



**Municipality of  
Magnetawan**

**COUNCIL MEETING MINUTES  
November 19, 2025  
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 November 19, 2025, with the following present:

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

Regrets  
Councillor Brad Kneller

Staff: CAO/Clerk Kerstin Vroom, Deputy Clerk Recreation and Communications Laura Brandt, were present for the entire meeting. Treasurer Stephanie Lewin, Chief Building Official Tyler Irwin, Fire Chief Derek Yougn, Deputy Clerk Planning and Development Erica Kellogg, and Public Works Superintendent Scott Edwards were present for their respective sections in the meeting.

**OPENING BUSINESS**

**1.1 Call to Order**

The meeting was called to order

**1.2 Adoption of the Agenda**

*RESOLUTION 2025-291 Hetherington-Bishop*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the agenda as presented.*

*Carried.*

**1.3 Disclosure of Pecuniary Interest**

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

#### **1.4 Adoption of the Previous Minutes**

##### **RESOLUTION 2025-292 Hetherington-Bishop**

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adopts the minutes of the Council meetings on October 29, 2025, and Planning Act Public Meeting on October 29, 2025, as copied and circulated.*

*Carried.*

#### **DEPUTATION**

**Richard Wotherspoon, Horn Lake Culvert/High Water Issues**

*\*Municipal Engineering, MNR & DFO Response*

*\*Municipal Drone Footage/Pictures*

##### **RESOLUTION 2025-293 Hetherington-Bishop**

*WHEREAS the Council of the Municipality of Magnetawan thanks Richard Wotherspoon for his Deputation Horn Lake Culvert/High Water Issues;*

*AND WHEREAS the Municipality of Magnetawan is in agreement with the Municipal Engineer's Report that the culvert installed was "like for like" and is performing to standard;*

*AND FURTHER any mitigation to the high-water levels will require approval from the Ministry of Natural Resources and Forestry.*

*Deferred.*

Direction was given to Staff to contact the Engineer to confirm the culvert invert information and explore options for improving water flow and accelerating drainage.

#### **PLANNING ACT MEETING**

**Consent Application – Blyth – 112 Moonwing Drive**

**Consent Application – Schell – CON 9 PT LOT 25**

**Zoning By-law Housekeeping Amendment Entire Municipality**

##### **RESOLUTION 2025-294 Bishop-Hind**

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan recesses the regular meeting to hold a public meeting pursuant to Sections 51 and 24 of the Planning Act to consider two consent applications described as:*

- *Schell – 107 Miller Road*
- *Blyth– 112 Moonwing Road*

*AND the Municipality's Housekeeping Bylaw.*

*Carried.*

##### **RESOLUTION 2025-295 Bishop-Hetherington**

*WHEREAS the Municipality of Magnetawan has received a request to support an application for consent to create 2 new lots located on Shadows End Lane which that portion is a privately maintained municipally owned road, (Blyth 4944 030 00220100). The property is legally described as CON 9LOT 15, being in the former Township of Croft hereinafter referred to as "the Lands";*

*AND WHEREAS the consent application is to create two new lots. There are two natural severances on this property.*

*AND WHEREAS the parcel naturally severed due to the Magnetawan River will receive access from a separate parcel that will have a maximum width between 10 to 20 metres, between the boundary of the Severed Lot 1 and Severed Lot 2 for the purpose of mainland parking and docking;*

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

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

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

- *Draft Reference Plans to be approved by the Municipality prior to registration;*
  - *Two (2) true certified paper copies of the registered plans and electronic versions for the proposed severed lots prepared by an Ontario Land Surveyor with a certification that it is a true copy be provided to the Municipality for review and approval which conforms substantially with the applications as submitted;*
  - *Draft copy of the deeds (with all schedules) to be approved by the Municipality prior to registration;*
  - *A copy of the original executed transfers (deeds) with all schedules be provided to the Municipality;*
  - *Confirmation from the North Bay Mattawa Conservation Authority (NBMCA) that all the proposed Severed and the Retained Lots can be adequately serviced by individual on-site septic systems;*
  - *Payment of all taxes, municipal legal fees, planning fees and fees as per the current Fees and Charges By-law, Park Land Dedication By-law and all other fees associated with the processing of these applications;*
  - *The Applicant enter into a Limited Service Agreement to be registered on title;*
  - *That the Applicant receive confirmation from the Municipality of a suitable location for an entrance to the severed lots from Shadow's End Lane municipally owned and privately maintained road;*
  - *The Applicant enter into a Road Use Agreement for the maintenance of Shadow's End Lane;*
  - *That the owner enter into a Section 118 Agreement tying the naturally severed parcel by the Magnetawan River to the newly created parcel for the purpose of mainland parking and docking;*
  - *That the owner enter into a Consent Agreement to implement the recommendations within the Environmental Impact Study prepared by Terrastory Environmental Consulting Inc. dated September 15, 2025;*
  - *That the Applicant apply for and be approved for a Zoning By-law Amendment to complete the following:*
    - a. *Implement zoning restrictions as outlined in the Environmental Impact Study, prepared by Terrastory Environmental Consulting Inc. dated September 15, 2025;*
    - b. *Apply site-specific zoning provisions to the parcel being used to access to the property on the naturally severed due to the Magnetawan River;*
    - c. *Apply dock provisions for the shoreline lots, including but not limited to a maximum size to ensure no issues with navigability on the Magnetawan River.*
    - d. *Ensure all proposed lots meet the requirements of the Zoning By-law.*
- Carried.*

**RESOLUTION 2025-296 Bishop-Hind**

**WHEREAS** the Municipality of Magnetawan has received a request to support an application for consent to create 2 new lots located Miller Road which is a Municipally maintained and owned road, (Schell 4944 010 00211400). The property is legally described as CON 9 PT LOT 25, being in the former Township of Chapman hereinafter referred to as "the Lands";

**AND WHEREAS** the Planners' Report dated November 19th, 2025 from MHBC, showcases Staff comments pertaining to concern regarding suitable location for an entrance for the proposed severed lot 2 being located due to the natural elevations of Miller Road;

**AND WHEREAS** Municipal Staff have provided correspondence via email to the applicant identifying the concern and subsequent possible need to modify the lot dimensions of the proposed severed lot 2 to accommodate a suitable entrance wherein a "buildable lot" will be supported;

**AND WHEREAS** the Municipal Planning Consultant has provided a report in support of the application with conditions;

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

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

- Draft Reference Plans to be approved by the Municipality prior to registration;
  - Two (2) true certified paper copies of the registered plans and electronic versions for the proposed severed lots prepared by an Ontario Land Surveyor with a certification that it is a true copy be provided to the Municipality for review and approval which conforms substantially with the applications as submitted;
  - Draft copy of the deeds (with all schedules) to be approved by the Municipality prior to registration;
  - A copy of the original executed transfers (deeds) with all schedules be provided to the Municipality;
  - Confirmation from the North Bay Mattawa Conservation Authority (NBMCA) that all the proposed Severed and the Retained Lots can be adequately serviced by individual on-site septic systems;
  - Payment of all taxes, municipal legal fees, planning fees and fees as per the current Fees and Charges By-law, Park Land Dedication By-law and all other fees associated with the processing of these applications;
  - That the Applicant receive confirmation from the Municipality of a suitable location for an entrance to the severed lots from Miller Road which is a municipally owned and maintained road;
  - That the Applicant adjust the proposed severed lot 2 if required to accommodate a suitable entrance at the approval of the Public Works Superintendent;
  - That that applicant apply for and be approved for a Zoning Amendment to rezone the proposed severed lots in order to comply with the current Zoning By-law.
- Carried.

*RESOLUTION 2025-297 Bishop-Hetherington*

*WHEREAS Council for the Municipality of Magnetawan receives with thanks the report from Erica Kellogg, Deputy Clerk Planning and Development of Proposed Zoning Housekeeping Amendments;*

*NOW THEREFORE BE IT RESOLVED THAT Council receives and approves the Draft Housekeeping Bylaw amendment as presented and a Bylaw on this matter will be passed later in the meeting.*

*Carried.*

*RESOLUTION 2025-298 Bishop-Hind*

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

*Carried.*

### **STAFF REPORTS, MOTIONS AND DISCUSSION**

#### **2.1 Report from CBO Tyler Irwin, Annual Building Permit Fees Review & DRAFT Building By-law**

*RESOLUTION 2025-299 Hind-Bishop*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the Report from CBO Tyler Irwin, Annual Building Permit Fees Review & DRAFT Building By-law, and approves the recommendations contained therein and bring back the by-law for passing to the next regular Council meeting.*

*Carried.*

#### **2.2 Report from Treasurer Stephanie Lewin, Significant Weather Event – Flood of July 6, 2025 – Financial Damage Assessment**

*RESOLUTION 2025-300 Bishop-Hetherington*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the Report from Treasurer Stephanie Lewin, Significant Weather Event – Flood of July 6, 2025 – Financial Damage Assessment for information only;*

*AND FURTHER extends its appreciation to the Treasurer for a job well done on her application to the Municipal Disaster Recovery Assistance (MDRA) program.*

*Carried.*

#### **2.3 DRAFT Magnetawan Landfill Management/Illegal Dumping By-law**

*RESOLUTION 2025-301 Hetherington-Hind*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the DRAFT Magnetawan Landfill Management/Illegal Dumping By-law as presented, and to bring back the by-law for passing to the next regular Council meeting.*

*Carried.*

#### **2.4 Request Purchase Unopened Road Allowance – Port Carmen Marina – CON 2 & 3 PT LOT 23**

*RESOLUTION 2025-302 Hetherington-Hind*

*WHEREAS in 2003 the Council of the Municipality of Magnetawan approved the entering into a "Licence Agreement" with Aldon Schlessor the 2003 owner of Port Carmen Marina (4944 010 0012700) permitting an encroaching dock to remain on the Municipally owned Unopened Road Allowance between CON 2 & 3 PT LOT 23;*

*AND WHEREAS prior to the 2023 purchase of Port Carmen Marina by 1000563064 Ontario Inc. Municipal Staff informed the new owner that the Municipality will no longer enter into Encroachment Agreements;*

*AND WHEREAS the Municipality has received a Stop Up and Close application along with the required fee from 1000563064 Ontario Inc. and correspondence from an additional property owner abutting the subject Unopened Road Allowance expressing in participating in the sale of the subject lands if supported by Council;*

*AND WHEREAS Council for the Municipality of Magnetawan passed resolution 2025-190 deferring the Stop Up and Close application, directing Staff to survey the entire road allowance and a 2m buffer around the encroaching dock;*

*AND WHEREAS the Council of the Municipality of Magnetawan receives the Site Sketch from EJ Williams wherein additional encroachments have been identified being part of Port of Carmen Marnia;*

*NOW THEREFORE BE IT RESOLVED THAT Council for the Municipality of Magnetawan has determined the sale of the entire allowance would be in the best interest of the community and specifically water access only ratepayers;*

*AND FURTHER Council for the Municipality of Magnetawan supports the sale of the entire unopened road allowance to the owner of Port Carmen Marina with the following conditions:*

- Any other adjacent owner interested in the sale provide a Stop Up and Close Application and required fee;*
- A reference plan depicting the subject lands to the satisfaction of the Municipality be provided;*
- Any and all additional costs incurred by and/or imposed by the Municipality arising from and in consequence of the application and the proposed closure and sale be borne by the Applicant;*
- Fees incurred to date by the Municipality to acquire the site sketch from EJ Willams be reimbursed by the applicant prior to the completion of the sale;*
- The price of the land shall be \$1.00 per square foot;*
- The lawyer to provide an undertaking to merge the subject lands to abutting lands within 3 months of registration.*

*Carried.*

## **2.5 Council Appointment Magnetawan Economic Tourism Committee (METC)**

*RESOLUTION 2025-303 Bishop-Hetherington*

*WHEREAS the Council of the Municipality of Magnetawan appreciates the great work the Magnetawan Economic Tourism Committee (METC) has completed throughout the year;*

*AND WHEREAS the METC Committee has passed Motion 2025-45 respectfully requesting the Municipality to appoint a member of Council to the METC Committee;*

*NOW THEREFORE BE IT RESOLVED THAT Council of the Municipality of Magnetawan appoints Bill Bishop to the Magnetawan Economic Development Committee for the remainder of the Council term (2022-2026).*

*Carried.*

**2.6 Request Donation Magnetawan Central School Robotics Team Clothing**

*RESOLUTION 2025-304 Hetherington-Bishop*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan authorizes a donation of \$500 towards the cost of the team's apparel for the 2025/2026 School Year; AND FURTHER wishes the Magnetawan Central School Robotics Team good luck in their future competition.*

*Carried.*

**2.7 Request Donation Almaguin Highlands Special Olympics**

*RESOLUTION 2025-305 Hind-Bishop*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan authorizes a donation of \$500 towards the cost of travel to attend the Special Olympics Canada National Summer Games in August 2026; AND FURTHER wishes the Almaguin Highlands Special Olympics Softball Team good luck at the National Summer Games.*

*Carried.*

**2.8 Report from Deputy Clerk Laura Brandt, 2025 Private Road Grant Program**

*RESOLUTION 2025-306 Bishop-Hetherington*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives the report 2025 Private Road Grant Program from Deputy Clerk Laura Brandt and approves the recommendations contained therein to include \$16,000 in the 2026 budget.*

*Carried.*

**2.9 DRAFT Procedural By-law**

*RESOLUTION 2025-307 Hind-Bishop*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the DRAFT Procedural By-law as presented, and the by-law on this matter will be passed later in the meeting.*

*Carried.*

**2.10 DRAFT Fees and Charges By-law**

*RESOLUTION 2025-308 Hetherington-Hind*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the DRAFT Fees and Charges By-law as presented, and to bring back the by-law for passing to the next regular Council meeting.*

*Carried.*

**2.11 Discussion on Christmas 2025**

*RESOLUTION 2025-309 Hetherington-Bishop*

*WHEREAS the Council of the Municipality of Magnetawan appreciates its Staff and their great work throughout the year;*

*NOW THEREFORE BE IT RESOLVED that Council approves a Christmas Bonus of half a day paid for the 24th, a Staff luncheon and a turkey or ham or equivalent for each department head, contract employee and current unionized employee for 2025.*

*Carried.*

**2.12 DRAFT Motion Legal Opinion Live Burn Unit**

*RESOLUTION 2025-310 Bishop-Hind*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan supports the Township of Perry forwarding the MOU and comments from their insurance to Russell Christie's Office for their legal opinion and update;*

*AND FURTHER THAT Council is in favour of sharing the costs associated with the legal opinion to be payable on a 1/7th share by each member municipality as per the Terms of Reference.*

*Carried.*

**2.13 DRAFT Execution of Fire Dispatch Contract with West Parry Sound Health Centre for Communication Services by the Parry Sound Ambulance By-law**

*RESOLUTION 2025-311 Hind-Hetherington*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the DRAFT Execution of Fire Dispatch Contract with West Parry Sound Health Centre for Communication Services by the Parry Sound Ambulance By-law as presented, and the by-law on this matter will be passed later in the meeting.*

*Carried.*

**2.14 DRAFT Emergency Management Plan By-law**

*RESOLUTION 2025-312 Hetherington-Hind*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the DRAFT Emergency Management Plan By-law as presented, and the by-law on this matter will be passed later in the meeting.*

*Carried.*

**2.15 DRAFT Establish a Schedule of Retention Periods for Records, Documents, and other Papers for the Magnetawan Fire Department By-law**

*RESOLUTION 2025-313 Bishop-Hetherington*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the DRAFT Establish a Schedule of Retention Periods for Records, Documents, and other Papers for the Magnetawan Fire Department By-law as presented, and to bring back the by-law for passing to the next regular Council meeting.*

*Carried.*

**MUNICIPAL BOARD AND COMMITTEE MINUTES**

**3.1 Lakeland Holding Ltd. 2025 Q3 Shareholder Update**

**3.2 Almaguin Highlands Health Council (AHHC) Minutes October 2, 2025**

**3.3 Magnetawan Economic Tourism Committee (METC) Minutes October 22, 2025**

**3.4 Town of Parry Sound EMS Advisory Committee Minutes, October 23, 2025**

**3.5 Southeast Almaguin Highlands Regional Fire Services Committee (RFSC) Minutes November 6, 2025**

*RESOLUTION 2025-314 Hind-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 **Municipality of Wawa Beer Store Closures**
- 4.2 **FONOM Welcomes Norther Commitments in Ontario's Fall Economic Statement**
- 4.3 **FONOM Welcomes Ontario's New Pothole Prevention and Repair Program**
- 4.4 **Correspondence Peter Bethlenfalvy, Minister of Finance Update 2026 Ontario Municipal Partnership Fund (OMPF)**
- 4.5 **Correspondence Municipal Disaster Recovery Assistance (MMAH) July 6, 2025 Flood Application Confirmation**
- 4.6 **Correspondence to Ministry of Municipal Affairs & Housing Official Plan Amendment Authority Delegation**
- 4.7 **Correspondence to Dr. & Mrs. Ian Weir Donation of A.J. Casson Print to the Municipality**
- 4.8 **DSSAB Community Clinic November 28, 2025**
- 4.9 **Annual Christmas Tree Lighting Poster**
- 4.10 **Seniors Free Dinner and Learn Event December 12<sup>th</sup> Poster**
- 4.11 **New Year's Eve Galag Poster**
- 4.12 **ICYMI Council Highlights October 29, 2025**

*RESOLUTION 2025-315 Bishop-Hetherington*

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

*AND FURTHER endorses the following motions:*

- 4.1 *Municipality of Wawa Beer Store Closures*  
*Carried.*

## **ACCOUNTS**

- 5.1 **Accounts in the amount of \$1,258,857.41**

*RESOLUTION 2025-316 Hind-Bishop*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves the accounts in the amount of \$1,258,857.41 as presented.*

*Carried.*

## **BY-LAWS**

- 6.1 **Zoning Housekeeping Amendment Entire Municipality**
- 6.2 **Procedural By-law**
- 6.3 **Execution of Fire Dispatch Contract with West Parry Sound Health Centre for Communication Services by the Parry Sound Ambulance**
- 6.4 **Emergency Management Plan**

*RESOLUTION 2025-317 Hind-Bishop*

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

- 6.1 *Zoning Housekeeping Amendment Entire Municipality*
- 6.2 *Execution of Fire Dispatch Contract with West Parry Sound Health Centre for Communication Services by the Parry Sound Ambulance*
- 6.3 *Emergency Management Plan*
- 6.4 *Procedural By-law*

*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) a proposed or pending acquisition or disposition of land by the municipality*

*(d) labour relations or employee negotiations*

**RESOLUTION 2025-318 Hetherington-Hind**

**BE IT RESOLVED THAT** *the Council of the Municipality of Magnetawan moves to a closed session at 2:15 pm pursuant to Section 239(2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, Council shall proceed into Closed Session in order to address matters pertaining to:*

*(b) personal matters about an identifiable individual*

*(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board*

**Carried.**

**RESOLUTION 2025-319 Bishop-Hind**

**BE IT RESOLVED THAT** *the Council of the Municipality of Magnetawan returns to open session at 2:45 pm.*

**Carried.**

**CONFIRMING BY-LAW AND ADJOURNMENT**

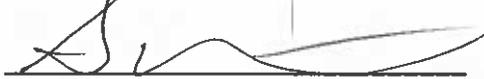
**7.1 Confirm the Proceedings of Council and Adjourn**

**RESOLUTION 2025-320 Kneller-Hind**

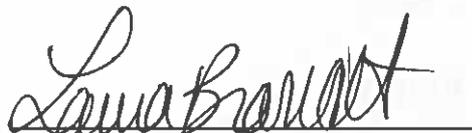
**BE IT RESOLVED** *by the Council of the Municipality of Magnetawan that the Confirming By-law is now read a first, second and a third time, passed, signed by the Deputy Mayor and the Clerk, sealed with the seal of the Corporation and engrossed in the by-law book; AND FURTHER THAT this meeting is now adjourned at 2:50 pm to meet again on Wednesday December 10, 2025, at 1:00 pm or at the call of the Chair.*

**Carried.**

Approved by:



Mayor



Clerk