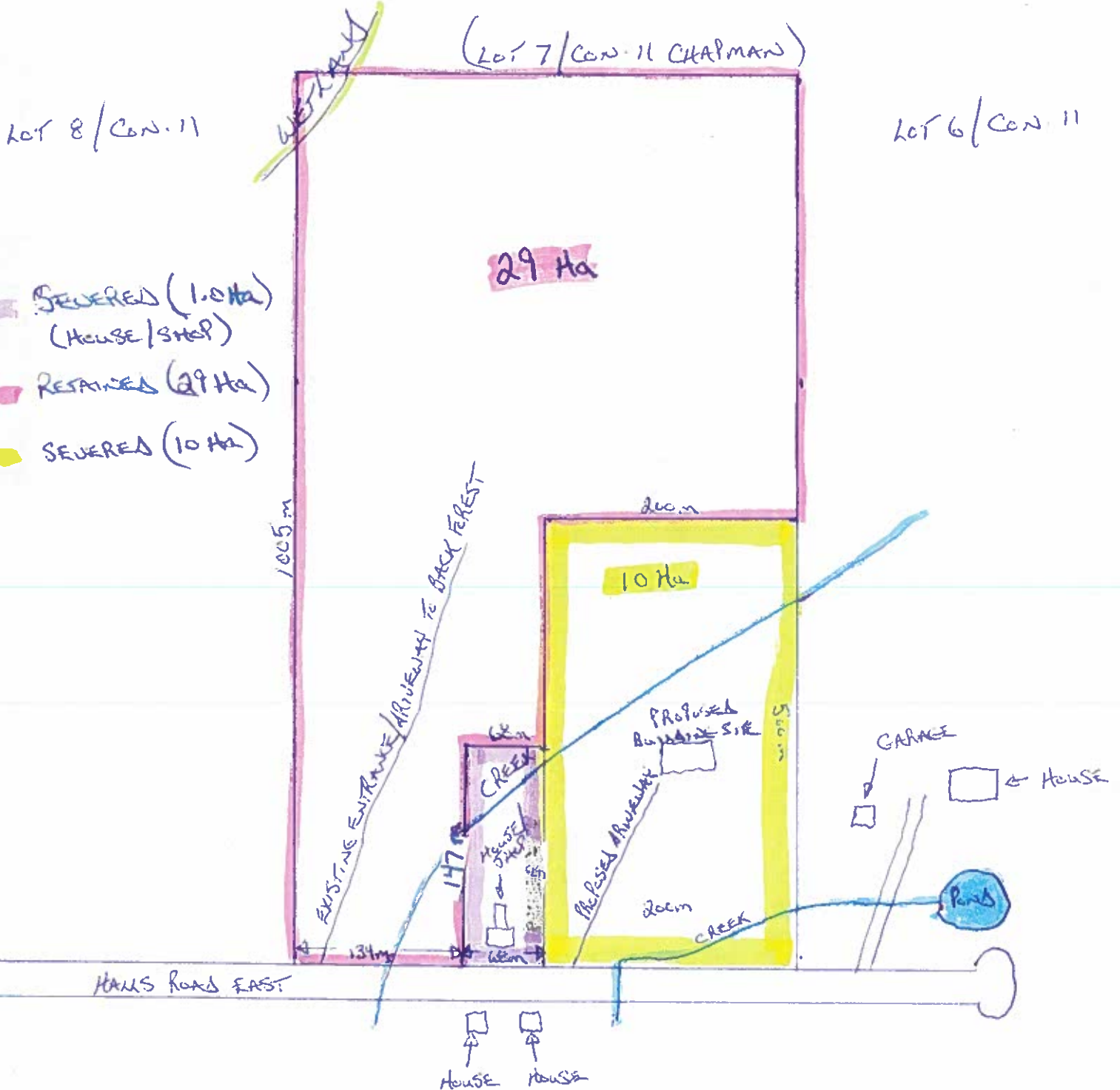
Key Plan N



Sketch Sheet

Sketch Accompanying Application. (Please Use Metric Units)
(See Section 8)

Key Plan N



8. Sketch (Use the attached Sketch Sheet) To help you prepare the sketch, refer to the attached Sample Sketch.

The application shall be accompanied by a sketch showing the following:

- the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained
- the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land
- the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks
- the existing use(s) on adjacent lands
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way
- if access to the subject land is by water only, the location of the parking and boat docking facilities to be used
- the location and nature of any easement affecting the subject land

9. Other Information

Is there any other information that you think may be useful to the CAPB or other agencies in reviewing this application? If so, explain below or attach on a separate page.

10. Affidavit or Sworn Declaration

I, EMILY FERRANTE
STEVE FERRANTE of the TOWNSHIP OF CHAPMAN

in the DISTRICT OF PARRY SOUND make oath and say (or 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 Municipality of Magnetawan

in the District of Parry Sound

this 25 day of March 2022

Nicole Gourlay
Commissioner of Oaths

Steve Ferrante
Applicant

Nicole Gourlay, Deputy Clerk,
Commissioner for taking oaths,
Municipality of Magnetawan,
District of Parry Sound.

5. Land Use

5.1 What is the existing official plan designation(s), if any, of the subject land?

RURAL, AGRICULTURAL, EP

5.2 What is the zoning, if any, of the subject land? If the subject land is covered by a Minister=s zoning order, what is the regulation number?

RURAL, CG

5.3 Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified. Please check the appropriate boxes, if any apply.

Use or Feature	On the Subject Land	Within 500 Metres of Subject Land, unless otherwise specified (indicate approximate distance)
<input type="checkbox"/> An agricultural operation including livestock facility or stockyard		
<input type="checkbox"/> A landfill		
<input type="checkbox"/> A sewage treatment plant or waste stabilization plant		
<input type="checkbox"/> A provincially significant wetland (Class 1, 2 or 3 wetland)		
<input type="checkbox"/> A provincially significant wetland within 120 metres of the subject land	N/A	SCHEDULE B (ENV. FEATURE) - SHOWS A SMALL PIECE OF "OTHER WETLAND" IN THE NORTHWEST CORNER
<input type="checkbox"/> Flood plain		
<input type="checkbox"/> A rehabilitated mine site		
<input type="checkbox"/> A non-operating mine site within 1 kilometre of the subject land		
<input type="checkbox"/> An active mine site		
<input type="checkbox"/> An industrial or commercial use, and specify the use(s)		
<input type="checkbox"/> An active railway line		
<input type="checkbox"/> A municipal or federal airport		
<input type="checkbox"/> Utility corridors		

SCHEDULE B (ENV. FEATURE)
- SHOWS A SMALL PIECE OF "OTHER WETLAND" IN THE NORTHWEST CORNER
- SHOWS TWO CREEKS CROSSING THE PROPERTY AS "FISH HABITAT"

6. History of the 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, provide the Ministry=s application file number and the decision made on the application.

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

6.3 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 If Yes, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

7. Current Applications

7.1 Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted to the Minister for approval? No Yes Unknown If Yes and if Known, specify the Ministry file number and status of the application.

7.2 Is the subject land the subject 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 appropriate file number and status of the application.

THE MUNICIPALITY OF MAGNETAWAN

STAFF REPORT

TO: Erica Kelogg, Acting Deputy Clerk – Planning & Development
Municipality of Magnetawan

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

DATE: October 19, 2022

SUBJECT Consent Application – Ferrante – 286 Halls Road East, Municipality
of Magnetawan

Recommendation

That the Council for the Municipality of Magnetawan provide comments to the Planning Board in regards to the proposed Consent Application pertaining to 286 Halls Road East by recommending that the Consent Application for two new rural lots and one retained lot be approved, subject to the following conditions of provisional consent:

1. That the applicant meet all financial requirements of the Municipality.
2. That a registrable description of the severed lands be submitted to the Municipality.
3. Confirmation from the North Bay Mattawa Conservation Authority (NBMCA) that the proposed Severed Lot #1 and Severed Lot #2 can be adequately serviced by individual on-site septic systems and individual on-site water systems.
4. That a draft survey of Severed Lot #1 and Severed Lot #2 be provided to the Municipality for review and approval.
5. That the Applicant submit a Zoning By-law Amendment to rezone the proposed Severed Lot #2 address the non-compliant minimum lot area requirement and to rezone Retained Lot, Severed Lot #1 and Severed Lot #2 to implement the recommended mitigation measures contained in the Environmental Impact Study prepared by FRi Ecological Services dated August 2022;
6. The entering into of a Site Plan Agreement between the Applicant and the Municipality to implement the recommended measures on the proposed Severed and Retained Lots which are contained in the Environmental Impact Study prepared by FRi Ecological Services dated August 2022, including the identification of vegetation protection areas and setbacks; and,
7. That the Applicant obtain an entrance permit from the Municipality for the Severed Lot #1 and Severed Lot #2, if required.

8. Confirmation that there are no livestock in the surrounding area that would have an impact on the proposed severed and retained lot with respect to the Minimum Distance Separation (MDS) requirements.
9. That the Applicant be required to pay to the Municipality a parkland dedication fee for each new lot in accordance with the Section 51 of the *Planning Act*;
10. That the foregoing conditions be fulfilled within two years of the date of the notice of the decision of the Central Almaguin Planning Board.

Background / Proposal

A Consent Application has been submitted by Emily and Steve Ferrante, the Owners of the subject property located at 286 Hall Road East which is legally described as Concession 11, Lot 7, in the Municipality of Magnetawan.

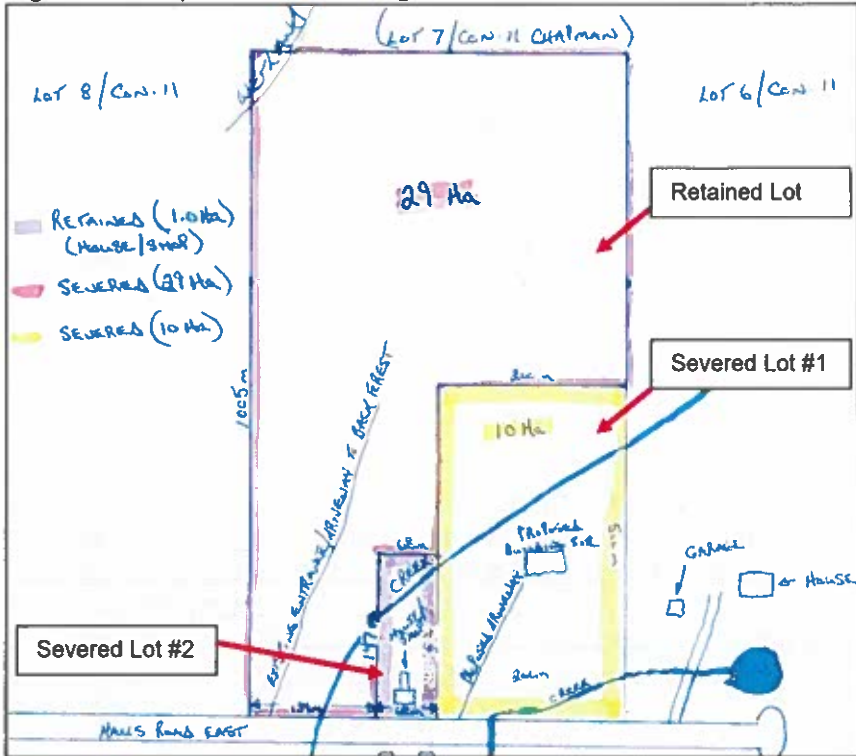
The subject property is currently used as a rural residential use. The Consent Application seeks permission to create two new severed lots and one retained lot. The proposed Severed Lot 2 is to host the existing residential use and individual onsite sewage and water services. The proposed Retained Lot and Severed Lot #1 are vacant and are proposed to be developed in the future with rural residential dwellings. The proposed consent would result in the following lot statistics:

Table 1: Lot Characteristics Statistic Retained

Lot Standard	Retained Lot	Severed Lot #1	Severed Lot #2
Lot Area	29 hectares	10 hectares	1 hectare
Lot Frontage	134 metres	200 metres	68 metres

The proposed lot configuration submitted by the Applicant is shown in Figure 1.

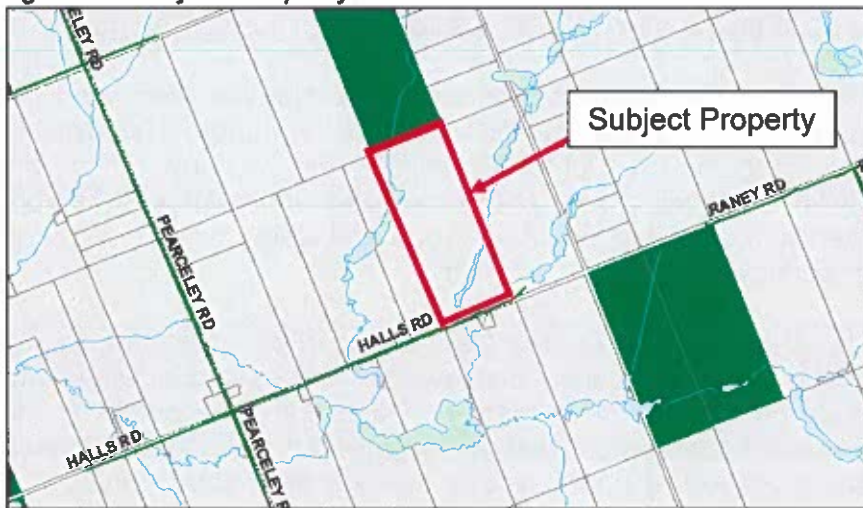
Figure 1: Proposed Lot Configuration



Area Context

The subject property is located to the east of the intersection of Pearceley Road and Halls Road as shown in Figure 2.

Figure 2: Subject Property Location



The surrounding land uses are generally described as follows:

North: A tract of Crown Land.

East: Rural residential uses fronting onto Halls Road.

South: Rural residential uses fronting onto Hall Road.

West: Rural residential uses fronting onto Halls Road and the intersection of Pearceley Road and Halls Road.

Policy Analysis

Provincial Policy Statement

The Provincial Policy Statement (PPS) is a document that provides policy direction on matters of Provincial interest concerning land use planning. Ontario has a policy led planning system and the PPS sets the foundation for regulating the development and use of land in the Province. Policies are set out to provide for appropriate development while also protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment. When making land use planning decisions, Planning Authorities must ensure that decisions are consistent with the PPS.

The subject lands are located outside of a settlement area and are considered by the PPS to be Rural Lands. The PPS, specifically Section 1.1.5.2, identifies that residential development, including lot creation that is locally appropriate, and other rural land uses, and agricultural uses are permitted uses on Rural Lands.

The retained lands are proposed to contain the existing residential dwelling and accessory shed. The residential use on Severed Lot #2 is permitted in accordance with Section 1.1.5.2 of the PPS. The proposed Retained Lot and Severed Lot #1 are to be used for rural purposes.

Section 1.1.5.4 of the PPS indicates that *development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted*. The existing residential use and future rural use of the severed lot are compatible with the surrounding rural land uses and will not negatively impact the character of the area. The proposed Retained Lot and Severed Lot #1 are to be serviced individual on-site sewage and water systems which is an anticipated type of servicing for this area of the Municipality.

Section 1.6.6.4 provides policies that apply to development serviced by individual on-site sewage and water services. It states that individual on-site sewage services and individual on-site water services may be used for a new development provided that site conditions are suitable for the long-term provision of such services with no negative impacts. The proposed Retained and Severed Lots are proposed to utilize on-site sewage and water services. A condition of provisional consent should be included that requires confirmation from the NBMCA that a well and septic can be accommodated on the proposed Retained Lot and Severed Lot #1.

Section 2.0 of the PPS contains policies related to the wise use and management of resources. Ontario's long-term prosperity, environmental health, and social well-being is dependent on protecting water and natural heritage features. Section 2.1 of the PPS states that natural heritage features shall be protected for the long term. Section 2.1.6 states that *development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements*. The subject property contains a mapped wetland area. In addition, there are areas of mapped Type 1 Fish Habitat which traverse through the subject property.

Section 2.1.8 states that development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas (including fish habitat) unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological function.

In accordance with Sections 2.1.6 and 2.1.8 of the PPS, the Applicant has submitted an Environmental Impact Study (EIS) to evaluate the natural heritage features, including the mapped fish habitat. The EIS concluded that development could proceed without any negative impacts to natural heritage features subject to the implementation of mitigation measures. It recommended that these mitigation measures be implemented through a Zoning By-law Amendment and Site Plan Control, which have been included as conditions of provisional approval.

Section 3.0 of the PPS contains policies related to directing development away from natural or human made hazards. In accordance with Section 3.1 the subject property is located outside of hazardous lands and hazardous sites and not affected by a dynamic beach hazard, flooding hazard or erosion hazard. Any new development would be subject to complying with the minimum required setback of 20 metres from a watercourse, including a river or stream.

Provided that the recommended conditions of provisional consent are satisfied, the proposed Consent Application is consistent with the policies contained in the PPS.

Municipality of Magnetawan Official Plan

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

Schedule A (Land Use) identifies the subject property as designated Rural (shown in white in **Figure 3**), Agricultural (shown in brown in **Figure 3**), and Environmental Protection (shown in green in **Figure 3**), as shown in Figure 3. Schedule B to the Official Plan identifies that the subject property contains an unevaluated wetland and areas of Fish Habitat (**Figure 4**).

Figure 3: Official Plan Designation (Schedule A)

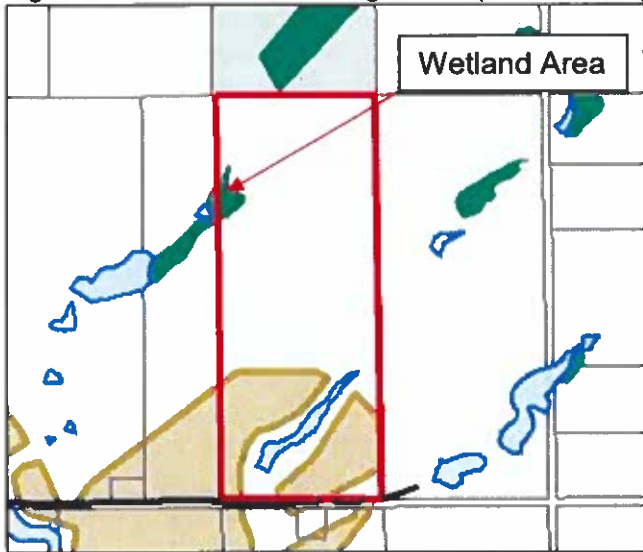
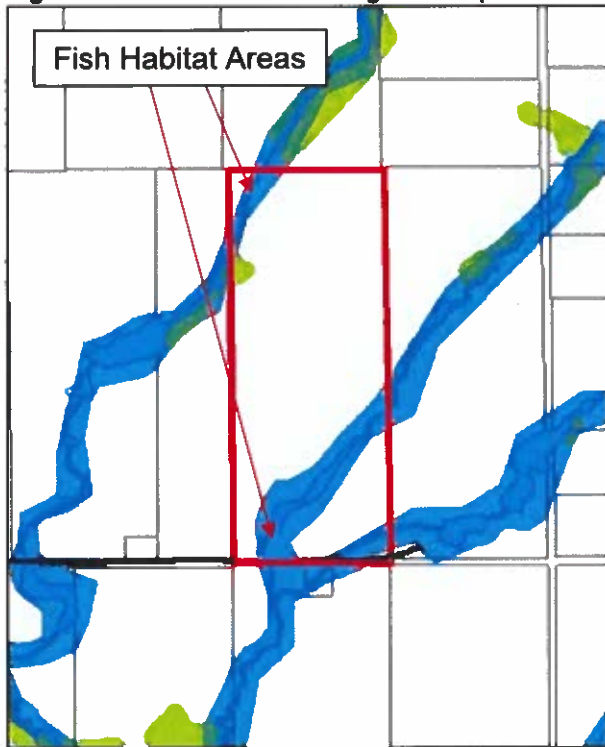


Figure 4: Official Plan Designation (Schedule B)



Section 4.4 of the Official Plan states that new development or site alterations shall have no negative impact on the natural features or ecological functions of significant habitat of endangered or threatened species, other significant wildlife habitat, fish habitat, a provincially significant wetland or other significant natural heritage feature or function. In accordance with this section, an EIS including an evaluation of fish habitat has been submitted by the Applicant. The EIS prepared by FRi Ecological Services dated August 2022 concluded that development could proceed without any negative impacts to natural heritage features subject to the implementation of the following:

"To ensure no negative impacts to natural heritage features and potential natural heritage features on the subject property, the following mitigation measures are recommended:

- 1. Vegetation clearing shall occur outside of the breeding bird window of April 15 – August 31 to comply with the Migratory Birds Convention Act and protect any nesting special concern birds;*
- 2. Maintain a 30 m naturally vegetated buffer from wetland ecosites (G142)*
- 3. Maintain a 20m naturally vegetated buffer and development setback for buildings and structures from Watercourse B*
 - a. a driveway accessing the easternmost proposed severed lot may encroach on the watercourse setback recommended for Watercourse B where the following additional mitigation measures are applied:*
 - i. vehicles and equipment shall not enter or be operated in the watercourse or along the immediate banks*
 - ii. all stockpiled materials, including but not limited to excavated overburden and topsoil and surface treatment (e.g. stone, gravel, stone dust, sand) shall be stored and stabilized in a manner that prevents entrance into the watercourse*
 - iii. reduce erosion potential of the driveway where it is located within the recommended 20m setback by minimizing vegetation removal and the extent of clearing where possible and reducing runoff flow velocity by reducing the steepness and lengths of driveway slopes as much as possible."*

Section 5.2.1 of the Official Plan contains policies for Rural Areas in the Municipality and states that the permitted uses include agriculture and residential dwellings, among other uses. The existing residential use on the Severed Lot #2 and future residential development on the Retained Lot and Severed Lot #2 are permitted uses within the Rural designation.

Section 5.2.2 contains policy direction regard residential development and states that limited new permanent residential development shall be permitted in the Rural Area, preferably in close proximity to other residential uses as infilling on existing roadways where school busing and municipal winter maintenance is presently being provided. The proposed Severed Lot and Retained Lots are located on a municipally maintained road, in proximity to other residential uses and do not require the extension of municipal services.

Section 5.2.2 also requires that new lots have a minimum lot area of 1 hectare (2.47 acres) within the Rural designation. The proposed Retained Lot and Severed Lot #1 are to have a lot area of 10 hectares and 29 hectares respectively, the proposed Severed Lot #1 is to have a lot area of 1 hectare. The proposed lots conform to the minimum requirement for new lots within the Rural designation. It is also noted that the minimum required lot area for the Rural Zone is 10 hectares.

Section 5.2.3 states that development of agricultural lands for non-farm uses shall only occur where the following criteria have been satisfied:

- i. the lands have not been used for agricultural purposes for a period of 10 years;*
- ii. the lands do not contain farm buildings in good condition;*
- iii. new dwellings and other non agricultural developments shall comply with the Minimum Distance Separation Formulae I except where they are located on existing lots of record;*
and,

- iv. *development in the vicinity of agricultural operations shall not adversely affect neighbouring farming operations.*

With respect to Section 5.2.3 of the Official Plan, the portions of the subject property designated Agricultural are largely treed and do not appear to support an agricultural use on the subject property, there are no farm buildings in the areas designated Agricultural, the subject lands do not appear to be adjacent to livestock operations that would trigger an MDS calculation, and there does not appear to be agricultural operation in the vicinity that would be adversely affected by the proposed Consent Application.

Section 7.1.1 of the Official Plan contains criteria that are applicable to consent applications. Table 2 below summarizes the consent policies and evaluates the Consent application in relation to the applicable policies.

Table 2: Official Plan Section 7.1.1 Summary

Policy 7.7.1 Severance Criteria	Does the Application Conform?
a) A registered plan of subdivision is not necessary for the orderly development of the lands.	A Plan of Subdivision is required where 5 or more lots are proposed. The application proposes the creation of two new lots. A Plan of Subdivision is not required.
b) The lot size and setback requirements will satisfy specific requirements of this Plan and meet the implementing zoning by-law requirements.	The proposed Retained Lot and Severed Lot #2 comply with the minimum lot frontage and area requirements of the Rural (RU) Zone. The proposed Severed Lot #2 does not comply with the minimum lot area of 10 hectares. To achieve Zoning By-law compliance, it is recommended that the proposed Severe Lot #2 be rezoned to the Rural Residential (RR) Zone or a Rural Exception Zone to recognize the proposed lot area and the residential use of the proposed Severed Lot #2.
c) The proposed lot must front on a publicly maintained road or, within the Shoreline designation, between existing lots on an existing private road with a registered right-of-way to a municipally maintained road or be a condominium unit, which may be created on private roads having access to a municipal year round road.	The proposed Severed and Retained Lots front onto a publicly maintained road.
d) Lots for hunt camps, fishing camps, wilderness tourist camps or similar uses may be permitted on unmaintained municipal road allowances or on private	The proposed lots are not for hunt camp use.

<p>right of ways to publicly maintained roads provided that the appropriate agreements are in place to ensure that the Municipality has no liability with respect to the use of these roads.</p>	
<p>e) The lot must have road access in a location where traffic hazards such as obstructions to sight lines, curves or grades are avoided;</p>	<p>The proposed Retained Lot and Severed Lot #2 do not appear to create a traffic hazard. The proposed Severed Lot #2 lot is to be accessed via an existing driveway. An entrance permit should be obtained for the Retained Lot and Severed Lot #1, if required by the Municipality.</p>
<p>f) The lot size, soil and drainage conditions must allow for an adequate building site and to allow for the provision of an adequate means of sewage disposal and water supply, which meets the requirements of the Building Code, the lot must have safe access and a building site that is outside of any flood plain or other hazard land.</p>	<p>The retained and severed lots appear to be of sufficient size to accommodate servicing. Approval from the NBMCA is required to confirm that the severed and retained lots can be adequately serviced by on-site septic systems and on-site water services. It is recommended that NBMCA approval be included as a condition of consent.</p>
<p>g) 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.</p>	<p>Not applicable. The proposed Severed and Retained Lots are to be accessed via a publicly maintained road.</p>
<p>h) Any lot for permanent residential use shall be located on a year round maintained municipal road or Provincial highway.</p>	<p>The proposed Severed and Retained Lots are located on a publicly maintained road.</p>
<p>i) In the Rural designation, new lots created by consent shall be limited to the following:</p> <ul style="list-style-type: none"> i. The Township will permit the creation of up to eight new lots per year. The new lots must comply with the regulations as set out in the implementing Zoning By-law. ii. two lots per original hundred acre lot; iii. one lot for each 50 acre parcel which existed as of the date of approval of this Plan; and 	<p>A portion of the subject lands are designated Rural. The proposed severed and retained lots are rural residential lots and have been considered in the context of the Rural designation.</p> <p>The subject property is located in the Rural designation and has a lot area of 100 acres (40 hectares) and two new lots are proposed. At the time of writing this report, the Municipality has not processed eight (8) new lots within the Rural designation. The proposed consent application would appear</p>

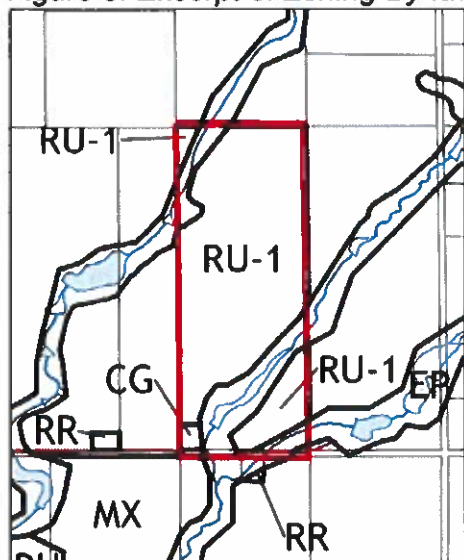
<p>iv. infilling between existing residences within 300 metres of each other on the same side of a municipal road or Provincial highway</p>	<p>to conform to subsection (ii) above, which permits the creation of two lots per original one hundred acre lot. Based on the information available, it does not appear that the property was subject to previous consent applications or approvals.</p>
<p>j) The creation of any lot will not have the effect of preventing access to or land locking any other parcel of land.</p>	<p>The Severed and Retained lots will not prevent access to, or land lock, any other parcel of land.</p>
<p>k) 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.</p>	<p>To our knowledge, the subject lands do not appear to be adjacent to livestock operations that would trigger an MDS calculation.</p> <p>Council shall be satisfied that there are no livestock facilities in the area. If there are, a MDS calculation shall be completed prior to consideration of the application by the Planning Board. A condition of provisional consent has been included to address this requirement.</p>

As summarized in Table 2, the proposed consent application conforms to the severance policies in Section 7.1.1 of the Official Plan, subject to the recommended conditions.

Municipality of Magnetawan Zoning By-law

In accordance with Schedule A-1 of the Zoning By-law, the subject property is zoned Rural Exception One (RU-1), General Commercial (CG) and Environmental Protection (EP), as shown in Figure 5

Figure 5: Excerpt of Zoning By-law



Section 4.6.3.1 indicates that the site specific zoning of Rural Exception One (RU-1) permits a Garden Suite.

Table 3 provides a summary of the proposed lots in relation to the minimum requirements for the Rural (RU) Zone.

Table 3 – Lot Standard Summary

Zoning By-law Requirement		Minimum Requirement	Proposed Retained Lot	Proposed Severed Lot #1	Proposed Severed Lot #2
Rural (RU) Residential Zone	Zone / Rural (RR)				
Minimum Area	Lot	10 hectares / 1.0 hectares	29 hectares	10 hectares	1 hectare
Minimum Frontage	Lot	134 metres / 60 metres	134 metres	200 metres	68 metres

The minimum required lot area for the Rural Zone is 10 hectares and the minimum frontage requirement is 134 metres. The proposed Severed Lot #1 does not comply with the minimum lot area or frontage standards. To ensure Zoning By-law compliance, it is recommended that the proposed Severed Lot #2 be rezoned to the Rural Residential (RR) Zone to recognize the proposed lot area and the use of the proposed Retained Lot.

It is our understanding that a portion of the property was zoned General Commercial CG to reflect a historic sign business that no longer exists. It would be appropriate to rezone the property to remove the CG zoning as a condition of provisional consent.

It is also noted that the most of the frontage of the property, including the proposed Severed Lots are zoned as Environmental Protection. The EIS prepared in support of the application confirmed that a driveway accessing the proposed severed lot may encroach on the watercourse setback subject to the implementation of mitigation measures which are to be included in a site plan agreement as set out in the recommended conditions of provisional approval.

The proposed Retained Lot and Severed Lot #1 appear to contain areas zoned RU-1 for future building envelope locations that are located outside of the areas zoned Environmental Protection. In addition, the existing dwelling appears to be entirely located in the RU-1 Zone. The EIS submitted as part of the application included delineation of the watercourse and associated buffer areas that are to be implemented through refinements to the zoning of the property and will be addressed by the recommended conditions of consent included in this Report.

Comments From Departments

Fire Chief

- No concerns.

Roads

- Could not confirm if a suitable entrance is possible since the Applicant did not flag the area of the new entrance.

Building

- No concerns.

Municipal By-law Enforcement Officer

- No concerns.

Summary

It is MHBC Planning opinion that subject to the recommended conditions, the proposed Consent application is consistent with the Provincial Policy Statement, conforms to the Municipality's Official Plan, is appropriate and represents good planning.

Respectively submitted,



Jonathan Pauk HBASc, MSc, MCIP, RPP
Planning Consultant
MHBC Planning



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

Attachment 1 – Environmental Impact Study prepared by FRi Ecological Services dated August 2022.

October 19th, 2022

Ferrante 286 Halls Road, property highlighted in black.



RESOLUTION NO. 2022 –

Moved by: _____

Seconded by: _____

WHEREAS the Municipality of Magnetawan receives a request from John McCharles to enter into a Road Use Agreement to open and maintain 90 metres of a boundary unopened road allowance off South Horn Lake Road between the Township of Ryerson Concession 14 lot 6 and the Municipality of Magnetawan Concession 1 lot 6 (Crown Land);

BE IT RESOLVED THAT the Council of the Municipality of Magnetawan supports in principle the entering into an agreement with John McCharles to upgrade and maintain 90 metres of the unopened road allowance between Township of Ryerson Concession 14 lot 6 and the Municipality of Magnetawan Concession 1 lot 6 subject to the following conditions:

- A support in principle be obtained and provided to the Municipality of Magnetawan from the Township of Ryerson;
- That the parking of any vehicle will not impede any member of the public to pass through the unopened road allowance;
- That a survey be conducted of the unopened road allowance mentioned above;
- That the Public Works Superintendent approve the work plan for the opening of the unopened road allowance; and
- That all legal and/or planning fees required for the application be borne by the applicant.

Carried _____ Defeated _____ Deferred _____ _____

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

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



CORPORATION OF THE TOWNSHIP OF RYERSON

Date: October 4, 2022

Resolution Number: R- 152- 22

Moved by: Councillor Patterson

Seconded by: Councillor Vella

Be it resolved that Ryerson Township Council support, in principle, the submission of a formal application from John MacCharles for a Use of Unopened Boundary Road Allowance Permit between Concession 14 Ryerson and Concession 1 Magnetawan, pending approval from the Municipality of Magnetawan and completion of all the required conditions.

Carried Defeated

(Chair Signature)

Declaration of Pecuniary Interest by: _____

Recorded Vote due to electronic meeting.

RECORDED VOTE					
Vote called by Clerk in random order, Chair to vote last					
Members of Council		Yes	No	Abstention	Absent
Councillors	Penny Brandt				<input checked="" type="checkbox"/>
	Celia Finley	<input checked="" type="checkbox"/>			
	Delynne Patterson	<input checked="" type="checkbox"/>			
	Joe Vella	<input checked="" type="checkbox"/>			
Mayor	George Sterling	<input checked="" type="checkbox"/>			

Erica Kellogg

From: j.maccharles@sympatico.ca
Sent: September 27, 2022 12:11 PM
To: 'Judy Kosowan'; 'Nancy Field'; Erica Kellogg
Cc: 'Don MacCharles'; 'Alan MacCharles'; 'Mark MacCharles'
Subject: MacCharles Property Update
Attachments: Crown Response MacCharlesMaps.pdf; Burks Falls - MacCharles site access request - Final 20220405.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Erica, Judy, Nancy thanks for the time this morning.

As we discussed, the road user agreement really only needs to be along the solid redline as the access is already available off of S Horn Lake Rd (dotted green line).

Judy, Nancy, I have attached the document we presented to Council in April along with the documents provided from the MNR. For the Council meeting next week we will review the original document along with an update on what has changed that makes this a simpler request. If you need any additional information, please advise. Thanks and look forward to the Council meeting next week.

Erica, as we discussed, once we have Ryerson's approval we will seek Magentawan's Council approval and will pursue at the appropriate time.

Thanks everyone for all your assistance and look forward to bringing this matter to a mutually acceptable conclusion.

Best Regards,

John





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

PROPERTY DESCRIPTION: FIRSTLY: RDAL BTN TWP OF RYERSON AND TWP OF CHAPMAN S OF THE CENTRE LINE; SECONDLY: PT LT 12 CON 14 RYERSON PT 1 42R6633 (AKA SOUTH HORN LAKE RD) BTN RDAL BTN LT 15 AND 16 CON 14 AND W OF SOLLMAN LAKE (AKA HORN LAKE); RYERSON

PROPERTY REMARKS:

ESTATE/QUALIFIER:
FEE SIMPLE
LT CONVERSION QUALIFIED

RECENTLY:
FIRST CONVERSION FROM BOOK

PIN CREATION DATE:
2009/04/20

OWNERS' NAMES
PUBLIC AUTHORITY HAVING JURISDICTION

CAPACITY SHARE
ROWN

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/ CHKD
** PRINTOUT INCLUDES ALL DOCUMENT TYPES (DELETED INSTRUMENTS NOT INCLUDED) **						
**SUBJECT, ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO						
** SUBSECTION 4(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES *						
** AND ESCHEATS OR FORFEITURE TO THE CROWN.						
** THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF						
** IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY						
** CONVENTION.						
** ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.						
**DATE OF CONVERSION TO LAND TITLES: 2009/04/20 **						
42R6633	1980/06/16	PLAN REFERENCE				C
RO89063	1980/12/16	TRANSFER	\$2		THE CORPORATION OF THE TOWNSHIP OF RYERSON	C

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





Overview:

Property currently has an entrance off South Horn Lake Rd via Road Allowance



Overview:

Property currently has a 911 address (neighbour's) entrance off South Horn Lake Rd via Road Allowance



Overview:

Facing the drive way access off S Horn Lake Rd. via existing road allowance

Overview:

Road allowance goes directly over naturally occurring granite rock

Note the driveway access from S Horn Lake Rd to the left in front of the truck via existing road allowance





Overview:

Request is to build a driveway access from this point to MacCharles property along the existing road allowance (approx. 90 M)



The Request

Utilize the current road allowance (green dotted line) and create a driveway access along the red solid line

Impact is minimal on all stakeholders

Green dotted line is approx. 60 meters and the red solid line is approx. 90 meters for a total of 150 meters

RESOLUTION NO.

OCTOBER 19, 2022 –

Moved by: _____

Seconded by: _____

WHEREAS Council has received correspondence and required fees from Sarbjit Deol for the purchase of Original Shore Road Allowance (shoreline – 3103 Highway 520) in front of and/or abutting Concession 3 PT LOT 24 RP PSR 268 PART 3 RP RSR 916 PART 2;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves in principle the sale of the original shore road allowance with the following provisions;

- The price be set by a professional appraiser;
- All costs for this purchase to be borne by the applicant

Carried _____ Defeated _____ Deferred _____

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

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

Erica Kellogg

From: Pinder Singh <parminderdeol@gmail.com>
Sent: September 7, 2022 9:38 AM
To: Erica Kellogg; Sarbjit Kaur
Subject: Shoreline Road Allowance Application
Attachments: Application- Back.pdf; Application- Front.pdf; Property Sketch.pdf

Good morning,

Me and my wife own the property at 3103 HWY 520, Magnetawan, ON.

We were up there yesterday and normally don't come up often as its only a vacation home. The letter dated August 9, 2022 indicated that we can put in an application to purchase the shoreline road. I've wanted to do this since last year and got bounced around from place to place and certain things were closed for covid, etc...

Nevertheless, I'm happy that we found the correct place to submit this. I have included the filled out application that was provided. Including the sketch (which I just printed and bordered on google maps) with this email.

I left a voicemail for yourself as well regarding the payment- I'm not sure who to make the cheque out too?

Considering today is the 9th, and you requested this done by the 15th, could I make this payment online? If so, please provide a link. If not, I request that you extend the 15th by an additional week, and I can mail out a cheque.

Item 7 on the application- Names and Addresses of Adjacent Owners.

I only know one of the neighbours- due to some other issues with lawyers involved- but even his property is under someone else's name- I do not know who. As for the other neighbors- I don't know them either. Would the city have access to this information?

For the issue regarding the dock- I contacted the ministry in parry sound last year- they indicated that the dock cannot be a permanent structure because we haven't purchased the shoreline road allowance- hence why it's a floating dock. These are pulled out in ~October and put back in ~May.

The Gazebo building permit- Could you please let me know who to contact regarding this please. The owner we bought this property had the foundation for it there already and said you can put this up. If there wasn't an application, I'm happy to follow any procedures and fill out any paperwork needed. Just need to know who I reach out to?

Is there a way for the city to change my mailing address so that any tax notices, any other letters like this get addressed on time without delay?

If you have any questions or concerns, please feel free to reach out to me.

Parminder Deol
(416) 735-7999



**Road Closing Application
Authorized Under By-Law 2006-11
(Purchase of Road Allowance)**

- Purchase of Original Road Allowance
 Purchase of Original Shore Road Allowance (shoreline)

1. Name of Applicant

SARJEET DEOL PARMINDER DEOL

2. Mailing Address of Applicant

2 PROCTOR AVE, CALEDON, ON, L7E 4E7

3. Telephone Number and Email address of Applicant:

416-735-7999 PARMINDERDEOL@GMAIL.COM

4. Owner's Property Description and Address.

3103 HWY 520 MAGNETAWAN, ON, P0A 1C0

5. Roll Number

4944 010 00137910.0000

7. Names and addresses of Adjacent Owners (each side):

Sketch of lands pertaining to this Application (or attach)

SEE ATTACHED

Agent Authorization

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be attached to this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application for the purchase of a road allowance, and I authorize _____ to make this application on my behalf.

_____ Date

_____ Signature of Owner

DATE: _____

9/7/2022

Signature of Applicant _____

[Handwritten Signature]
Sargent Dool

Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. Questions about this collection should be directed to the Clerk's office at clerk@magnetawan.com or 705 387 3947 x201

3103, Highway 520

3103

3095

3195

3131

3139

September 4, 2022

Township of Armour
56 Ontario Street Box 533
Burk's Falls, ON P0A 1C0

ATTN: John Theriault

Dear Mr. Theriault,

I regret to inform you that I must resign from my position on the Compliance Audit Committee effective November 30, 2022.

If a suitable replacement is found prior to that time, I will resign effective the date of their appointment.

Thank you for your understanding.

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

Lynne Godfrey, CPA, CMA, CFE

John Theriault (Clerk-Treasurer Administrator)

From: Deputy Mayor Barry Burton <bburton@clearview.ca>
Sent: September 26, 2022 12:37 PM
To: John Theriault (Clerk-Treasurer Administrator)
Subject: Almaguin Area Joint Compliance Audit Committee Application

Attn Clerk / Treasurer
Township Of Armour

I was made aware by Nancy Field from Ryerson Township of the opening for a committee member on the Joint Almaguin Area Compliance and Audit Committee.

I am in the process of moving to 1009 Spring Hill Rd. in Ryerson Twp.
I am also in the process of retiring from municipal politics after several years as Deputy Mayor for the Township of Clearview.
I will be available and living fulltime in Ryerson Twp starting the middle of October 2022

Please find below Resume

Barry Burton

2006 to present
Owner Operator (President) Burton Lighting Network Ltd.
Lighting specifier certified Illuminating Engineering Society of North America

2014 to Present
Deputy Mayor Township of Clearview /County of Simcoe Councillor
Chair of Committee of Adjustment
Chair of Youth Committee
Chair of Public Planning Meetings

2018 to 2020
Deputy Warden County Of Simcoe
Chair of Governance Committee
Vice Chair Economic Development
Member Simcoe County Museum Committee

2016 to Present
Provincial Commissioner Niagara Escarpment Commission

Deputy Mayor Barry Burton

Township of Clearview

(705) 428-6230 ext.276

(705) 790-8088

bburton@clearview.ca

www.clearview.ca

In response to the COVID-19 pandemic, Clearview Township has implemented strategies to ensure we stay connected safely. Please exercise physical distancing & follow health guidelines. Face coverings are not mandatory but are currently being recommended in all indoor public spaces. The Township is offering in-person services 8:30 to 4:30 Monday through Friday, however, we encourage you to check ahead by making an appointment if you require more than just cashier services. Please contact staff by phone (705) 428 - 6230 or email which is available in the staff list located on our website. All service delivery announcements for the public will continue to be communicated through the township website, www.clearview.ca and on Twitter, @Clearview_twp. Subscribe to notifications on the Township's homepage to stay up to date. We appreciate and thank you for your patience and understanding.



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THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2022 –

Being a by-law to establish a Joint Compliance Audit Committee and appoint Committee members for the 2022 municipal election period.

WHEREAS Section 20(1) of the *Municipal Act*, S.O. 2001, Chapter 25 authorizes municipalities to enter into joint agreements;

AND WHEREAS Section 88.37 of the *Municipal Elections Act*, 1996, as amended, requires municipalities to establish a Joint Audit Committee prior to October 1, 2021;

AND WHEREAS interested municipalities in the Almaguin Highlands and surrounding areas have individually agreed to form a joint Committee;

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

1. **THAT** participation in the joint compliance audit Committee as authorized by this by-law shall be limited to the following municipal corporations:

The Township of Armour	The Village of Burk's Falls
The Township of Joly	The Town of Kearney
The Township of Machar	The Municipality of Magnetawan
The Township of McMurrich/Monteith	The Township of Perry
The Township of Ryerson	The Village of South River
The Township of Strong	The Village of Sundridge

2. **THAT** the Council of the Municipal Corporation of the Municipality of Magnetawan agrees to the Terms of Reference, attached hereto as Schedule "A";

3. **THAT** the following individuals shall be appointed to serve as Committee members on the joint compliance audit Committee for the 2022 election period from December 1, 2022 to November 16, 2026;

John Finley (Chair)
Barry Burton
Kathryn Whitehead
Katharine England (Alternate)

4. And further, that each Committee member adheres to the Terms of Reference attached hereto;

5. That this By-law repeals By-law No. 2021-31 as of November 15, 2022;

6. That the Mayor and Clerk are hereby authorized to execute the documents by signature and seal of The Municipal Corporation of the Municipality of Magnetawan.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 19th day of October 2022.

Schedule "A" to By-law No. 2021-

Terms of Reference For the Joint Compliance Audit Committee Serving the interested Municipalities of the Almaguin Area

1. Definitions:

For the purpose of this Terms of Reference, the following definitions shall apply:

Almaguin Clerk's Group – The information organization of Clerks, CAOs, or appointed staff from interested municipalities in the Almaguin Area, who have agreed to pool information, staff, and financial resources for the 2022 election, for the mutual benefit of all participating municipalities.

Clerk – The Administrative staff member, generally known to be the Clerk, or Clerk-Administrator from any municipality within the Almaguin Clerk's Group, for which an application for a compliance audit has been received, or who carries out the business of the Council for his or her respective municipality.

Committee – The Joint Compliance Audit Committee as established by the respective Councils of those municipalities represented by the Almaguin Clerk's Group, and which have passed a resolution of participation for the 2022 election term.

Council – The group of elected officials, generally known to be the Council, from any municipality within the Almaguin Clerk's Group, for which an application for a compliance audit has been received, or who is responsible for making an appointment to a Compliance Audit Committee, as required by Section 88.37 of the *Municipal Elections Act*, 1996, as amended.

Contributor – A resident of Ontario who makes a contribution to the election campaign a candidate to support his/her candidacy for municipal election. Additionally, the candidate and his/her spouse can also be contributors to the candidate's election campaign.

Recruitment Committee – The sub-committee of the Almaguin Clerk's Group to promote, process, and make recommendation to Council for membership to the Joint Compliance Audit Committee.

Interested Municipalities – Those municipalities in the Parry Sound District who have by mutual agreement established a joint compliance audit Committee, as supported by a resolution of each respective council, and authorized by By-Law from each respective council.

Registered Third Party - Means, in relation to an election in a municipality, an individual, corporation or trade union that is registered under Section 88.6 of the *Municipal Elections Act*.

2. Committee Mandate:

2.1 The Joint Compliance Audit Committee shall ensure that the provisions relating to election campaign finances under the *Municipal Elections Act*, are not contravened, and shall follow the necessary procedures to ensure compliance when requested.

2.2 The Committee shall abide by any terms and conditions which may be set out by the respective municipality's Solicitor, Auditor, and/or Insurer, for any business relating to a compliance audit, in accordance with the procedural by-law for the respective municipality.

2.3 The Committee will perform all required functions relating to all compliance audit applications. This shall include the following:

- a) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the candidate, the applicant, and the public (Section 88.33(5)).
 - b) Within 30 days of receipt of an application for a compliance audit from the Clerk, Committee members shall consider the application and decide whether to grant or deny the request (Sec. 88.33(7)).
 - c) The decision of the Committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant (Sec. 88.33(8)).
 - d) If an application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. (Sec. 88.33(10)).
 - e) Within 10 days after receiving the audit report, the Clerk of the municipality shall forward the report to the compliance audit Committee (Sec. 88.33(14)).
 - f) Give consideration to the auditor's report within 30 days of receiving it, to determine if legal proceedings should be commenced against the candidate (Sec. 88.33(17)).
 - g) The decision of the Committee under subsection (e) and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant (Section 88.33(18)).
 - h) If the report indicates that there was no apparent contravention and the Committee finds that there were no reasonable grounds for the application, Council is entitled to recover the auditor's costs from the applicant.
- 2.4 The Committee will perform all required functions relating to receiving a report from the Clerk under the review of contributions to candidates, section 88.34(4) or 88.34(7) of the *Municipal Elections Act*. This shall include the following:
- a) Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention (Section 88.34(8)).
 - b) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the contributor, the applicable candidate, and the public (Section 88.34(9)).
 - c) The decision of the Committee under article 4(a) and brief written reasons for the decision, shall be given to the contributor, the clerk of the municipality or the secretary of the local board, if applicable (Section 88.34(11)).
- 2.5 The Committee will perform all required functions relating to receiving a report from the Clerk under the review of contributions submitted by a registered third party, section 88.36(4) of the *Municipal Elections Act*. This shall include the following:
- a) Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention (Section 88.36(5)).

- b) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the contributor, the registered third party and the public (Section 88.36(6)).
- c) The decision of the Committee under article 5(a) and brief written reasons for the decision, shall be given to the contributor and the clerk of the municipality (Section 88.36(7)).

3. Term of Appointment:

3.1 The Committee shall serve for the 2022 – 2026 term of council, which shall be from December 1, 2022 to November 16, 2026, to consider applications originating from the 2022 election, and any by-elections during that term.

Notwithstanding the term identified above, the Committee shall be dissolved at the earliest of:

- a) The conclusion of the requirements noted in Section 88.37 of the *Municipal Election Act*, or
- b) On November 16, 2026.

4. Committee Composition

4.1 The Committee shall consist of four (4) members, one of which is to be designated as an alternate.

4.2 A Chair, a Vice Chair, and a Secretary shall be appointed at the first Committee meeting.

4.3 Membership shall be limited to individuals with a legal or financial background, or who have served on boards or Committees, or who have demonstrated knowledge of campaign finances, including retired municipal professionals.

4.4 Members must be bondable to maintain integrity of process and seriousness of position.

4.5 Appointment to the Committee shall be by resolution or bylaw of Council.

4.6 Members of the Committee shall not be Council members, municipal staff, or candidates in the 2022 election or any by-election during the term of Council and must attest to same in writing.

4.7 To avoid possible conflict of interest, any auditor or accountant appointed to the Committee may not undertake the audits of preparation of financial statements of any candidates seeking election to Council. Contravention of this requirement shall result in expulsion from the Committee.

4.8 The respective Clerk shall provide administrative support to the Committee, and shall establish procedures, as required.

5. Committee Selection:

5.1 To ensure adherence with the *Municipal Freedom of Information and Protection of Privacy Act*, a recruitment Committee shall be established by the Almaguin Clerk's Group, from among its members.

- 5.2 The recruitment Committee will promote, advertise, interview, and make recommendation for appointment to the joint Committee, having regard for individual municipalities` policies relating to Committee appointment. One individual shall be chosen from within the recruitment Committee to be the Secretary and shall be the contact for resume submission.
- 5.3 Applicants will be required to submit a resume outlining their qualifications and experience.
- 5.4 The recruitment Committee will receive and review all applications, conduct interviews, and make recommendations to Council based on the following:
 - a) Knowledge of rules for municipal election campaign finances.
 - b) Experience on a Committee, board, or similar group.
 - c) Availability to attend meetings.
 - d) Oral and written communication.
 - e) Level and area of expertise.
- 5.5 The Almaguin Clerk's Group shall prepare an advertisement to be placed in the Almaguin News, calling for interested, qualified applicants to submit resumes for consideration. The Committee positions shall also be promoted on respective municipal websites for application submission by the date prescribed by the Almaguin Clerk's Group.
- 5.6 A recommendation for the expulsion of a member of the Committee may be made to Council by another member of the Committee, or by the Clerk.
- 5.7 Reasons for expulsion shall include, but not limited to, the member being in contravention of *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*, the *Municipal Elections Act*, or the Joint Compliance Committee Terms of Reference, or for disrupting the work of the Committee.
- 5.8 Committee members shall be asked to sign an acknowledgement accepting terms and conditions outlined in the above Terms of Reference, and the *Municipal Elections Act*, 1996, as amended.

6. **Meetings:**

- 6.1 The Committee shall hold one initial meeting following submission of all Clerk's reports. Subsequent and additional meetings shall be in response to application(s) for compliance audit, to a maximum of four (4) meetings per application, in consultation with the Clerk of the respective municipality.
- 6.2 Following Election Day and the final day for candidates to submit their Financial Statements, the Clerk of the Municipality shall review the Statements and prepare a report regarding spending regulations and limits for the Compliance Audit Committee review.
- 6.3 Meetings shall be conducted using guidelines established in the Municipal Procedural By-Law for the municipality from which an application originated.
- 6.4 Committee members shall be bound by the Code of Conduct in force in the municipality for which they are performing the functions included in this Terms of Reference.

- 6.5 The Chair shall cause notice of the meetings, including the agenda for the meetings to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee.
- 6.6 Minutes shall be recorded at each meeting and shall outline the general deliberations and resulting actions and recommendations.
- 6.7 The location of the meetings shall be set by the Committee. Reasonable notice will be provided.
- 6.8 Financial consideration shall be as per Section Nine (9).

7. Closed Meetings:

- 7.1 The meeting may be held in whole or in part in a closed session upon affirmative vote of the majority of the membership to do so. Closed sessions shall be conducted only to discuss matters identified under Section 239(2) of the *Municipal Act*. Should a closed session be required, all attendees who are not Committee members, or the Clerk, or individuals expressly requested by the Committee to remain, shall vacate the meeting premises. Members of the public may return to the meeting once the closed session has concluded.

8. Conflicts of Interest:

- 8.1 Committee members shall be bound by the *Municipal Conflict of Interest Act*, with respect to financial interest, and shall disclose any pecuniary interest to the Secretary. That member shall then remove himself or herself from that portion of the meeting at which the matter for which pecuniary was declared is discussed.

9. Financial Compensation:

- 9.1 An honorarium of \$500.00 per year shall be provided to each active Committee member, including the alternate member. Payment of the annual honorarium shall be shared equally between the participating municipalities.
- 9.2 In addition to the annual honorarium, a meeting per diem shall be issued in the amount of \$75.00 per meeting. Mileage shall be reimbursed at a rate of \$0.54/km upon receipt of the request for reimbursement from the Committee member. Payment of the per diem reimbursement, as well as the mileage reimbursement, shall be paid by the municipality for which an application has been received, except in the case of the initial meeting, for which payment of these monies shall be shared equally between the participating municipalities.
- 9.3 Administration of financial compensation shall be the responsibility of the Office of the Clerk for the Township of Armour.

10. Resources:

- 10.1 Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Sections 88.33 to 88.36 of the *Municipal Elections Act*, 1996 as amended.

Schedule "B" to By-law No. 2021-

Roles and Responsibilities For the Joint Compliance Audit Committee (JCA) Serving the interested Municipalities of the Almaguin Area

1. Duties of the Clerk for the Municipality requiring the meeting of the JCA

- 1.1 The Clerk shall ensure the administrative practices and procedures for the Committee are followed and shall carry out any duties required under the Act to implement the Committee's decisions.

2. Duties of the Chair

2.1 The duties of the Chair are as follows:

- a) Liaise with the Clerk and review meeting agendas.
- b) Call Committee meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow the procedures as set out herein, identify the order of proceedings and speakers and rule on points of order as may be necessary.
- c) The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, and deciding all questions relating to the orderly procedure of the meeting.
- d) Participate as an active Member, encouraging participation by all Members.
- e) The Chair is permitted to provide brief comments during discussion, make motions and vote on all matters.
- f) If the Chair is not present within the first fifteen minutes of a Committee meeting or is absent through illness or otherwise, and quorum is still obtained, the Vice Chair shall preside over the meeting.

3. Duties of Committee Members

3.1 The duties of Committee Members are as follows:

- a) Attend all Committee meetings or notify the Clerk as soon as possible in the event that the member cannot attend.
- b) Understand their role, the Committee's Mandate, and meeting procedures.
- c) Declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the matter in accordance with Section 5 of the *Municipal Conflict of Interest Act*.
- d) Participate as an active and voting member, asking questions, and seeking clarification through the Chair.
- e) Develop and maintain a climate of mutual support, trust, courtesy, and respect.

- f) Work together to utilize the knowledge, expertise, and talents of all members.
- g) Respect the decisions of the Committee and that such decisions reflect the majority view.

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4. Support

4.1 The following support shall be provided to the Committee:

- a) The Recruiting Committee for the Almaguin Joint Compliance Audit Committee shall call the first regular meeting of the Committee to order and conduct the election of the Chair, Vice Chair, and secretary of Committee Members.
- b) The affected municipality's staff in conjunction with the Committee secretary shall thereafter:
 - i) Prepare agendas for review by the Committee Chair.
 - ii) Electronically distribute agendas to all Committee Members before the meeting and post to the relevant municipal website.
 - iii) Arrange for or set up meeting areas, giving consideration to the nature of the matters to be discussed, any audio-visual requirements, attendance by the public and ensuring accessibility needs identified have been met.
 - iv) Arrange for attendance of delegations in conjunction with the Chair.
 - v) Attend Committee meetings, record attendance, confirm Quorum and record when the meeting starts and adjourns.
 - vi) Provide procedural advice to the Chair and Committee as required.
 - vii) Take minutes, record a summary of the discussion for each agenda item, record all Committee motions and resolutions including the name of the mover.
 - viii) Record any disclosures of pecuniary interest, including the general nature thereof.
 - ix) Review and correct any errors in the minutes of previous meetings.
 - x) Prepare the Committee minutes.
 - xi) Electronically distribute minutes to all Committee Members and post on the relevant municipal website.
 - xii) Facilitate and complete any additional work to be undertaken on behalf of the Committee.
 - xiii) Maintain Committee agendas, minutes, correspondence, Reports of the Auditor, and outstanding items in the Corporation's records management system.

**Schedule "C" to By-law No. 2021-
Procedures
For the Joint Compliance Audit Committee**

1. Meeting Procedures

1.1 The Committee shall meet once prior to November 30th after each municipal election to review the Terms of Reference and Committee Procedures.

1.2 Calling of Committee Meetings:

- a) The Clerk of the relevant municipality will summon a meeting of the Committee when an Application is received.
- b) Meetings shall be held at such time and location as the Chair deems appropriate.

1.3 Agendas

The following components shall be included in Committee agendas. Specific subject items are to be included under each component:

- a) Consideration of Applications for a Compliance Audit.
- b) Consideration of Auditor/Legal Reports *.
- c) Adjournment.

*Committee may adjourn to Closed Session in accordance with *Section 239 (2) of the Municipal Act, S.O. 2001.*

1.4 Quorum

The minimum number of Committee Members required to be present at any meeting in order to conduct Committee business shall be no less than three. If no Quorum is present fifteen minutes after the time fixed for a meeting, or the resumption of a meeting after a recess, or should a Quorum at a meeting be lost for a period of fifteen (15) consecutive minutes, the Clerk or designate will record the names of the Members present and the meeting will stand adjourned until the next meeting scheduled by the Chair.

2. Conduct of Committee Business

2.1 All Meetings of the Committee shall be open to the public, except for those circumstances provided for in Sections 239 (2) and (3.1) of the *Municipal Act, 2001.*

2.2 The business of each meeting shall be taken up in the order in which it stands upon the agenda, unless otherwise decided by the Committee.

2.3 Where the agenda includes consideration of more than one Application, applications may be dealt with by the Committee either individually or collectively dependant upon the direction of the Committee.

2.4 The Chair will summarize each Application received and request that the Applicant or his or her agent and Candidate or his or her agent identify themselves.

2.5 Applicant's Delegation

- a) The Applicant or the Applicant's agent may address the Committee for a maximum of 10 minutes unless granted leave by the Chair.
- b) Members may ask questions of the Applicant or Applicant's agent through the Chair.
- c) Questions of the Applicant or the Applicant's agent by the Candidate or the Candidate's agent *are not permitted*.
- d) All materials presented to the Committee in open session are deemed to be public documents.

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2.6 Candidate's Delegation

- a) The Candidate or the Candidate's agent may address the Committee.
- b) The Candidate may respond to the content of the Application and Applicant's or the Applicant's Agent's address to the Committee.
- c) Members may ask questions of the Candidate or Candidate's agent, through the Chair.
- d) Questions of the Candidate or the Candidate's Agent by the Applicant or the Applicant's agent *are* not permitted.
- e) All materials presented to the Committee in open session are deemed to be public documents.

2.7 Where the agenda includes consideration of more than one Auditor's Report, the Reports may be dealt with by the Committee either individually or collectively dependent upon the direction of the Committee.

2.8 Auditor's Report

- a) An Auditor shall be appointed by the Committee as per Section 3. D of the Terms of Reference.
- b) The Auditor shall address the Committee and provide a summary of his or her Report and its conclusions.
- c) Members may ask questions of the Auditor through the Chair.
- d) Members may ask questions of any person present at the meeting, such questions to be through the Chair and at the sole discretion of the Chair.
- e) The Candidate, Applicant, their agents, or any person present at the meeting may not ask questions of the Auditor or the Committee.

2.9 Decisions of the Committee shall be by resolution. A simple majority vote of the Committee Members present is required to pass a resolution.

Generally, the Committee will render its decision at each meeting. Subject to deadlines imposed by the Act, the Committee may reserve its decision if further deliberation is required.

2.10 The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, and deciding all questions relating to the orderly procedure of the meetings, subject to an appeal by any Member to the Committee from any ruling of the Chair.

2.11 When two or more Members wish to speak, the Chair shall name the Member who first raised his or her hand.

2.12 A Member shall not:

- a) Speak disrespectfully to or about another member.

- b) Use offensive words or unparliamentarily language during meetings.
 - c) Disobey the procedures of the Committee, or decision of the Chair or the Committee on questions of procedure.
 - d) Leave his/her seat or make any noise or disturbance while a vote is being taken and until the result is declared.
- 2.13 In case any Member persists in a breach of the foregoing section after having been called to order by the Chair, he or she may be ordered by the Chair to leave his/her seat for that meeting, but in case of ample apology being made by the offender he or she may, by vote of the Committee, be permitted forthwith to resume his or her seat.
- 2.14 When a Member desires to address the Committee upon a matter that concerns the rights or Privileges of the Committee collectively or individually, he or she shall be permitted to raise such matter of Privilege, and a matter of Privilege shall take precedence over other matters.
- 2.15 When a Member desires to call attention to a violation of the rules of procedure, she or he shall ask leave of the Chair to raise a Point of Order and after leave is granted:
- a) State the Point of Order with a concise explanation and resume his or her seat until the Chair has decided the Point of Order.
 - b) Unless a Member immediately appeals to the Committee, the decision of the Chair shall be final.
 - c) If the decision is appealed, the Committee shall decide the question without debate and its decision shall be final.
- 2.16 When the Chair calls a Member to order, the Member shall immediately sit down until the Point of Order is dealt with and the Member shall not speak again without permission of the Chair unless to appeal the ruling of the Chair.

3. Motions

- 3.1 The following rules shall apply to motions:
- a) All motions must be introduced by a mover before the Chair can put the motion on the floor for consideration.
 - b) After a motion is properly moved, it shall be deemed to be in the possession of the Committee but may be withdrawn by the mover at any time before a vote with the consent of the Committee.
 - c) The number of times a Member may speak on a motion shall not be limited. A Member shall not be restricted to asking questions only of the previous speaker, but the question must relate directly to the matter under discussion.
 - d) A motion to move a previous motion shall not be allowed.
 - e) Any Member may require the motion under discussion to be read at any time, but not so as to interrupt a Member while speaking.

- f) When a motion is under consideration, no motion shall be received other than a motion to:
 - i) Adjourn, which motion is neither amendable nor debatable.
 - ii) Table, which motion is not debatable.
 - iii) Defer action.
 - iv) Refer, which motion is debatable as to its merits only.
 - v) Amend.
- g) A motion to refer shall take precedence over any other amendment.
- h) Only one amendment at a time can be presented to the main motion. Only one amendment can be presented to an amendment, but when the amendment to the amendment has been disposed of, another amendment may be introduced, and when that amendment has been decided, another may be introduced.
- i) The amendment to the amendment, if any, shall be voted on first, then if no other amendment is presented, the amendment shall be voted on next, then if no other amendment is introduced, the main motion, or if any amendment has carried, the main motion as amended, shall be put to a vote.
- j) Nothing in this section shall prevent other proposed amendments being read for the information of the Members.
- k) When the motion under consideration contains distinct propositions, upon the request of any Member, the vote upon each proposition shall be taken separately.
- l) After the Chair commences to take a vote, no Member shall speak to or present another motion until the vote has been taken on such motion, amendment, or sub-amendment.
- m) Every Member present at a meeting when a vote is taken on a matter shall vote unless prohibited by statute, in which case the fact of the prohibition will be recorded in the minutes. If any Member present persists in refusing to vote, she or he shall be deemed as voting in the negative. Any motion on which there is a tie vote shall be deemed to be defeated. Recorded votes are not permitted.
- n) After any matter has been decided by the Committee any Member may move for reconsideration at the same meeting, but no discussion of the motion that has been decided shall be allowed until the motion for reconsideration has carried.
- o) All motions not disposed of, shall be placed on the agenda for the next meeting of the Committee, subject to any deadlines imposed by the Act.

4. Minutes

- 4.1 Minutes shall be taken for all meetings and briefly outline the substance of item listed on the agenda, including delegations, reports, motions, resolutions, and other actions taken. Minutes shall reflect the decision when necessary, of the Committee in keeping with the

5. Media Relations and Communications

5.1 All media contact shall be made through the Clerk or Chair.

6. Conflict of Interest

6.1 Legislated requirements as set out in the *Municipal Conflict of Interest Act* shall apply to all Committee Members. It is the responsibility of each Member to disclose any pecuniary interest prior to discussion of a particular matter. Once declared, the Member shall not discuss or vote on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the Member must leave the meeting during all discussion on the matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Municipal staff does not provide advice or interpretation related to declarations.

7. Matters Not Dealt with in These Procedures

7.1 If the practices and procedures set out herein do not provide for a procedural matter, the practice or procedure shall be determined by the Clerk or designate in conjunction with the Chair. Where the matter arises during a meeting and cannot be dealt with to the satisfaction of the Chair and Clerk or designate, the matter shall be deferred to the next meeting of the Committee.

Previous By-law

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2021 - 31

Being a by-law to establish a Joint Compliance Audit Committee and appoint Committee members for the 2022 municipal election period.

WHEREAS Section 20(1) of the *Municipal Act*, S.O. 2001, Chapter 25 authorizes municipalities to enter into joint agreements;

AND WHEREAS Section 88.37 of the *Municipal Elections Act*, 1996, as amended, requires municipalities to establish a Joint Audit Committee prior to October 1, 2021;

AND WHEREAS interested municipalities in the Almaguin Highlands and surrounding areas have individually agreed to form a joint Committee;

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

1. THAT participation in the joint compliance audit Committee as authorized by this by-law shall be limited to the following municipal corporations:

- | | |
|------------------------------------|--------------------------------|
| The Township of Armour | The Village of Burk's Falls |
| The Township of Joly | The Town of Kearney |
| The Township of Machar | The Municipality of Magnetawan |
| The Township of McMurrich/Monteith | The Township of Perry |
| The Township of Ryerson | The Village of South River |
| The Township of Strong | The Village of Sundridge |

2. THAT the Council of the Municipal Corporation of the Municipality of Magnetawan agrees to the Terms of Reference, attached hereto as Schedule "A";

3. THAT the following individuals shall be appointed to serve as Committee members on the joint compliance audit Committee for the 2022 election period from December 1, 2022 to November 16, 2026;

- John Finley (Chair)
- Lynne Godfrey
- Kathryn Whitehead
- Katharine England (Alternate)

4. And further, that each Committee member adheres to the Terms of Reference attached hereto;

5. That this By-law repeals By-law No. 2018-41 as of November 15, 2022;

6. That the Mayor and Clerk are hereby authorized to execute the documents by signature and seal of The Municipal Corporation of the Municipality of Magnetawan.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 19th day of May 2021.

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN



Mayor



CAO/Clerk

Schedule "A" to By-law No. 2021-

Terms of Reference
For the Joint Compliance Audit Committee
Serving the interested Municipalities of the Almaguin Area

1. **Definitions:**

For the purpose of this Terms of Reference, the following definitions shall apply:

Almaguin Clerk's Group – The information organization of Clerks, CAOs, or appointed staff from interested municipalities in the Almaguin Area, who have agreed to pool information, staff, and financial resources for the 2022 election, for the mutual benefit of all participating municipalities.

Clerk – The Administrative staff member, generally known to be the Clerk, or Clerk-Administrator from any municipality within the Almaguin Clerk's Group, for which an application for a compliance audit has been received, or who carries out the business of the Council for his or her respective municipality.

Committee – The Joint Compliance Audit Committee as established by the respective Councils of those municipalities represented by the Almaguin Clerk's Group, and which have passed a resolution of participation for the 2022 election term.

Council – The group of elected officials, generally known to be the Council, from any municipality within the Almaguin Clerk's Group, for which an application for a compliance audit has been received, or who is responsible for making an appointment to a Compliance Audit Committee, as required by Section 88.37 of the *Municipal Elections Act*, 1996, as amended.

Contributor – A resident of Ontario who makes a contribution to the election campaign a candidate to support his/her candidacy for municipal election. Additionally, the candidate and his/her spouse can also be contributors to the candidate's election campaign.

Recruitment Committee – The sub-committee of the Almaguin Clerk's Group to promote, process, and make recommendation to Council for membership to the Joint Compliance Audit Committee.

Interested Municipalities – Those municipalities in the Parry Sound District who have by mutual agreement established a joint compliance audit Committee, as supported by a resolution of each respective council, and authorized by By-Law from each respective council.

Registered Third Party - Means, in relation to an election in a municipality, an individual, corporation or trade union that is registered under Section 88.6 of the *Municipal Elections Act*.

2. **Committee Mandate:**

2.1 The Joint Compliance Audit Committee shall ensure that the provisions relating to election campaign finances under the *Municipal Elections Act*, are not contravened, and shall follow the necessary procedures to ensure compliance when requested.

2.2 The Committee shall abide by any terms and conditions which may be set out by the respective municipality's Solicitor, Auditor, and/or Insurer, for any business relating to a compliance audit, in accordance with the procedural by-law for the respective municipality.

2.3 The Committee will perform all required functions relating to all compliance audit applications. This shall include the following:

a) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the candidate, the applicant, and the public (Section 88.33(5)).

b) Within 30 days of receipt of an application for a compliance audit from the Clerk, Committee members shall consider the application and decide whether to grant or deny the request (Sec. 88.33(7)).

c) The decision of the Committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant (Sec. 88.33(8)).

d) If an application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. (Sec. 88.33(10)).

- e) Within 10 days after receiving the audit report, the Clerk of the municipality shall forward the report to the compliance audit Committee (Sec. 88.33(14)).
 - f) Give consideration to the auditor's report within 30 days of receiving it, to determine if legal proceedings should be commenced against the candidate (Sec. 88.33(17)).
 - g) The decision of the Committee under subsection (e) and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant (Section 88.33(18)).
 - h) If the report indicates that there was no apparent contravention and the Committee finds that there were no reasonable grounds for the application, Council is entitled to recover the auditor's costs from the applicant.
- 2.4 The Committee will perform all required functions relating to receiving a report from the Clerk under the review of contributions to candidates, section 88.34(4) or 88.34(7) of the *Municipal Elections Act*. This shall include the following:
- a) Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention (Section 88.34(8)).
 - b) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the contributor, the applicable candidate, and the public (Section 88.34(9)).
 - c) The decision of the Committee under article 4(a) and brief written reasons for the decision, shall be given to the contributor, the clerk of the municipality or the secretary of the local board, if applicable (Section 88.34(11)).
- 2.5 The Committee will perform all required functions relating to receiving a report from the Clerk under the review of contributions submitted by a registered third party, section 88.36(4) of the *Municipal Elections Act*. This shall include the following:
- a) Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention (Section 88.36(5)).
 - b) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the contributor, the registered third party and the public (Section 88.36(6)).
 - c) The decision of the Committee under article 5(a) and brief written reasons for the decision, shall be given to the contributor and the clerk of the municipality (Section 88.36(7)).

3. Term of Appointment:

- 3.1 The Committee shall serve for the 2022 – 2026 term of council, which shall be from December 1, 2022 to November 16, 2026, to consider applications originating from the 2022 election, and any by-elections during that term.

Notwithstanding the term identified above, the Committee shall be dissolved at the earliest of:

- a) The conclusion of the requirements noted in Section 88.37 of the *Municipal Election Act*; or
- b) On November 16, 2026.

4. Committee Composition

- 4.1 The Committee shall consist of four (4) members, one of which is to be designated as an alternate.
- 4.2 A Chair, a Vice Chair, and a Secretary shall be appointed at the first Committee meeting.
- 4.3 Membership shall be limited to individuals with a legal or financial background, or who have served on boards or Committees, or who have demonstrated knowledge of campaign finances, including retired municipal professionals.
- 4.4 Members must be bondable to maintain integrity of process and seriousness of position.

- 4.5 Appointment to the Committee shall be by resolution or bylaw of Council.
- 4.6 Members of the Committee shall not be Council members, municipal staff, or candidates in the 2022 election or any by-election during the term of Council and must attest to same in writing.
- 4.7 To avoid possible conflict of interest, any auditor or accountant appointed to the Committee may not undertake the audits of preparation of financial statements of any candidates seeking election to Council. Contravention of this requirement shall result in expulsion from the Committee.
- 4.8 The respective Clerk shall provide administrative support to the Committee, and shall establish procedures, as required.

5. Committee Selection:

- 5.1 To ensure adherence with the *Municipal Freedom of Information and Protection of Privacy Act*, a recruitment Committee shall be established by the Almaguin Clerk's Group, from among its members.
- 5.2 The recruitment Committee will promote, advertise, interview, and make recommendation for appointment to the joint Committee, having regard for individual municipalities' policies relating to Committee appointment. One individual shall be chosen from within the recruitment Committee to be the Secretary and shall be the contact for resume submission.
- 5.3 Applicants will be required to submit a resume outlining their qualifications and experience.
- 5.4 The recruitment Committee will receive and review all applications, conduct interviews, and make recommendations to Council based on the following:
 - a) Knowledge of rules for municipal election campaign finances.
 - b) Experience on a Committee, board, or similar group.
 - c) Availability to attend meetings.
 - d) Oral and written communication.
 - e) Level and area of expertise.
- 5.5 The Almaguin Clerk's Group shall prepare an advertisement to be placed in the Almaguin News, calling for interested, qualified applicants to submit resumes for consideration. The Committee positions shall also be promoted on respective municipal websites for application submission by the date prescribed by the Almaguin Clerk's Group.
- 5.6 A recommendation for the expulsion of a member of the Committee may be made to Council by another member of the Committee, or by the Clerk.
- 5.7 Reasons for expulsion shall include, but not limited to, the member being in contravention of *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*, the *Municipal Elections Act*, or the Joint Compliance Committee Terms of Reference, or for disrupting the work of the Committee.
- 5.8 Committee members shall be asked to sign an acknowledgement accepting terms and conditions outlined in the above Terms of Reference, and the *Municipal Elections Act*, 1996, as amended.

6. Meetings:

- 6.1 The Committee shall hold one initial meeting following submission of all Clerk's reports. Subsequent and additional meetings shall be in response to application(s) for compliance audit, to a maximum of four (4) meetings per application, in consultation with the Clerk of the respective municipality.
- 6.2 Following Election Day and the final day for candidates to submit their Financial Statements, the Clerk of the Municipality shall review the Statements and prepare a report regarding spending regulations and limits for the Compliance Audit Committee review.
- 6.3 Meetings shall be conducted using guidelines established in the Municipal Procedural By-Law for the municipality from which an application originated.

- 6.4 Committee members shall be bound by the Code of Conduct in force in the municipality for which they are performing the functions included in this Terms of Reference.
 - 6.5 The Chair shall cause notice of the meetings, including the agenda for the meetings to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee.
 - 6.6 Minutes shall be recorded at each meeting and shall outline the general deliberations and resulting actions and recommendations.
 - 6.7 The location of the meetings shall be set by the Committee. Reasonable notice will be provided.
 - 6.8 Financial consideration shall be as per Section Nine (9).
- 7. Closed Meetings:**
- 7.1 The meeting may be held in whole or in part in a closed session upon affirmative vote of the majority of the membership to do so. Closed sessions shall be conducted only to discuss matters identified under Section 239(2) of the *Municipal Act*. Should a closed session be required, all attendees who are not Committee members, or the Clerk, or individuals expressly requested by the Committee to remain, shall vacate the meeting premises. Members of the public may return to the meeting once the closed session has concluded.
- 8. Conflicts of Interest:**
- 8.1 Committee members shall be bound by the *Municipal Conflict of Interest Act*, with respect to financial interest, and shall disclose any pecuniary interest to the Secretary. That member shall then remove himself or herself from that portion of the meeting at which the matter for which pecuniary was declared is discussed.
- 9. Financial Compensation:**
- 9.1 An honorarium of \$500.00 per year shall be provided to each active Committee member, including the alternate member. Payment of the annual honorarium shall be shared equally between the participating municipalities.
 - 9.2 In addition to the annual honorarium, a meeting per diem shall be issued in the amount of \$75.00 per meeting. Mileage shall be reimbursed at a rate of \$0.54/km upon receipt of the request for reimbursement from the Committee member. Payment of the per diem reimbursement, as well as the mileage reimbursement, shall be paid by the municipality for which an application has been received, except in the case of the initial meeting, for which payment of these monies shall be shared equally between the participating municipalities.
 - 9.3 Administration of financial compensation shall be the responsibility of the Office of the Clerk for the Township of Armour.
- 10. Resources:**
- 10.1 Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Sections 88.33 to 88.36 of the *Municipal Elections Act*, 1996 as amended.

Schedule "B" to By-law No. 2021-

**Roles and Responsibilities
For the Joint Compliance Audit Committee (JCA)
Serving the interested Municipalities of the Almaguin Area**

1. Duties of the Clerk for the Municipality requiring the meeting of the JCA

- 1.1 The Clerk shall ensure the administrative practices and procedures for the Committee are followed and shall carry out any duties required under the Act to implement the Committee's decisions.

2. Duties of the Chair

- 2.1 The duties of the Chair are as follows:

- a) Liaise with the Clerk and review meeting agendas.
- b) Call Committee meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow the procedures as set out herein, identify the order of proceedings and speakers and rule on points of order as may be necessary.
- c) The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, and deciding all questions relating to the orderly procedure of the meeting.
- d) Participate as an active Member, encouraging participation by all Members.
- e) The Chair is permitted to provide brief comments during discussion, make motions and vote on all matters.
- f) If the Chair is not present within the first fifteen minutes of a Committee meeting or is absent through illness or otherwise, and quorum is still obtained, the Vice Chair shall preside over the meeting.

3. Duties of Committee Members

- 3.1 The duties of Committee Members are as follows:

- a) Attend all Committee meetings or notify the Clerk as soon as possible in the event that the member cannot attend.
- b) Understand their role, the Committee's Mandate, and meeting procedures.
- c) Declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the matter in accordance with Section 5 of the *Municipal Conflict of Interest Act*.
- d) Participate as an active and voting member, asking questions, and seeking clarification through the Chair.
- e) Develop and maintain a climate of mutual support, trust, courtesy, and respect.
- f) Work together to utilize the knowledge, expertise, and talents of all members.
- g) Respect the decisions of the Committee and that such decisions reflect the majority view.

4. **Support**

4.1 The following support shall be provided to the Committee:

- a) The Recruiting Committee for the Almaguin Joint Compliance Audit Committee shall call the first regular meeting of the Committee to order and conduct the election of the Chair, Vice Chair, and secretary of Committee Members.
- b) The affected municipality's staff in conjunction with the Committee secretary shall thereafter:
 - i) Prepare agendas for review by the Committee Chair.
 - ii) Electronically distribute agendas to all Committee Members before the meeting and post to the relevant municipal website.
 - iii) Arrange for or set up meeting areas, giving consideration to the nature of the matters to be discussed, any audio-visual requirements, attendance by the public and ensuring accessibility needs identified have been met.
 - iv) Arrange for attendance of delegations in conjunction with the Chair.
 - v) Attend Committee meetings, record attendance, confirm Quorum and record when the meeting starts and adjourns.
 - vi) Provide procedural advice to the Chair and Committee as required.
 - vii) Take minutes, record a summary of the discussion for each agenda item, record all Committee motions and resolutions including the name of the mover.
 - viii) Record any disclosures of pecuniary interest, including the general nature thereof.
 - ix) Review and correct any errors in the minutes of previous meetings.
 - x) Prepare the Committee minutes.
 - xi) Electronically distribute minutes to all Committee Members and post on the relevant municipal website.
 - xii) Facilitate and complete any additional work to be undertaken on behalf of the Committee.
 - xiii) Maintain Committee agendas, minutes, correspondence, Reports of the Auditor, and outstanding items in the Corporation's records management system.

**Schedule "C" to By-law No. 2021-
Procedures
For the Joint Compliance Audit Committee**

1. Meeting Procedures

1.1 The Committee shall meet once prior to November 30th after each municipal election to review the Terms of Reference and Committee Procedures.

1.2 Calling of Committee Meetings:

- a) The Clerk of the relevant municipality will summon a meeting of the Committee when an Application is received.
- b) Meetings shall be held at such time and location as the Chair deems appropriate.

1.3 Agendas

The following components shall be included in Committee agendas. Specific subject items are to be included under each component:

- a) Consideration of Applications for a Compliance Audit.
- b) Consideration of Auditor/Legal Reports *.
- c) Adjournment.

*Committee may adjourn to Closed Session in accordance with *Section 239 (2) of the Municipal Act, S.O. 2001.*

1.4 Quorum

The minimum number of Committee Members required to be present at any meeting in order to conduct Committee business shall be no less than three. If no Quorum is present fifteen minutes after the time fixed for a meeting, or the resumption of a meeting after a recess, or should a Quorum at a meeting be lost for a period of fifteen (15) consecutive minutes, the Clerk or designate will record the names of the Members present and the meeting will stand adjourned until the next meeting scheduled by the Chair.

2. Conduct of Committee Business

2.1 All Meetings of the Committee shall be open to the public, except for those circumstances provided for in Sections 239 (2) and (3.1) of the *Municipal Act, 2001.*

2.2 The business of each meeting shall be taken up in the order in which it stands upon the agenda, unless otherwise decided by the Committee.

2.3 Where the agenda includes consideration of more than one Application, applications may be dealt with by the Committee either individually or collectively dependant upon the direction of the Committee.

2.4 The Chair will summarize each Application received and request that the Applicant or his or her agent and Candidate or his or her agent identify themselves.

2.5 Applicant's Delegation

- a) The Applicant or the Applicant's agent may address the Committee for a maximum of 10 minutes unless granted leave by the Chair.
- b) Members may ask questions of the Applicant or Applicant's agent through the Chair.
- c) Questions of the Applicant or the Applicant's agent by the Candidate or the Candidate's agent *are not permitted.*
- d) All materials presented to the Committee in open session are deemed to be public documents.

2.6 Candidate's Delegation

- a) The Candidate or the Candidate's agent may address the Committee.
- b) The Candidate may respond to the content of the Application and Applicant's or the Applicant's Agent's address to the Committee.
- c) Members may ask questions of the Candidate or Candidate's agent, through the Chair.
- d) Questions of the Candidate or the Candidate's Agent by the Applicant or the Applicant's agent are not permitted.
- e) All materials presented to the Committee in open session are deemed to be public documents.

2.7 Where the agenda includes consideration of more than one Auditor's Report, the Reports may be dealt with by the Committee either individually or collectively dependent upon the direction of the Committee.

2.8 Auditor's Report

- a) An Auditor shall be appointed by the Committee as per Section 3. D of the Terms of Reference.
- b) The Auditor shall address the Committee and provide a summary of his or her Report and its conclusions.
- c) Members may ask questions of the Auditor through the Chair.
- d) Members may ask questions of any person present at the meeting, such questions to be through the Chair and at the sole discretion of the Chair.
- e) The Candidate, Applicant, their agents, or any person present at the meeting may not ask questions of the Auditor or the Committee.

2.9 Decisions of the Committee shall be by resolution. A simple majority vote of the Committee Members present is required to pass a resolution.

Generally, the Committee will render its decision at each meeting. Subject to deadlines imposed by the Act, the Committee may reserve its decision if further deliberation is required.

2.10 The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, and deciding all questions relating to the orderly procedure of the meetings, subject to an appeal by any Member to the Committee from any ruling of the Chair.

2.11 When two or more Members wish to speak, the Chair shall name the Member who first raised his or her hand.

2.12 A Member shall not:

- a) Speak disrespectfully to or about another member.
- b) Use offensive words or unparliamentarily language during meetings.
- c) Disobey the procedures of the Committee, or decision of the Chair or the Committee on questions of procedure.
- d) Leave his/her seat or make any noise or disturbance while a vote is being taken and until the result is declared.

2.13 In case any Member persists in a breach of the foregoing section after having been called to order by the Chair, he or she may be ordered by the Chair to leave his/her seat for that meeting, but in case of ample apology being made by the offender he or she may, by vote of the Committee, be permitted forthwith to resume his or her seat.

2.14 When a Member desires to address the Committee upon a matter that concerns the rights or Privileges of the Committee collectively or individually, he or she shall be permitted to raise such matter of Privilege, and a matter of Privilege shall take precedence over other matters.

- 2.15 When a Member desires to call attention to a violation of the rules of procedure, she or he shall ask leave of the Chair to raise a Point of Order and after leave is granted:
- a) State the Point of Order with a concise explanation and resume his or her seat until the Chair has decided the Point of Order.
 - b) Unless a Member immediately appeals to the Committee, the decision of the Chair shall be final.
 - c) If the decision is appealed, the Committee shall decide the question without debate and its decision shall be final.
- 2.16 When the Chair calls a Member to order, the Member shall immediately sit down until the Point of Order is dealt with and the Member shall not speak again without permission of the Chair unless to appeal the ruling of the Chair.

3. Motions

3.1 The following rules shall apply to motions:

- a) All motions must be introduced by a mover before the Chair can put the motion on the floor for consideration.
- b) After a motion is properly moved, it shall be deemed to be in the possession of the Committee but may be withdrawn by the mover at any time before a vote with the consent of the Committee.
- c) The number of times a Member may speak on a motion shall not be limited. A Member shall not be restricted to asking questions only of the previous speaker, but the question must relate directly to the matter under discussion.
- d) A motion to move a previous motion shall not be allowed.
- e) Any Member may require the motion under discussion to be read at any time, but not so as to interrupt a Member while speaking.
- f) When a motion is under consideration, no motion shall be received other than a motion to:
 - i) Adjourn, which motion is neither amendable nor debatable.
 - ii) Table, which motion is not debatable.
 - iii) Defer action.
 - iv) Refer, which motion is debatable as to its merits only.
 - v) Amend.
- g) A motion to refer shall take precedence over any other amendment.
- h) Only one amendment at a time can be presented to the main motion. Only one amendment can be presented to an amendment, but when the amendment to the amendment has been disposed of, another amendment may be introduced, and when that amendment has been decided, another may be introduced.
- i) The amendment to the amendment, if any, shall be voted on first, then if no other amendment is presented, the amendment shall be voted on next, then if no other amendment is introduced, the main motion, or if any amendment has carried, the main motion as amended, shall be put to a vote.
- j) Nothing in this section shall prevent other proposed amendments being read for the information of the Members.
- k) When the motion under consideration contains distinct propositions, upon the request of any Member, the vote upon each proposition shall be taken separately.
- l) After the Chair commences to take a vote, no Member shall speak to or present another motion until the vote has been taken on such motion, amendment, or sub-amendment.

- m) Every Member present at a meeting when a vote is taken on a matter shall vote unless prohibited by statute, in which case the fact of the prohibition will be recorded in the minutes. If any Member present persists in refusing to vote, she or he shall be deemed as voting in the negative. Any motion on which there is a tie vote shall be deemed to be defeated. Recorded votes are not permitted.
- n) After any matter has been decided by the Committee any Member may move for reconsideration at the same meeting, but no discussion of the motion that has been decided shall be allowed until the motion for reconsideration has carried.
- o) All motions not disposed of, shall be placed on the agenda for the next meeting of the Committee, subject to any deadlines imposed by the Act.

4. **Minutes**

- 4.1 Minutes shall be taken for all meetings and briefly outline the substance of item listed on the agenda, including delegations, reports, motions, resolutions, and other actions taken. Minutes shall reflect the decision when necessary, of the Committee in keeping with the *Municipal Election Act, Section 88.33(7)*.

5. **Media Relations and Communications**

- 5.1 All media contact shall be made through the Clerk or Chair.

6. **Conflict of Interest**

- 6.1 Legislated requirements as set out in the *Municipal Conflict of Interest Act* shall apply to all Committee Members. It is the responsibility of each Member to disclose any pecuniary interest prior to discussion of a particular matter. Once declared, the Member shall not discuss or vote on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the Member must leave the meeting during all discussion on the matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Municipal staff does not provide advice or interpretation related to declarations.

7. **Matters Not Dealt with in These Procedures**

- 7.1 If the practices and procedures set out herein do not provide for a procedural matter, the practice or procedure shall be determined by the Clerk or designate in conjunction with the Chair. Where the matter arises during a meeting and cannot be dealt with to the satisfaction of the Chair and Clerk or designate, the matter shall be deferred to the next meeting of the Committee.

TERMS OF REFERENCE FOR
ALMAGUIN HIGHLANDS HEALTH COUNCIL

(UPDATED: SEPTEMBER 2022)

Definitions

“Almaguin Highlands Health Centre” is a health centre building located at 150 Huston Street in Burk’s Falls, Ontario and owned by Village of Burk’s Falls. The Village of Burk’s Falls manages the physical building and the leases with various healthcare service professionals housed in the building.

“Almaguin Highlands Health Council” is the name of the committee made up of appointed Municipal Council representatives from participating member municipalities. The mandate and composition of the Almaguin Highlands Health Council is outlined in this document.

“Approval” means the approval of the majority of the Health Council members.

“Health Council Member” is any member who sits on the Almaguin Highlands Health Council.

“Health Council” is an abbreviated name for the Almaguin Highlands Health Council.

“Village” means the Village of Burk’s Falls.

“User(s)” is / are any member of the public using healthcare services in the Almaguin Highlands region.

BACKGROUND

After the closure of the hospital, including the emergency departments in 2010, the former Burk’s Falls and District Hospital was returned to the Village of Burk’s Falls from Muskoka Algonquin Health Care (MAHC) due to a past agreement. The building, now known as the Almaguin Highlands Health Centre, continues to be owned and maintained by the Village of Burk’s Falls. In 2011, a committee structure was created to represent the Health Centre and to advocate for continued health care services within the Almaguin Highlands Health Centre. The organization was comprised of municipal elected officials, area residents and members of health care agencies. A Letters Patent was filed in 2011 to become a non-profit charitable organization (Ontario Corporation Number 1836004, under the name Almaguin Highlands Health Centre) allowing the organization to receive donations from the public and private

sectors along with private citizens; however, Terms of Reference for the committee were not created at that time.

Since 2011, membership has experienced fluctuation, both in terms of members and represented municipalities. In 2018 following the municipal elections a call out for representation was made with ten municipalities appointed representation. In 2020, the organization re-branded its name from the original Almaguin Highlands Health Centre Committee to the Almaguin Highlands Health Council to separate its activities from those within the physical Health Centre building and to reflect a focus on healthcare services across the Almaguin Highlands region.

As the organization's representation has changed over the years so have its goals and intentions, including a focus beyond the Almaguin Highlands Health Centre building to services provided across the entire Almaguin Highlands region. These Terms of Reference have been created to finalize the structure of the Almaguin Highlands Health Council and to outline the roles and responsibilities for both the Council and the Village of Burk's Falls (being the property owner of the Almaguin Highlands Health Centre building).

MANDATE OF THE ALMAGUIN HIGHLANDS HEALTH COUNCIL

Following are the key objectives of the Almaguin Highlands Health Council:

1. Represent the needs of citizens across the Almaguin Highlands region from a healthcare perspective;
2. Promote current healthcare related services delivered within the region of the Almaguin Highlands;
3. Advocate for the development of new / future services in the region, highlighting potential needs of the population to the administering Ministry or other governing body;
4. Actively participate on local healthcare boards, committees and other decision bodies in an effort to ensure that the Almaguin Highlands region has an appropriate level of representation and decision-making capability with respect to healthcare-related decisions and investments;
5. Assist with the development of healthcare services through fund-raising efforts and via resolutions with the various represented Municipalities to support specific healthcare initiatives.

GUIDING PRINCIPLES

Build and foster strong relationships with healthcare providers and governing bodies with respect to healthcare initiatives across the Almaguin Highlands.

Advocate and champion meaningful partnerships.

Foster an environment of positive progress toward healthcare excellence for our region.

Communicate and share our goals and successes with our partners and constituents.

ENGAGEMENT APPROACHES

1. **Consult** with our partners, healthcare providers, Ministry experts, and users of the healthcare system in our region. This will enable us to gain knowledge on funding models, determine healthcare service delivery options and determine areas of focus for the Health Council.
2. **Advocate** for health care service delivery providers and/or agencies as a means to inform governing bodies of the need and demand for the continuation and/or expansion of services within the Almaguin Highlands area.
3. **Collaborate** with stakeholders on enhancements to healthcare service delivery models in the Almaguin Highlands.
4. **Assist** healthcare providers through promotion of the Almaguin Highlands in efforts to recruit and retain healthcare professionals.
5. **Communicate** our activities and success across the Almaguin Highlands region.

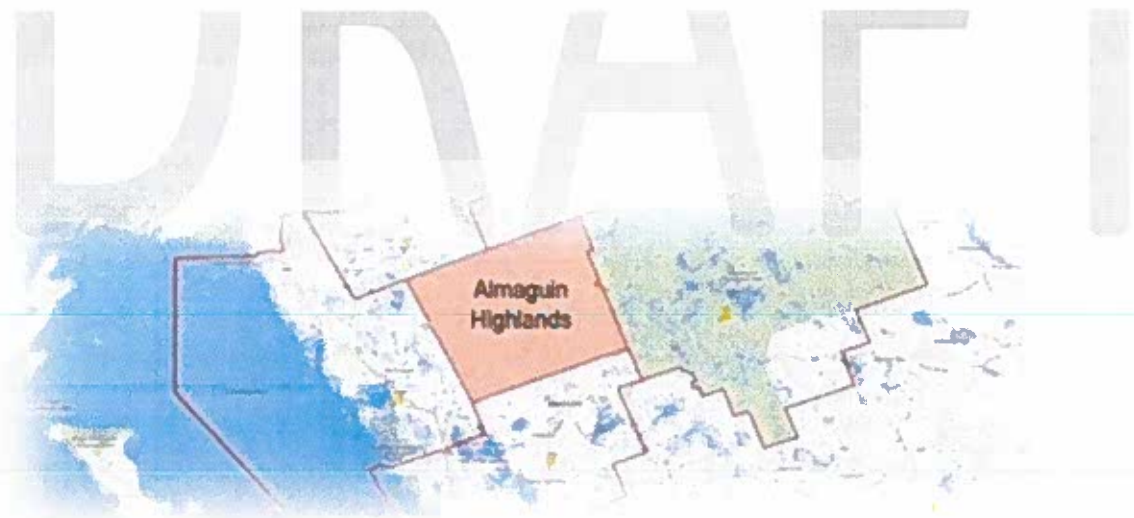
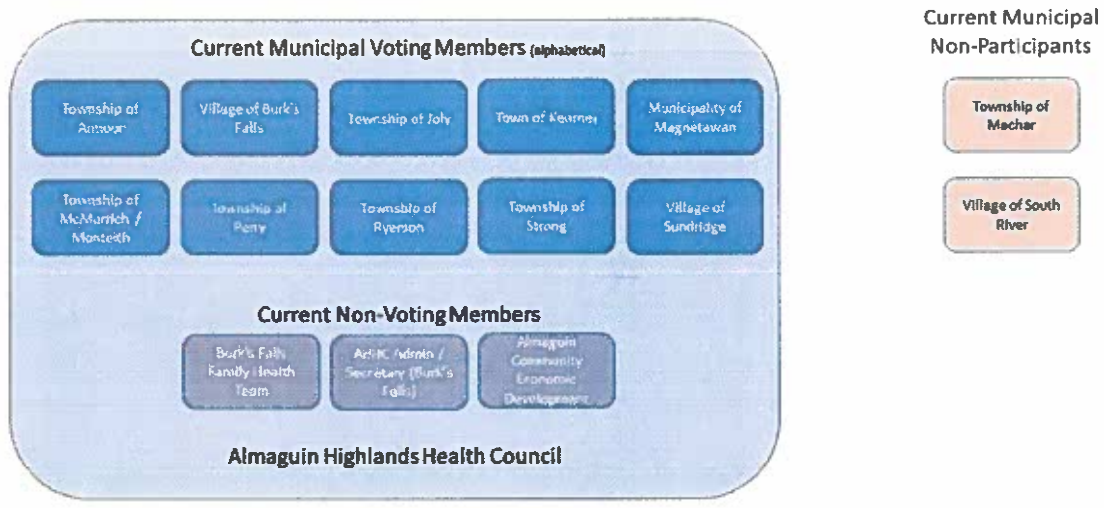
Almaguin Highlands Health Council

Composition

The Council shall consist of municipal representation, community advocates, and healthcare professionals. This may include, but not be limited to, physicians / nurses / nurse practitioners, healthcare administrators, healthcare management, senior care services, patient advocates, and economic development representatives. Health Council participation is a voluntary position. In addition to the Council members, the Village of Burk's Falls will appoint one (1) person to act as the Administrator / Secretary for the Council (non-voting).

There shall be a maximum of fourteen (14) and a minimum of eight (8) members of the Council.

As at November 2018 and until such time as voting membership changes (see “Appointing Members” and “Termination of Members” below), following is the make-up of the voting Municipal members across the Almaguin Highlands:



Member Roles

As elected representatives of the respective communities represented on the Almaguin Highlands Health Council, only municipally-appointed members will be “voting” members of the AHHC Council.

Each member of the Health Council shall have one vote of equal value on all decisions. From the membership there shall be two appointed positions, determined by majority vote from the

entire appointed membership, for the positions of Chair and Vice-chair. Proxy votes shall not be permitted.

Municipal representation on the Almaguin Highlands Health Council will align with the four-year municipal term.

Almaguin Highlands Health Council Chair Responsibilities

- a) The Chair shall preside over meetings ensuring each member provides input on matters. This position calls meetings to order and follows the prepared agenda items for discussions and summarizes outcome.
- b) The Chair shall call for a vote on all decisions to be made by the Council.
- c) The Chair shall have one vote and shall vote last on decisions.
- d) The Administrator / Secretary shall report to the Chair any concerns between meetings regarding service delivery. The Chair will determine if the matter is urgent to call a Council meeting, or if it can hold until the next regular meeting.
- e) The Chair shall ensure all members show respect during a meeting and shall have the right to remove a member should they continue to act out at a meeting.
- f) The Chair shall act as a signing authority for the Health Council, where applicable.
- g) The Chair acts as the official liaison with media.
- h) A Vice Chair will be appointed amongst members and will attend meetings related to the Health Council if the Chair is unavailable.

Almaguin Highlands Health Council Member Responsibilities

- a) Attend monthly meetings and special meetings as required.
- b) Actively seek and foster working relationships with health and mental health providers and/or agencies.
- c) Assist and participate in all decision-making processes.
- d) Follow guiding principles of Terms of Reference.
- e) Report back to respective Municipal Councils on the activities of the Almaguin Highlands Health Council and make requests of their Municipal Councils as required.

Administrator / Secretary Responsibilities

- a) The Administrator / Secretary shall prepare agendas in conjunction with the Chair and record minutes for all Health Council meetings, as well as sending notice to each member of upcoming meetings.
- b) The Administrator / Secretary shall collect and mail as necessary to ensure the Chair can compose timely responses to those inquiries.
- c) The Administrator / Secretary shall ensure there is quorum for every meeting.
- d) Working with the Chair coordinates the matters for discussion at each meeting through the preparation of an agenda.
- e) The Administrator / Secretary shall be responsible for prompt payment of all bills.
- f) The Administrator / Secretary shall be responsible for maintaining accurate and complete accounting records of all receipts and disbursements and submit a monthly and annual statement to the Health Council.

Appointing Members to the Almaguin Highlands Health Council

Every four years, after a municipal election the Administrator / Secretary shall solicit municipalities within the Almaguin Highlands area to appoint a representative to become an Almaguin Highlands Health Council member. This will include solicitation of all twelve (12) municipal councils in the region, whether or not they were participants in previous terms.

Municipal elected officials will be appointed by their respective municipal Council for a four-year term.

Should a vacancy occur mid term then a request will be made to that municipal Council seeking an alternative member from that Council.

Members from the healthcare field or the Almaguin Highlands community shall be accepted as non-voting members provided the maximum number is not exceeded. These members will be accepted by resolution through a majority vote of the Health Council.

Should a member wish to leave the Health Council a written resignation letter to the Chair shall be submitted with as much notice as possible.

Termination of Member Appointment

Should an appointed member miss more than three (3) consecutive meetings without prior and reasonable explanation the member's seat will be deemed vacant and a replacement sought.

Should the Chair and a quorum of the Health Council agree that an appointed member has disrupted the ease of the Council and/or has breached the code of conduct, ethics or any other behaviour that could cause the Almaguin Highlands Health Council harm and/or created a negative image of the Health Council, said member shall be terminated from the Health Council through notification to the representative municipality.

Should a represented Municipal Council decide to cease its participation in the Almaguin Highlands Health Council, a resolution indicating its decision from the individual Municipal Council shall be presented to the Almaguin Highlands Health Council Administrator / Secretary and / or Chair. This will be the case whether participation is ceased mid-term (i.e. of the four-year municipal term) or at the start of a new four-year term.

Council Quorum

The quorum of the Group will be 50%+1 of its membership. If quorum is not achieved within 15 minutes of the meeting time, the meeting will not proceed, and no discussion or decisions will be made.

Council Meeting Terms & Requirements

A meeting will be called by the Chair once a month to discuss Almaguin Highlands Health Council progress. Every member of the Health Council is expected to attend all meetings. Each member of the Council will receive an agenda at least two days prior to the meeting date. A meeting may also be called when 2/3 of the members call one.

Almaguin Highlands Health Council Funds

Funds received by the Almaguin Highlands Health Council shall be derived from donations and / or from solicitation by resolution to the represented Municipal Councils. These funds shall be managed through the Village of Burk's Falls with use of funds determined by the Health Council. Funds will be used for the continuation and / or expansion of current and future health care services across the Almaguin Highlands region, as appropriate and agreed. Disbursement of funds shall be agreed through resolution and majority vote by the Health Council.

Funds collected from participating Municipal Councils for a specific, named purpose shall be used only for that purpose unless a resolution is received from each contributing Municipality directing the funds elsewhere. Tracking and allocation of these funds will be administered by the Village of Burk's Falls. Funds not directed for a specific, named use will be disbursed at the discretion of the Health Council through resolution and majority acceptance.

The Village of Burk's Falls will be accountable for the maintenance and repair of the Almaguin Highlands Health Centre Building, located at 150 Huston Street in Burk's Falls, Ontario. As representatives of their respective Municipal Councils, AHHC members will also consider requests for additional funding from the Village of Burk's Falls to cover occasional operating deficits related to the Almaguin Highlands Health Centre building. All requests will first be brought forward to the Health Council by the Village for discussion and transparency. Funding requests to member municipalities, however, will be made directly by the Village of Burk's Falls. Each Municipal Council must agree, by their own resolution, to assist.

Health Council Conflict of Interest

Any form of conflict must be disclosed prior to each meeting to avoid any unfair voting or decision making. The Health Council is open to feedback from all members who are not in conflict. Every member is encouraged to read the Conflict of Interest Act to ensure their understanding of rules.

Health Council Nepotism

The Council shall not hire, contract or favour any business based on relations between individuals. The Council shall not engage in meaningful occupational gain with parents, children or grandparents/children of member from the Council.

Health Council Code of Conduct

All members of the Health Council are mandated to follow the Code of Conduct, and Workplace Harassment Policies. Failure to do so will result in removal from the Council.

Village of Burk's Falls

As the Village of Burk's Falls maintains ownership of the properties located at 150 Huston Street and 162 Huston, the day-to-day operations of these buildings, including tenant relations is under the care and control of the Village of Burk's Falls. It is anticipated, however, that due its mandate, the Almaguin Highlands Health Council will provide input and assistance with respect to the addition of healthcare services at the building.



MUNICIPAL SERVICE DELIVERY REVIEW ACTION SHEET

Update: October 19, 2022

FINAL

Item	Rating	Page	Issue	KPMG Recommendation	Actions to Date
NO FURTHER ACTION AT THIS TIME					
1	P	pg 12	PAYROLL TIME SHEET SUBMISSION Timesheets are prepared manually which can result in timesheets being inaccurate (e.g. all hours not adding to 70 hours every pay period) or incomplete (e.g. description of the tasks and projects completed not being recorded).	Have staff complete timesheets electronically, restricting submission until all errors or discrepancies have been addressed. The Municipality may not be in a position to fully implement this opportunity as a result of information technology barriers.	Office Staff and Department Heads are using an electronic template (spreadsheet) to record hours worked and keep track of vacation etc., which is reviewed by the CAO/Clerk and Treasurer. Once the General Ledger "labour" accounts are more streamlined, the timesheets for Parks and Public Works will be able to be completed electronically. However, in the interim, the Treasurer has prepared an electronic template for the Parks and Public Works Department to track vacation/overtime/sick time. This will in the future be tracked on each time sheet. Treasurer and CAO met with Mayor and Deputy Mayor to review and streamline current General Ledger "labour" accounts. Completed - No Further Action Required
2	F	pg 14	PAYROLL PROCESSING When there is a change in wage rate for an employee, there is no independent review of the changes to ensure that the approved changes have been accurately entered into the payroll system. Without independent verification, there is a risk that changes could be entered incorrectly.	Whenever employee pay rate information is changed, a Senior staff member independent from the payroll function should verify a sample of employees' payroll records to ensure that changes have been entered correctly. Wage rates should be reviewed regularly to ensure accuracy	The CAO/Clerk is reviewing yearly pay rate information and verifying a sample of payroll records. Auditor require copies of all pay scales for union and non-union staff; and as well, perform payroll audit checks. No further action required at this time.
3	P	pg 14	The Municipality's payroll process is heavily paper based with exception reports and payroll registers printed. This results in numerous pages of information that is incorrect or requires updating after review.	Consideration should be given to using and saving only electronic versions of payroll information. Electronic signatures can be developed and used for approvals. Saving in printing costs as storage space requirements would also result.	We are working towards streamlining our paper use; however, Staff's opinion is that a paper trail for some records is necessary. No further action required at this time.
4	F	pg 14	The Treasurer is required to enter in net pay for each employee into the credit union website. This is a duplication of data entry as well a prone to input error.	Discuss with the accounting system provider as well as financial institution to determine if the accounting system can produce a standard file than can be exported and subsequently imported to the credit union site. KPMG is aware that this functionality exists with other financial accounting software and financial institution. This will reduce input risk, improve accuracy and increase efficiency. Should this not be possible, the Municipality may want to explore the use of third party service provider	Net pay is reviewed by CAO/Clerk as second verification of documents prior to releasing the pay. The Treasurer has been working closely with the Credit Union and the Accounting Software Firm to see if this suggestion can be implemented to no avail. New software will include this function - no further action required



MUNICIPAL SERVICE DELIVERY REVIEW ACTION SHEET

Update: October 19, 2022

FINAL

Item	Rating	Page	Issue	KPMG Recommendation	Actions to Date
NO FURTHER ACTION AT THIS TIME					
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3	P	pg 14	The Municipality's payroll process is heavily paper based with exception reports and payroll registers printed. This results in numerous pages of information that is incorrect or requires updating after review.	Consideration should be given to using and saving only electronic versions of payroll information. Electronic signatures can be developed and used for approvals. Saving in printing costs as storage space requirements would also result.	We are working towards streamlining our paper use; however, Staff's opinion is that a paper trail for some records is necessary. No further action required at this time.
4	F	pg 14	The Treasurer is required to enter in net pay for each employee into the credit union website. This is a duplication of data entry as well a prone to input error.	Discuss with the accounting system provider as well as financial institution to determine if the accounting system can produce a standard file than can be exported and subsequently imported to the credit union site. KPMG is aware that this functionality exists with other financial accounting software and financial institution. This will reduce input risk, improve accuracy and increase efficiency. Should this not be possible, the Municipality may want to explore the use of third party service provider	Net pay is reviewed by CAO/Clerk as second verification of documents prior to releasing the pay. The Treasurer has been working closely with the Credit Union and the Accounting Software Firm to see if this suggestion can be implemented to no avail. New software will include this function - no further action required

5	F	pg 16	Treasurer is the only staff member involved in the payroll process. If there are errors in the payroll entry, they may not be identified until a second individual reviews the payment (cheque preparation).	Have the payroll module prepared by another member of the finance team and provided to the Treasurer to review and approve before the cheques are prepared for the pay period.	<i>In progress: The Treasurer is working towards having another staff member complete some steps in the payroll process; however, due to confidentiality it may not be fully implemented.</i> The CAO/Clerk is reviewing random payroll time sheets vs payroll paid each pay period. There is no other staff available at this time to help complete payroll. No further action at this time.
6	P	pg 16	A number of processes for payroll processing gather, store and use the same information resulting in an increase in the risk of human error and duplication of efforts. The cost and time savings associated with the implementation of a direct deposit program can be significant.	Should the Municipality be unable to use its accounting software, consideration should be given to using a third party payroll provider (E.g. Ceridian, ADP, etc.), as well as automating the time tracking required for the payroll process (e.g. swipe cards, mobile application check in, etc.) . This will reduce the inefficiency from duplicating information in the current process and simplify the year end reporting processes and requirements, including T4 preparation.	Staff has solicited opinions from other parties that use a third party payroll processor. Due to the complexity of the allocation of hours there is a large room of error for an outside provider. The current accounting software is able to easily complete year end reporting processes including T4 preparation. No further action required at this time.
7	P	pg 16	Staff are provided with payroll summaries of what is paid to them after payroll has been processed. Errors are detected by employees at this time which require correction by Finance staff.	Provide hourly staff with access to a preliminary payroll report outlining what will be paid to them on the upcoming pay date. Providing access to this information prior to processing the payroll will allow issues to be identified and corrected before processing, reducing the number of employee's pay that require rework and subsequent adjustments.	There is no preliminary payroll report available and any errors get rectified on the next pay. Pay stubs cannot be handed out sooner as some employees are paid by cheque. No further action required at this time.
8	P	pg 20	BILLINGS AND COLLECTIONS GRANTS Currently there is no formal guidance given from Council to establish grant priorities. As a result, the Department Managers may be focusing efforts on initiatives that are not a priority of the Municipality.	Establish the following procedure: Prior to the budgeting process, Council set specific categories for grant funding. Assign category to Department Manager or Treasurer, making them accountable for identifying and applying for grant funding.	Council sets the budget and grant opportunities are constantly being sourced by the Treasury and Clerk's department. Our Department Heads are in constant communication with the Treasury and Clerk's Department about upcoming needs. No further action required at this time.
9	P	pg 20	Currently, review of why a grant application failed does not always occur. Reviewing strengths, weaknesses and lessons learned will results in improved grants submissions in the future	The Municipality can implement the following process step: Treasurer follows up with the funding agency identifying why the Municipality was not approved for the grant.	The Treasurer and/or Clerk's Department will follow up with the funding agency and provide information to Council. No further action required at this time.
10	F	pg 20	Revenue and the related receivable for grant funding is not recorded until the funds are received. There is a risk at the end of a period, revenue related to that period is not recorded. Additionally, since the receivable balance is not recorded, there is an increased risk that funds owed to the Municipality are not collected.	Grants should be recorded as accounts receivable when approved and/or earned. This receivable should then be cleared when the cash is received. This will allow the Treasurer to follow up on any outstanding balances and also provide more accurate information for cash forecasting and budgeting.	Treasurer sets up receivable as required. No further action required at this time.

11	P	pg 22	<p>BILLING AND COLLECTIONS - USER FEES</p> <p>A number of user fees require the completion of a standardized form (e.g. dog tag, event permits, etc.). There forms are completed manually and provided to the user which can sometimes takes considerable time.</p> <p>We understand that the Municipality has transferred all application forms to the municipal website and is in the process of making all fillable PDFs.</p>	<p>Develop standard electronic templates (e.g. word, fillable PDFs, etc.) that the Treasury Staff can complete and provide to the user. In addition, frequently requested forms should be made available on the Municipality's website for the user to complete before attending the Municipal office, reducing the amount of time spent by Treasury Staff on this process.</p>	<p><i>Fillable Pdf's are available on the Website for the majority of the permits. Staff is working on converting all permits and planning applications as appropriate. The Clerk's department is looking into DocuSign. Staff has set up a pay online system for Permits/Planning Applications.</i></p> <p><i>To Do: Complete conversion of pdf's online and appropriateness of DocuSign.</i></p> <p>All of our applications are available in a PDF fillable version online.</p> <p>No further action at this time.</p>
12	F	pg 22	<p>A receipt is not always created and issued if a user does not request a receipt. There is a risk that a tag or permit is manually completed, issued to the user and fee collected but never entered into the accounting system, providing the opportunity for misappropriation of funds.</p>	<p>Ensure a receipt is issued for all user fees. Create signage at the reception desk that informs users to ask for and receive a receipt for all purchases. Integration of forms/permits into the accounting system to eliminate manual preparation will also reduce risks around cash payments since transactions will be recorded in the system and will be accompanied by a balance owing.</p>	<p>Staff is consistently issuing receipts.</p> <p>No further action required at this time.</p>
13	P	pg 22	<p>Electronic payments methods at the Municipal office are not currently available.</p>	<p>A debit/credit payment terminal should be added to the front desk to accept in-person payments. This will reduce the amount of cash transacted at the Municipal office, reducing the risk of fraud and theft.</p>	<p><i>The Treasurer has looked into a debit/credit terminal and its costs. Front line Staff are doing a needs analysis. Staff is also actively encouraging the use of online banking. Further the PlastiQ option on our website now also accepts debit. Depending on the need, Staff may purchase a tablet for ratepayer's use instead of a debit/credit machine.</i></p> <p><i>To Do: Determine need.</i></p> <p>The costing for the debit/credit machine does not warrant the current need. We can provide a tablet at the front desk that can be used to pay via debit/credit without incurring costs for the general tax payer - as there is no 'terminal charge' nor cost per transaction fee. Will be monitored and re-evaluated as necessary.</p> <p>No further action at this time.</p>
14	P	pg 24	<p>PROPERTY TAXATION - ASSESSMENT AND MAILING</p> <p>A draft calculation of total property taxes is prepared outside of the accounting system</p>	<p>Property taxes should be calculated in an Excel spreadsheet opposed to manually and drafted directly in the accounting system. A back-up of the accounting module can be used in case an error is made and changes need to be reversed.</p>	<p>The Treasurer has created spreadsheets for taxation.</p> <p>No further action required at this time.</p>
15	P	pg 24	<p>Tax bills are printed by roll number. Some individuals own multiple properties which can result in duplicate mailings to the same property owner or additional time to search and pull out bills to be sent to one address.</p>	<p>Print property tax bills by property owner. This will simplify the process to pull out bills to be sent to the same property owner.</p>	<p>Treasury Staff is satisfied with printing by rollnumber and cross referencing a binder noting multiples.</p> <p>No further action required at this time.</p>

16	P	pg 24	Currently, property tax bills are printed on legal sized paper on a low volume printer. This involves waiting longer than required to print tax bills.	Reorganize tax bills to be able to be printed on regular 8"x11" paper. Furthermore, printing should be completed on the Municipality's commercial grade, high volume printer	The accounting software is designed to print on legal and printing on Treasury printer is as cost-effective as the main printer. NB The next set of tax bills will be printed with a bar code, so treasury staff can scan in payments instead of manually entering them. No further action required at this time.
17	P	pg 26	All property tax bills are currently manually prepared and sent by mail. This results in additional time and postage costs incurred by the Municipality.	Allow users to receive bills electronically through email or "epost" through Canada Post. System generated emails can be produced that will send users their bills electronically reducing costs associated with post and the time required to prepare and mail the bills.	Staff will be looking into 'epost' and its compatability with our current accounting software. Look into 'epost', confirm capability with Vadim, solicit input from other municipalities re: 'epost'. New software will include this function - no further action required
18 & 22	F	pg 26 & pg 29	Review and follow-up of property tax arrears occur at irregular intervals. There are also inconsistent methods used for collection (payment plans, collections/lawyer, etc.) and exposed the Municipality to potential legal and reputational risks	The Municipality should develop a formal policy that is followed for property tax arrears and tax registration. The policy should be approved by Council and made public to inform all users and residents of the process and policy in place. Development and adherence to a formal policy will allow staff to address operational matters in a more efficient and time sensitive manner. For example, tax arrears notices should be sent after the 1st bill and the final bill (first due date) to encourage property owners to pay outstanding balances. In October of every year, a formal letter can be sent from the Municipal Treasurer out to property owners with balances in arrears. The Municipality may wish to coordinate efforts with their legal counsel to send arrears letters on their behalf to further encourage payment.	Treasurer sends out notices after each tax installment is due. Treasurer works with property owners to develop payment schedules as required. There may be extenuating circumstances and a 'one size fits all' formal policy may not be in the best interest of the Municipality. The 2020 audit notes that arrears are in good shape. No further action required at this time.
19	P	pg 27	Property tax owners pay their bills by either cash/cheque or online. This requires the property owner to initiate the transaction, increasing the risk that payments are not made as quickly as possible.	Setup with the bank and allow property owners to pay their property taxes through a pre-authorize tax payment plan. Two options should be provided: Ten Month Automatic Bank Withdrawals – payments are withdrawn from bank account on a specific day of each month (January to October). Due Date Tax Payment Plan – payments are withdrawn from property owner's bank account on the installment due dates (4 times a year). This was result in a decrease in the cash collection cycle, improve cash flow and help to reduce the balance in arrears.	The Municipality is not in favour of Pre-authorized withdrawals from ratepayer's accounts. If an error occurs it could cause undue hardship. No further action required at this time.


20	F	pg 27	Currently, one member of the Treasury Staff opens the Municipality's mail and applies payments received from customers to accounts receivable balances. The segregation of duties related to the origination and authorization, receipt of consideration, and recording of transactions is a key aspect of effective internal accounting control.	Someone independent of recording the transactions should be assigned to open the mail and record its contents before being forwarded to another member of the Treasury Staff for posting. The individual responsible for opening the mail should not have the ability to record transactions into the accounting system.	There is not enough union staff to segregate this duty. <i>No further action required at this time.</i>
21	F	pg 29	Currently, multiple reports from numerous banks are received. Treasury Staff then need to match up these payments to the cash deposits in the Municipality's bank.	The Municipality should inquire with their financial institution if they are able to provide a daily summary of all payments received including the ability to download this information directly. This will reduce the number of sources that Treasury Staff need to review, increasing efficiency.	Effective April 2021, Staff will be able to download all of the EFT's (online banking) payments received and upload to the accounting software. <i>No further action required at this time.</i>
22		moved to 18 - duplicate			
23	F	pg 32	<p>BILLINGS AND COLLECTIONS - END OF DAY CASH RECONCILIATION</p> <p>An element of effective internal controls is the proper segregation of duties. The basic premise of segregating duties is to prevent situations where an employee has the ability to perpetrate an error or irregularity and to conceal it as well. Proper segregation of duties provides for a system of checks and balances such that the functions by one employee are subject to review through the performance of the interrelated functions of another employee. In the course of our examination, we noted several situations involving conflicting duties, such as:</p> <p>The individuals responsible for maintaining the accounts receivable records also are responsible for handling, processing and recording of cash receipts and preparing bank deposit slips.</p> <p>The accounting management individual who is actively involved in all accounting operations including monthly bank reconciliations has the ability to issue cheques.</p> <p>Accounting personnel initiate transactions and also perform related data entry on the computer.</p> <p>Each of the above situations could result in an intentional or unintentional error or irregularity going undetected.</p>	<p>While the size of the Municipality's accounting staff prohibits complete adherence to this concept, the following practices could be implemented to improve existing internal control without impairing efficiency:</p> <p>Mail should be opened by an employee not responsible for accounting records. Cash receipts could be recorded and the deposit prepared by this person.</p> <p>Management should review supporting documents for normal recurring disbursements (not usually reviewed) on a spot-check basis. Non-routine testing would aid in ensuring compliance with Municipal policy for all disbursements.</p> <p>Journal entries should be approved by an employee other than the one who prepared the entry.</p>	<p>Duties have been segregated and the Treasurer is responsible for and reviews all actions. Journal Entries can only be made by the Treasurer and are all forwarded to the Auditors for their review.</p> <p><i>No further action required at this time.</i></p>

24	P	pg 34	<p>ACCOUNTS PAYABLE - PURCHASING</p> <p>The Municipality does not use purchase orders for procurement. As such, there is a risk that departments will purchase goods or services without sufficient budget room. The absence of purchase order requirements also exposes the Municipality to risk in the event that unauthorized purchases are made as it has no current process for monitoring commitments made by personnel until after the goods or services are received (which may commit the Municipality to the expenditure)</p>	<p>The Municipality may wish to consider the implementation of a formal purchase order system that requires personnel to obtain approval prior to the ordering of goods and services. If adopted, suppliers should be advised of the requirement that all invoices must quote a PO number in order for payment to be received.</p> <p>The purchase order system would include the following controls:</p> <ul style="list-style-type: none"> • Department heads are required to submit purchase orders for purchases greater than \$2,500. • Purchase orders should be numbered sequentially, required for all purchases of inventory and supplies, controlled numerically, and bear the appropriate documented approval from the appropriate responsible official. • Personnel requesting and approving purchase orders should be independent of the individuals in the receiving area, to allow for a proper segregation of duties. • The receiving reports should be matched with the purchase order by Treasury Staff and this comparison documented on the receiving report. Any differences should be reviewed on a timely basis. • Vendor invoices received should be matched with the attached purchase order and receiving report and the procedure documented on the invoice to determine that the invoice reflects the merchandise ordered and received. • A centralized purchasing function should be used to allow the Municipality to take advantage of volume discounts through group purchasing of large quantities. It would also ensure purchases are made only when inventory levels have declined to the appropriate reorder quantity and reduce the amount of cash invested in excess inventories. 	<p>Department Heads make purchases based on budget and procurement policy; quarterly budget reports are given to Council and Council approves all invoices. The procurement policy outlines if quotations etc are required. If the Municipality gets larger then a purchase order policy should be developed.</p> <p>No further action required at this time.</p>
25	P	pg 36	<p>AP - USE OF CREDIT CARDS</p> <p>The Municipality's policy as to what type of purchases can be made by credit cards has not been reviewed in many years. Further, it does not appear to be consistently enforced.</p> <p>Depending on the amount of the authorization limit, the opportunity exists to bypass the authorization limits described in Accounts Payable: Purchasing process.</p>	<p>Establish what purchases are authorized to be made by credit card (hotel, travel costs etc.)</p>	<p>All purchases are subject to the procurement policy and budget. If credit cards are being used for purchases which offend our procurement by-law, disciplinary action will result.</p> <p>Review and update if necessary By-law 2004-38 Purchasing Card Program - to be put on future agenda if needed.</p> <p>No further action required at this time.</p>
26	F	pg 36	<p>Credit card statements are not approved before being processed. This can result in unapproved purchases being prepared, and potentially processed if not identified.</p>	<p>All credit card statements should be reconciled with the supporting documentation by the card holder. This reconciliation should then be provided a staff member senior to the card holder for review and approval. This will ensure that only authorized payments are prepared and processed.</p>	<p>The Treasurer ensures that all purchases are reconciled and approved to the card. The Mayor, Department Heads and the CAO/Clerk are the only staff to have credit cards.</p> <p>No further action required at this time.</p>

35	P	pg 47	<p>AGENDA DEVELOPMENT Currently, agenda items are distributed among multiple physical folders including agenda correspondence, deputations, committee minutes, etc. The use of physical folders requires the printing of these documents for filing. This practice may also increase the risk of documents not being printed and/or filed as well as filed in the incorrect folders.</p>	<p>To the extent that the Municipality can make use of technology, the Municipality may want to create a shared folder for the purpose of developing the agenda opposed to physical folders.</p> <p>Beyond the use of a shared folder, the Municipality may also want to explore the implementation and use of electronic agenda preparation software.</p>	<p>The CAO/Clerk has looked into agenda preparation software and is of the opinion that the software is more cumbersome and would not result in a cost savings. If this were a large Municipality, it may perhaps be warranted. No further action required at this time.</p>
36	P	pg 49	<p>AGENDA PACKAGE PREPARATION Currently, the Municipality produces physical colour copies of the agenda for all members of Council as well as four black and white copies for various municipal staff as well as a copy for the Municipality's lunch room. The Municipality may want to give some consideration to ending the practice of producing physical Council agenda packages</p>	<p>The Municipality could potentially move to electronic agenda packages that would allow for amendments to be done and then uploaded opposed to reproduction of physical documents. A shift in this approach would be consistent with municipal best practice and frees up internal capacity within the organization.</p>	<p>Council members are accommodated in their choice of paper or electronic. Copies for the lunchrooms need to be in paper for staff to review. No further action required at this time.</p>
37	P	pg 51	<p>COMMUNITY CENTRE RENTAL At this point in the process, the Office Assistant requires the applicant to provide the necessary insurance and certificates based on the nature of the event.</p>	<p>If the Municipality still wants to track this information, the process work step should move up within the process and occur shortly after payment has been received.</p>	<p>The Municipality has already received the fee and deposit. If the insurance and certificates are not made prior to the event, the fee and deposit forfeited. Insurance can take longer than anticipated and residents should still be able to get their 'date'. Also, in some cases the insurance is purchased through the Municipality which is done at the time of payment. No further action required at this time.</p>
38	P	pg 54	<p>DOG LICENSES Currently, the Municipality issues dog licenses to dog owners on either an annual and/or lifetime basis. Dog owners seeking to purchase a dog license are required to visit the municipal office. Dog owners are not able to either initially purchase or renew a dog license with the use of the Municipality's website.</p> <p>We understand that the Municipality is in the process of providing the ability to apply and renew online.</p>	<p>The Municipality may want to make use of its municipal website and provide the opportunity for dog owners to acquire and pay for dog licenses via the website. This would be consistent with municipal best practices.</p>	<p>Dog licences can now be purchased and paid for electronically. Staff encourages a 'life time tag'. No further action required at this time.</p>

39	P	pg 56	<p>DUMP CARD</p> <p>Currently, the Municipality issues physical dump cards for its residents for access to the municipal landfill. Card holders are required to present their card at the landfill to access. While the Municipality charges for lost cards, the process by which the cards are tracked is a manual process and appears that may allow for multiple cards to exist and provide for the following:</p> <p>Access to the service to those who may not be eligible; Lost revenues; and Inability to potentially account for waste received at the site.</p> <p>We understand that the Municipality is in the process of examining its future landfill needs and as such, the potential courses of action align to future state and not current state.</p>	<p>The Municipality may want to explore transforming how the Municipality provides access to the landfill site. There are two potential approaches that the Municipality may want to consider:</p> <p>Shift away from the current process slightly by issuing color-coded cards on an annual basis to assist in identifying expired cards;</p> <p>The second approach would require the Municipality to invest in the landfill site. Within this approach, the Municipality would shift from the use of paper based dump cards to a swipe card system. This would provide with the Municipality with the ability to maintain a higher level of control over cards including the ability to deactivate cards with greater ease.</p> <p>This opportunity would require an investment of approximately \$30,000 plus the costs of implementing swipe card technology. Additionally, given the remaining years of the landfill site, the Municipality may want to make incremental changes to the process versus the implementation of swipe card technology. Once the Municipality determines its longer term approach to solid waste management, there may be a greater opportunity to implement a new approach ** It should be noted that after further investigation Hydro has quoted \$120,000 for the installation of Hydro at the two landfill sites.</p>	<p><i>The Municipality transitioned to a new system this year. Staff will review the process as it goes on.</i></p> <p><i>To Do: Review the current process in 8 months and other options.</i></p> <p>Staff is looking into purchasing generators in order to get electricity to run a card reader to be included in the 2022 budget.</p> <p>If we stay with the current system - Staff will be mailing out the tags for those with garbage pickup (village) and other residents will need to attend the office for either their dump card and/or tags as there was a large amount of persons wishing to swap and/or claim to have not received their tags.</p> <p>Staff to keep Council updated as needed.</p> <p>No further action required.</p>
40	P	pg 59	<p>BYLAW ENFORCEMENT</p> <p>Currently, the Municipality provides bylaw enforcement services through a shared service agreement with four other neighbouring municipalities (Kearney, McMurrich-Monteith, Ryerson and Whitestone). There are several issues with respect to bylaw enforcement:</p> <p>Bylaw related calls appear to be increasing on annual basis – given the current service delivery model, continual increases may present issues with respect to responsiveness to local needs versus the other partner municipalities;</p> <p>Bylaw related records are maintained and stored in various ways including both physical and electronic formats – this poses a potential risk to the Municipality’s records retention as well as access to history of property specific complaints</p>	<p>The Municipality may want to explore the following to address bylaw enforcement:</p> <p>Explore the potential of shifting away from the shared service model for bylaw enforcement; This potential change would potentially add a full-time position within the Municipality and then the Municipality could potentially sell any excess capacity to neighbouring communities as part of a shared service agreement.</p>	<p>The Municipality is going into a Shared Use Agreement with the Town of Kearney.</p> <p>No further action required at this time.</p>

41	P	pg 61	<p>PLANNING</p> <p>Currently, the Municipality is a member of the Central Almaguin Planning Board who have the delegated authority under the Planning Act to deal with consent applications. The Municipality appears to have the capacity to offer a variety of land use planning services and the involvement of the Planning Board adds to the time required to review and decide upon consent applications.</p>	<p>The Municipality may want to explore whether or not the Municipality wants to remain a member of the Central Almaguin Planning Board. In order to pursue this opportunity, the Municipality should first consult with the Ministry of Municipal Affairs and Housing as to what would be required of the Municipality.</p>	<p><i>To Do: CAO/Clerk to prepare a report for Council regarding membership in the Planning Board.</i></p> <p>Deputy Clerk Nicole Gourlay is gathering information and preparing a report and/or letter for Council's consideration at a future meeting.</p> <p><i>To be put on future agenda of Council - no further action at this time</i></p>
42	P	pg 65	<p>BUILDING</p> <p>Currently the Municipality tracks building permits using manual processes and the current process provides the opportunity for open permits to be potentially lost. The Municipality also has the CBO module within its CGIS which has not been implemented.</p>	<p>The Municipality may want to consider the implementation and use of the CBO module within its CGIS.</p>	<p>The Municipality has implemented the CBO module. Both the CBO and CBCO have had training. The Building Department has entered all of the 2020 permits and Office Staff is currently entering other open permits.</p> <p><i>No further action required at this time.</i></p>
43	P	pg 68	<p>PUBLIC WORKS - WORK ORDER MANAGEMENT</p> <p>Currently, the Municipality responds to requests for service with the use of informal work orders. As a result, the tracking of requests for services are done informally. Requests for services are also filed within the Municipality's property files but the file is not set up that allows it to be user friendly.</p>	<p>The Municipality may want to explore the implementation of a formal work order system whereas all requests for services are tracked from the time of receipt until the issue has been addressed.</p> <p>Additionally and another potential course of action, the Municipality may want to implement a formal work order system including the acquisition of an electronic work order system.</p>	<p><i>To Do: Public Works Superintendent to prepare a report for Council on the merits of a Work Order System.</i></p> <p>The amount of complaints handled does not warrant a Work Order System. Current process is working well. Will be monitored and re-evaluated as necessary.</p> <p><i>No further action needed at this time.</i></p>
Bakertily 2019 Management Letter					
	F		<p>BANK RECONCILIATIONS</p> <p>The Treasurer receives the bank statements, posts transactions and prepares the bank reconciliation. This allows the opportunity to correct potential misappropriation without detection.</p>	<p>A second person receives and reviews the bank statements and cancelled cheques prior to the preparation of the bank reconciliations by the Treasurer. A second person should also review the bank reconciliations, once complete, sign and date as evidence of review. Ideally the administrative functions would be performed by an assistant and the reviewing functions would be performed by the Treasurer</p>	<p>Office Staff now assists with the Bank Reconciliations.</p> <p><i>No further action required at this time.</i></p>
	F		<p>ONLINE BANKING ACCESS</p> <p>Treasurer has complete online access to the Municipality's online banking accounts, effectively leaving the Municipality vulnerable to misappropriation.</p>	<p>At least one other individual should have access to the online banking in the absence of the Treasurer. Furthermore, access privileges should be reviewed and appropriate levels given to each individual (i.e. read only, ability to initiate payments, ability to approve payments).</p>	<p>CAO/Clerk also has access now.</p> <p><i>No further action required at this time.</i></p>

		<p>ONLINE PAYMENTS Payroll and other submissions are made through electronic fund transfers (EFTs) and are not following the same approval process as those disbursements processed via cheque. There are two signing authorities required for all disbursements made via cheque whereas EFTs only require one signing authority. Without the requirement for dual signing authorities on online transactions (EFTs), there is a risk that a payment could be incorrectly uploaded to the bank.</p>	<p>EFTs and online payments be subject to the same requirement as disbursements processed via cheque. This process allows for one signing authority to initiate the EFT or online payment and a second signing authority to approve and release the payment. The signing authorities should remain the same for online payments as for cheque payments.</p>	<p>CAO/Clerk releases EFTs online prior to submission and EFTs are approved by Council under Accounts every month. <i>No further action required at this time.</i></p>
--	---	---	---	--

Moved by: _____

Seconded by: _____

WHEREAS due to the inaugural meeting of the new Council November 16, 2022;

AND WHEREAS the time period between the inaugural meeting and the next meeting of Council December 21, 2022 is an extended time period;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan authorizes the Mayor and Clerk to reschedule the December 21, 2022 Council meeting to December 7, 2022

Carried _____ Defeated _____ Deferred _____

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

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

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW 2022 -

**BEING A BY-LAW TO PROVIDE FOR THE EXECUTION OF A SITE PLAN AGREEMENT, AS A CONDITION OF AN APPROVED MINOR VARIANCE, WITH THE OWNERS OF THE LANDS:
VICKI STEVANUS AND TIMOTHY STEVANUS - LEGALLY DESCRIBED AS LOT 4 PLAN M-485 PCL - 2034155, MUNICIPALITY OF MAGNETAWAN- MUNICIPALLY KNOWN AS 81 TANNER'S LANE – ROLL NUMBER 4944030004121160000**

AND WHEREAS, an application for a Minor Variance was approved by the Committee of Adjustment with the condition of a site plan agreement being entered into and registered on title, pursuant to Section 45 (9.1) of the Planning Act, R.S.O. 1990, regarding the aforementioned lands;

AND WHEREAS, Council is satisfied that the proposed development of the lands is appropriate and in conformity with the Municipality's requirements;

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

1. That the Municipality of Magnetawan enter into a site plan agreement substantially in the form attached hereto as "This Agreement."
2. That the Mayor and the Clerk are hereby authorized to execute the Agreement and all documents in connection with the Agreement.
3. The Municipality's solicitor is hereby authorized to register the Agreement against the title of the lands to which it applies.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 19th day of October, 2022

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

SITE PLAN AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20__.

BETWEEN:

STEVANUS, Vicki
STEVANUS, Timothy

(hereinafter called the "OWNER")
OF THE FIRST PART

- and -

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

(hereinafter called the "MUNICIPALITY")
OF THE SECOND PART

WHEREAS the lands that are the subject to this Agreement are the lands described in Schedule "A" attached hereto and as specifically shown on a Site Plan attached hereto as Schedule "B" and which lands are referred to herein as "said land";

AND WHEREAS the OWNER has obtained approval for a Minor Variance from the Council of Magnetawan to permit an accessory storage shed in the rear yard seeking an 8 meter setback;

AND WHEREAS one of the conditions of the approval is that the Owner enter into a Site Plan Agreement to be registered on title;

NOW THEREFORE THIS AGREEMENT WITNESSETH that, in consideration of the premises and for other good and valuable consideration (the receipt of which is hereby acknowledged), the parties hereto covenant and agree with one another as follows:

1. SCOPE OF AGREEMENT

1.1 DESCRIPTION OF LANDS

The land affected by this Agreement are the lands described in Schedule "A" attached hereto, and as specifically shown on Schedule "B" attached hereto and referred to herein as "said lands".

1.2 CONFORMITY OF AGREEMENT

The OWNER covenants and agrees that all new work performed on the subject lands shall be in conformity with:

- a) The provisions of this Agreement;
- b) The Site Plan attached as Schedule 'B';
- c) All applicable Municipal By-laws and all applicable Provincial and Federal legislation.

2. REGISTRATION OF THE AGREEMENT

- 2.1 The OWNER agrees that all documents required herein shall be submitted in a form suitable to the MUNICIPALITY and suitable for registration.
- 2.2 The Agreement shall be registered on title to the subject lands as provided for by Section 41(10) of the Planning Act, by the Municipality, at the expense of the OWNER.
- 2.3 The OWNER agrees to reimburse the MUNICIPALITY for all administrative and professional costs incurred in preparing, executing and registering this Agreement.
- 2.4 The OWNER agrees not to make any application or request to deregister this Agreement without the authorization in writing from the MUNICIPALITY.
- 2.5 All offers of Purchase and Sale shall contain a clause advising the potential purchaser of this Agreement

3. ISSUANCE OF BUILDING PERMITS

- 3.1 The OWNER agrees to not request the Chief Building Official to issue a building permit to carry out the development until the Agreement has been registered on title to the subject lands and a registered copy of same has been provided to the MUNICIPALITY.
- 3.2 It is agreed that if the OWNER fails to apply for a building permit or permits to implement this Agreement within two (2) years after registration, then the MUNICIPALITY, at its option, has the right to terminate the Agreement and require that a new Site Plan Agreement be submitted for approval and execution.

4. DEVELOPMENT PROVISIONS

- 4.1 The OWNER agrees to develop the subject lands in accordance with the Site Plan being Schedule "B" attached hereto, and agree that no work will be performed on the subject lands except in conformity with all provisions of this Agreement.
- 4.2 The OWNER agrees that external lighting facilities on the subject lands and buildings will be designed and constructed so as to avoid the illumination of adjacent properties and agrees to only use a level of illumination that is consistent with the natural beauty of the surrounding properties. All lighting shall be dark sky compliant lighting.

- 4.3 The OWNER further agrees to provide and maintain appropriate construction mitigation measures during any construction activity to ensure that there are no adverse environmental impacts on the natural heritage features, including the lake.
- 4.5 The OWNER further agrees to provide for the grading of change in elevation or contour of the land and the disposal of storm, surface and waste water from the land and from any buildings or structures thereon as shown on Schedule "B" and will ensure that the natural drainage is not altered in any way that will cause damage to any adjacent lands, public highway or waterbody. The installation of storm water management works and the final grading of the subject lands, including any and all necessary ditching, culverts and construction mitigation measures will be provided by the OWNER.
- 4.6 The OWNER further agrees that the Site Plan, Schedule "B", shows the locations in which building is to be erected. Except for minor deviations necessitated by conditions, topography, and deviations for structural orientation, no building will be located on the subject lands except in accordance with Schedule "B".
- 4.7 The OWNER agrees to ensure that the natural drainage is not altered in any way that will cause damage to the vegetative buffers, any adjacent lands, or any river, stream, waterbody or to any public road.

5. **OTHER REQUIREMENTS**

- 5.1 The OWNER agrees that nothing in this Agreement shall relieve him or her from complying with all other applicable agreements, by-laws, laws or regulations of the MUNICIPALITY or any other laws, regulations or policies established by any other level of government. Nothing in this Agreement shall prohibit the MUNICIPALITY or its Chief Building Official from instituting or pursuing prosecutions in respect of any violations of the said by-laws, laws or regulations.

6. **BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT, PENALTY**

- 6.1 This Agreement may only be amended or varied by a written document executed by the parties hereto and registered against the title to the subject lands.
- 6.2 Following the completion of the works, the OWNER shall maintain to the satisfaction of the MUNICIPALITY, and at his or her sole expense, all the facilities or works described on Schedule "B".
- 6.3 This Agreement shall ensure to the benefit of and be binding upon the respective successors and assigns of each of the parties hereto.
- 6.4 The OWNER acknowledges that the Agreement is entered into under the provisions of Section 41(10) of the Planning Act, and that the expenses of the MUNICIPALITY arising out of the enforcement of this Agreement may, in addition to any other remedy the Municipality may have at law, be recovered as taxes under Section 427 of the Municipal Act, 2001, S.O. 2001, c.25 as amended.

6.5 The Agreement shall come into effect on the date of execution by the MUNICIPALITY.

6.6 Nothing in this Agreement shall relieve the OWNER from complying with all other applicable by-laws, laws or regulations of the MUNICIPALITY or any other laws, regulations or policies established by any other level of government. Nothing in this Agreement shall prohibit the MUNICIPALITY from instituting or pursuing prosecutions in respect of any violations of the said by-laws, laws or regulations.

6.7 The definitions of Municipality of Magnetawan Zoning By-law 2001-26, as amended, shall be used to define any terms used in this Agreement.

7. **CONDITIONS PRIOR TO EXECUTION OF AGREEMENT BY THE MUNICIPALITY**

- 7.1 Prior to the execution of this Agreement by the MUNICIPALITY, the OWNER shall:
- a) Taxes — have paid all municipal tax bills issued and outstanding on the said lands;
 - b) Postponements to this Agreement — have delivered to the MUNICIPALITY all postponements of any prior encumbrances so that this Agreement will be first priority against the said lands;
 - c) Land Ownership — be the registered owner in fee simple of the lands described in Schedule 'A'.

8. **NOTICE**

8.1 Any notice, required to be given pursuant to the terms hereto, shall be in writing and mailed or delivered to the other at the following addresses:

OWNER'S NAME AND ADDRESS: Timothy and Vicki Stevanus
286 Golf Course Road,
Conestoga, ON
N0B 1N0

MUNICIPALITY: Kerstin Vroom, Clerk
Municipality of Magnetawan
P.O. Box 70
Magnetawan, ON
P0A 1P0

THIS AGREEMENT shall inure to the benefit of and be binding upon the OWNER and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the OWNER and the MUNICIPALITY have caused their corporate seals to be affixed over the signatures of their respective signing officers.

SIGNED, SEALED AND DELIVERED
In the presence of:

Witness

Timothy Stevanus

Witness

Vicki Stevanus

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN

Mayor
Sam Dunnett

CAO/Clerk
Kerstin Vroom

We have authority to bind the corporation

DRAFT

SCHEDULE "A"

LEGAL DESCRIPTION OF THE LANDS

Lot 4 Plan M-485 PCL – 2034155 and, municipally known as 81 Tanners Lane.

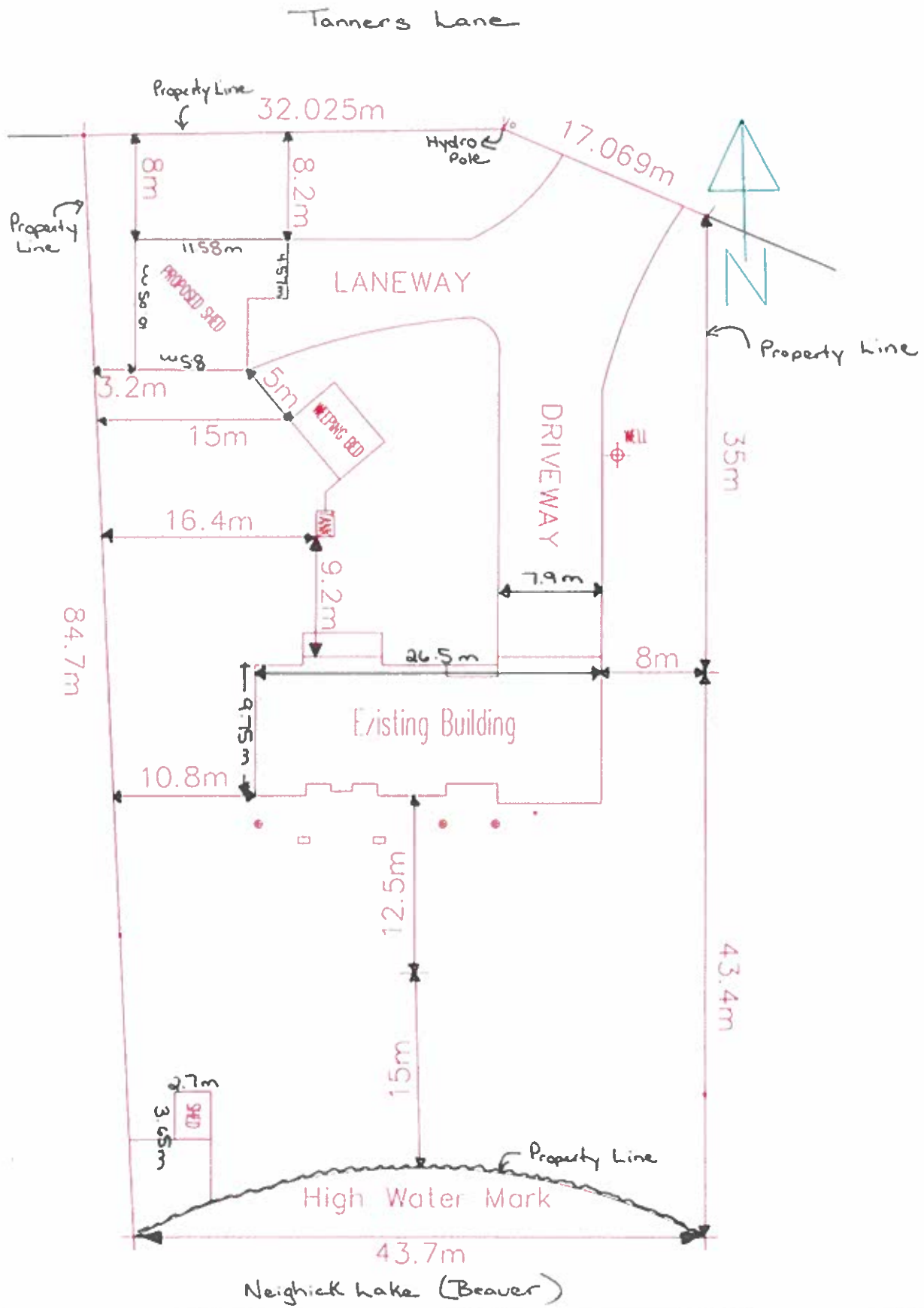
DRAFT

SCHEDULE "B"

SITE PLAN

Signed and Approved by the Clerk of the Municipality

DRAFT



THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW 2022-__

Being a By-law to amend By-law No. 2001-26, as amended, the Zoning By-law for the Corporation of the Municipality of Magnetawan with respect to lands located on Croft Concession 9, Part Lot 24, municipally known as 6502 Highway 124 (Roll no: 4944 030 00706100).

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

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

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

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

1. Schedule 'C' to Zoning By-law No. 2001-26 as amended, is further amended by zoning the lands legally described as Concession 9, Part Lot 24, former Township of Croft, Municipality of Magnetawan, municipally known as 6502 Highway 124, Magnetawan from the "Village Residential (RV) Zone" to the "Rural Residential Exception Six (RR-06) Zone" as shown on the schedule attached forming part of this By-law.
2. Section 4.3.3 of By-law 2001-26 is hereby amended by adding the following section:

4.1.3.* Rural Residential Exception Six (RR-06) Zone, as amended.

1. Notwithstanding the provisions of this By-law to the contrary, within the RR-06 Zone the following provisions:
 - i) Minimum Lot Area 0.11 ha
 - ii) Minimum Lot Frontage 42 m

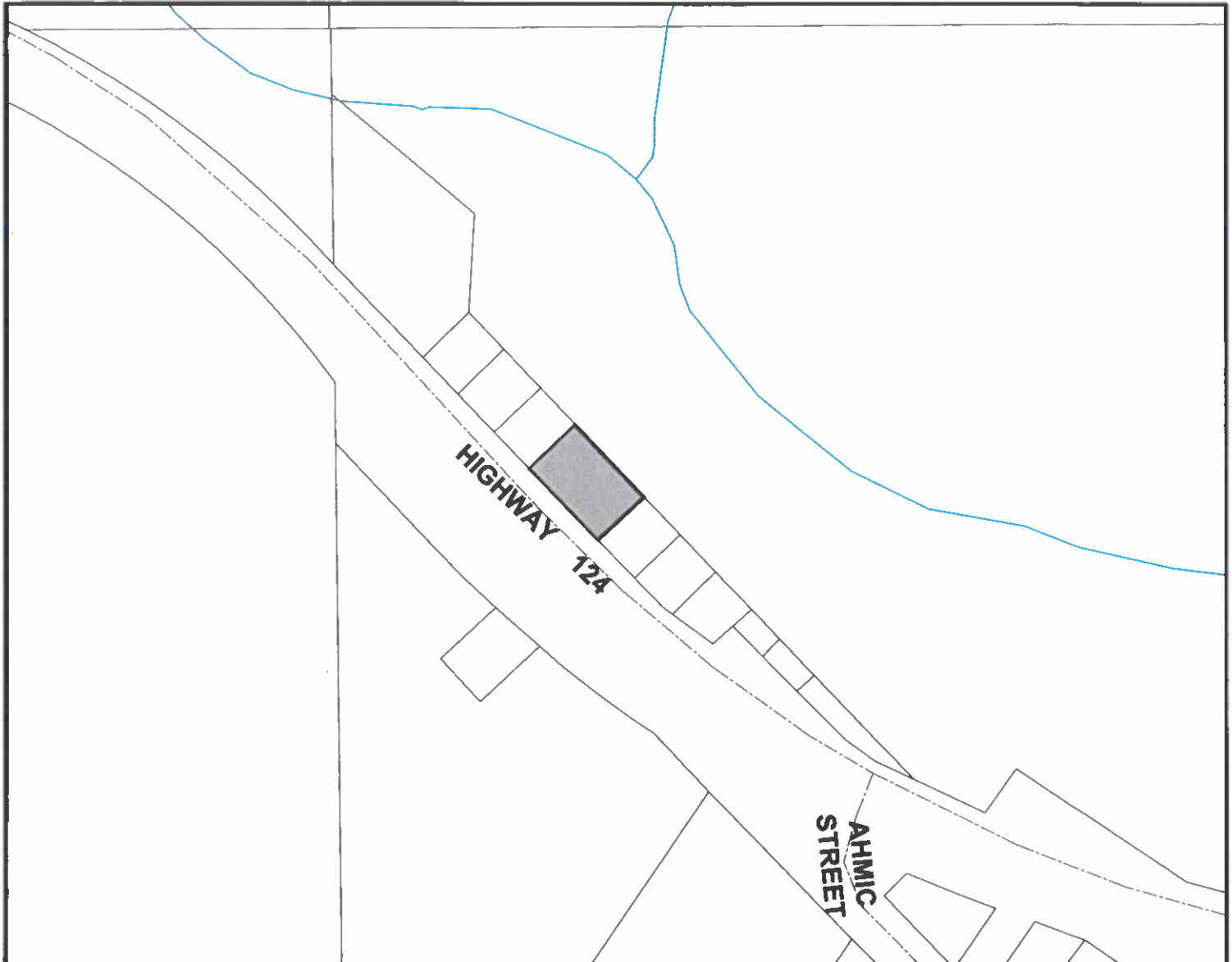
All other provisions of this By-law shall continue to apply."

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

READ A FIRST, SECOND AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto this 19th day of October 2022.

Sam Dunnett, Mayor

Kerstin Vroom, CAO



 LANDS TO BE REZONED FROM THE VILLAGE RESIDENTIAL (RV) ZONE TO THE RURAL RESIDENTIAL EXCEPTION SIX (RR-06) ZONE.

SCALE: 1:2,500



Subject Property:
 6502 HIGHWAY 124
 PART OF LOT 24, CON 09
 MUNICIPALITY OF MAGNETAWAN

MUNICIPALITY OF MAGNETAWAN

Schedule "A" to By-law No. 2022-__
 Passed this __th day of _____, 2022

 Mayor - Sam Dunnett

 Clerk - Kerstin Vroom



EcoVue Consulting Services Inc

311 George St. N., Suite 200
 Peterborough ON K9J 3H3
 Tel: 705-878-8340 Fax: 705-742-8343
 www.ecovueconsulting.com



**Magnetawan Cemetery Board (MCB)
Meeting Minutes
September 22, 2022**

The meeting of the MCB was held on Thursday September 22, 2022, 4:30 pm with the following present:

Garfield Robertson (Chair)
Jack Crossman (Vice Chair)
Doris Langford
Keith Miller
Councillor Wayne Smith
Erica Kellogg (Secretary)

OPENING BUSINESS

1.1 Call to Order

Meeting was called to order by the Chair at 4:30 pm.

1.2 Adoption of Agenda

RESOLUTION 2022-10 Miller – Smith

*BE IT RESOLVED THAT the Magnetawan Cemetery Board adopts the agenda as presented.
Carried.*

1.3 Disclosure of Pecuniary Interest

The Chair stated that should anyone have a disclosure of pecuniary interest that they could declare the nature thereof now or any time during the meeting.

None disclosed

1.4 Adoption of previous minutes

RESOLUTION 2022-11 Crossman – Miller

*BE IT RESOLVED THAT the Magnetawan Cemetery Board approves and accepts the Cemetery Board Minutes from June 9th, 2022 as presented.
Carried.*

DISCUSSION ITEMS

2.1 Veteran Memorials - 100 Crosses Needed for Cemeteries – Legion

Secretary informed Committee the Legion will notify when replacement crosses are installed.

2.2 Tree carving - Chapman Cemetery Memorial Sanctuary

Secretary informed Committee that a tree stump has been left within the Sanctuary and would be ideal for a carving.

Direction was given to the Secretary to reach out to tree carvers for suitability, concept drawings and pricing.

2.3 Cemetery Site Visit - Monument Discussions

During the June 2022 meeting, Committee members were made aware that all cemeteries had monuments in need of repair. .

RESOLUTION 2022-12 Langford - Crossman

BE IT RESOLVED THAT the Cemetery Board agrees to request consultation from Monument Companies regarding current monuments in need of care and maintenance to address safety and restoration of existing monuments.

NOW THEREFORE the Cemetery Board directs the Cemetery Board Secretary to seek quotes from monument companies and bring back a report for discussion.

Carried

ITEMS FOR FUTURE MEETING

- a. Columbarium update: purchase date, size and foundation.
- b. Confirmation of any trust funds for Methodist Church

ADJOURNMENT

4.1 Adjournment

RESOLUTION 2022-13 Langford - Miller

BE IT RESOLVED THAT the Magnetawan Cemetery Board adjourns this meeting at 5:10 pm to meet again at the call of the Chair.

Carried.

Approved by:

Chair

Secretary



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

Minutes: October 6, 2022, 11:00 am via Zoom and in the AHHC boardroom

Present: Rod Ward (Chair), Cathy Still, Dennis Banka, Brad Kneller, Norm Hofstetter, Tom Bryson, Camille Barr (Secretary)

Regrets: Joe Vella, Barbara Belrose, Marianne Stickland (Vice Chair), Carol Ballantyne

Guests: Kevin MacLeod (BFFHT), Margaret Ann MacPhail (Perry Township)

Called to order at 11:00 am by Chair R. Ward

1. 2022-23 Moved by B. Kneller - Seconded by C. Still

THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the minutes from the regular meeting of September 2, 2022, as circulated. Carried.

2. **DECLARATION OF PECUNIARY OF INTEREST:** None

3. **DELEGATIONS:** None

4. **RESOLUTIONS PASSED:** None

5. **ITEMS FOR DISCUSSION**

- A) **Funding Support for the Health Human Resources Recruiter Position Discussion**

Effort is being made by the MAOHT to hire a permanent Health Human Resource Recruiter to tackle the challenges of recruitment and retention for the region (Gravenhurst to Sundridge). The position will focus first on family medicine doctors and nurse practitioners; however, it will also recruit all types of health care providers. To support the position initially, MAOHT will reach out to municipalities to provide financial support for the position while they work to fund it permanently. It has been said that the ask could be approx. \$1000.00 per municipality per year for three years. The ask will come post-election.

- B) **Terms of Reference**

Adjustments were made to the draft Terms of Reference with the final draft sent to Council. The Terms, now in effect, will act as a guide for new members and will be reviewed next term. A copy will be sent to Clerks, along with meeting minutes and Progress Report.

C) Update on the Intent to Appoint AHHC Members Next Term

Almost all current member municipalities shared their intent to appoint an AHH Council representative next term of council. The ask was sent to Machar and South River. No response received yet.

D) Update on Local Share

C. Still and R. Ward met with MAHC Vice Chair, Chair, and CEO this week. It was a positive meeting however it was made clear that municipalities will be impacted by the local share for the two new hospital builds. At this time the dollar amount is not known. It can be anticipated that with the inflated costs the build will be significantly more than initially projected. The hospital will fundraise for the builds and a commitment from municipalities must be in place by the end of 2023. Individual municipalities will each have to figure out how they will come up with the funding.

AHHC wishes to be a part of the conversations regarding the new build as the AHHC building acts as a satellite to MAHC. The importance of the MAHC services in the building and maintaining them was highlighted. CEO Cheryl will attend the AHHC meetings on a quarterly basis to provide an update on the builds.

E) Monthly Progress Report Review

Chair R. Ward reviewed the Progress Report with Council.

F) Meeting Time and Boardroom Access

Due to a scheduling conflict, meetings of the AHHC will now be held the first Thursday of the month at 10:00 am. Location remains the AHHC boardroom.

G) Other business

The AHH Council has approx. \$4770.00 in unallocated funds. It was suggested this may be used to offset renovation costs for the BFFHT. Further discussions may occur in the next meeting.

Kevin MacLeod and the FHT met too with CAO of MAHC highlighting the importance of physio, diabetes education, blood lab and x ray services staying. Additionally highlighted was the importance of this satellite branch for accessibility with the cost to visit Huntsville and Bracebridge not being feasible for residents. It was clarified that there are no plans to close to programs and that the recent closures have strictly been an HHR matter; an issue they are working on.

The FHT has a tender out for renovations in the main floor of the AHHC for doctor space as well the upstairs for OTN and mental health. Tender closes on the 11th with the goal of the work completed by December.

2022- 24 Moved by N. Hofstetter - Seconded by T. Bryson

THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adjourn at 11:58 am to meet again on November 3rd at 10:00 am.

Location will be in person at the AHHC unless notified otherwise.

AHH Council – Key Areas of Focus & Progress- September 2022

This summary provides the information related to the key areas of Focus and Progress as outlined in June 2019 for the Almaguin Highlands Health Council...



Ontario Health Team Partnership

Document and communicate the specific healthcare needs of the entire Almaguin Highlands in order to create our vision of people-centred care within our own community. Establish partnership with OHT (or OHT's) which aligns with and supports our vision.



High-Speed Internet Throughout Almaguin Highlands

Ensure that high-speed internet, a key component in the future of healthcare delivery, is available to every resident of the Almaguin Highlands. The goal is to help level the playing field and ensure our residents can access existing and future digital healthcare options.



Attract & Retain Healthcare Professionals

Ensure excellent healthcare to our region through continuous efforts to both attract new professionals and retain the ones we have. The goal is to build an exceptional team of healthcare professionals, working together across the region.



Coordinate Healthcare Services to Serve Entire Region

Advocate for new and expanded healthcare services and help influence decisions which protect our region. Continually partner with our healthcare providers in support of the specific healthcare needs of our community.

Progress: Items in red and bolded below are new this month...

- AHHC participation in MAOHT Digital Working Group (on-going)
- AHHC participation in MAOHT Collaboration Steering Committee (on-going)
- AHHC now part of MAOHT Health Human Resources Working Group (on-going)

- **High-speed build-out by Bell announced for portions of Almaguin region August 2022 (details TBD)**

- **Considering further assistance for BFFHT renovations (if required)**
- **MAOHT requesting funding assistance from Almaguin region for recruiting position (HHR task force request)**
- Physician-candidate enrollment at NOSM increased for 2022 (announced March 2022)

- **Discussions held with MAHC Board chair, vice-chair and CEO regarding "local share" funding**
- **MAHC CEO to provide quarterly hospital updates to AHHC**
- Continuing efforts to extend physician catchment area in Burk's Falls to include Kearney and McMurrich-Monteith

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

Tel: 705 329-6140
Fax: 705 330-4191

Tél. : 705 329-6140
Télééc.: 705 330-4191

File Reference:

612-20

September 29, 2022

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached the OPP municipal policing 2023 Annual Billing Statement package.

This year's billing package includes a statement for the 2021 year-end reconciliation. The final cost adjustment calculated as a result of the 2021 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2023 calendar year.

The current OPPA uniform and civilian collective agreements expire on December 31, 2022. The estimated salary rates incorporated in the 2023 municipal policing annual statements are set to reduce the risk of municipalities potentially incurring larger reconciliation adjustments. A 1% general salary rate increase has been estimated.

The final reconciliation of the 2023 annual costs will be included in the 2025 Annual Billing Statement.

For more detailed information on the 2023 Annual Billing Statement package please refer to the resource material available on opp.ca/billingmodel. Further, the Municipal Policing Bureau will be hosting a webinar information session in November. An email invitation will be forwarded to the municipality advising of the session date.

If you have questions about the Annual Billing Statement, please email OPP.MPB.Financial.Services.Unit@OPP.ca.

Yours truly,

Phil Whitton
Superintendent
Commander, Municipal Policing Bureau

OPP 2023 Annual Billing Statement

Magnetawan M

Estimated costs for the period January 1 to December 31, 2023

Please refer to www.opp.ca for 2023 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	2,090		
	Commercial and Industrial	74		
	Total Properties	<u>2,164</u>	165.66	358,493
Calls for Service	(see summaries)			
	Total all municipalities	178,576,909		
	Municipal portion	0.0430%	35.48	76,787
Overtime	(see notes)		6.72	14,531
Prisoner Transportation	(per property cost)		1.17	2,532
Accommodation/Cleaning Services	(per property cost)		<u>4.87</u>	<u>10,539</u>
Total 2023 Estimated Cost			<u>213.90</u>	462,882
2021 Year-End Adjustment	(see summary)			5,638
Grand Total Billing for 2023				<u>468,519</u>
2023 Monthly Billing Amount				39,043

OPP 2023 Annual Billing Statement

Magnetawan M

Estimated costs for the period January 1 to December 31, 2023

Notes to Annual Billing Statement

- 1) **Municipal Base Services and Calls for Service Costs** - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2023 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.5 % Base Services and 49.5 % Calls for Service. The total 2023 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) **Base Services** - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$165.66 estimated for 2023. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) **Calls for Service** - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) **Overtime** - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2018, 2019, 2020 and 2021 has been analyzed and averaged to estimate the 2023 costs. The costs incorporate the estimated 2023 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2023 hours and salary rates and included in the 2025 Annual Billing Statement.
- 5) **Court Security and Prisoner Transportation (CSPT)** - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2023 costs have been estimated based on the 2021 activity levels. These costs will be reconciled to the actual cost of service required in 2023.

There was no information available about the status of 2023 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) **Year-end Adjustment** - The 2021 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2023 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2023 to December 31, 2023

Salaries and Benefits	Positions		Base \$/FTE	Total Base Services and Calls for Service	Base Services	Calls for Service
	FTE	%		\$	\$	\$
Uniform Members	Note 1					
Inspector	25.64	100.0	168,322	4,315,781	4,315,781	-
Staff Sergeant-Detachment Commander.....	9.73	100.0	150,818	1,467,464	1,467,464	-
Staff Sergeant	35.10	100.0	140,922	4,946,367	4,946,367	-
Sergeant	220.08	50.5	126,129	27,758,391	14,029,289	13,729,102
Constable.....	1,623.19	50.5	107,709	174,832,740	88,363,674	86,469,066
Part-Time Constable	11.74	50.5	86,136	1,011,235	510,785	500,449
Total Uniform Salaries	1,925.48			214,331,978	113,633,360	100,698,618
Statutory Holiday Payout			4,764	9,116,603	4,773,719	4,342,884
Shift Premiums			1,111	2,061,210	1,041,767	1,019,444
Uniform Benefits - Inspector.....			28.23%	1,218,345	1,218,345	-
Uniform Benefits - Full-Time Salaries.....			31.57%	65,982,867	34,350,305	31,632,562
Uniform Benefits - Part-Time Salaries.....			15.55%	157,247	79,427	77,820
Total Uniform Salaries & Benefits				292,868,250	155,096,922	137,771,327
Detachment Civilian Members	Note 1					
Detachment Administrative Clerk	171.79	50.5	67,806	11,648,405	5,887,601	5,760,804
Detachment Operations Clerk	1.86	50.5	64,114	119,253	60,268	58,985
Detachment Clerk - Typist	0.32	50.5	58,491	18,717	9,359	9,359
Court Officer - Administration.....	22.43	50.5	69,141	1,550,836	784,060	766,775
Crimestoppers Co-ordinator	0.80	50.5	64,554	51,643	25,822	25,822
Total Detachment Civilian Salaries	197.20			13,388,854	6,767,109	6,621,744
Civilian Benefits - Full-Time Salaries			32.15%	4,304,516	2,175,626	2,128,891
Total Detachment Civilian Salaries & Benefits				17,693,370	8,942,735	8,750,635
Support Costs - Salaries and Benefits	Note 2					
Communication Operators			6,698	12,896,865	6,751,718	6,145,147
Prisoner Guards			2,074	3,993,446	2,090,633	1,902,812
Operational Support			5,604	10,790,390	5,648,944	5,141,446
RHQ Municipal Support			2,713	5,223,827	2,734,758	2,489,069
Telephone Support			131	252,238	132,051	120,187
Office Automation Support			680	1,309,326	685,454	623,873
Mobile and Portable Radio Support			250	484,305	253,488	230,818
Total Support Staff Salaries and Benefits Costs				34,950,397	18,297,046	16,653,352
Total Salaries & Benefits				345,512,017	182,336,703	163,175,314
Other Direct Operating Expenses	Note 2					
Communication Centre			147	283,046	148,179	134,867
Operational Support			991	1,908,151	998,948	909,203
RHQ Municipal Support			122	234,909	122,978	111,930
Telephone			1,496	2,880,518	1,507,998	1,372,520
Mobile Radio Equipment Repairs & Maintenance			56	108,484	56,781	51,703
Office Automation - Uniform			2,282	4,393,945	2,300,302	2,093,644
Office Automation - Civilian			1,490	293,828	148,508	145,320
Vehicle Usage			8,999	17,327,395	9,071,172	8,256,223
Detachment Supplies & Equipment			406	781,745	409,256	372,489
Uniform & Equipment			2,105	4,077,848	2,134,365	1,943,483
Uniform & Equipment - Court Officer			921	20,658	10,444	10,214
Total Other Direct Operating Expenses				32,310,526	16,908,931	15,401,595
Total 2023 Municipal Base Services and Calls for Service Cost				\$ 377,822,543	\$ 199,245,634	\$ 178,576,909
Total OPP-Policed Municipal Properties					1,202,724	
Base Services Cost per Property					\$ 165.66	

OPP 2023 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2023 to December 31, 2023

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2018 through 2021. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 88.91 FTEs with a cost of \$15,713,060 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2023 salaries were estimated based on the 2022 rates set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements with an estimated overall general salary rate increase of 1.0% for 2023 applied. The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2022-23). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.5% Base Services : 49.5% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2022 Municipal Policing Cost-Recovery Formula.

OPP 2023 Calls for Service Billing Summary
Magnetawan M
 Estimated costs for the period January 1 to December 31, 2023

Calls for Service Billing Workgroups	Calls for Service Count					2023 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2023 Estimated Calls for Service Cost
	2018	2019	2020	2021	Four Year Average				
					A	B	C = A * B		
Note 1					Note 2			Note 3	Note 4
Drug Possession	0	0	0	0	0	7.1	0	0.0000%	0
Drugs	0	0	0	0	0	68.0	0	0.0000%	0
Operational	93	59	86	70	77	3.8	293	0.0163%	29,185
Operational 2	69	114	41	32	64	1.4	90	0.0050%	8,937
Other Criminal Code Violations	3	4	7	4	5	7.5	34	0.0019%	3,366
Property Crime Violations	15	30	22	22	22	6.4	142	0.0080%	14,203
Statutes & Acts	9	6	22	17	14	3.4	46	0.0026%	4,578
Traffic	21	15	14	18	17	3.7	63	0.0035%	6,274
Violent Criminal Code	10	6	2	8	7	15.8	103	0.0057%	10,244
Total	220	234	194	171	205		770	0.0430%	\$76,787
Provincial Totals	Note 5	401,534	441,088	364,415	373,300	395,084	1,790,383	100.0%	\$178,576,909

Notes to Calls for Service Billing Summary

- 1) Other criminal code violations related to occurrences considered largely administrative in nature, regarding attendance to a courthouse, have been removed from our list of billable occurrences, effective the 2023 billing year.
- 2) Displayed without decimal places, exact numbers used in calculations
- 3) Displayed to four decimal places, nine decimal places used in calculations
- 4) Total costs rounded to zero decimals
- 5) Provincial Totals exclude data for dissolutions and post-2019 municipal police force amalgamations

OPP 2023 Calls for Service Details
Magnetawan M
For the calendar years 2018 to 2021

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2018	2019	2020	2021	
Grand Total	220	234	194	171	204.75
Operational	93	59	86	70	77.00
Alarm - Others	1	0	1	0	0.50
Animal - Bear Complaint	1	3	3	0	1.75
Animal - Bite	0	0	0	1	0.25
Animal - Dog Owners Liability Act	0	0	1	1	0.50
Animal - Injured	3	4	0	1	2.00
Animal - Master Code	0	0	0	1	0.25
Animal - Other	4	3	0	1	2.00
Animal - Stray	0	2	2	5	2.25
Assist Fire Department	0	1	2	2	1.25
Assist Public	13	12	7	6	9.50
Domestic Disturbance	10	4	7	16	9.25
Family Dispute	14	3	6	6	7.25
Fire - Building	0	1	0	0	0.25
Fire - Other	0	0	1	0	0.25
Firearms (Discharge) By-Law	1	1	0	0	0.50
Fireworks By-Law	1	0	0	0	0.25
Found - Household Property	0	1	0	1	0.50
Found - Personal Accessories	1	0	0	0	0.25
Found Property - Master Code	1	0	4	0	1.25
Insecure Condition - Building	3	0	0	0	0.75
Insecure Condition - Others	0	1	0	1	0.50
Lost - License Plate	0	1	0	0	0.25
Lost - Others	0	0	0	1	0.25
Lost - Personal Accessories	0	1	0	0	0.25
Lost Property - Master Code	0	0	1	1	0.50
Missing Person - Master Code	0	0	1	0	0.25
Missing Person 12 & older	1	0	1	0	0.50
Missing Person Located 12 & older	2	0	1	0	0.75
Missing Person under 12	1	0	0	1	0.50
Neighbour Dispute	8	4	11	7	7.50
Noise By-Law	2	0	1	0	0.75
Noise Complaint - Animal	0	1	0	0	0.25
Noise Complaint - Master Code	0	0	10	4	3.50
Noise Complaint - Others	1	0	2	1	1.00
Noise Complaint - Residence	4	2	1	0	1.75
Phone - Master Code	0	1	0	0	0.25
Phone - Nuisance - No Charges Laid	1	1	1	0	0.75
Phone - Other - No Charges Laid	1	0	0	0	0.25
Sudden Death - Accidental	1	0	0	0	0.25
Sudden Death - Natural Causes	3	5	5	2	3.75
Sudden Death - Others	2	0	0	0	0.50
Suspicious Person	5	2	5	2	3.50
Suspicious vehicle	5	2	7	2	4.00

OPP 2023 Calls for Service Details
Magnetawan M
For the calendar years 2018 to 2021

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2018	2019	2020	2021	
Trouble with Youth	2	0	0	2	1.00
Unwanted Persons	1	3	5	4	3.25
Vehicle Recovered - Automobile	0	0	0	1	0.25
Operational 2	69	114	41	32	64.00
911 call - Dropped Cell	6	33	7	3	12.25
911 call / 911 hang up	42	54	15	6	29.25
911 hang up - Pocket Dial	5	15	0	0	5.00
False Alarm - Accidental Trip	4	0	0	0	1.00
False Alarm - Cancelled	3	2	1	0	1.50
False Alarm - Malfunction	3	1	0	0	1.00
False Alarm - Others	0	1	12	12	6.25
False Holdup Alarm - Accidental Trip	0	0	0	1	0.25
Keep the Peace	6	8	6	10	7.50
Other Criminal Code Violations	3	4	7	4	4.50
Bail Violations - Fail To Comply	1	2	1	2	1.50
Breach of Probation	0	1	0	0	0.25
Child Pornography - Making or distributing	0	0	0	1	0.25
Disturb the Peace	0	1	1	0	0.50
Obstruct Public Peace Officer	1	0	1	0	0.50
Offensive Weapons - Other Offensive Weapons	0	0	1	0	0.25
Offensive Weapons - Possession of Weapons	0	0	0	1	0.25
Offensive Weapons - Restricted	0	0	1	0	0.25
Public Morals	1	0	0	0	0.25
Trespass at Night	0	0	1	0	0.25
All Other Criminal Code (includes Part XII.1 CC)	0	0	1	0	0.25
Property Crime Violations	15	30	22	22	22.25
Break & Enter	2	10	6	4	5.50
Break & Enter - Firearms	1	0	0	0	0.25
Fraud - False Pretence Under \$5,000	0	0	0	1	0.25
Fraud - Money/property/security Over \$5,000	0	0	0	1	0.25
Fraud - Money/property/security Under \$5,000	1	5	1	1	2.00
Fraud - Other	0	2	2	2	1.50
Interfere with lawful use, enjoyment of property	1	0	0	0	0.25
Mischief - Master Code	2	6	8	3	4.75
Possession of Stolen Goods over \$5,000	0	0	0	1	0.25
Property Damage	1	1	0	1	0.75
Theft from Motor Vehicles Under \$5,000	2	0	0	0	0.50
Theft of - All Terrain Vehicles	1	1	0	1	0.75
Theft of - Automobile	1	1	0	1	0.75
Theft of - Snow Vehicles	0	1	1	0	0.50
Theft of Motor Vehicle	1	1	0	1	0.75
Theft Over \$5,000 - Other Theft	0	0	0	1	0.25
Theft Under \$5,000 - Farm Equipment	0	0	0	1	0.25
Theft Under \$5,000 - Other Theft	2	2	4	3	2.75
Statutes & Acts	9	6	22	17	13.50

OPP 2023 Calls for Service Details
Magnetawan M
For the calendar years 2018 to 2021

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2018	2019	2020	2021	
Landlord / Tenant	1	2	6	4	3.25
Mental Health Act	0	0	1	2	0.75
Mental Health Act - Attempt Suicide	2	0	0	1	0.75
Mental Health Act - Placed on Form	0	1	1	2	1.00
Mental Health Act - Threat of Suicide	3	1	5	3	3.00
Mental Health Act - Voluntary Transport	0	0	1	0	0.25
Trespass To Property Act	3	2	8	5	4.50
Traffic	21	15	14	18	17.00
MVC - Personal Injury (Motor Vehicle Collision)	2	3	4	2	2.75
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	0	1	0	1	0.50
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	5	3	1	2	2.75
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	14	8	9	13	11.00
Violent Criminal Code	10	6	2	8	6.50
Assault - Level 1	4	3	0	1	2.00
Assault Peace Officer	1	0	0	0	0.25
Assault With Weapon or Causing Bodily Harm - Level 2	0	0	1	1	0.50
Criminal Harassment	2	0	1	0	0.75
Indecent / Harassing Communications	0	0	0	1	0.25
Robbery - With Threat of Violence	0	0	0	1	0.25
Sexual Assault	1	0	0	0	0.25
Sexual Assault With a Weapon	0	1	0	0	0.25
Sexual Interference	0	1	0	0	0.25
Utter Threats - Master Code	0	0	0	1	0.25
Utter Threats to Person	2	1	0	3	1.50

OPP 2021 Reconciled Year-End Summary
Magnetawan M
Reconciled cost for the period January 1 to December 31, 2021

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	2,071		
	Commercial and Industrial	74		
	Total Properties	<u>2,145</u>	179.62	385,282
Calls for Service				
	Total all municipalities	170,324,197		
	Municipal portion	0.0445%	35.32	75,759
Overtime			7.18	15,398
Prisoner Transportation	(per property cost)		1.18	2,531
Accommodation/Cleaning Services	(per property cost)		4.75	10,189
Total 2021 Reconciled Costs			<u>228.05</u>	<u>489,159</u>
2021 Billed Amount				<u>483,521</u>
2021 Year-End-Adjustment				<u>5,638</u>

Note

The Year-End Adjustment above is included as an adjustment on the 2023 Billing Statement.
This amount is incorporated into the monthly invoice amount for 2023.

Laura Brandt

From: Kerstin Vroom
Sent: October 4, 2022 2:59 PM
To: Laura Brandt
Subject: FW: Ministry of the Solicitor General: Update - Community Safety and Policing Act, 2019 and OPP Detachment Boards

Thanks!
Kerstin

From: SOLGENinput <SOLGENinput@ontario.ca>
Sent: October 4, 2022 2:58 PM
Subject: Ministry of the Solicitor General: Update - Community Safety and Policing Act, 2019 and OPP Detachment Boards

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
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Tel: 416 326-5000
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SOLGEN.Input@Ontario.ca

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Tél. : 416 326-5000
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SOLGEN.Input@Ontario.ca



DATE: October 04, 2022

MEMORANDUM

TO: Heads of Council and First Nations Chiefs

SUBJECT: Update - Community Safety and Policing Act, 2019 and OPP Detachment Boards

Good afternoon,

I am writing to share an update on the Community Safety and Policing Act, 2019 (CSPA) and the new Ontario Provincial Police (OPP) detachment board framework under the CSPA.

For municipalities and First Nations receiving OPP policing services, detachment boards will replace current police services boards and Community Safety Advisory Committees, expanding opportunities for civilian input on local OPP policing and encouraging a coordinated and collaborative approach to community safety. In spring 2021, the Ministry of the Solicitor General (the ministry) requested that

these communities work together to develop proposals for the composition of their detachment boards, based on minimum requirements provided by the ministry. I would like to thank you for your work on the proposals to date.

The ministry is working towards an in force date for the CSPA between fall 2023 and winter 2024. The in-force window will narrow and be communicated to stakeholders, partners, and First Nations over the coming months. We understand that municipalities and First Nations require time to plan for implementation of OPP detachment boards and will work to ensure that sufficient time is provided between proclamation and the in-force date of the CSPA.

At this time, we are working to finalize proposed compositions for OPP detachment boards by **November 30, 2022**. Our team will be following up in the coming days with respect to the status of proposals and any related questions.

If you have any questions or concerns, please contact Joanna Reading, Team Lead, Public Safety and Policing Policy at Joanna.Reading@Ontario.ca.

Kind Regards,

Sarah Caldwell
A/Assistant Deputy Minister
Strategic Policy, Research and Innovation Division
Ministry of the Solicitor General

Laura Brandt

From: OPP MPB Financial Services Unit (OPP) <OPP.MPB.Financial.Services.Unit@opp.ca>
Sent: October 6, 2022 1:19 PM
To: Laura Brandt; Stephanie Lewin
Subject: Magnetawan M - Notification of 2022 Court Security and Prisoner Transportation Grant Remainder

Good day,

We have reconciled the 2021 court security and prisoner transportation (CSPT) costs and determined the balance of the municipal entitlement to the 2022 CSPT grant allotment. Ontario Shared Services will issue the grant credits within the next few days. Note the remaining outstanding 2022 grant of \$1761 for your municipality has been reduced by \$504 as the reconciled 2021 CSPT costs were less than the 2021 grant allocation.

We have asked Ontario Shared Services to issue a credit memo for the remaining portion of the 2022 allotment in the amount of \$1257.

If you have any questions or concerns, please do not hesitate to contact OPP.MPB.Financial.Services.Unit@OPP.ca.

Respectfully,

MPB Financial Services Unit

Laura Brandt

From: Godin, Nathalie (she,her | elle,la) (TC/TC) <nathalie.godin@tc.gc.ca>
Sent: October 10, 2022 12:51 PM
To: Laura Brandt
Cc: MacMillan, Nicole
Subject: Use of pleasure craft as commercial passenger vessels - Utilisation d'embarcations de plaisance comme bâtiments commerciaux à passagers
Attachments: Is my boat a pleasure craft or a non-pleasure craft.pdf; Annexe - Mon bateau est-il une embarcation de plaisance ou de type commercial.pdf
Importance: High



Transport Canada
Safety and Security

Transports Canada
Sécurité et sûreté

Tower C, Place de Ville
11th Floor
330 Sparks Street
Ottawa, ON K1A 0N8

Tour C, Place de Ville
11e étage
330, rue Sparks
Ottawa ON K1A 0N8

To whom it may concern
4304 Hwy #520, P.O. Box 70
Magnetawan
POA IPO, Canada
info@magnetawan.com
705-387-3947

La version française suivra

SUBJECT: *Use of pleasure craft as commercial passenger vessels*

Dear Municipality of Magnetawan,

In recent years, the emergence of online platforms and mobile applications which allow pleasure craft owners to list their vessels for rent, have made it easier for vessel owners to turn their underutilized assets into revenue generators. However, as with short-term property rental and ride sharing services (e.g., Airbnb, Uber, etc.), not all operators of these new small businesses are familiar with the laws and regulations governing them, in particular when the boat is rented with captain and crew.

Safety is Transport Canada's main priority. Transport Canada has no doubt that the safety of the vessels operated by users of these platforms, and the people on board them, is also considered a high importance by the operators of these services. However, to ensure all vessels being used through these sites are in compliance with applicable laws and regulations appropriate for their usage, Transport Canada Marine Safety and Security is undertaking enhanced outreach to help all owners and operators of these vessels become, or remain, safe and fully compliant with Canadian laws and regulations.

Our initial review of the vessels listed on these online platforms available to rent in Canada showed that while most are licensed as pleasure craft, many appear to be operating as commercial passenger vessels instead (please refer to the definitions in the attached document). As you are aware, the regulations, safety requirements and liability significantly differ from pleasure craft to commercial passenger vessel operations. Transport Canada will be working to help the owners and operators of these vessels understand and become familiar with these key differences, but we would also like to raise the differences with local municipality's such as yourself, so you have easy access to materials highlighting the applicable rules and requirements.

To this end, please find attached a document outlining key regulatory differences between these vessel types. Transport Canada has already forwarded these to owners of vessels listed on online platforms so they may understand their responsibilities to comply with Canadian laws and their applicable regulations. Transport Canada has developed the [Safe Boating Guide](#) to assist owners and operators remain in compliance with applicable regulations and to provide safe operating guidelines for vessels that are rented and operated as pleasure craft. Transport Canada has also developed two additional guidance instruments that would be helpful to the operators of vessels which are carrying passengers for hire.

These instruments are as follows:

- [The Small Commercial Vessel Safety Guide - TP 14070 E](#)
- [The Small Vessel Compliance Program \(SVCP\)](#)

Furthermore, Transport Canada has included a link to our website ([Transport Canada Website](#)) which will provide additional information to anyone using these online platforms in Canada. This information will help raise awareness and understanding of responsibilities when Canadians are choosing to rent a vessel.

Transport Canada is taking this opportunity to provide you with information in respect to our actions in response to this issue and looks forward to working together as necessary to keep our waterways safe for all boaters. Please contact, Nicole MacMillan, Boating Safety Officer, at (226) 402-4255, or Nicole.Macmillan@tc.gc.ca, should you have any questions regarding our response to this topic or require additional information.

Yours sincerely,

Nathalie Godin

Manager of Flagstate, Compliance & Enforcement (AMSDF)

Transport Canada / Government of Canada

Nathalie.godin@tc.gc.ca / Tel: (343) 571-4597

Cher Municipalité de Magnetawan,

Ces dernières années, l'émergence de plateformes en ligne et d'applications mobiles, qui permettent aux propriétaires d'embarcations de plaisance de mettre leurs bâtiments en location, a facilité la tâche des propriétaires qui ont pu transformer leurs actifs sous-utilisés en générateurs de revenus. Toutefois, comme pour la location de biens à court terme et les services de covoiturage (Ex. Airbnb, Uber, etc.), les exploitants de ces nouvelles petites entreprises ne connaissent pas tous les lois et règlements qui les régissent, en particulier lorsque l'embarcation est louée avec capitaine et équipage.

La sécurité est la principale priorité de Transports Canada. Pour Transports Canada, il ne fait aucun doute que les exploitants accordent également une grande importance à la sécurité des bâtiments exploités par



What do you need to know

In Canada, vessels are defined and regulated by how they're used. This can make it hard to know if a vessel is a pleasure craft or not, since many vessels can be used for both work and fun.

What's a pleasure craft?

- Any vessel used only for fun (cruising, water sports, sport fishing), or hanging out with family and friends
- Includes vessels used to hunt or fish for your personal use (subsistence living) or daily activities (like taking your pleasure craft to work or school)

If you're using the vessel for **anything** other than just fun, it's a non-pleasure craft. This means that you need to follow the non-pleasure craft rules in the *Canada Shipping Act, 2001* and related regulations.

You can hire a captain or crew to operate a pleasure craft, but only if you use it for fun. Regardless of whether you own or rent your pleasure craft, you're the only person who can hire and fire a captain and crew of the pleasure craft.

What's a non-pleasure craft?

- Any vessel used for anything other than just having fun

If you're using a vessel for something other than just for fun, you must follow the non-pleasure craft rules in the *Canada Shipping Act, 2001* and related regulations.

Your vessel is considered a non-pleasure craft if you use it for activities such as:

- guided fishing and hunting trips
- carrying passengers for trips or transport
- workboats
- commercial fishing

Who's a passenger, who's a guest?

Canadian law defines a:

- "guest" as someone on a pleasure craft, but doesn't own or rent the pleasure craft
- "passenger" as someone on a non-pleasure craft that isn't the master, crew, or working on the vessel

Pleasure crafts can only carry guests, and people carried on board are not considered guests if you make money or profit off them. If you're taking friends or family out on your pleasure craft for fun and they split the cost of the fuel with you, they are still considered guests and the vessel is still a pleasure craft.

Examples of renting and hiring pleasure craft

Situation	Why is the vessel a “pleasure craft”?
You rent or hire a vessel from a company or owner and only use it for fun. No master or crew are hired.	You only use the vessel for fun. Canadian law is based on how you use the vessel, not how you rented or hired it.
You rent or hire a vessel from a company or owner and only use it for fun. You hire a master or crew to help operate the vessel. The captain or crew have no links to the rental company or vessel owner.	The company or person you rented/hired the vessel from isn't operating the vessel. As such, you have full control of hiring and firing decisions made regarding the captain and crew.

Examples of renting and hiring non-pleasure craft

Situation	Why is the vessel a “non-pleasure craft”?
You rent or hire a vessel from a company or owner and use it to transport workers to and from a worksite.	You're using the vessel for a business activity.
You rent or hire a vessel from a company or owner just for fun and are told you must hire a captain or crew that is either: <ul style="list-style-type: none"> • the vessel's owner, or • chosen from a list given to you by the company or owner 	You don't have full control of the vessel as the owner, master or crew have operational control of the vessel. In these situations, the vessel is considered a non-pleasure vessel, specifically a “passenger-carrying vessel” or “passenger vessel”.

For more information, please contact your regional Transport Canada Marine Safety Office or visit our website:

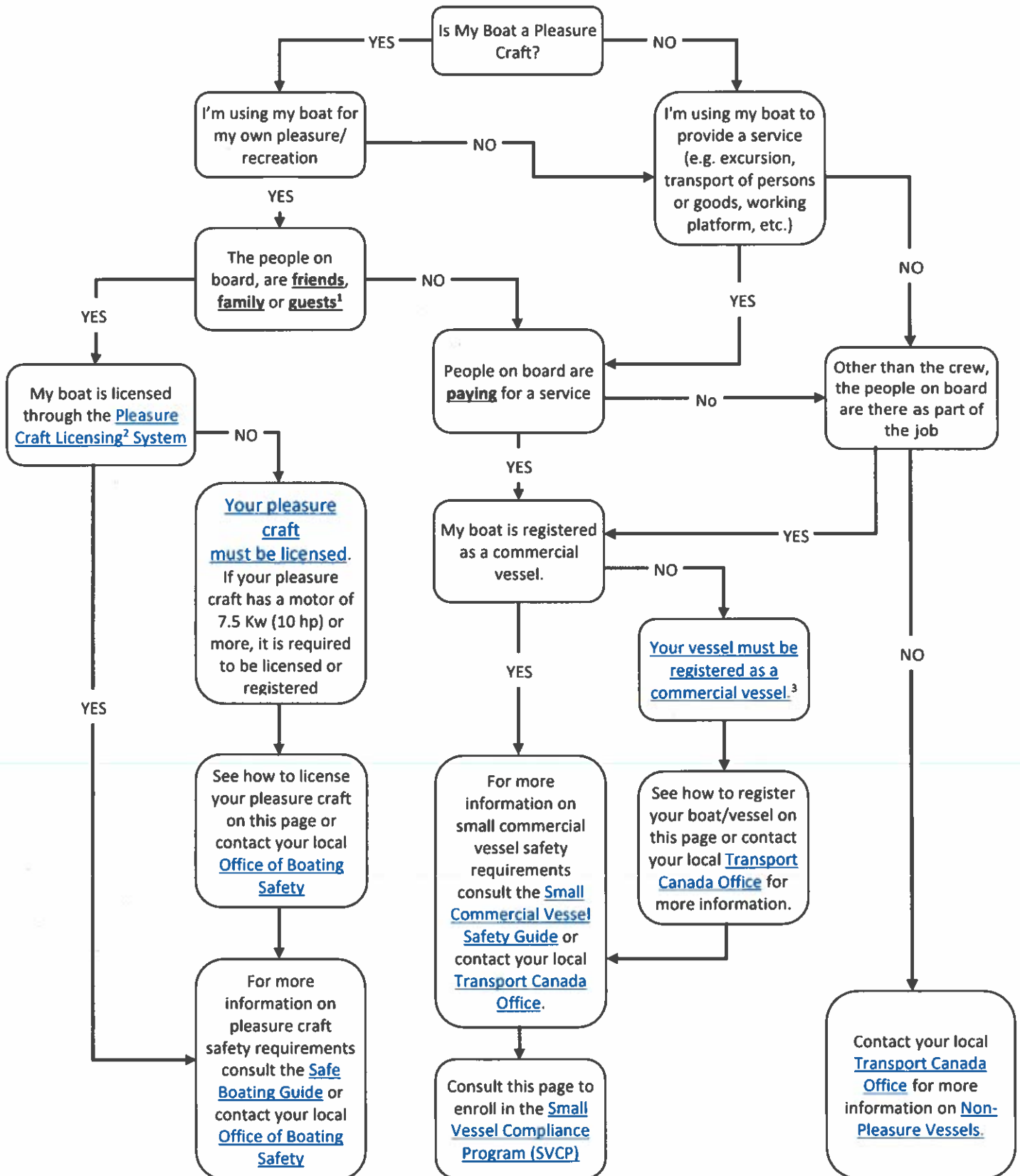
Pleasure craft

<https://tc.canada.ca/en/marine-transportation/marine-safety/office-boating-safety>

Non-pleasure craft

<https://tc.canada.ca/en/marine-transportation/vessel-inspection-certification/vessel-inspection-certification>

Is my boat a pleasure craft or non-pleasure craft?



1 Guests are people carried on board a vessel used exclusively for pleasure and without remuneration or any object of profit.
 2 A pleasure craft license has a combination of letters and numbers that do not begin with C, for example 50E12345, 13K12345, BC123456
 3 Exempted Classes of Vessels are listed in Part 1, Section 1.1 of the [Vessel Registration and Tonnage Regulations](#).

les utilisateurs de ces nouvelles plateformes, ainsi qu'à celle des personnes qui se trouvent à leur bord. Toutefois, pour s'assurer que tous les bâtiments utilisés par l'entremise de ces sites sont conformes aux lois et règlements applicables à leur utilisation, le département de Sécurité et sûreté maritimes de Transports Canada entreprend des activités de sensibilisation accrues pour aider tous les propriétaires et exploitants à demeurer ou à devenir sécuritaires et à se conformer entièrement aux lois et règlements canadiens.

Notre recherche initiale des embarcations répertoriées sur ces plateformes en ligne et disponibles pour la location au Canada a démontré que même si la plupart des opérateurs ont un permis d'embarcation de plaisance, un grand nombre d'entre eux semblent plutôt être exploités en tant que bâtiments commerciaux à passagers (veuillez-vous reporter aux définitions du document ci-joint). Comme vous le savez, les règlements, les exigences en matière de sécurité et les responsabilités diffèrent considérablement d'une embarcation de plaisance à un bâtiment commercial à passagers. Transports Canada s'efforcera d'aider les propriétaires et les exploitants à comprendre ces différences clés et à s'y familiariser, mais nous aimerions également démontrer ces différences auprès des principaux organismes d'application de la loi afin que vous ayez facilement accès à des documents soulignant les exigences applicables, dans le cas où des bâtiments ne seraient pas conformes dans les années à venir.

À cette fin, vous trouverez ci-joint un document soulignant les principales différences réglementaires et juridiques entre ces types de bâtiments. Transports Canada les a déjà transmis aux plateformes en ligne pour qu'elles les distribuent aux propriétaires d'embarcations afin qu'ils puissent comprendre leurs responsabilités en matière de respect des lois canadiennes et de leurs règlements applicables. Transports Canada a élaboré le [Guide de sécurité nautique](#) pour aider les propriétaires et les exploitants à demeurer en conformité avec les règlements et pour fournir des lignes directrices sur l'exploitation sécuritaire des embarcations qui sont louées et utilisées comme embarcations de plaisance. Transports Canada a également élaboré deux autres instruments éducationnels qui peuvent être utiles aux exploitants de bâtiments qui transportent des passagers contre rémunération.

Ces instruments sont les suivants :

- [Le Guide de sécurité des petits bâtiments commerciaux – TP 14070 F](#)
- [Le Programme de conformité des petits bâtiments \(PCPB\)](#)

En outre, Transports Canada a inclus un lien vers notre site Web ([site Web de Transports Canada](#)), qui donne des renseignements supplémentaires à toute personne utilisant ces plateformes en ligne au Canada. Ces renseignements contribueront à sensibiliser les Canadiens et à leur faire comprendre leurs responsabilités lorsqu'ils choisissent de louer une embarcation.

Transports Canada profite de l'occasion pour vous donner des renseignements sur les mesures qui ont été prises en réponse à cette question et se réjouit à l'idée d'une collaboration, au besoin, pour assurer la sécurité de nos voies navigables pour tous les plaisanciers. Veuillez communiquer avec Nicole MacMillan, Officier de la sécurité nautique, par téléphone, au (226) 402-4255, ou par courriel, à l'adresse Nicole.Macmillan@tc.gc.ca, si vous avez des questions concernant notre réponse à ce sujet ou si vous souhaitez obtenir des renseignements supplémentaires.

Je vous prie d'accepter l'expression de mes sentiments distingués.

Nathalie Godin

Gestionnaire de l'état du pavillon, mise en application de la conformité et de l'exécution (AMSDF)
Transports Canada / Gouvernement du Canada
Nathalie.godin@tc.gc.ca / Tél: (343) 571-4597



Municipal Law Enforcement Officers' Association (Ontario)

September 14, 2022

MUNICIPALITY OF
MAGNETAWAN

SEP 21 2022

RECEIVED

Kerstin Vroom
CAO/Clerk
Municipality of Magnetawan
4304 Highway #520
P.O. Box 70
Magnetawan, ON POA 1P0

Dear Ms. Vroom,

The Municipal Law Enforcement Officers' Association is a non-profit professional association representing Municipal Law Enforcement Officers throughout the Province of Ontario. It was established in 1979, and incorporated in 1985 as a non-profit organization. Currently, the Association represents over 2,400 Municipal Law Enforcement Officers from small rural communities to the large urban centers.

On July 21st, 1997 Bill Pr83 received Royal Assent giving the MLEOA the authority to grant Certification to its members and prescribe the requirements for certification. All recipients of this designation have successfully met the education, job responsibility and membership requirements as determined by the Association.

On behalf of the Board of Directors of the Municipal Law Enforcement Officers' Association of Ontario (MLEOA), I am pleased to advise you of the achievement of the ***Municipal Law Enforcement Officer Certified [MLEO (C)]*** designation by a member of your municipality's staff,

Caitlin Deevey-Municipal Law Enforcement Officer, MLEO(C)

May we ask if you would arrange to have this achievement recognized at a council meeting, or at another appropriate function.

Respectively,

Doug Godfrey, MLEO(C)
Certification & Awards
Committee Chair

Erica Kellogg

From: Dave Gray <director@explorealmaguin.ca>
Sent: October 11, 2022 9:51 AM
To: Beth Morton; Caitlin Haggart; Don McArthur; encausticartist23@gmail.com; Jennifer Farquhar; John Theriault; John Wilson; Joseph Vella; Judy Kosowan; Kelly Elik; Kerstin Vroom; Kim Dunnett; Leanne Crozier; Lyle Hall; Margaret Ann MacPhail; Maureen Lang; Nancy Austin; Nicky Kunkel; Nicole Gourlay; Peter McIsaac; Tim Brunton; Tim Bryson; Wendy Whitwell; Wendy Whitwell Council
Cc: 'Ron Begin'; Porter, Trista (NDMNRF); 'Courtney Metcalf'; Marketing@explorealmaguin.ca
Subject: FW: Signs
Attachments: Northound.jpg; South bound.jpg

Good morning Board members and colleagues,

Just in case you haven't seen them yet – our billboards just went up last week in time for Thanksgiving.

Have a wonderful start to the short week!

Dave Gray, Ec.D.

Director of Economic Development
Almaguin Community Economic Development
(705)571-1564 | Director@ExploreAlmaguin.ca



From: Natalie <natalie@signcraftcanada.com>
Sent: October 5, 2022 4:28 PM
To: 'Dave Gray' <director@explorealmaguin.ca>
Cc: 'Courtney Metcalf' <edo@explorealmaguin.ca>; 'Marketing' <Marketing@investalmaguin.ca>
Subject: RE: Proofs

Hi Dave,
The billboards were installed today.
I have attached photos

Thank you,
Natalie Hogg

voice | 705.384.7550
email | natalie@signcraftcanada.com
web | signcraftcanada.com

From: Dave Gray [<mailto:director@explorealmaguin.ca>]
Sent: September 21, 2022 9:02 AM
To: 'Natalie'
Subject: RE: Proofs

Hi Natalie,

Lets go with the new printer!

Thanks,

*****Please note that my email address has changed to Director@ExploreAlmaguin.ca. Please update my contact information.*****

Dave Gray, Ec.D.

Director of Economic Development
Almaguin Community Economic Development
(705)571-1564 | Director@ExploreAlmaguin.ca



From: Natalie <natalie@signcraftcanada.com>
Sent: September 13, 2022 10:21 AM
To: 'Dave Gray' <director@explorealmaguin.ca>
Subject: RE: Proofs

I hope everyone is feeling better!

I can always leave them outside for a contact less pick up , if that will help

Thank you,
Natalie Hogg

voice | 705.384.7550
email | natalie@signcraftcanada.com
web | signcraftcanada.com

From: Dave Gray [<mailto:director@explorealmaguin.ca>]
Sent: September 13, 2022 10:03 AM
To: Natalie
Subject: Proofs

Good morning Natalie,

Sorry that we have been delayed in picking up the samples – I have been out of the office after testing COVID Positive. Courtney is also out of the office with sick little ones. Once she is back in the office, I will make sure she swings up to grab them (assuming she is symptom free).





Almaguin
Embrace our nature

ExploreAlmaguin.ca



Tourism



Lifestyle



Investment



SignCall

KISS THE MOOSE MURAL NAMING CONTEST

LET'S CELEBRATE OUR NEW MURAL AND PLAY A LITTLE GAME

OUR NEW MOOSE HAS NO NAME

A MOOSE WITHOUT A NAME JUST CANNOT DO

THAT'S WHY WE HAVE CREATED THIS CONTEST FOR YOU!

THINK OF A NAME THAT STARTS WITH *M* AND EMAIL
IT TO recreation@magnetawan.com

- Deadline to submit your **NAME** is **November 1, 2022**
- Names will be compiled into a survey monkey so that everyone can have some fun voting for their favorite name
- Make sure to check back on our Municipal Website and Facebook after **November 1st** for the survey link to **CAST** your **VOTE!**
- The name with the most votes **WINS**

EVERYONE WHO SUBMITS THE WINNING NAME WILL BE ENTERED INTO A DRAW FOR A CHANCE TO WIN A \$50 GIFT CERTIFICATE TO A BUSINESS OF THEIR CHOICE LOCATED WITHIN THE MUNICIPALITY



For more information contact the Municipal Office at (705) 387-3947 or by email at recreation@magnetawan.com



LANDFILL NOTICE

**MUNICIPAL LANDFILLS WILL SWITCH TO WINTER HOURS
STARTING TUESDAY OCTOBER 11, 2022**

WINTER HOURS

CHAPMAN LANDFILL OPEN: SUNDAY, MONDAY

CROFT LANDFILL OPEN: TUESDAY, FRIDAY, SATURDAY

**A LANDFILL SCHEDULED TO BE OPEN DURING THE WINTER
MONTHS WILL NOT BE OPEN ON A STATUTORY HOLIDAY
SUMMER HOURS WILL RESUME SATURDAY MAY 23, 2023**



**FOR MORE INFORMATION ABOUT MUNICIPAL LANDFILLS AND RECYCLING
PLEASE VISIT OUR LANDFILL AND RECYCLING PAGE ON OUR WEBSITE AT
WWW.MAGNETAWAN.COM**



EXCITING NEWS!

WE ARE NOW ON INSTAGRAM!

FOLLOW US AT @municipalityofmagnetawan



#kissthemoose #magnetawan #magswhereitsat

*FOR MORE INFORMATION CONTACT US
AT (705) 349-8477 OR AT INFO@MAGNETAWAN.COM*



ICYMI In Case You Missed It! Council Highlights September 28, 2022

To read the complete minutes, agenda packages and by-laws please visit our website at www.magnetawan.com

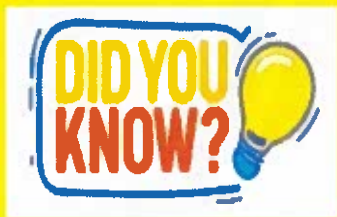


Council passed Motion 2022-256 thanking Kent Randall, Ecovue Consulting, and his Staff for their outstanding work on preparing the DRAFT Official Plan and directed Staff to provide Ecovue with the comments received for and during the Public Meeting for consideration for inclusion into the Official Plan and to bring back a revised version of the DRAFT Official Plan for review by the newly elected Council.

Council passed resolution 2022-265 receiving and approving the Year End Report Locks and Heritage Museum and directed Staff to create a Municipal Instagram Account and to budget for Music in the Park for 10 Saturdays in 2023. To read the Year End Report including how many visitors attended the museum and locks check out the agenda package on our website!



GREAT NEWS! Staff submitted an application under the Museums Assistance Program, Recovery Fund for Heritage Organizations Component for 2022-2023 and was successful in their application! The Heritage Museum Centre will be receiving \$4,000 in grant monies to help carry out its activities!



Looking for something on the website and you cannot find it? Did you know there is a search feature? Just enter a key word into the search bar on the top right-hand corner!! GIVE IT A TRY!!

SAVE THE DATE

The next meeting of Council is October 19, 2022, 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, 19/22

Accounts Payable

Amount

Batch # 161
Cheque Date: 30/09/22
Cheque Numbers
From: 23454 To: 23469
\$ 341,935.27

Batch # 167
Cheque Date: 19/10/22
From: 23470 To: 23535
\$ 340,564.24

EFT
Batch # 165
\$ 2,510.20

EFT
Batch # 169
\$ 12,671.15

Total Accounts Payable
\$ 697,680.86

Cancelled Cheques
23452 WRONG AMOUNT ENTERED < 220.34 >

Payroll

Staff Pay
Pay Period: # PP19, Sept. 4-17/22 \$ 47,860.53
Direct deposit and
Cheque # 23385 to # 23389

Council Pay
Pay Period: # SEPT 1-30/22
All Direct deposit

\$ 14,426.16

Total Payroll

\$ 62,286.69

Total for Resolution

\$ 759,747.21

MUNICIPALITY OF MAGNETAWAN
Council/Board Report-Smry (Computer)

AP5060

Date : Oct 13, 2022

Page : 1

Time : 11:00 am

Vendor : 01010 To 26030
 Batch : 61 To 169

Cheque Dates : Jan 01, 2022 To Oct 19, 2022
 Bank : 1 To 1

Vendor Code	Vendor Name				Invoice Amount	Paid Amount	Discount Amount
Invoice No.	Description	Batch	Invoice Date	Due Date			
01022	ABC OVERHEAD GARAGE DOORS						
22944	PARKS GARAGE, LOW HEAD ROOM TRACKS SERVICE	167	16-Sep-2022	19-Oct-2022	416.81	416.81	0.00
Supplier Totals :					416.81	416.81	0.00
01033	AGRICULTURE FORESTRY CONSTRUCTION INC						
3037	LANDFILL DOZER - HYDRAULIC REPAIR	167	26-Sep-2022	19-Oct-2022	357.69	357.69	0.00
Supplier Totals :					357.69	357.69	0.00
01074	ALLATT SAM						
2022-265	SUMMER STUDENT BONUS	167	13-Oct-2022	19-Oct-2022	50.00	50.00	0.00
Supplier Totals :					50.00	50.00	0.00
01085	ALEXANDER SOPHIE J						
2022-265	SUMMER STUDENT BONUS	167	13-Oct-2022	19-Oct-2022	50.00	50.00	0.00
Supplier Totals :					50.00	50.00	0.00
01996	BRANDT TRACTOR LTD.						
03 7218793	PEDAL & WINDOW PANE REPLACEMENT FOR EXCAVATOR RENTAL	161	01-Sep-2022	30-Sep-2022	1,427.74	1,427.74	0.00
03 7218824	WINDOWPANE CY	161	02-Sep-2022	30-Sep-2022	325.39	325.39	0.00
03 7218877	PEDAL & COMPACT - JOHN DEERE	161	08-Sep-2022	30-Sep-2022	350.58	350.58	0.00
03 7219084	CREDIT FOR WINDOW PANE & PEDAL FOR RENTED EXCAVATOR & GRADER	161	20-Sep-2022	30-Sep-2022	-483.64	-483.64	0.00
Supplier Totals :					1,620.07	1,620.07	0.00
02014	BELL MOBILITY INC						
95892413	CELL TOWER RENTAL	167	01-Oct-2022	19-Oct-2022	133.00	133.00	0.00
Supplier Totals :					133.00	133.00	0.00
02037	BRAY MOTORS LIMITED						
11005	TRUCK #20 REPAIR GUARD PKG. ROADS - BRAY MOTORS	167	22-Sep-2022	19-Oct-2022	79.73	79.73	0.00
Supplier Totals :					79.73	79.73	0.00
02056	ANDREWS MARK						
498	REIMBURSEMENT FOR ENTRANCE PERMIT SECURITY DEPOSIT	161	15-Sep-2022	30-Sep-2022	500.00	500.00	0.00
Supplier Totals :					500.00	500.00	0.00
02071	BEATTY PRINTING						
50328	BUSINESS CARDS, TREASURER	167	28-Sep-2022	19-Oct-2022	135.79	135.79	0.00
Supplier Totals :					135.79	135.79	0.00
02077	ANDREWS ZACK G						
2022-265	SUMMER STUDENT BONUS	167	13-Oct-2022	19-Oct-2022	50.00	50.00	0.00

MUNICIPALITY OF MAGNETAWAN
Council/Board Report-Smry (Computer)

AP5060

Date : Oct 13, 2022

Page : 2

Time : 11:00 am

Vendor : 01010 To 26030

Batch : 61 To 169

Cheque Dates : Jan 01, 2022 To Oct 19, 2022

Bank : 1 To 1

Vendor Code	Vendor Name				Invoice Amount	Paid Amount	Discount Amount
Invoice No.	Description	Batch	Invoice Date	Due Date			
Supplier Totals :					50.00	50.00	0.00
03091	CHUBB KIRIANNE L						
2022-265	SUMMER STUDENT BONUS	167	13-Oct-2022	19-Oct-2022	50.00	50.00	0.00
Supplier Totals :					50.00	50.00	0.00
03100	CANADA POST						
STAMPS	STAMPS, ADMIN. POSTAGE - CANADA POST	167	30-Sep-2022	19-Oct-2022	1,789.80	1,789.80	0.00
Supplier Totals :					1,789.80	1,789.80	0.00
03102	CANADA POST CORPORATION						
9839747509	RETURNED ENVELOPES, ELECTION MATERIALS-CANADA POST	167	03-Oct-2022	19-Oct-2022	15.50	15.50	0.00
Supplier Totals :					15.50	15.50	0.00
03184	COMPUTER TECH CD						
2016	MSP GOLD SERVER - SEPT. 15-OCT. 15/22 CONTRACT	161	16-Sep-2022	30-Sep-2022	301.71	301.71	0.00
Supplier Totals :					301.71	301.71	0.00
03188	COMWAVE						
286476	VOIP LINES	167	10-Oct-2022	19-Oct-2022	63.08	63.08	0.00
Supplier Totals :					63.08	63.08	0.00
03300	CONSEIL SCOLAIRE CATHOLIQUE FRANCO-NORD						
3RD QTR. 2022	3RDE QTR. FRENCH-EDUCATION LEVY	161	01-Sep-2022	30-Sep-2022	2,220.45	2,220.45	0.00
Supplier Totals :					2,220.45	2,220.45	0.00
03321	CURRIE TRUCK CENTRE						
0454420P	TRUCK #28, SHOCK ABSORBER	167	28-Sep-2022	28-Sep-2022	144.23	144.23	0.00
Supplier Totals :					144.23	144.23	0.00
04010	DISTRICT OF PARRY SOUND SOCIAL SERVICES						
SEPT. 2022	4THQTR-2022 MUNICIPAL LEVY	167	11-Oct-2022	11-Oct-2022	76,650.21	76,650.21	0.00
Supplier Totals :					76,650.21	76,650.21	0.00
04031	DEEVEY CAITLIN A						
23092022	HOTEL ACCOM. FOR MLE AGM CONFERENCE - EXPENSE & MILEAGE	167	23-Sep-2022	23-Sep-2022	272.07	272.07	0.00
Supplier Totals :					272.07	272.07	0.00
04033	DIGIACOMO LILY M						
2022-265	SUMMER STUDENT BONUS	167	13-Oct-2022	19-Oct-2022	50.00	50.00	0.00
Supplier Totals :					50.00	50.00	0.00

MUNICIPALITY OF MAGNETAWAN
Council/Board Report-Smry (Computer)

AP5060

Date : Oct 13, 2022

Page : 3

Time : 11:00 am

Vendor : 01010 To 26030
 Batch : 61 To 169

Cheque Dates : Jan 01, 2022 To Oct 19, 2022

Bank : 1 To 1

Vendor Code	Vendor Name				Invoice Amount	Paid Amount	Discount Amount
Invoice No.	Description	Batch	Invoice Date	Due Date			
04037	DEKRA - LITE						
DLIO2021162	TREE LIGHTING	167	22-Sep-2022	19-Oct-2022	2,681.03	2,681.03	0.00
Supplier Totals :					2,681.03	2,681.03	0.00
04090	SCOTT DINGMAN TRUCKING						
1403	MAG. COMM. CENTRE & RINK, AHMIC FIRE HALL - SEPTIC TANKS PUMPED OUT	167	22-Sep-2022	19-Oct-2022	1,864.50	1,864.50	0.00
Supplier Totals :					1,864.50	1,864.50	0.00
04105	DUNCOR ENTERPRISES INC.						
2022656	SLURRY SEAL - ALBERT, PATRICK, QUEEN, JOHNSTONE, QUEN/KRISTINA COURT	167	21-Sep-2022	19-Oct-2022	69,362.55	69,362.55	0.00
Supplier Totals :					69,362.55	69,362.55	0.00
04120	SAM DUNNETT						
05102022	MILEAGE-CAPS MEETING	167	05-Oct-2022	05-Oct-2022	42.70	42.70	0.00
Supplier Totals :					42.70	42.70	0.00
05016	ECOVUE CONSULTING SERVICES						
22-2125-303	LANGFORD CONSENT	167	31-Aug-2022	31-Aug-2022	355.95	355.95	0.00
22-2125-402	STEVANUS MV	167	31-Aug-2022	31-Aug-2022	432.23	432.23	0.00
22-2125-502	WOODS TRAILER ZBA	167	31-Aug-2022	31-Aug-2022	711.91	711.91	0.00
Supplier Totals :					1,500.09	1,500.09	0.00
05043	ENGLOBE CORP.						
00094991	SANDING, SALTING MATERIAL	167	22-Sep-2022	19-Oct-2022	678.00	678.00	0.00
Supplier Totals :					678.00	678.00	0.00
06018	FISHER'S REGALIA						
50907	NAME PLATE & BADGE - FIRE DEPT.	167	27-Sep-2022	19-Oct-2022	201.42	201.42	0.00
Supplier Totals :					201.42	201.42	0.00
06050	FOWLER CONSTRUCTION COMPANY						
62422	A & B GRAVEL	161	24-Sep-2022	30-Sep-2022	4,188.80	4,188.80	0.00
Supplier Totals :					4,188.80	4,188.80	0.00
07063	GILROY'S TIRE						
0141735	TIRE & RIMS REMAINING BALANCE	161	28-Feb-2022	30-Sep-2022	450.31	450.31	0.00
Supplier Totals :					450.31	450.31	0.00
07096	GOERTZ TEAGAN J						
2022-265	SUMMER STUDENT BONUS	167	13-Oct-2022	19-Oct-2022	50.00	50.00	0.00
Supplier Totals :					50.00	50.00	0.00

MUNICIPALITY OF MAGNETAWAN
Council/Board Report-Smry (Computer)

AP5060

Date : Oct 13, 2022

Page : 4

Time : 11:00 am

Vendor : 01010 To 26030

Batch : 61 To 169

Cheque Dates : Jan 01, 2022 To Oct 19, 2022

Bank : 1 To 1

Vendor Code	Vendor Name				Invoice Amount	Paid Amount	Discount Amount
Invoice No.	Description	Batch	Invoice Date	Due Date			
08039	HAMELIN'S OUTDOOR POWER EQUIPMENT						
96480	CHAIN FOR CHAIN SAW	167	22-Sep-2022	19-Oct-2022	118.21	118.21	0.00
Supplier Totals :					118.21	118.21	0.00
08084	HUBB CAP						
1029670	DELINEATOR POSTS - CIVIC #911 SIGNS	161	16-Sep-2022	30-Sep-2022	3,796.80	3,796.80	0.00
Supplier Totals :					3,796.80	3,796.80	0.00
09035	INSERVUS MANAGEMENT SYSTEMS						
1404	BUNKER GEAR CLEANING & REPAIR	167	30-Sep-2022	19-Oct-2022	1,135.56	1,135.56	0.00
Supplier Totals :					1,135.56	1,135.56	0.00
09093	PAUL JENNY						
7	FIT FAB FUN CARDIO CLASS-SEPT. 5,12,19,26/2022	161	27-Sep-2022	30-Sep-2022	400.00	400.00	0.00
Supplier Totals :					400.00	400.00	0.00
12025	CONSEIL SCOLAIRE PUBLIC DU NORD-EST DE L'ONTARIO						
3RD QTR.2022	3RD QTR FRENCH - EDUCATION LEVY	161	01-Sep-2022	30-Sep-2022	1,769.99	1,769.99	0.00
Supplier Totals :					1,769.99	1,769.99	0.00
12060	LEWIN STEPHANIE M						
11102022	BANKING & POST OFFICE - MILEAGE	167	11-Oct-2022	11-Oct-2022	178.73	178.73	0.00
Supplier Totals :					178.73	178.73	0.00
12074	BRANDT LAURA						
03102022	REIMBURSEMENT FOR HALLOWEEN CANDY & CHRISTMAS DECORATIONS	167	03-Oct-2022	03-Oct-2022	376.24	376.24	0.00
Supplier Totals :					376.24	376.24	0.00
13009	MAGNETAWAN GRILL AND GROC						
248221	CREAM & MILK	167	09-Sep-2022	19-Oct-2022	7.28	7.28	0.00
249575	COFFEE, TEA, PLASTIC TEASPOON	167	21-Sep-2022	19-Oct-2022	25.69	25.69	0.00
249721	CREAM & MILK	167	22-Sep-2022	19-Oct-2022	7.18	7.18	0.00
Supplier Totals :					40.15	40.15	0.00
13011	MAGNETAWAN BUILDING CENTRE (PARKS)						
101-101344	LAMP BULBS-PARKS	167	09-Sep-2022	19-Oct-2022	15.24	15.24	0.00
101-101958	SUPPLIES	167	19-Sep-2022	19-Oct-2022	24.87	24.87	0.00
101-102371	TARPS	167	26-Sep-2022	26-Sep-2022	58.52	58.52	0.00
101-102372	HOSE BRAIDED CONNECTOR	167	26-Sep-2022	26-Sep-2022	10.67	10.67	0.00
101-102438	GRASS SEED FOR NEW TREE AREA	167	27-Sep-2020	27-Sep-2020	233.90	233.90	0.00
101-102471	LED LAMP BULBS	167	27-Sep-2022	19-Oct-2022	15.24	15.24	0.00
101-102598	STOVE PIPE, & REFLECTIVE TAPE	167	29-Sep-2022	19-Oct-2022	30.49	30.49	0.00
102-38026	TAPE MEASURE	167	18-Sep-2022	19-Oct-2022	28.46	28.46	0.00

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102-38280	SOIL, TREES(COMM. CENTRE) KNIFE SET	167	14-Sep-2022	19-Oct-2022	60.33	60.33	0.00
102-38287	NEW TREE SOIL	167	14-Sep-2022	19-Oct-2022	67.63	67.63	0.00
102-38293	SOIL FOR NEW TREES	167	14-Sep-2022	19-Oct-2022	67.63	67.63	0.00
102-38658	SCRUB PADS & DISH BRUSH	167	22-Sep-2022	19-Oct-2022	11.94	11.94	0.00
102-38659	TOUCH UP PAINT/TRUCKS	167	22-Sep-2022	19-Oct-2022	28.45	28.45	0.00
102-38946	SPRAY PAINT	167	29-Sep-2022	19-Oct-2022	27.94	27.94	0.00
103-101534	PAPER TOWELS	167	23-Sep-2022	19-Oct-2022	76.21	76.21	0.00
104-82085	SUPPLIES	167	28-Sep-2022	19-Oct-2022	1.16	1.16	0.00
Supplier Totals :					758.68	758.68	0.00
13013	MAGNETAWAN BUILDING CENTRE (FIRE DEPT.)						
101-102394	CLEANING SUPPLIES	167	26-Sep-2022	26-Sep-2022	49.40	49.40	0.00
101-102973	SUPPLIES FOR EQUIPMENT MAINTENANCE	167	04-Oct-2022	19-Oct-2022	46.60	46.60	0.00
Supplier Totals :					96.00	96.00	0.00
13014	MAGNETAWAN BUILDING CENTRE (LANDFILL)						
101-102191	SHOP TOWELS	167	23-Sep-2022	19-Oct-2022	48.68	48.68	0.00
102-38743	DC ADAPTER	167	24-Sep-2022	19-Oct-2022	17.38	17.38	0.00
103-101329	DOOR INSERT	167	20-Sep-2022	19-Oct-2022	381.92	381.92	0.00
103-101712	PLUG, WIRE FOR GENERATOR, LANDFILL	167	27-Sep-2022	19-Oct-2022	210.45	210.45	0.00
104-81912	BIT SET, ARMORALL	167	24-Sep-2022	19-Oct-2022	53.65	53.65	0.00
104-81974	SUPPLIES	167	26-Sep-2022	19-Oct-2022	116.68	116.68	0.00
Supplier Totals :					828.76	828.76	0.00
13021	MAP SUNDRIDGE						
788221/3	STANDARD SEALED BEAM, TRUCK #29	167	21-Sep-2022	21-Sep-2022	82.35	82.35	0.00
Supplier Totals :					82.35	82.35	0.00
13073	MINISTER OF FINANCE						
302809221048017	OPP BILLING - AUG/22	167	30-Sep-2022	30-Sep-2022	39,593.00	39,593.00	0.00
CREDIT300709221	APR. - JUN/22 OPP CREDIT	167	07-Sep-2022	07-Sep-2022	-123.00	-123.00	0.00
Supplier Totals :					39,470.00	39,470.00	0.00
13086	MINUTEMAN PRESS						
19381	CUSTOM CHEQUES	167	05-Oct-2022	05-Oct-2022	1,007.90	1,007.90	0.00
Supplier Totals :					1,007.90	1,007.90	0.00
13140	MAGNETAWAN LIONS CLUB						
07/10/2022	DOCKS, LAKE CECEBE	167	07-Oct-2022	19-Oct-2022	69,274.97	69,274.97	0.00
Supplier Totals :					69,274.97	69,274.97	0.00
13160	MUSKOKA RENT ALL						
422763	STIHL 4L MOTOR MIX	167	21-Sep-2022	19-Oct-2022	76.82	76.82	0.00
Supplier Totals :					76.82	76.82	0.00
13170	HURONIA ALARM & FIRE SECURITY INC.						
1198352	MONITORING ALARM SYSTEM, OCT/22-SEPT/23	167	31-Oct-2022	19-Oct-2022	501.72	501.72	0.00

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Supplier Totals :					501.72	501.72	0.00
13240	JIM MOORE PETROLEUM						
604426	CLEAR DIESEL	167	09-Sep-2022	19-Oct-2022	876.61	876.61	0.00
604427	DIESEL	167	09-Sep-2022	19-Oct-2022	1,647.08	1,647.08	0.00
604903	CLEAR DIESEL	167	15-Sep-2022	15-Sep-2022	2,466.77	2,466.77	0.00
604904	DYED DIESEL	167	15-Sep-2022	15-Sep-2022	762.24	762.24	0.00
605288	PREMIUM GASOLINE	167	21-Sep-2022	21-Sep-2022	2,254.15	2,254.15	0.00
605289	CLEAR DIESEL	167	21-Sep-2022	21-Sep-2022	1,944.53	1,944.53	0.00
605290	DYED DIESEL	167	21-Sep-2022	21-Sep-2022	1,054.92	1,054.92	0.00
605664	PAVILLION - FURNACE OIL	167	30-Sep-2022	19-Oct-2022	538.08	538.08	0.00
605672	COMMUNITY CENTRE - FURNACE OIL	167	30-Sep-2022	19-Oct-2022	2,482.78	2,482.78	0.00
Supplier Totals :					14,027.16	14,027.16	0.00
13242	MOORE PROPANE LIMITED						
23019056	60 AHMIC ST.	167	28-Sep-2022	19-Oct-2022	328.37	328.37	0.00
23019128	PROPANE - COMMUNITY CENTRE	167	03-Oct-2022	19-Oct-2022	67.19	67.19	0.00
Supplier Totals :					395.56	395.56	0.00
13330	MHBC PLANNING LIMITED						
50257853	13829103 ONTARIO INC. 9 MILLER RD.	167	23-Sep-2022	23-Sep-2022	560.48	560.48	0.00
5027276	CANDELORO COTTAGE CONSENT-45 AUDREY SMITH RD.	167	31-Aug-2022	31-Aug-2022	545.79	545.79	0.00
5027851	MAGNETAWAN - CAMP KLAHANIE	167	23-Sep-2022	23-Sep-2022	1,060.51	1,060.51	0.00
5027852	STEVENS - 6 COBALT LANE	167	23-Sep-2022	23-Sep-2022	439.01	439.01	0.00
Supplier Totals :					2,605.79	2,605.79	0.00
13345	MUNICIPAL PROPERTY ASSESSMENT CORPORATION						
1800031646	4TH QTR BILLING	167	01-Oct-2022	01-Oct-2022	23,488.24	23,488.24	0.00
Supplier Totals :					23,488.24	23,488.24	0.00
14030	NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL						
3RDQTR	3RD QTR. EDUCATION LEVY	161	01-Sep-2022	30-Sep-2022	3,795.43	3,795.43	0.00
Supplier Totals :					3,795.43	3,795.43	0.00
14062	NEAR NORTH INDUSTRIAL SOLUTIONS						
81920	LANDFILL BH3-PARTS & SUPPLIES	167	16-Sep-2022	19-Oct-2022	439.22	439.22	0.00
82086	CASE LOADER - PARTS & SUPPLIES	167	26-Sep-2022	19-Oct-2022	47.68	47.68	0.00
Supplier Totals :					486.90	486.90	0.00
14066	NEAR NORTH DISTRICT SCHOOL BOARD						
3RD QTR.2022	3RD QTR. ENGLISH EDUCATION LEVY	161	01-Sep-2022	30-Sep-2022	274,573.77	274,573.77	0.00
Supplier Totals :					274,573.77	274,573.77	0.00
14078	NORTHERN DISPOSAL & SANITATION						

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27037	SEPT. 1-30/22 - S SPARK ST.- TOILET RENTAL	167	30-Sep-2022	19-Oct-2022	158.20	158.20	0.00
27038	SEPT. 1-30/22 - BIDDY ST. - TOILET RENTAL	167	30-Sep-2022	19-Oct-2022	316.40	316.40	0.00
27039	SEPT.1-30/22 - 59 GEORGE ST. - TOILET RENTAL	167	30-Sep-2022	19-Oct-2022	158.20	158.20	0.00
27040	SEPT.1-30/22 - 6527 HWY -124 - TOILET RENTAL	167	30-Sep-2022	19-Oct-2022	158.20	158.20	0.00
Supplier Totals :					791.00	791.00	0.00
14085	NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT						
SEPTEMBER.2022	HEALTH UNIT LEVY-SEPTEMBER	161	01-Sep-2022	30-Sep-2022	3,630.85	3,630.85	0.00
Supplier Totals :					3,630.85	3,630.85	0.00
14201	ONTARIO TRAFFIC INC.						
22-293	CONSULTING FEES, SPEED COUNTS, AHMIC LAKE RD. - ROADS	167	15-Sep-2022	19-Oct-2022	2,260.00	2,260.00	0.00
Supplier Totals :					2,260.00	2,260.00	0.00
15050	HYDRO ONE NETWORKS						
200029713087-SEI	AHMIC HARBOUR ST. LIGHT	167	04-Oct-2022	19-Oct-2022	58.10	58.10	0.00
200032498809SEF	18 MILLER RD. - NEW GARAGE	167	23-Sep-2022	23-Sep-2022	546.50	546.50	0.00
200089680309.SEI	18 MILLER RD.	167	23-Sep-2022	23-Sep-2022	158.12	158.12	0.00
20010056780-SEP	2527 HWY 124	167	30-Sep-2022	19-Oct-2022	35.00	35.00	0.00
AUG. 25-SEPT. 24,	60 AHMIC ST. - HYRDO - 1/3 FIRE, 2/3 HALL	167	30-Sep-2022	19-Oct-2022	81.95	81.95	0.00
Supplier Totals :					879.67	879.67	0.00
150727	KEN THE BALLOON DUDE						
09/29/22	TREE LIGHTING EVENT	167	29-Sep-2022	19-Oct-2022	200.00	200.00	0.00
Supplier Totals :					200.00	200.00	0.00
15096	OSIM INC						
21213	ADDING INSTAGRAM LOGO TO WEBSITE	167	30-Sep-2022	19-Oct-2022	67.80	67.80	0.00
Supplier Totals :					67.80	67.80	0.00
16048	TOWN OF PARRY SOUND						
SEPTEMBER.2022	MONTHLY LAND AMBULANCE LEVY	161	01-Sep-2022	30-Sep-2022	19,087.20	19,087.20	0.00
Supplier Totals :					19,087.20	19,087.20	0.00
16059	WASTE CONNECTIONS OF CANADA INC.						
7113-0000323108	AUG./22 - GARBAGE DISPOSAL	161	31-Aug-2022	30-Sep-2022	24,919.64	24,919.64	0.00
Supplier Totals :					24,919.64	24,919.64	0.00
16113	PORTER TAIT B						
2022-265	SUMMER STUDENT BONUS	167	13-Oct-2022	19-Oct-2022	50.00	50.00	0.00
Supplier Totals :					50.00	50.00	0.00

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16235	PSD CITYWIDE INC.						
17924	INTERIM AM COORDINATOR SUPPORT - SEPT. 4.5 HOURS	167	30-Sep-2022	19-Oct-2022	1,017.00	1,017.00	0.00
Supplier Totals :					1,017.00	1,017.00	0.00
18035	RUSSELL						
63-283-410	LEGAL LAND EXCHANGE - 1895507 ONTARIO INC. (LANGFORD)	167	27-Sep-2022	19-Oct-2022	1,394.21	1,394.21	0.00
63-283-412	KADAS, ADRIENNE & ANDRE - MERGER PRIOR TO SEVERANCE FOR LOT ADDITION	167	15-Sep-2022	15-Sep-2022	205.43	205.43	0.00
63-283-416	HARRIS/SUTTON SITE PLAN AGREEMENT	167	12-Sep-2022	12-Sep-2022	556.83	556.83	0.00
63283374	WOODRUFF GIFTING OF MILLER TRESPASS RD.	167	27-Sep-2022	27-Sep-2022	1,056.55	1,056.55	0.00
KLAHANIE CAMPE	KLAHANIE CAMPERS CORP. ZONING & BUILDING	167	15-Sep-2022	15-Sep-2022	1,836.50	1,836.50	0.00
Supplier Totals :					5,049.52	5,049.52	0.00
18070	TOWNSHIP OF RYERSON						
2022-053	AIR STATION SERVICING	167	29-Sep-2022	19-Oct-2022	494.59	494.59	0.00
Supplier Totals :					494.59	494.59	0.00
18082	ROBINSON OWEN B						
2022-265	SUMMER STUDENT BONUS	167	13-Oct-2022	19-Oct-2022	50.00	50.00	0.00
Supplier Totals :					50.00	50.00	0.00
19007	SERVICE 1 MUFFLERS & MORE						
81963	TRUCK #23, 22,26,27, 28 & 29- DIESEL EXHAUST FLUID	167	19-Sep-2022	19-Oct-2022	1,789.92	1,789.92	0.00
82065	RATCHET STRAP	167	22-Sep-2022	19-Oct-2022	27.01	27.01	0.00
Supplier Totals :					1,816.93	1,816.93	0.00
19008	SDB TRUCK & EQUIPMENT REPAIRS						
12528	MONTHLY INSPECTION - TRUCK #12	167	22-Aug-2022	19-Oct-2022	90.40	90.40	0.00
12553	TRUCK #29, MONTHLY INSPECTION	167	09-Sep-2022	09-Sep-2022	169.50	169.50	0.00
12554	TRUCK #27, MONTHLY INSPECTION	167	09-Sep-2022	09-Sep-2022	169.50	169.50	0.00
12555	TRUCK #22, MONTHLY INSPECTION	167	09-Sep-2022	09-Sep-2022	169.50	169.50	0.00
12557	TRUCK #28 MONTHLY INSEPTION	167	09-Sep-2022	09-Sep-2022	169.50	169.50	0.00
Supplier Totals :					768.40	768.40	0.00
19037	SLING-CHOKER MFG. (NORTH BAY) LTD.						
95429	SAFETY SUPPLIES, ORANGE PARKA	167	22-Sep-2022	19-Oct-2022	148.87	148.87	0.00
95432	RATCHET WIRE HOOK	167	22-Sep-2022	19-Oct-2022	56.48	56.48	0.00
Supplier Totals :					205.35	205.35	0.00
19043	SILVER SCREEN PRINTING						
1996	HOODED SWEATSHIRTS	167	12-Sep-2022	19-Oct-2022	60.91	60.91	0.00

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	(STAFF)						
Supplier Totals :					60.91	60.91	0.00
19067	STAPLES ADVANTAGE						
60639468	SUPPLIES	167	20-Sep-2022	20-Sep-2022	29.82	29.82	0.00
60649228	DOCKING STATION	167	20-Sep-2022	20-Sep-2022	259.89	259.89	0.00
60775879	OFFICE SUPPLIES	167	30-Sep-2022	30-Sep-2022	50.01	50.01	0.00
Supplier Totals :					339.72	339.72	0.00
19070	SPECTRUM TELECOM GROUP LTD						
INV-14849-P5F8	RADIOS, FIRE DEPT.	167	12-Sep-2022	12-Sep-2022	5,767.92	5,767.92	0.00
Supplier Totals :					5,767.92	5,767.92	0.00
19083	SELECTCOM						
0005083189	SEPT/22 - LONG DISTANCE CHARGES	167	01-Oct-2022	01-Oct-2022	722.09	722.09	0.00
Supplier Totals :					722.09	722.09	0.00
19145	SIGNCRAFT CANADA INC.						
1835	NO PARKING, TOW AWAY ZONE SIGNS	161	26-Aug-2022	30-Sep-2022	480.25	480.25	0.00
Supplier Totals :					480.25	480.25	0.00
20014	TIM'S HOME & COTTAGE IMPROVEMENTS						
30092022	GRAVE MARKING	167	30-Sep-2022	19-Oct-2022	169.50	169.50	0.00
Supplier Totals :					169.50	169.50	0.00
20086	TRI-CITY EQUIPMENT						
98714	RENTAL EQUIP. - ROLLER	167	06-Sep-2022	19-Oct-2022	6,339.30	6,339.30	0.00
Supplier Totals :					6,339.30	6,339.30	0.00
20088	PHILPOTT TREVER						
066326740	REIMBURSEMENT - WORK BOOTS	161	20-Aug-2022	30-Sep-2022	200.00	200.00	0.00
29082022	AUG. 29/22 - MILEAGE	167	29-Aug-2022	29-Aug-2022	42.70	42.70	0.00
Supplier Totals :					242.70	242.70	0.00
23024	WEEKS CONSTRUCTION						
88585	FLOAT PACKER FROM SITE TO SITE	167	20-Sep-2022	19-Oct-2022	1,017.98	1,017.98	0.00
Supplier Totals :					1,017.98	1,017.98	0.00
23060	BILL WOODRUFF						
2022-01	STUMP REMOVAL	167	03-Oct-2022	19-Oct-2022	450.00	450.00	0.00
Supplier Totals :					450.00	450.00	0.00
23086	XEROX CANADA LTD						
85621319	AUG/22 - COPYING EXPENSES	167	01-Sep-2022	19-Oct-2022	365.92	365.92	0.00

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Supplier Totals :					365.92	365.92	0.00
Computer Paid Total :					682,499.51	682,499.51	0.00

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Invoice No.	Description	Batch	Invoice Date	Due Date			
07068	GREEN SHIELD CANADA EFT						
OCT/22	OCT/22 - GREEN SHIELD, GROUP BENEFIT PREMIUM	169	01-Oct-2022	09-Oct-2022	6,602.37	6,602.37	0.00
Supplier Totals :					6,602.37	6,602.37	0.00
12045	LAKELAND POWER - EFT						
072641-00	SEPT, 28 CHURCH ST.	169	16-Sep-2022	09-Oct-2022	76.21	76.21	0.00
072642-00	SEPT, 81 ALBERT ST. FIRE	169	16-Sep-2022	09-Oct-2022	122.21	122.21	0.00
072693-00	SEPT, 4205 HIGHWAY 520	169	16-Sep-2022	09-Oct-2022	128.92	128.92	0.00
073239-00	SEPT, VILLAGE STREET LIGHTS	169	16-Sep-2022	09-Oct-2022	776.15	776.15	0.00
073252-00	SEPT, 4304 HIGHWAY 520	169	16-Sep-2022	09-Oct-2022	1,306.05	1,306.05	0.00
076283-00	SEPT, 4135 HIGHWAY 520 PARK	169	16-Sep-2022	09-Oct-2022	114.46	114.46	0.00
076598-00	SEPT, 61 SPARK ST.	169	16-Sep-2022	09-Oct-2022	41.68	41.68	0.00
077271-00	SEPT, SPARKS ST. STLGT	169	16-Sep-2022	09-Oct-2022	106.83	106.83	0.00
Supplier Totals :					2,672.51	2,672.51	0.00
13023	MANULIFE FINANCIAL EFT						
OCTOBER/2022	OCT/22 - MANULIFE GROUP BENEFIT PREMIUM	169	01-Oct-2022	09-Oct-2022	3,396.27	3,396.27	0.00
Supplier Totals :					3,396.27	3,396.27	0.00
18083	ROYAL BANK VISA EFT						
1062748	ROOMS-AORS CONFERENCE	165	16-Sep-2022	30-Sep-2022	384.50	384.50	0.00
1069677	BILL TO COVER TAXES FOR INVOICE C1233950, C1238072, & C1241387	165	08-Aug-2022	30-Sep-2022	41.06	41.06	0.00
181	CERTIFICATION REMEWAL FEE-ROAD SUPERVISOR-2022	165	14-Mar-2022	30-Sep-2022	175.15	175.15	0.00
5030262	ONLAND-PROPERTY INDEX MAP-PARRY SOUND	165	02-Sep-2022	30-Sep-2022	5.65	5.65	0.00
C1246301	WIRELESS INTERENET PKG-ROADS, AUG. 2022	165	01-Sep-2022	30-Sep-2022	112.94	112.94	0.00
Supplier Totals :					719.30	719.30	0.00
18086	ROYAL BANK VISA EFT						
236986	ONLAND - CONFERENCE/TRAINING - MANAGEMENT & SUPERVISION	165	20-Sep-2022	30-Sep-2022	39.55	39.55	0.00
5056807	ONLAND - PROPERTY INDEX MAP-PARRY SOUND	165	21-Sep-2022	30-Sep-2022	5.65	5.65	0.00
5056819	PLAN - ON LAND REGISTRY ACCESS	165	21-Sep-2022	30-Sep-2022	16.30	16.30	0.00
5058534	ONLAND - PROPERTY INDEX MAP-PARRY SOUND-WOODS	165	22-Sep-2022	30-Sep-2022	5.65	5.65	0.00
5061254	ONLAND - PROPERTY INDEX MAP-PARRY SOUND	165	23-Sep-2022	30-Sep-2022	5.65	5.65	0.00
5061268	ONLAND - PARCEL REGISTER-ON LAND REGISTRY ACCESS	165	23-Sep-2022	30-Sep-2022	33.82	33.82	0.00
Supplier Totals :					106.62	106.62	0.00
18088	ROYAL BANK VISA EFT						
14883036	TENAQUIP - SAFETY TAGS, BATTERIES-FIRE, REPAIRS & MAINT.	165	19-Sep-2022	30-Sep-2022	161.77	161.77	0.00
1931339	KIDD'S HARDWARE - CUT-OFF SAW WHEELS	165	22-Sep-2022	30-Sep-2022	144.55	144.55	0.00

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

AP5060

Page : 12

Date : Oct 13, 2022

Time : 11:00 am

Vendor : 01010 To 26030

EFT Date : 01-01-2022 To 13-Oct-2022

Batch : 161 To 169

Bank : 1 To 1

Vendor Code	Vendor Name			Invoice Amount	Paid Amount	Discount Amount	
Invoice No.	Description	Batch	Invoice Date	Due Date			
22092200038	FIRE CODE BOOKS	165	22-Sep-2022	30-Sep-2022	209.29	209.29	0.00
78980	TOWN OF HUNTSVILLE - TRAINING COURSE-JAMIE G.	165	22-Sep-2022	30-Sep-2022	282.50	282.50	0.00
78980CR	TOWN OF HUNTSVILLE - REFUND-TRAINING COURSE-JAMIE G.	165	23-Sep-2022	30-Sep-2022	-94.16	-94.16	0.00
Supplier Totals :					703.95	703.95	0.00
18089	ROYAL BANK VISA EFT						
1007813180	REFURBISHED SMARTPHONE-TOM, LANDFILL	165	23-Sep-2022	30-Sep-2022	245.50	245.50	0.00
169333298	COFFEE PODS	165	15-Sep-2022	30-Sep-2022	79.98	79.98	0.00
1M3NY7000	AMAZON, ADMIN-TONER	165	16-Sep-2022	30-Sep-2022	89.82	89.82	0.00
1M60C7E10	AMAZON, ADMIN-TONER	165	16-Sep-2022	30-Sep-2022	62.11	62.11	0.00
236984	TRAINING WEBINARS-EMOTIONAL INTELLIGENCE	165	20-Sep-2022	30-Sep-2022	89.27	89.27	0.00
237084	TRAINING-MANAGEMENT & SUPERVISION	165	21-Sep-2022	30-Sep-2022	39.55	39.55	0.00
702-7723407-233	TONER	165	13-Sep-2022	30-Sep-2022	125.42	125.42	0.00
702-8922924-667	FRAMES FOR PICS-HERITAGE	165	13-Sep-2022	30-Sep-2022	27.11	27.11	0.00
702-9761670-347	NEW LOCKS - OFFICE	165	13-Sep-2022	30-Sep-2022	329.68	329.68	0.00
702-9761670-347	REFUND LOCKS-OFFICE	165	22-Sep-2022	30-Sep-2022	-307.50	-307.50	0.00
G330537	VULNERABLE SECTOR CHECK	165	27-Sep-2022	30-Sep-2022	41.00	41.00	0.00
REFUND DECOF	AMAZON REFUND OF WINTER SNOWMAN DECOR PROP	165	15-Sep-2022	30-Sep-2022	-146.71	-146.71	0.00
Supplier Totals :					675.23	675.23	0.00
18091	ROYAL BANK VISA EFT						
HUN/036865	OUTSIDE LIGHT FIXTURES FOR MAG. COMMUNITY CENTRE	165	23-Sep-2022	30-Sep-2022	305.10	305.10	0.00
Supplier Totals :					305.10	305.10	0.00
EFT Paid Total :					15,181.35	15,181.35	0.00
Total Unpaid for Approval :				0.00			
Total Discount :				0.00			
Total Manually Paid for Approval :				0.00			
Total Computer Paid for Approval :				682,499.51			
Total EFT Paid for Approval :				15,181.35			
Grand Total ITEMS for Approval :				697,680.86			

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2022 –

Being a by-law to establish a Joint Compliance Audit Committee and appoint Committee members for the 2022 municipal election period.

WHEREAS Section 20(1) of the *Municipal Act*, S.O. 2001, Chapter 25 authorizes municipalities to enter into joint agreements;

AND WHEREAS Section 88.37 of the *Municipal Elections Act*, 1996, as amended, requires municipalities to establish a Joint Audit Committee prior to October 1, 2021;

AND WHEREAS interested municipalities in the Almaguin Highlands and surrounding areas have individually agreed to form a joint Committee;

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

1. **THAT** participation in the joint compliance audit Committee as authorized by this by-law shall be limited to the following municipal corporations:

The Township of Armour	The Village of Burk's Falls
The Township of Joly	The Town of Kearney
The Township of Machar	The Municipality of Magnetawan
The Township of McMurrich/Monteith	The Township of Perry
The Township of Ryerson	The Village of South River
The Township of Strong	The Village of Sundridge

2. **THAT** the Council of the Municipal Corporation of the Municipality of Magnetawan agrees to the Terms of Reference, attached hereto as Schedule "A";

3. **THAT** the following individuals shall be appointed to serve as Committee members on the joint compliance audit Committee for the 2022 election period from December 1, 2022 to November 16, 2026;

John Finley (Chair)
Barry Burton
Kathryn Whitehead
Katharine England (Alternate)

4. And further, that each Committee member adheres to the Terms of Reference attached hereto;

5. That this By-law repeals By-law No. 2021-31 as of November 15, 2022;

6. That the Mayor and Clerk are hereby authorized to execute the documents by signature and seal of The Municipal Corporation of the Municipality of Magnetawan.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 19th day of October 2022.

Schedule "A" to By-law No. 2021-

**Terms of Reference
For the Joint Compliance Audit Committee
Serving the interested Municipalities of the Almaguin Area**

1. Definitions:

For the purpose of this Terms of Reference, the following definitions shall apply:

Almaguin Clerk's Group – The information organization of Clerks, CAOs, or appointed staff from interested municipalities in the Almaguin Area, who have agreed to pool information, staff, and financial resources for the 2022 election, for the mutual benefit of all participating municipalities.

Clerk – The Administrative staff member, generally known to be the Clerk, or Clerk-Administrator from any municipality within the Almaguin Clerk's Group, for which an application for a compliance audit has been received, or who carries out the business of the Council for his or her respective municipality.

Committee – The Joint Compliance Audit Committee as established by the respective Councils of those municipalities represented by the Almaguin Clerk's Group, and which have passed a resolution of participation for the 2022 election term.

Council – The group of elected officials, generally known to be the Council, from any municipality within the Almaguin Clerk's Group, for which an application for a compliance audit has been received, or who is responsible for making an appointment to a Compliance Audit Committee, as required by Section 88.37 of the *Municipal Elections Act*, 1996, as amended.

Contributor – A resident of Ontario who makes a contribution to the election campaign a candidate to support his/her candidacy for municipal election. Additionally, the candidate and his/her spouse can also be contributors to the candidate's election campaign.

Recruitment Committee – The sub-committee of the Almaguin Clerk's Group to promote, process, and make recommendation to Council for membership to the Joint Compliance Audit Committee.

Interested Municipalities – Those municipalities in the Parry Sound District who have by mutual agreement established a joint compliance audit Committee, as supported by a resolution of each respective council, and authorized by By-Law from each respective council.

Registered Third Party - Means, in relation to an election in a municipality, an individual, corporation or trade union that is registered under Section 88.6 of the *Municipal Elections Act*.

2. Committee Mandate:

2.1 The Joint Compliance Audit Committee shall ensure that the provisions relating to election campaign finances under the *Municipal Elections Act*, are not contravened, and shall follow the necessary procedures to ensure compliance when requested.

2.2 The Committee shall abide by any terms and conditions which may be set out by the respective municipality's Solicitor, Auditor, and/or Insurer, for any business relating to a compliance audit, in accordance with the procedural by-law for the respective municipality.

2.3 The Committee will perform all required functions relating to all compliance audit applications. This shall include the following:

- a) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the candidate, the applicant, and the public (Section 88.33(5)).
 - b) Within 30 days of receipt of an application for a compliance audit from the Clerk, Committee members shall consider the application and decide whether to grant or deny the request (Sec. 88.33(7)).
 - c) The decision of the Committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant (Sec. 88.33(8)).
 - d) If an application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. (Sec. 88.33(10)).
 - e) Within 10 days after receiving the audit report, the Clerk of the municipality shall forward the report to the compliance audit Committee (Sec. 88.33(14)).
 - f) Give consideration to the auditor's report within 30 days of receiving it, to determine if legal proceedings should be commenced against the candidate (Sec. 88.33(17)).
 - g) The decision of the Committee under subsection (e) and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant (Section 88.33(18)).
 - h) If the report indicates that there was no apparent contravention and the Committee finds that there were no reasonable grounds for the application, Council is entitled to recover the auditor's costs from the applicant.
- 2.4 The Committee will perform all required functions relating to receiving a report from the Clerk under the review of contributions to candidates, section 88.34(4) or 88.34(7) of the *Municipal Elections Act*. This shall include the following:
- a) Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention (Section 88.34(8)).
 - b) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the contributor, the applicable candidate, and the public (Section 88.34(9)).
 - c) The decision of the Committee under article 4(a) and brief written reasons for the decision, shall be given to the contributor, the clerk of the municipality or the secretary of the local board, if applicable (Section 88.34(11)).
- 2.5 The Committee will perform all required functions relating to receiving a report from the Clerk under the review of contributions submitted by a registered third party, section 88.36(4) of the *Municipal Elections Act*. This shall include the following:
- a) Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention (Section 88.36(5)).

- b) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the contributor, the registered third party and the public (Section 88.36(6)).
- c) The decision of the Committee under article 5(a) and brief written reasons for the decision, shall be given to the contributor and the clerk of the municipality (Section 88.36(7)).

3. Term of Appointment:

3.1 The Committee shall serve for the 2022 – 2026 term of council, which shall be from December 1, 2022 to November 16, 2026, to consider applications originating from the 2022 election, and any by-elections during that term.

Notwithstanding the term identified above, the Committee shall be dissolved at the earliest of:

- a) The conclusion of the requirements noted in Section 88.37 of the *Municipal Election Act*, or
- b) On November 16, 2026.

4. Committee Composition

4.1 The Committee shall consist of four (4) members, one of which is to be designated as an alternate.

4.2 A Chair, a Vice Chair, and a Secretary shall be appointed at the first Committee meeting.

4.3 Membership shall be limited to individuals with a legal or financial background, or who have served on boards or Committees, or who have demonstrated knowledge of campaign finances, including retired municipal professionals.

4.4 Members must be bondable to maintain integrity of process and seriousness of position.

4.5 Appointment to the Committee shall be by resolution or bylaw of Council.

4.6 Members of the Committee shall not be Council members, municipal staff, or candidates in the 2022 election or any by-election during the term of Council and must attest to same in writing.

4.7 To avoid possible conflict of interest, any auditor or accountant appointed to the Committee may not undertake the audits of preparation of financial statements of any candidates seeking election to Council. Contravention of this requirement shall result in expulsion from the Committee.

4.8 The respective Clerk shall provide administrative support to the Committee, and shall establish procedures, as required.

5. Committee Selection:

5.1 To ensure adherence with the *Municipal Freedom of Information and Protection of Privacy Act*, a recruitment Committee shall be established by the Almaguin Clerk's Group, from among its members.

- 5.2 The recruitment Committee will promote, advertise, interview, and make recommendation for appointment to the joint Committee, having regard for individual municipalities' policies relating to Committee appointment. One individual shall be chosen from within the recruitment Committee to be the Secretary and shall be the contact for resume submission.
- 5.3 Applicants will be required to submit a resume outlining their qualifications and experience.
- 5.4 The recruitment Committee will receive and review all applications, conduct interviews, and make recommendations to Council based on the following:
 - a) Knowledge of rules for municipal election campaign finances.
 - b) Experience on a Committee, board, or similar group.
 - c) Availability to attend meetings.
 - d) Oral and written communication.
 - e) Level and area of expertise.
- 5.5 The Almaguin Clerk's Group shall prepare an advertisement to be placed in the Almaguin News, calling for interested, qualified applicants to submit resumes for consideration. The Committee positions shall also be promoted on respective municipal websites for application submission by the date prescribed by the Almaguin Clerk's Group.
- 5.6 A recommendation for the expulsion of a member of the Committee may be made to Council by another member of the Committee, or by the Clerk.
- 5.7 Reasons for expulsion shall include, but not limited to, the member being in contravention of *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*, the *Municipal Elections Act*, or the Joint Compliance Committee Terms of Reference, or for disrupting the work of the Committee.
- 5.8 Committee members shall be asked to sign an acknowledgement accepting terms and conditions outlined in the above Terms of Reference, and the *Municipal Elections Act*, 1996, as amended.

6. Meetings:

- 6.1 The Committee shall hold one initial meeting following submission of all Clerk's reports. Subsequent and additional meetings shall be in response to application(s) for compliance audit, to a maximum of four (4) meetings per application, in consultation with the Clerk of the respective municipality.
- 6.2 Following Election Day and the final day for candidates to submit their Financial Statements, the Clerk of the Municipality shall review the Statements and prepare a report regarding spending regulations and limits for the Compliance Audit Committee review.
- 6.3 Meetings shall be conducted using guidelines established in the Municipal Procedural By-Law for the municipality from which an application originated.
- 6.4 Committee members shall be bound by the Code of Conduct in force in the municipality for which they are performing the functions included in this Terms of Reference.

- 6.5 The Chair shall cause notice of the meetings, including the agenda for the meetings to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee.
- 6.6 Minutes shall be recorded at each meeting and shall outline the general deliberations and resulting actions and recommendations.
- 6.7 The location of the meetings shall be set by the Committee. Reasonable notice will be provided.
- 6.8 Financial consideration shall be as per Section Nine (9).

7. Closed Meetings:

- 7.1 The meeting may be held in whole or in part in a closed session upon affirmative vote of the majority of the membership to do so. Closed sessions shall be conducted only to discuss matters identified under Section 239(2) of the *Municipal Act*. Should a closed session be required, all attendees who are not Committee members, or the Clerk, or individuals expressly requested by the Committee to remain, shall vacate the meeting premises. Members of the public may return to the meeting once the closed session has concluded.

8. Conflicts of Interest:

- 8.1 Committee members shall be bound by the *Municipal Conflict of Interest Act*, with respect to financial interest, and shall disclose any pecuniary interest to the Secretary. That member shall then remove himself or herself from that portion of the meeting at which the matter for which pecuniary was declared is discussed.

9. Financial Compensation:

- 9.1 An honorarium of \$500.00 per year shall be provided to each active Committee member, including the alternate member. Payment of the annual honorarium shall be shared equally between the participating municipalities.
- 9.2 In addition to the annual honorarium, a meeting per diem shall be issued in the amount of \$75.00 per meeting. Mileage shall be reimbursed at a rate of \$0.54/km upon receipt of the request for reimbursement from the Committee member. Payment of the per diem reimbursement, as well as the mileage reimbursement, shall be paid by the municipality for which an application has been received, except in the case of the initial meeting, for which payment of these monies shall be shared equally between the participating municipalities.
- 9.3 Administration of financial compensation shall be the responsibility of the Office of the Clerk for the Township of Armour.

10. Resources:

- 10.1 Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Sections 88.33 to 88.36 of the *Municipal Elections Act*, 1996 as amended.

Schedule "B" to By-law No. 2021-

Roles and Responsibilities For the Joint Compliance Audit Committee (JCA) Serving the interested Municipalities of the Almaguin Area

1. Duties of the Clerk for the Municipality requiring the meeting of the JCA

- 1.1 The Clerk shall ensure the administrative practices and procedures for the Committee are followed and shall carry out any duties required under the Act to implement the Committee's decisions.

2. Duties of the Chair

- 2.1 The duties of the Chair are as follows:

- a) Liaise with the Clerk and review meeting agendas.
- b) Call Committee meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow the procedures as set out herein, identify the order of proceedings and speakers and rule on points of order as may be necessary.
- c) The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, and deciding all questions relating to the orderly procedure of the meeting.
- d) Participate as an active Member, encouraging participation by all Members.
- e) The Chair is permitted to provide brief comments during discussion, make motions and vote on all matters.
- f) If the Chair is not present within the first fifteen minutes of a Committee meeting or is absent through illness or otherwise, and quorum is still obtained, the Vice Chair shall preside over the meeting.

3. Duties of Committee Members

- 3.1 The duties of Committee Members are as follows:

- a) Attend all Committee meetings or notify the Clerk as soon as possible in the event that the member cannot attend.
- b) Understand their role, the Committee's Mandate, and meeting procedures.
- c) Declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the matter in accordance with Section 5 of the *Municipal Conflict of Interest Act*.
- d) Participate as an active and voting member, asking questions, and seeking clarification through the Chair.
- e) Develop and maintain a climate of mutual support, trust, courtesy, and respect.

- f) Work together to utilize the knowledge, expertise, and talents of all members.
- g) Respect the decisions of the Committee and that such decisions reflect the majority view.

4. Support

4.1 The following support shall be provided to the Committee:

- a) The Recruiting Committee for the Almaguin Joint Compliance Audit Committee shall call the first regular meeting of the Committee to order and conduct the election of the Chair, Vice Chair, and secretary of Committee Members.
- b) The affected municipality's staff in conjunction with the Committee secretary shall thereafter:
 - i) Prepare agendas for review by the Committee Chair.
 - ii) Electronically distribute agendas to all Committee Members before the meeting and post to the relevant municipal website.
 - iii) Arrange for or set up meeting areas, giving consideration to the nature of the matters to be discussed, any audio-visual requirements, attendance by the public and ensuring accessibility needs identified have been met.
 - iv) Arrange for attendance of delegations in conjunction with the Chair.
 - v) Attend Committee meetings, record attendance, confirm Quorum and record when the meeting starts and adjourns.
 - vi) Provide procedural advice to the Chair and Committee as required.
 - vii) Take minutes, record a summary of the discussion for each agenda item, record all Committee motions and resolutions including the name of the mover.
 - viii) Record any disclosures of pecuniary interest, including the general nature thereof.
 - ix) Review and correct any errors in the minutes of previous meetings.
 - x) Prepare the Committee minutes.
 - xi) Electronically distribute minutes to all Committee Members and post on the relevant municipal website.
 - xii) Facilitate and complete any additional work to be undertaken on behalf of the Committee.
 - xiii) Maintain Committee agendas, minutes, correspondence, Reports of the Auditor, and outstanding items in the Corporation's records management system.

**Schedule “C” to By-law No. 2021-
Procedures
For the Joint Compliance Audit Committee**

1. Meeting Procedures

1.1 The Committee shall meet once prior to November 30th after each municipal election to review the Terms of Reference and Committee Procedures.

1.2 Calling of Committee Meetings:

- a) The Clerk of the relevant municipality will summon a meeting of the Committee when an Application is received.
- b) Meetings shall be held at such time and location as the Chair deems appropriate.

1.3 Agendas

The following components shall be included in Committee agendas. Specific subject items are to be included under each component:

- a) Consideration of Applications for a Compliance Audit.
- b) Consideration of Auditor/Legal Reports *.
- c) Adjournment.

*Committee may adjourn to Closed Session in accordance with *Section 239 (2) of the Municipal Act, S.O. 2001*.

1.4 Quorum

The minimum number of Committee Members required to be present at any meeting in order to conduct Committee business shall be no less than three. If no Quorum is present fifteen minutes after the time fixed for a meeting, or the resumption of a meeting after a recess, or should a Quorum at a meeting be lost for a period of fifteen (15) consecutive minutes, the Clerk or designate will record the names of the Members present and the meeting will stand adjourned until the next meeting scheduled by the Chair.

2. Conduct of Committee Business

2.1 All Meetings of the Committee shall be open to the public, except for those circumstances provided for in Sections 239 (2) and (3.1) of the *Municipal Act, 2001*.

2.2 The business of each meeting shall be taken up in the order in which it stands upon the agenda, unless otherwise decided by the Committee.

2.3 Where the agenda includes consideration of more than one Application, applications may be dealt with by the Committee either individually or collectively dependant upon the direction of the Committee.

2.4 The Chair will summarize each Application received and request that the Applicant or his or her agent and Candidate or his or her agent identify themselves.

2.5 Applicant's Delegation

- a) The Applicant or the Applicant's agent may address the Committee for a maximum of 10 minutes unless granted leave by the Chair.
- b) Members may ask questions of the Applicant or Applicant's agent through the Chair.
- c) Questions of the Applicant or the Applicant's agent by the Candidate or the Candidate's agent *are not permitted*.
- d) All materials presented to the Committee in open session are deemed to be public documents.

2.6 Candidate's Delegation

- a) The Candidate or the Candidate's agent may address the Committee.
- b) The Candidate may respond to the content of the Application and Applicant's or the Applicant's Agent's address to the Committee.
- c) Members may ask questions of the Candidate or Candidate's agent, through the Chair.
- d) Questions of the Candidate or the Candidate's Agent by the Applicant or the Applicant's agent *are* not permitted.
- e) All materials presented to the Committee in open session are deemed to be public documents.

2.7 Where the agenda includes consideration of more than one Auditor's Report, the Reports may be dealt with by the Committee either individually or collectively dependent upon the direction of the Committee.

2.8 Auditor's Report

- a) An Auditor shall be appointed by the Committee as per Section 3. D of the Terms of Reference.
- b) The Auditor shall address the Committee and provide a summary of his or her Report and its conclusions.
- c) Members may ask questions of the Auditor through the Chair.
- d) Members may ask questions of any person present at the meeting, such questions to be through the Chair and at the sole discretion of the Chair.
- e) The Candidate, Applicant, their agents, or any person present at the meeting may not ask questions of the Auditor or the Committee.

2.9 Decisions of the Committee shall be by resolution. A simple majority vote of the Committee Members present is required to pass a resolution.

Generally, the Committee will render its decision at each meeting. Subject to deadlines imposed by the Act, the Committee may reserve its decision if further deliberation is required.

2.10 The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, and deciding all questions relating to the orderly procedure of the meetings, subject to an appeal by any Member to the Committee from any ruling of the Chair.

2.11 When two or more Members wish to speak, the Chair shall name the Member who first raised his or her hand.

2.12 A Member shall not:

- a) Speak disrespectfully to or about another member.

- b) Use offensive words or unparliamentarily language during meetings.
 - c) Disobey the procedures of the Committee, or decision of the Chair or the Committee on questions of procedure.
 - d) Leave his/her seat or make any noise or disturbance while a vote is being taken and until the result is declared.
- 2.13 In case any Member persists in a breach of the foregoing section after having been called to order by the Chair, he or she may be ordered by the Chair to leave his/her seat for that meeting, but in case of ample apology being made by the offender he or she may, by vote of the Committee, be permitted forthwith to resume his or her seat.
- 2.14 When a Member desires to address the Committee upon a matter that concerns the rights or Privileges of the Committee collectively or individually, he or she shall be permitted to raise such matter of Privilege, and a matter of Privilege shall take precedence over other matters.
- 2.15 When a Member desires to call attention to a violation of the rules of procedure, she or he shall ask leave of the Chair to raise a Point of Order and after leave is granted:
- a) State the Point of Order with a concise explanation and resume his or her seat until the Chair has decided the Point of Order.
 - b) Unless a Member immediately appeals to the Committee, the decision of the Chair shall be final.
 - c) If the decision is appealed, the Committee shall decide the question without debate and its decision shall be final.
- 2.16 When the Chair calls a Member to order, the Member shall immediately sit down until the Point of Order is dealt with and the Member shall not speak again without permission of the Chair unless to appeal the ruling of the Chair.

3. **Motions**

- 3.1 The following rules shall apply to motions:
- a) All motions must be introduced by a mover before the Chair can put the motion on the floor for consideration.
 - b) After a motion is properly moved, it shall be deemed to be in the possession of the Committee but may be withdrawn by the mover at any time before a vote with the consent of the Committee.
 - c) The number of times a Member may speak on a motion shall not be limited. A Member shall not be restricted to asking questions only of the previous speaker, but the question must relate directly to the matter under discussion.
 - d) A motion to move a previous motion shall not be allowed.
 - e) Any Member may require the motion under discussion to be read at any time, but not so as to interrupt a Member while speaking.

- f) When a motion is under consideration, no motion shall be received other than a motion to:
 - i) Adjourn, which motion is neither amendable nor debatable.
 - ii) Table, which motion is not debatable.
 - iii) Defer action.
 - iv) Refer, which motion is debatable as to its merits only.
 - v) Amend.
- g) A motion to refer shall take precedence over any other amendment.
- h) Only one amendment at a time can be presented to the main motion. Only one amendment can be presented to an amendment, but when the amendment to the amendment has been disposed of, another amendment may be introduced, and when that amendment has been decided, another may be introduced.
- i) The amendment to the amendment, if any, shall be voted on first, then if no other amendment is presented, the amendment shall be voted on next, then if no other amendment is introduced, the main motion, or if any amendment has carried, the main motion as amended, shall be put to a vote.
- j) Nothing in this section shall prevent other proposed amendments being read for the information of the Members.
- k) When the motion under consideration contains distinct propositions, upon the request of any Member, the vote upon each proposition shall be taken separately.
- l) After the Chair commences to take a vote, no Member shall speak to or present another motion until the vote has been taken on such motion, amendment, or sub-amendment.
- m) Every Member present at a meeting when a vote is taken on a matter shall vote unless prohibited by statute, in which case the fact of the prohibition will be recorded in the minutes. If any Member present persists in refusing to vote, she or he shall be deemed as voting in the negative. Any motion on which there is a tie vote shall be deemed to be defeated. Recorded votes are not permitted.
- n) After any matter has been decided by the Committee any Member may move for reconsideration at the same meeting, but no discussion of the motion that has been decided shall be allowed until the motion for reconsideration has carried.
- o) All motions not disposed of, shall be placed on the agenda for the next meeting of the Committee, subject to any deadlines imposed by the *Act*.

4. Minutes

- 4.1 Minutes shall be taken for all meetings and briefly outline the substance of item listed on the agenda, including delegations, reports, motions, resolutions, and other actions taken. Minutes shall reflect the decision when necessary, of the Committee in keeping with the

5. Media Relations and Communications

5.1 All media contact shall be made through the Clerk or Chair.

6. Conflict of Interest

6.1 Legislated requirements as set out in the *Municipal Conflict of Interest Act* shall apply to all Committee Members. It is the responsibility of each Member to disclose any pecuniary interest prior to discussion of a particular matter. Once declared, the Member shall not discuss or vote on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the Member must leave the meeting during all discussion on the matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Municipal staff does not provide advice or interpretation related to declarations.

7. Matters Not Dealt with in These Procedures

7.1 If the practices and procedures set out herein do not provide for a procedural matter, the practice or procedure shall be determined by the Clerk or designate in conjunction with the Chair. Where the matter arises during a meeting and cannot be dealt with to the satisfaction of the Chair and Clerk or designate, the matter shall be deferred to the next meeting of the Committee.

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW 2022 -

BEING A BY-LAW TO PROVIDE FOR THE EXECUTION OF A SITE PLAN AGREEMENT, AS A CONDITION OF AN APPROVED MINOR VARIANCE, WITH THE OWNERS OF THE LANDS:

VICKI STEVANUS AND TIMOTHY STEVANUS - LEGALLY DESCRIBED AS LOT 4 PLAN M-485 PCL - 2034155, MUNICIPALITY OF MAGNETAWAN- MUNICIPALLY KNOWN AS 81 TANNER'S LANE – ROLL NUMBER 4944030004121160000

AND WHEREAS, an application for a Minor Variance was approved by the Committee of Adjustment with the condition of a site plan agreement being entered into and registered on title, pursuant to Section 45 (9.1) of the Planning Act, R.S.O. 1990, regarding the aforementioned lands;

AND WHEREAS, Council is satisfied that the proposed development of the lands is appropriate and in conformity with the Municipality's requirements;

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

1. That the Municipality of Magnetawan enter into a site plan agreement substantially in the form attached hereto as "This Agreement."
2. That the Mayor and the Clerk are hereby authorized to execute the Agreement and all documents in connection with the Agreement.
3. The Municipality's solicitor is hereby authorized to register the Agreement against the title of the lands to which it applies.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 19th day of October, 2022

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

Mayor

CAO/Clerk

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

SITE PLAN AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20____.

BETWEEN:

STEVANUS, Vicki
STEVANUS, Timothy

(hereinafter called the "OWNER")
OF THE FIRST PART

- and -

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

(hereinafter called the "MUNICIPALITY")
OF THE SECOND PART

WHEREAS the lands that are the subject to this Agreement are the lands described in Schedule "A" attached hereto and as specifically shown on a Site Plan attached hereto as Schedule "B" and which lands are referred to herein as "said land";

AND WHEREAS the OWNER has obtained approval for a Minor Variance from the Council of Magnetawan to permit an accessory storage shed in the rear yard seeking an 8 meter setback;

AND WHEREAS one of the conditions of the approval is that the Owner enter into a Site Plan Agreement to be registered on title;

NOW THEREFORE THIS AGREEMENT WITNESSETH that, in consideration of the premises and for other good and valuable consideration (the receipt of which is hereby acknowledged), the parties hereto covenant and agree with one another as follows:

1. **SCOPE OF AGREEMENT**

1.1 **DESCRIPTION OF LANDS**

The land affected by this Agreement are the lands described in Schedule "A" attached hereto, and as specifically shown on Schedule "B" attached hereto and referred to herein as "said lands".

1.2 **CONFORMITY OF AGREEMENT**

The OWNER covenants and agrees that all new work performed on the subject lands shall be in conformity with:

- a) The provisions of this Agreement;
- b) The Site Plan attached as Schedule 'B';
- c) All applicable Municipal By-laws and all applicable Provincial and Federal legislation.

2. REGISTRATION OF THE AGREEMENT

- 2.1 The OWNER agrees that all documents required herein shall be submitted in a form suitable to the MUNICIPALITY and suitable for registration.
- 2.2 The Agreement shall be registered on title to the subject lands as provided for by Section 41(10) of the Planning Act, by the Municipality, at the expense of the OWNER.
- 2.3 The OWNER agrees to reimburse the MUNICIPALITY for all administrative and professional costs incurred in preparing, executing and registering this Agreement.
- 2.4 The OWNER agrees not to make any application or request to deregister this Agreement without the authorization in writing from the MUNICIPALITY.
- 2.5 All offers of Purchase and Sale shall contain a clause advising the potential purchaser of this Agreement

3. ISSUANCE OF BUILDING PERMITS

- 3.1 The OWNER agrees to not request the Chief Building Official to issue a building permit to carry out the development until the Agreement has been registered on title to the subject lands and a registered copy of same has been provided to the MUNICIPALITY.
- 3.2 It is agreed that if the OWNER fails to apply for a building permit or permits to implement this Agreement within two (2) years after registration, then the MUNICIPALITY, at its option, has the right to terminate the Agreement and require that a new Site Plan Agreement be submitted for approval and execution.

4. DEVELOPMENT PROVISIONS

- 4.1 The OWNER agrees to develop the subject lands in accordance with the Site Plan being Schedule "B" attached hereto, and agree that no work will be performed on the subject lands except in conformity with all provisions of this Agreement.
- 4.2 The OWNER agrees that external lighting facilities on the subject lands and buildings will be designed and constructed so as to avoid the illumination of adjacent properties and agrees to only use a level of illumination that is consistent with the natural beauty of the surrounding properties. All lighting shall be dark sky compliant lighting.

- 4.3 The OWNER further agrees to provide and maintain appropriate construction mitigation measures during any construction activity to ensure that there are no adverse environmental impacts on the natural heritage features, including the lake.
- 4.5 The OWNER further agrees to provide for the grading of change in elevation or contour of the land and the disposal of storm, surface and waste water from the land and from any buildings or structures thereon as shown on Schedule "B" and will ensure that the natural drainage is not altered in any way that will cause damage to any adjacent lands, public highway or waterbody. The installation of storm water management works and the final grading of the subject lands, including any and all necessary ditching, culverts and construction mitigation measures will be provided by the OWNER.
- 4.6 The OWNER further agrees that the Site Plan, Schedule "B", shows the locations in which building is to be erected. Except for minor deviations necessitated by conditions, topography, and deviations for structural orientation, no building will be located on the subject lands except in accordance with Schedule "B".
- 4.7 The OWNER agrees to ensure that the natural drainage is not altered in any way that will cause damage to the vegetative buffers, any adjacent lands, or any river, stream, waterbody or to any public road.

5. **OTHER REQUIREMENTS**

- 5.1 The OWNER agrees that nothing in this Agreement shall relieve him or her from complying with all other applicable agreements, by-laws, laws or regulations of the MUNICIPALITY or any other laws, regulations or policies established by any other level of government. Nothing in this Agreement shall prohibit the MUNICIPALITY or its Chief Building Official from instituting or pursuing prosecutions in respect of any violations of the said by-laws, laws or regulations.

6. **BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT, PENALTY**

- 6.1 This Agreement may only be amended or varied by a written document executed by the parties hereto and registered against the title to the subject lands.
- 6.2 Following the completion of the works, the OWNER shall maintain to the satisfaction of the MUNICIPALITY, and at his or her sole expense, all the facilities or works described on Schedule "B".
- 6.3 This Agreement shall ensure to the benefit of and be binding upon the respective successors and assigns of each of the parties hereto.
- 6.4 The OWNER acknowledges that the Agreement is entered into under the provisions of Section 41(10) of the Planning Act, and that the expenses of the MUNICIPALITY arising out of the enforcement of this Agreement may, in addition to any other remedy the Municipality may have at law, be recovered as taxes under Section 427 of the Municipal Act, 2001, S.O. 2001, c.25 as amended.

- 6.5 The Agreement shall come into effect on the date of execution by the MUNICIPALITY.
- 6.6 Nothing in this Agreement shall relieve the OWNER from complying with all other applicable by-laws, laws or regulations of the MUNICIPALITY or any other laws, regulations or policies established by any other level of government. Nothing in this Agreement shall prohibit the MUNICIPALITY from instituting or pursuing prosecutions in respect of any violations of the said by-laws, laws or regulations.
- 6.7 The definitions of Municipality of Magnetawan Zoning By-law 2001-26, as amended, shall be used to define any terms used in this Agreement.

7. **CONDITIONS PRIOR TO EXECUTION OF AGREEMENT BY THE MUNICIPALITY**

- 7.1 Prior to the execution of this Agreement by the MUNICIPALITY, the OWNER shall:
- a) Taxes — have paid all municipal tax bills issued and outstanding on the said lands;
 - b) Postponements to this Agreement — have delivered to the MUNICIPALITY all postponements of any prior encumbrances so that this Agreement will be first priority against the said lands;
 - c) Land Ownership — be the registered owner in fee simple of the lands described in Schedule 'A'.

8. **NOTICE**

- 8.1 Any notice, required to be given pursuant to the terms hereto, shall be in writing and mailed or delivered to the other at the following addresses:

OWNER'S NAME AND ADDRESS: Timothy and Vicki Stevanus
286 Golf Course Road,
Conestoga, ON
N0B 1N0

MUNICIPALITY: Kerstin Vroom, Clerk
Municipality of Magnetawan
P.O. Box 70
Magnetawan, ON
P0A 1P0

THIS AGREEMENT shall inure to the benefit of and be binding upon the OWNER and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the OWNER and the MUNICIPALITY have caused their corporate seals to be affixed over the signatures of their respective signing officers.

SIGNED, SEALED AND DELIVERED
In the presence of:

Witness

Timothy Stevanus

Witness

Vicki Stevanus

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN

Mayor
Sam Dunnett

CAO/Clerk
Kerstin Vroom

We have authority to bind the corporation

SCHEDULE "A"

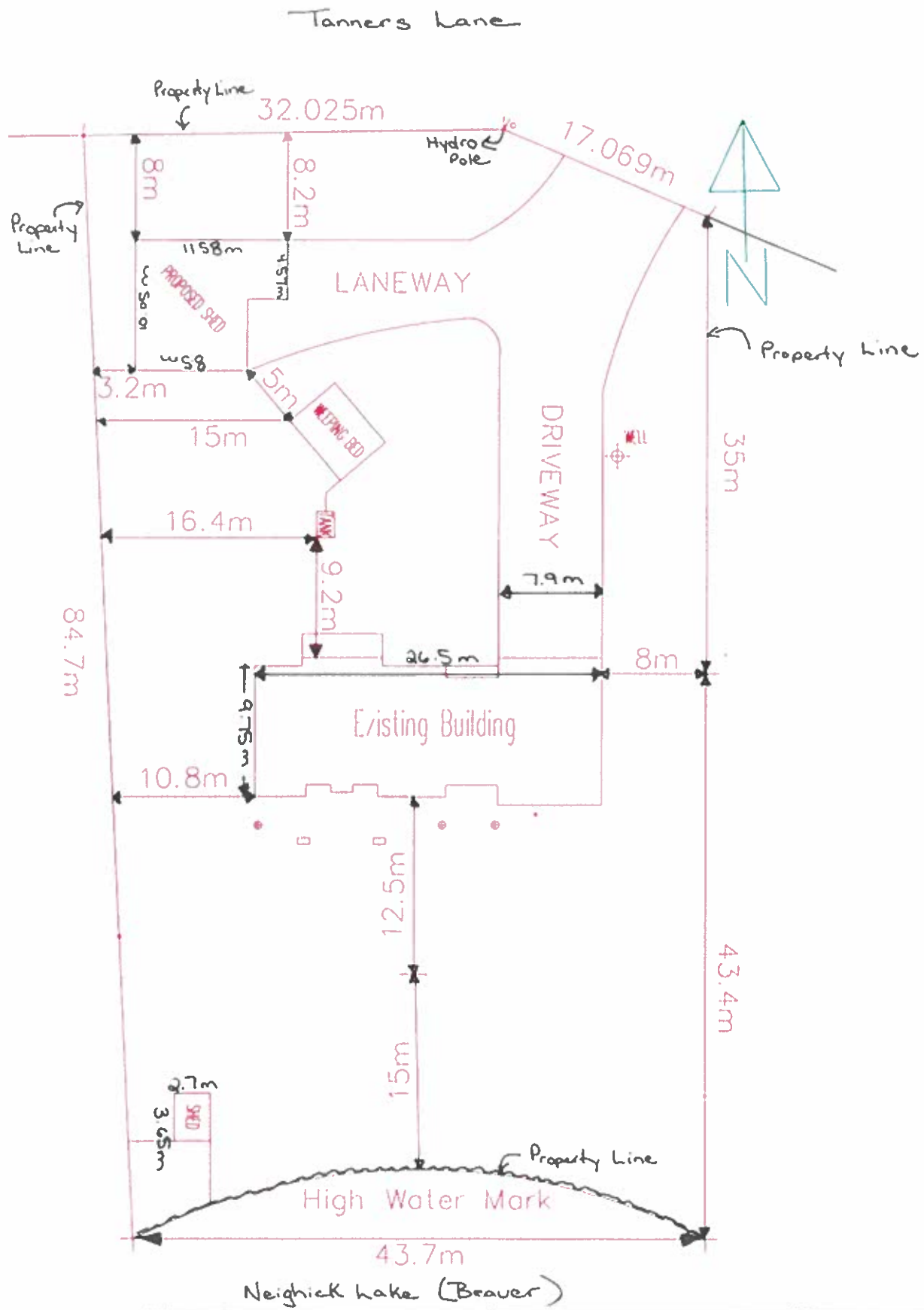
LEGAL DESCRIPTION OF THE LANDS

Lot 4 Plan M-485 PCL – 2034155 and, municipally known as 81 Tanners Lane.

SCHEDULE "B"

SITE PLAN

Signed and Approved by the Clerk of the Municipality



THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW 2022-__

Being a By-law to amend By-law No. 2001-26, as amended, the Zoning By-law for the Corporation of the Municipality of Magnetawan with respect to lands located on Croft Concession 9, Part Lot 24, municipally known as 6502 Highway 124 (Roll no: 4944 030 00706100).

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

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

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

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

1. Schedule 'C' to Zoning By-law No. 2001-26 as amended, is further amended by zoning the lands legally described as Concession 9, Part Lot 24, former Township of Croft, Municipality of Magnetawan, municipally known as 6502 Highway 124, Magnetawan from the "Village Residential (RV) Zone" to the "Rural Residential Exception Six (RR-06) Zone" as shown on the schedule attached forming part of this By-law.

2. Section 4.3.3 of By-law 2001-26 is hereby amended by adding the following section:

4.1.3. * Rural Residential Exception Six (RR-06) Zone, as amended.

1. Notwithstanding the provisions of this By-law to the contrary, within the RR-06 Zone the following provisions:

- | | |
|--------------------------|---------|
| i) Minimum Lot Area | 0.11 ha |
| ii) Minimum Lot Frontage | 42 m |

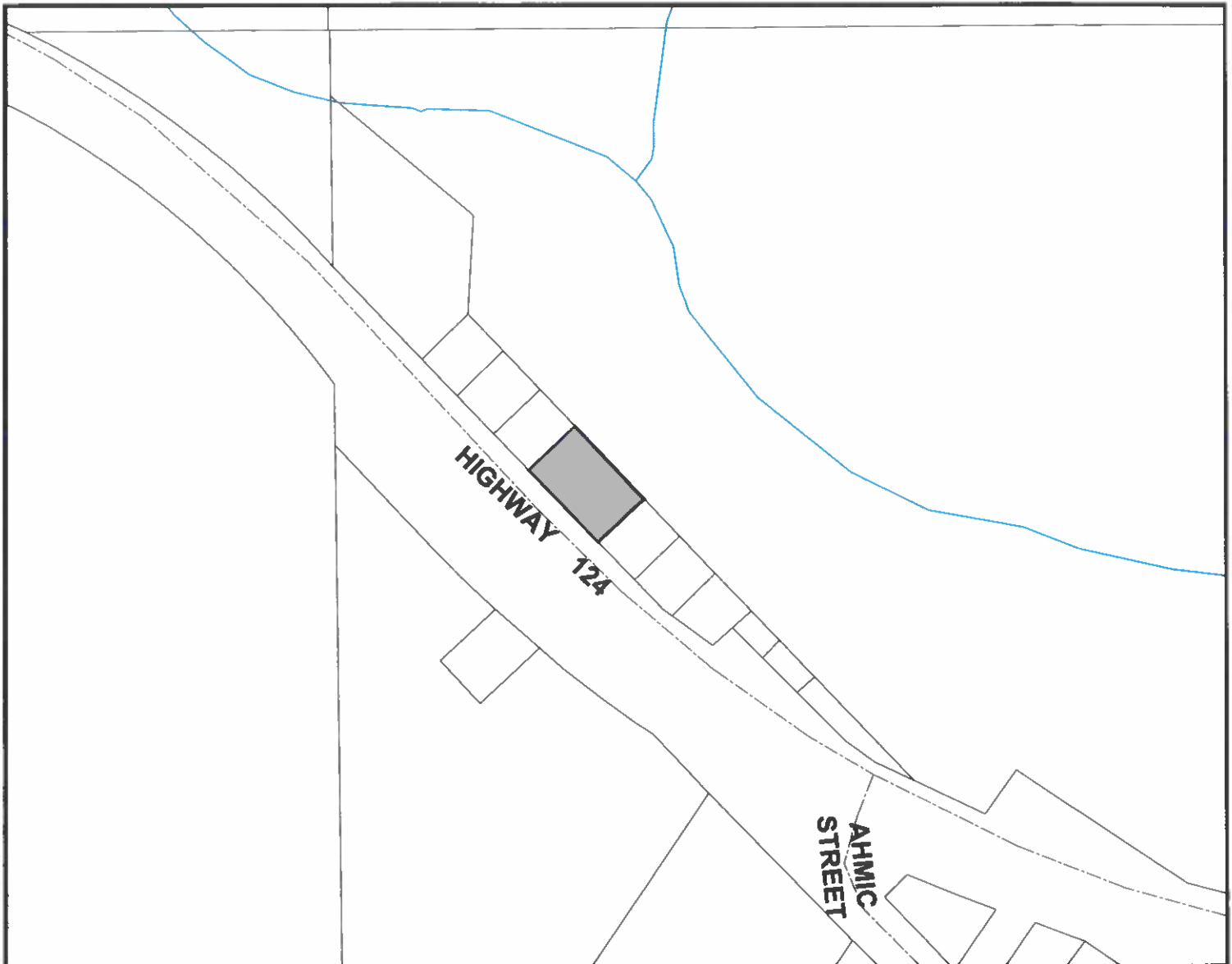
All other provisions of this By-law shall continue to apply."

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

READ A FIRST, SECOND AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto this 19th day of October 2022.

Sam Dunnett, Mayor

Kerstin Vroom, CAO



LANDS TO BE REZONED FROM THE VILLAGE RESIDENTIAL (RV) ZONE TO THE RURAL RESIDENTIAL EXCEPTION SIX (RR-06) ZONE.

SCALE: 1:2,500



Subject Property:
 6502 HIGHWAY 124
 PART OF LOT 24, CON 09
 MUNICIPALITY OF MAGNETAWAN



EcoVue Consulting Services Inc

311 George St. N., Suite 200
 Peterborough ON K9J 3H3
 Tel: 705-878-8340 Fax: 705-742-8343
 www.ecovueconsulting.com

MUNICIPALITY OF MAGNETAWAN

Schedule "A" to By-law No. 2022-__
 Passed this __th day of _____, 2022

 Mayor - Sam Dunnett

 Clerk - Kerstin Vroom

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2022 -

Being a By-law to confirm the proceedings of Council October 19, 2022

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 19th day of October 2022.

**THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN**

Mayor

CAO/Clerk