

**AGENDA – Regular Meeting of Council**

**Wednesday, April 10, 2019 at 1:00 P.M.**

Magnetawan Community Centre

“R” denotes a  
Council resolution

1. **CALL TO ORDER**
2. **ADOPTION OF THE AGENDA** R
3. **DISCLOSURE OF PECUNIARY INTEREST**
4. **ADOPTION OF MINUTES** R
  - 4.1. Regular Meeting of Wednesday March 27, 2019
5. **PUBLIC MEETING PURSUANT TO PLANNING ACT**
6. **PRESENTATIONS**
7. **REPORTS FROM MUNICIPAL BOARDS / COMMITTEES AND OFFICIALS**
  - 7.1. Administration
    - 7.1.1. Approve Interim C-A and Office Assistant to attend Spring AMCTO Zone 7 meeting R
    - 7.1.2. Interim C-A Report: Disposal of Roskopf Rd Property re: Resolution 2017-178
    - 7.1.3. Interim C-A Report: Update on Infrastructure Funding for Bridge #18
    - 7.1.4. Declare property at 28 Church Street as surplus R
  - 7.2. Building:
    - 7.2.1. 2018 Activity Report from the CBO R
  - 7.3. Committee and Board Minutes R

BACED Meeting Minutes of February 11 2019
8. **BY-LAWS**
  - 8.1. By-law 2019-24, being a By-law to stop up, close and sell part of the Original Road Allowance between Concessions A and B in front of Lot 97, being Part 1, Plan 42R-21155, Municipality of Magnetawan, District of Parry Sound. R
  - 8.2. By-law 2019-25, being a By-law to License Trailers in the Municipality R
  - 8.3. By-law 2019-26, being a bylaw to confirm the proceedings of Council at the regular Meeting of March 13, 2019 R

**9. CORRESPONDENCE**

**9.1.** Request for donation: Burk's Falls and Area Food Bank

*R*

**9.2.** Letter from Assistant Deputy Minister, Fire Marshal and Chief of Emergency Management,  
Jon Pegg

**9.3.** Correspondence folder in the Office (not included in package):

**9.3.1.** DM Wills Annual Reports for Chapman and Croft Landfills

**10. UNFINISHED BUSINESS**

**11. ADDENDUM**

**12. ACCOUNTS PAYABLE FOR PAYMENT APPROVAL**

*R*

**13. CLOSED SESSION**

*RR*

**13.1.** 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:

(d) labour relations or employee negotiations (being to discuss staffing performance)

**14. NEXT MEETING OF COUNCIL**

Wednesday April 24, 2019, 6:00 P.M., Magnetawan Community Centre

**15. ADJOURNMENT**

*R*

**COUNCIL MEETING MINUTES**  
**March 27, 2019**

The regular meeting of the Council of the Corporation of the Municipality of Magnetawan was held at the Magnetawan Community Centre on Wednesday, March 27, 2019 at 6:00 P.M.

Council members present: Mayor Sam Dunnett; Deputy Mayor, Tim Brunton; Councillors John Hetherington, Brad Kneller and Wayne Smith.

Staff in attendance: Interim Clerk – Administrator (CA), Nicole Fraser; and Chief Building Official (CBO), Brian Horseman.

**1. CALL TO ORDER**

The meeting was called to order at 6:00 P.M.

**2. ADOPTION OF THE AGENDA**

*RESOLUTION 2019-101*

*Moved by Councillor Brunton; Seconded by Councillor Smith:*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adopts the agenda for this regular Council meeting of Wednesday, March 27, 2019. (Carried)*

**3. DISCLOSURE OF PECUNIARY INTEREST**

Councillor Brunton and Councillor Hetherington both declared an interest in agenda item 9.5 due to being Directors on the Almaguin Community Hatchery Program.

**4. ADOPTION OF MINUTES**

*RESOLUTION 2019-102*

*Moved by Councillor Smith; Seconded by Councillor Brunton:*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adopts the minutes for the regular Council meeting of Wednesday, March 13, 2019. (Carried)*

**5. PUBLIC MEETING PURSUANT TO THE PLANNING ACT**

None.

**6. PRESENTATIONS**

None.

**7. REPORTS FROM MUNICIPAL BOARDS, COMMITTEES, AND OFFICIALS**

**7.1. Administration:**

**7.1.1. Accept quotation for appraisal of 4855 Highway 520**

*RESOLUTION 2019-103*

*Moved by Councillor Brunton; Seconded by Councillor Smith:*

*BE IT RESOLVED THAT Council directs the Interim Clerk-Administrator to contract Appraisal Group of Muskoka to appraise the building at 4855 Highway 520 on a 4 acre parcel and the lands remaining as 2-3 acre parcels for \$ 3,500 plus HST. (Carried)*

**7.1.2. Review of Fees By-law for 2019 Update**

Council agreed with the Interim CA's report and will see the by-law at the April 24<sup>th</sup> Council meeting.

**7.1.3. Interim Clerk-Administrator Report – update on funding applications**

**7.1.4. Appoint Doris Langford to the Cemetery Board**

*RESOLUTION 2019-104*

*Moved by Councillor Smith; Seconded by Councillor Hetherington:*

*WHEREAS the Municipality of Magnetawan has received an expression of interest from a volunteer to sit on the Magnetawan Cemetery Board; NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan appoints Doris Langford to the Magnetawan Cemetery Board until March 31, 2023. (Carried)*

**7.1.5. Draft Trailers By-law**

Council gave their revisions of the By-law to the Interim CA. At the time of the Council meeting, the municipal solicitor had not given comments to the Interim CA. Council directed the Interim CA to include their changes and discuss with the municipal solicitor to have on April 10<sup>th</sup> Council agenda.

**7.2. Treasury**

**7.2.1. Transfer from Working Reserves into Asset Management Reserves**

*RESOLUTION 2019-105*

*Moved by Councillor Smith; Seconded by Councillor Brunton:*

*BE IT RESOLVED THAT BE IT RESOLVED THAT the Council of the Municipality of Magnetawan authorizes the Treasurer to transfer the balance of funds from the 1-2-2000-9040 Reserve – Working Funds account into the reserve account 1-2-2000-9040 Reserve – Asset Management, effective January 1, 2019 in the amount of \$900, 000. (Carried)*

**7.3. Committee and Board Minutes**

*RESOLUTION 2019-106*

*Moved by Councillor Brunton; Seconded by Councillor Smith:*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adopts the following Committee and Board minutes: the February 7, 2019 meeting of the Magnetawan Community Development Committee (Carried)*

**8. BY-LAWS**

**8.1. RESOLUTION 2019-107**

*Moved by Councillor Hetherington; Seconded by Councillor Kneller:*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adopts By-law 2019-22, being a by-law to appoint a Public Works Superintendent. (Carried)*

**8.2. RESOLUTION 2019-108**

*Moved by Councillor Brunton; Seconded by Councillor Smith:*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adopts By-law 2019-21, being a By-law to confirm the proceedings of Council at the regular meeting on March 13<sup>th</sup>, 2019. (Carried)*

**9. CORRESPONDENCE**

**9.1. Request for donation: Salvation Army**

*RESOLUTION 2019-109*

*Moved by Councillor Kneller; Seconded by Councillor Brunton:*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves a donation to the Salvation Army in the amount of \$0.00. (Carried)*

**9.2. Letter from Hon. Steve Clark, Minister of Municipal Affairs and Housing re: one time funding**

**9.3. Letter from AMO re: Gas Tax top up funding**

**9.4. Request for Support: Parry Sound and Area CB&DC**

*RESOLUTION 2019-110*

*Moved by Councillor Smith; Seconded by Councillor Brunton:*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves a donation to the Parry Sound Area Community Business & Development Centre Inc. for 2019 in the amount of \$1000.00. (Carried)*

Councillor Brunton and Councillor Hetherington stepped away from the table.

**9.5. Request from Almaguin Community Hatchery Program re: Insurance**

*RESOLUTION 2019-111*

*Moved by Councillor Smith; Seconded by Councillor Kneller:*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves a donation to the Almaguin Community Hatchery Program for the coverage of their accidental insurance policy in the amount of \$540.00. (Carried)*

Councillor Brunton and Councillor Hetherington returned to the table.

**10. UNFINISHED BUSINESS**

**11. ADDENDUM**

**12. ACCOUNTS PAYABLE FOR PAYMENT APPROVAL**

*RESOLUTION 2019-112*

*Moved by Councillor Brunton; Seconded by Councillor Kneller:*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan approves for payment the Accounts Payable and Payroll for the period March 1 to March 15, 2019 in the amount of \$ 120,175.33. (Carried)*

CBO left the meeting.

**13. CLOSED SESSION**

**13.1. RESOLUTION 2019-113**

*Moved by Councillor Kneller; Seconded by Councillor Hetherington:*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan moves to a closed session at 6:30 P.M., pursuant to Section 239(2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, as the subject matter being considered consists of: (c) acquisition or disposition of lands (being to discuss a lease and disposition of lands in the Municipality) (d) labour relations or employee negotiations (being an update on CUPE negotiations) (Carried)*

*RESOLUTION 2019-114*

*Moved by Councillor Brunton; Seconded by Councillor Kneller:*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan returns to open session at 7:30 P.M. (Carried)*

**14. QUESTION PERIOD FROM THE PUBLIC**

**15. NEXT MEETING OF COUNCIL**

Wednesday, April 10, 2019 1:00 P.M., Magnetawan Community Centre – regular meeting

**16. ADJOURNMENT**

*RESOLUTION 2019-115*

*Moved by Councillor Hetherington; Seconded by Councillor Brunton:*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adjourns this regular meeting at 7:30 P.M. (Carried)*

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Sam Dunnett, Mayor

Date

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Nicole Fraser, Interim Clerk-Administrator

Date



**RESOLUTION No. 2019 - April 10, 2019**

**Moved by: Councillor** \_\_\_\_\_

**Seconded by: Councillor** \_\_\_\_\_

**BE IT RESOLVED THAT** the Council of the Municipality of Magnetawan authorizes the Interim Clerk-Administrator and the Office Assistant to attend the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) Spring Zone 7 meeting at Laurentian Lodge in Elliot Lake, on May 9 and 10, 2019 at a cost of \$150.00 plus HST and disbursements.

Carried \_\_\_\_\_ Defeated \_\_\_\_\_ Deferred \_\_\_\_\_  
Sam Dunnett, Mayor

Declaration of Pecuniary Interest by: \_\_\_\_\_

Recorded Vote Called by: \_\_\_\_\_

Recorded Vote (vote called by Clerk in alphabetical order, Mayor to vote last)

<b>Member of Council</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstention</b>	<b>Absent</b>
Brunton, Tim				
Hetherington, John				
Kneller, Brad				
Smith, Wayne				
Mayor: Dunnett, Sam				

**Date:** April 3, 2019  
**To:** Magnetawan Council, Meeting of April 10, 2019  
**By:** Interim Clerk-Administrator  
**Re:** **Agenda Item: 7.1. Administration**

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### **7.1.2. Disposal of Roskopf Rd Property**

***Recommendation:***

That Staff recommends that Council direct the Interim Clerk-Administrator to put out a request for sealed bids for the property located on Roskopf Rd as per Resolution 2017-178 with the minimum value being the average between the two current assessments due to be received from the local real estate agents (hopefully prior to the Council meeting).

***Background and Comments:***

Council directed the C-A at the time to utilize the assessments given by two local real estate agents to determine the fair market value of the property owned by the municipality on Roskopf Rd. That was completed and brought to Council in Resolution 2017-178 (included in your agenda package) which outlined that the fair market value for the lands would be \$19,000 and therefore all bids would be required to be above that amount.

This action was not completed and since we are almost two years from when the assessments were completed the Interim C-A has requested those same real estate agents give the municipality an update on value to see if it has changed. The amounts were not available at the time of writing the report.

***Consultations:***

Treasurer  
Municipal Solicitor to ensure compliance with Section 106 of the *Municipal Act*

***Financial Implications:***

Revenue would be generated from the sale as well as taxation dollars, which due to the property being municipally owned, is not being collected currently.

### **7.1.3. Update on Infrastructure Funding**

***Recommendation:***

That Council receive the information about Bridge #18 timeline and Culvert #11 timeline in regards to the Infrastructure funding recently announced by the Provincial Government and agree that Culvert #11 is the best option to put forward for a funding application.

***Background and Comments:***

At the last meeting of Council, the Interim C-A outlined the funding announcement regarding the newly improved OCIF top up funding application that is due by May 14<sup>th</sup> 2019. Initially, staff felt

as though Bridge #18 (set to be completed this year due to health and safety concerns) would be best suited for this grant, but upon further investigation, costs are not allowed to be incurred prior to acceptance by the Federal Government. This acceptance is to be given in Summer/Fall 2019 and therefore, would be too late for this project.

Staff then feel as though, Fall of 2020 would be the best time to complete Culvert #11, which is estimated to cost roughly \$850, 000, when most seasonal residents will have closed up their cottage.

The adjusted 5 year Capital Plan has been attached for your reference.

***Consultations:***

Public Works Advisor

Treasurer

***Financial Implications:***

The financial implications for the application would be to request majority of the project to be covered by the 33.3% federal portion and 60% provincial portion. This would leave the municipality to cover the difference of 6.67% as our contribution and would allow us enough time to receive approval or denial for our project and better plan for a large expenditure late in 2020.



**BRIDGES & CULVERTS - 5 Year PLAN 2018- 2022 incl.**

<b><u>Bridge # or Culvert #</u></b>	<b><u>Location</u></b>	<b><u>Work needed</u></b>	<b><u>Year</u></b>	<b><u>Estimated (</u></b> <b><u>(\$)</u></b>	<b><u>Notes</u></b>
Bridge No. 18	Miller Rd 4.1km N. of Hwy 124	Load Capacity Evaluation	2018	10,000	Recommended by OSIM inspection engineers to verify load limits. Funds in Bridge and culvert budget now.
Culvert No. 6	Nipissing Rd S 16.6km S of Midlothian Rd	Full replacement	2019	130,000	Deteriorated, 2-3 years remaining service life. Cannot be done in-house.
Bridge No. 18	Miller Rd 4.1km N. of Hwy 124	Replacement	2019	520,000	This figure includes \$52,000 of guide rail also noted in table 7. In house forces can do a considerable portion of this work and reduce overall costs.
Culvert No.1	Nelson Lake Rd 8.4km W of Nipissing Rd. S.	Full replacement	2019	130,000	Deteriorated, 2-3 years remaining service life. Could be done in-house for 100k to 125k
Culvert No. 11	W Poverty Bay Rd 3.3km N of Hwy 124	Full replacement	2020	850,000	Deteriorated, 3-5 years remaining service life. Cannot be done in house.
Bridge No. 8	Orange Valley Rd 3.29km W of Nipissing Rd S.	Full replacement	2021	385,000	Replacement was not recommended by engineers, but proposed rehabilitation is \$279,000, and does not give the 75 year  service life of new Bailey type according to D.M.Wills report.

Culvert No.14	Ahmic Lake Rd 3.3km Rehabilitation per W of Nipissing Rd S. engineers' recomm.	2022	115,000	Most of the cost for Culverts 14 & 19 is for guide-rail as shown in Table 7. Much of this work can be done in house for less cost than engineers' estimate.
Culvert No. 19	Pearceley Rd 2.5km N of Hwy 124	2022	85,000	

Note: Costs based on engineers' estimates.

**5yr Total**      **2,225,000**

\$ 780,000.00  
\$ 560,800.00  
\$ 92,000.00  
\$ 127,200.00

**RESOLUTION No. 2019 - April 10, 2019**

**Moved by: Councillor** \_\_\_\_\_

**Seconded by: Councillor** \_\_\_\_\_

WHEREAS the Municipality of Magnetawan has attempted to find a medical or financial institution to occupy the municipally owned building at 28 Church St., Magnetawan and hereinafter referred to as “the Lands”;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan declares the Lands to be surplus to the needs of the Municipality;

AND FURTHER THAT Council authorizes the Interim Clerk-Administrator to proceed with hiring a commercial real estate agent to list the Lands for sale.

Carried \_\_\_\_\_ Defeated \_\_\_\_\_ Deferred \_\_\_\_\_ \_\_\_\_\_

Sam Dunnett, Mayor

Declaration of Pecuniary Interest by: \_\_\_\_\_

Recorded Vote Called by: \_\_\_\_\_

Recorded Vote (vote called by Clerk in alphabetical order, Mayor to vote last)

Member of Council	Yea	Nay	Abstention	Absent
Brunton, Tim				

Hetherington, John				
Kneller, Brad				
Smith, Wayne				
Mayor: Dunnett, Sam				

DRAFT

## REPORT TO COUNCIL

TO : Mayor and Council

FROM : Brian Horsman CBO

RE : Shared Service Agreement with Kearney ( Update )

DATE : March 26, 2019

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**BACKGROUND:** Upon review of our third year of operation and in consideration of the 2019 budget process, I will provide Council with a brief review of our progress to provide a more consistent service level.

Matthew Clouthier ( DCBO ) is consistently advancing in his participation in our Succession Planning Strategy, he has recently completed two (2) Part 3 Building Code Courses and will be writing his final exam for the Part 3 Certification with the Ministry of Housing Buildings Branch. In addition to his technical training , Matthew has also participated in the development of a departmental Policy and Procedures Manual. The manual is currently being reviewed by legal advisors to ensure that we have met our statutory obligations as well as being able to defend the municipality at litigation.

Council has chosen to utilize the existing staff to assist the Building Services Department in the implementation of Section 5 of the Policy and Procedures Manual. This improvement in our operations will lead to an improved level of service.

Another milestone in our Succession Planning Strategy is the appointment of Matthew Clouthier to the position of Deputy Chief Building Official. As a result of my medical leave Matthew has had the opportunity to reinforce my confidence in his ability to perform beyond his position.

CONDIDERATION: Attached is a copy of the Building Activity Report to the end of December 2018. You will note the number of permits issued ( 59 ) represents 6.5 million dollars worth of construction value ( conservative value ) . We expect the same response for 2019, if not more, and with added resources we can improve our service level and improve our operations.

FUTHER CONSIDERATION: I am preparing this same report for the Council of Kearney

RECOMMENDATION: That Council accept this report from the Chief Building Official.

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## REPORT TO COUNCIL

TO : Mayor and Council

FROM : Brian Horsman CBO

RE : Building Activity Report to the end of December 2018

DATE : March 25, 2019

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Background:

- 1) Total permits to the end of December 2018 ----- 59
  
- 2) Category of permits issued:
  - New Cottages/Houses ----- 11
  - New Commercial -----
  - New Garage/Boathouse --- 11
  - Additions/Renovations --- 30
  - Demolition ----- 7
  
- 3) Construction value of permits to the end of December 2018 – 6.50 million  
Construction value of permits to the end of December 2017 – 8.08 million
  
- 4) Building Permit fees to the end of December 2018 ----- \$ 99,201.00  
Building Permit fees to the end of December 2017 ----- \$ 112,138.00

Consideration : Year over year comparison



Further Consideration : Assist in preparation for the Annual Meeting to review Permit Fees.

Recommendation : That Council receive the report prepared by the Chief Building Official.



BACED

The BACED meeting was held at the Township of Strong Municipal Office on February 11, 2019.

Present: Chair Tim Brunton, Margret Ann MacPhail, Willie Hollet, Lewis Hodgson, Celia Finney, Wendy Whitwell, Staff: Nancy Field, Brendan Robinson, Nicole Fraser, John Theriault, Dave Gray and Nicky Kunkel (Secretary).

### **CALL TO ORDER**

Meeting was called to order at 6:00 pm.

### **MINUTES**

Minutes from the January 21, 2019 meeting were approved as circulated by resolution moved by Margret Ann MacPhail and seconded by Willie Hollet.

### **CEDO REPORT**

Dave Gray outlined his written report highlighting:

Core Activity Tracking: Statistics provided for January 16 to February 10, 2019. It was mentioned that the Almaguin Highlands Chamber of Commerce will be taking over the Almaguin Highlands Tourism website from Explorer's Edge until it can be folded into the Almaguin web presence project with the regional department.

Regional Economic Development Update: The Phase 2 application for CIINO was submitted and will undergo review from the FedNor Officer and then onto the Board and Minister for approval. The first ACED discussion meeting with all interested partners will be taking place directly after this meeting.

Digital Main Street Update: This project funding has been applied for with the TABIA. The project relies on the approval of the NOHFC Communications and Marketing Intern also being approved. Fifty percent of that position will be devoted to improving the web presence for Almaguin businesses and implementing the Digital Main Street Program. The Committee had discussions regarding how hands-on the position would be and that businesses would be required to put effort into the program as well.

Downtown Assessment Update: The NCIR application has been withdrawn and a new application, with a better program fit for the Capacity Building Program application process. However, with the end of the CIINO and program funding on January 31, 2019 with no carry forward of surplus there are no project funds allocated in 2019 to complete the Assessment. This project will be tabled for later discussion as project funds are being allocated.

Northern Immigration Program: the CEDO Report indicated this would be a support partnership with the City of North Bay. The Committee was pleased to be part of the program.

EDCO Conference Follow Up: The CEDO reported that his presentation on Regional BR+E was successful.

Draft 2019 Budget Review: The CEDO presented a draft budget for 2018 referred to as Scenario 1. This budget has the \$14,577 asked for from each partner. It is expected that one partner is withdrawing due to financial constraints and the Townfolio expense was not covered for year 3 which together have a shortfall in the budget of \$16,577. There were three options presented to resolve the shortfall and they will be discussed further at the March 11, 2019 meeting. The Committee is willing to consider another organization buying services from BACED. There was a question regarding insurance for BACED members and the census was that this Committee is a Committee of Council and members are appointed by Council so municipal insurance will protect the membership.

Draft 2019 Work Plan Review: The Committee reviewed the work plan and noted that the capacity to complete projects depends on the final budget numbers. The Committee asked the CEDO to cost out each project with staff time, materials, and all expected expenses considered. Once they have the project list with total costs, they will prioritize the projects based on the allocated budget for 2019.

Next meeting date is set for March 11, 2019.

Meeting adjourned at 6:45 pm.

# THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

## BY-LAW 2019 –

Being a By-law to stop up, close and sell part of the Original Road Allowance between Concessions A and B in front of Lot 97, being Part 1, Plan 42R-21155, Municipality of Magnetawan, District of Parry Sound.

(Spencer)

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### **LEGISLATION**

**WHEREAS** pursuant to Section 27(1) of the *Municipal Act, S.O. 2001, c. 25*, as amended, municipalities are given authority over highways within their jurisdiction;

**AND WHEREAS** the Original Road Allowance which is the subject matter of this By-law is within the jurisdiction of this Municipality;

**AND WHEREAS** pursuant to the Municipality's Procedures for Public Notice By-law No. 2016-12, the Clerk of this Corporation did cause a Notice of the proposed By-law to be published in accordance with requirements of the said By-law.

### **BE IT ENACTED AS A BY-LAW OF THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN AS FOLLOWS:**

1. **Stop Up and Close** – This Council does hereby stop up and close to vehicular and pedestrian traffic the lands described in Schedule "A".
2. **Surplus Property** - The said lands described in Schedule "A" are declared to be surplus to the requirements of this Municipality.
3. **Authorization for Sale** – This Council does hereby authorize the sale of the said lands described in Schedule "A" at the consideration of **\$6,155.88**.
4. **Easements** – This Council does hereby authorize the transfer of such easements over the lands described in Schedule "A" attached hereto as may be required by utility providers.
5. **Sale of Land By-law** – Compliance with the Notice provisions of Public Notice By-law 2016-12, will be deemed to be in compliance with the Notice provisions of this Municipality's Sale of Land By-law 2006-11.
6. **Execution of Documents** –
  - a) **If Paper Registration**  
The Mayor and the Clerk are hereby authorized to execute all documents for paper registration (including public utility easements, if any) in connection with the closing and subsequent transfer of title to the lands described in Schedule "A".
  - b) **If Electronic Registration**  
The Clerk is hereby authorized for or on behalf of the Municipality to execute, for the Municipal Solicitor an "Acknowledgment and Direction" authorizing the Municipal Solicitor to complete the Electronic Registration for any required easements, and the subsequent transfer of title relating to the lands described in Schedule "A".

7. **Clerk's Affidavit** - There shall be attached to this By-law, as Schedule "B", an affidavit by the Clerk of this Corporation, setting out:

- a) the procedures taken for the giving of Notice pursuant to By-law 2016-12 and;
- b) the procedures taken for notice to Public Utilities and applicable Government Departments or Ministries.

READ A FIRST AND SECOND TIME THIS                      DAY OF                      , 2019.

READ A THIRD TIME AND FINALLY PASSED THIS                      DAY OF                      , 2019.

THE CORPORATION OF THE  
MUNICIPALITY OF MAGNETAWAN

\_\_\_\_\_ c/s  
Sam Dunnett, Mayor

\_\_\_\_\_  
Nicole Fraser, Interim Clerk-Administrator

DRAFT

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SCHEDULE "A"

Part of the Original Road Allowance between Concessions A and B in front of Lot 97, being Part 1,  
Plan 42R-21155, Municipality of Magnetawan, District of Parry Sound

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BY-LAW CERTIFICATION

CERTIFIED to be a true copy of By-law 2019-\_\_\_\_\_, and that such By-law is in full force and effect.

Dated at the Municipality of Magnetawan, this the \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Nicole Fraser, Interim Clerk-Administrator c/s

DRAFT







**THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN**

**BY-LAW NO. 2019 - \_\_\_\_\_**

**Being a By-law to License Trailers in the Municipality**

**WHEREAS** the *Municipal Act*, S.O. 2001 as amended, Section 164 authorizes a municipality to pass By-laws to license trailers.

**AND WHEREAS** the Corporation of the Municipality of Magnetawan permits the temporary use of a trailer for human habitation in the Rural Residential (RR) and Rural (RU) zones: (a) during the construction of a dwelling on a lot, (b) on an existing vacant lot, or (c) for the occasional accommodation of guests provided that a detached dwelling exists on the property.

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

**1. Title and Application**

1.1 This By-law shall be cited as the 'Trailer Licence' By-law

1.2 This By-law applies to a trailer, even if the trailer was placed or located on a property prior to the date of enactment of this By-law.

**2 Definitions**

2.1 "Corporation" shall mean the Corporation of the Municipality of Magnetawan;

2.2 "Legally Permitted Camping Establishment" means a Camping Establishment as defined and permitted in the Zoning By-law (or a Camping Establishment that has legal non-conforming status).

2.3 "Lot" means a parcel of land that is separately conveyable in accordance with section 50 of the *Planning Act*.

2.4 "Trailer" shall mean any vehicle constructed to be attached and propelled by a motor vehicle, and is capable of being used by persons for living, sleeping or eating even if the vehicle is jacked-up or its running gear is removed. Without limiting the generality of the foregoing, a trailer includes, a tent or travel trailer, truck camper, or recreational vehicle, all as defined in the Zoning By-law, a park model trailer, a bus converted into a motor home, a motor home, but does not include a mobile home.

2.5 "Trailer, Assessed" (Assessed Trailer) shall mean any trailer legally located on a property and that is assessed under the *Assessment Act*.

2.6 "Trailer, Stored" (Stored Trailer) shall mean any trailer, as defined herein which has a current and valid license issued under the Highway Traffic Act and any regulations thereto, located on a property only for the purpose of storing such trailer for use at any location other the property upon which it is stored.

2.7 “Zoning By-law” shall mean Zoning By-law 2001-26, as amended from time to time.

### **3 Regulations**

- 3.1 No trailer shall be located or placed or to remain upon a lot unless such trailer is licensed under this by-law.
- 3.2 No more than one (1) trailer licensed under this By-law is permitted on a lot.
- 3.3 No trailer, whether or not it is licensed under this by-law, shall have attached to it or placed within 1.2 metres of it, any building or structure including but not limited to a sunroom, porch, roof or deck (enclosed or unenclosed) etc.
- 3.4 No trailer for which a license is required under this By-law shall be located on a lot except in conformity with the set-back requirements for a dwelling unit as set out in the Zoning By-law.
- 3.5 No trailer shall be used by persons as a place for living, sleeping or eating during the period commencing May 1<sup>st</sup> to November 30<sup>th</sup> inclusive unless it is licensed under this by-law.
- 3.6 No trailer shall be used by persons as a place for living, sleeping or eating during the period commencing December 1st of a calendar year through and inclusive of April 30th of the following calendar year.

### **4 License Application and Fees**

- 4.1 All applications for a license shall be made to the Municipality upon the prescribed form set out in Schedule ‘A’ to this By-law. Such application must include all submissions/documentation referenced therein and the License Fee, as required pursuant to the Municipality’s currently applicable ‘Fee and Charges’ By-law.
- 4.2 No license shall be issued:
  - 4.2.1 Unless the trailer for which such license is issued is located in compliance with the setback requirements for a dwelling unit set out in the Zoning By-law;
  - 4.2.2 Unless the owner of the lot upon which the trailer is to be located has consented in writing to its placement on the lot;
  - 4.2.3 If the issuance license would be in contravention of any other By-law of the Corporation or of any Federal or Provincial law or regulation
- 4.3 The Municipality may issue the following class of licenses:
  - 4.3.1 Annual licence – this licence authorizes the placement of the trailer upon a property for a complete calendar year or any portion thereof, and its occupancy between May 1st and November 30th in the calendar year;
  - 4.3.2 Short-Term Licence – this licence authorizes the placement of the trailer upon the property for a minimum period of one month up to a maximum of three months, between May 1st and November 30th in the same calendar year.
- 4.4 Licenses shall be displayed on the exterior of the trailer in a visibly prominent place.
- 4.5 All Annual Licenses expire on December 31st and all Short-Term Licences expire on the date specified in the license.

### **5. Exceptions/Exemptions**

- 5.1 Sections 3.1 and 4 of this By-law do not apply to:
  - 5.1.1 a Stored Trailer;
  - 5.1.2 an Assessed Trailer;
  - 5.1.3 a trailer located on a lot zoned to permit a Camping Establishment
- 5.2 Nothing in this by-law operates or shall be deemed to have the effect of exempting any trailer from the provisions of the Zoning By-law.

## **6.0 Administration & Enforcement**

- 6.1 A Municipal By-law Enforcement Officer , who may be accompanied by other persons under his or her direction, may enter onto any land that is used or believed to be used in contravention of this By- law for the purposes set out in subsection 436 (1) of the Municipal Act, 2001 and shall have all powers of inspection set out in subsection 436 (2) of the Act.
- 6.2 If a By-law Enforcement Officer is satisfied that there exists a contravention of this By-law, the By-law Enforcement Officer may make an order under section 445 of the Municipal Act, 2001 and such Order may include the remedial actions provided for in section 446 of the Municipal Act, 2001.
- 6.3 In addition to any other statutory remedies, any person who fails to comply with an order made under section 6.2 is guilty of an offence.
- 6.4 Every person who provides false information in an application for a license under this By-law or in an application for a renewal of license is guilty of an offence.
- 6.5 Where a conviction is entered a provision of this section 6.0, in addition to any other remedy or any penalty provided, the court in which the conviction was entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 6.6 The administration of this by-law is assigned to the Clerk-Administrator who may delegate the performance of his or her function under this By-law from time to time as occasion requires.
- 6.7 Any application, comment, recommendation, information, document or thing in possession of the Clerk-Administrator pursuant to the provisions of this By-law shall be made available by the Clerk-Administrator for inspection:
- 6.7.1 By any person employed in the administration of the enforcement of this by-law;
  - 6.7.2 By any other person upon the consent, satisfactory to the Clerk-Administrator, of the person, civic department, board commission authority or other agency which produced or submitted the application, comment, recommendation, information, document or thing. Subject only to the limitations imposed by the Municipal Freedom of Information and Protection of Privacy Act.
- 6.8 The enforcement of the By-law is assigned to any By-law Enforcement Officer for the Municipality of Magnetawan.
- 6.9 Any person who contravenes any of the provisions of this By-law shall be guilty of an offence and, upon conviction, shall be liable to a fine pursuant to Section 61 of the Provincial Offences Act, R.S.O. 1990, c. P.33, for each contravention and each day of contravention shall constitute a separate offence.

## **SECTION 7 – REPEAL, VALIDITY AND EFFECTIVE DATE**

- 7.1 If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.
- 7.2 This By-law repeals By-law \_\_\_\_\_.
- 7.3 This By-law shall come into effect on the date of the third reading and it being passed.

**READ A FIRST, SECOND, AND THIRD TIME**, passed, signed and the Seal of the Corporation affixed hereto, this

**THE CORPORATION OF THE  
MUNICIPALITY OF MAGNETAWAN**

---

Mayor

---

Interim Clerk-Administrator

DRAFT



Burk's Falls and District Food Bank  
**Serving Almaguin South**  
P.O. Box 694  
Burk's Falls, ON, P0A 1C0

April 2, 2019

Since 1992

Serving

Township  
of Armour

Village of  
Burk's Falls

Town of  
Kearney

Municipality of  
Magnetawan

Township of  
McMurrich/  
Monteith

Township  
Of Perry

Township  
of Ryerson

Memberships

Ontario Association  
Of Food Banks

Canadian Association  
Of Food Banks

Municipality of Magnetawan  
P.O. Box 70  
Magnetawan, On.  
POA 1P0

Dear Council:

This is just a note to let you know that we are still paying rent for the Burk's Falls and District Food Bank. The rent remains \$750.00 plus HST of \$97.50 a month for this year. This makes a total of \$10,170.00 in annual rent.

I am including a prospective budget for 2019 based on what we received or were able to raise at different events over the last year. With luck and lots of hard work we hope to be able to raise those amounts again this year. I have also included a rent receipt, Profit and Loss and Balance Sheet for 2018.

We are endeavoring to provide better food by including cheese, and fresh and canned fruit for our clients as well as fresh meats, or poultry. Healthier foods hopefully make healthier clients.

Your support and help with covering our rent is greatly appreciated and we would like to know if we can expect the same level in 2019.

Yours truly,

Joy Murphy  
Treasurer

Joymurphy88@gmail.com

Phone messages checked daily: 705-382-3989

## Burk's Falls &amp; District Food Bank

## Profit &amp; Loss

2019-04-02

January through December 2018

Accrual Basis

	Jan - Dec 18
<b>Income</b>	
Fireman's Drive	885.00
Food Bank Fundraising	
Churches	7,295.98
Commercial	12,323.97
Government Agencies	5,000.00
Individuals	27,588.50
Interest Earned	73.54
Municipalities	11,329.85
Service Clubs/Organizations	2,715.70
Walk for Hunger	2,284.50
<b>Total Food Bank Fundraising</b>	<b>68,612.04</b>
Food Donations	81,822.00
Grants	5,814.00
Jamboree	868.85
Katrine Zoo	302.75
<b>Total Income</b>	<b>158,304.64</b>
<b>Cost of Goods Sold</b>	
Closing Inventory	-31,359.16
Groceries	112,700.09
Opening Inventory	36,518.68
<b>Total COGS</b>	<b>117,859.61</b>
<b>Gross Profit</b>	<b>40,445.03</b>
<b>Expense</b>	
<b>Administrative Expenses</b>	
Bank Charges	95.93
Dues/Memberships	1,250.00
General Supplies	102.80
Office Supplies	516.37
Rent	7,305.00
Repairs & Maintenance	822.78
Telephone	900.74
Administrative Expenses - Other	27.11
<b>Total Administrative Expenses</b>	<b>11,020.73</b>
Bread	6,458.00
<b>Christmas Cheer</b>	
Children's Christmas Gifts	2,910.61
Christmas Food Boxes	7,012.80
Christmas Food Campaign-Mailout	28.82
<b>Total Christmas Cheer</b>	<b>9,952.23</b>
Depreciation	750.00
<b>Food Bank Fundraising Expenses</b>	
Garage/Yard Sale	184.10
Food Bank Fundraising Expenses - Other	1,281.88
<b>Total Food Bank Fundraising Expenses</b>	<b>1,465.98</b>
HST	1,327.03
<b>Leasehold Operating Expenses</b>	
Insurance	987.88
<b>Total Leasehold Operating Expenses</b>	<b>987.88</b>
<b>Total Expense</b>	<b>31,961.85</b>
<b>Net Income</b>	<b>8,483.18</b>

**Burk's Falls & District Food Bank**  
**Balance Sheet**  
 As of 31 December 2018

	31 Dec 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
GIC181	2,000.00
GIC182	2,000.00
GIC30	5,000.00
Kawartha Credit Union	23,798.21
KCU GIC 1	15,000.00
<b>Operating Account</b>	
General Account	4,590.57
Walkathon (not used)	402.15
<b>Total Operating Account</b>	4,992.72
<b>Total Chequing/Savings</b>	52,790.93
<b>Accounts Receivable</b>	
Accounts Receivable	72.00
<b>Total Accounts Receivable</b>	72.00
<b>Other Current Assets</b>	
Inventory	31,359.16
Undeposited Funds	5,709.02
<b>Total Other Current Assets</b>	37,068.18
<b>Total Current Assets</b>	89,931.11
<b>Fixed Assets</b>	
<b>Equipment &amp; Furniture</b>	
Freezers/Fridges	7,575.17
Furniture	2,512.19
Office Equipment	2,534.60
Rugs	336.72
Vacuum	377.11
Equipment & Furniture - Other	8,338.93
<b>Total Equipment &amp; Furniture</b>	21,674.72
<b>Total Fixed Assets</b>	21,674.72
<b>Other Assets</b>	
Leasehold improvements	7,128.89
<b>Total Other Assets</b>	7,128.89
<b>TOTAL ASSETS</b>	118,734.72
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Accumulated income/loss	110,251.54
Net Income	8,483.18
<b>Total Equity</b>	118,734.72
<b>TOTAL LIABILITIES &amp; EQUITY</b>	118,734.72

Burk's Falls & District Food Bank  
Prospective Budget for 2019

Expected Income

Firemen's Drive	880.00
Churches	7,300.00
Commercial	12,300.00
Garage Sale/Yard Sale	400.00
Government Agencies	5,000.00
Individuals	27,900.00
Interest earned	73.00
Municipalities	11,300.00
Service Clubs	2,700.00
Walk for Hunger	2,285.00
Grants	5,815.00
Jamboree	<u>870.00</u>
	76,823.00

Expected Expenses

Administration Expenses	
Bank charges	96.00
Dues/Membership	1,250.00
General Supplies	120.00
Office Supplies	500.00
Rent	10,170.00
Repairs & Maintenance	850.00
Telephone	1,000.00
Admin. Exp. Other	30.00
Fund Raising Expenses	<u>1,465.00</u>
Total Administrative Expenses	15,481.00
Bread	6,600.00
Christmas Cheer	9,950.00
Cost of goods given out	40,000.00
Leasehold Insurance	<u>987.88</u>
	57,537.88
Total Expenses	73,018.88
Expected Net Income	<u><u>3,804.12</u></u>



RECEIPT

Date APRIL 2, 2019

Received from BURK'S FALLS + DISTRICT FOOD BANK

TEN THOUSAND ONE SEVENTY ~~XX~~ 100 Dollars

Rent for 205 ONTARIO ST. Burk's Falls  
2018

\$ 10,170.00 No

Tax Reg. No. [Signature]



2209326 Ontario Ltd.  
101-29 Main St. W.  
Huntsville, ON P1H 2C6

# Statement

2209326 Ontario Ltd.

101-29 Main St. E.

Huntsville, ON

P1H 2C6

Phone #

705-788-1444

Company Business Number

801562893

Date

4/2/2019

To:

Burk's Falls & District Food Bank

Box 694

205 Ontario St

Burk's Falls, ON

POA 1C0

Date	Description		Amount	Balance
12/31/17	Balance forward			0.00
01/01/18	INV #1838. rents at 205 Ontario St Burk's Falls --- RENTS 205 ONTARIO ST BF \$750.00 --- Tax: HST ON SALES @ 13.0% = 97.50		847.50	847.50
01/02/18	PMT #0467. 1838		-847.50	0.00
02/01/18	INV #1867. rents at 205 Ontario St Burk's Falls --- RENTS 205 ONTARIO ST BF \$750.00 --- Tax: HST ON SALES @ 13.0% = 97.50		847.50	847.50
02/02/18	PMT ##0468. 1867		-847.50	0.00
03/01/18	INV #1892. rents at 205 Ontario St Burk's Falls --- RENTS 205 ONTARIO ST BF \$750.00 --- Tax: HST ON SALES @ 13.0% = 97.50		847.50	847.50
03/02/18	PMT ##0469. 1892		-847.50	0.00
04/01/18	INV #1921. rents at 205 Ontario St Burk's Falls --- RENTS 205 ONTARIO ST BF \$750.00 --- Tax: HST ON SALES @ 13.0% = 97.50		847.50	847.50
04/02/18	PMT #0470. 1921		-847.50	0.00
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	Amount Due
0.00	0.00	0.00	0.00	\$0.00

# Statement

2209326 Ontario Ltd.

101-29 Main St. E.

Huntsville, ON

P1H 2C6

Phone #

705-788-1444

Company Business Number

801562893

Date

4/2/2019

To:

Burk's Falls & District Food Bank

Box 694

205 Ontario St

Burk's Falls, ON

POA 1C0

Date	Description	Amount	Balance	
05/01/18	INV #1945. rents at 205 Ontario St Burk's Falls --- RENTS 205 ONTARIO ST BF \$750.00 --- Tax: HST ON SALES @ 13.0% = 97.50	847.50	847.50	
05/02/18	PMT ##0471. 1945	-847.50	0.00	
06/01/18	INV #1973. rents at 205 Ontario St Burk's Falls --- RENTS 205 ONTARIO ST BF \$750.00 --- Tax: HST ON SALES @ 13.0% = 97.50	847.50	847.50	
06/02/18	PMT #0472. 1973	-847.50	0.00	
07/01/18	INV #1995. rents at 205 Ontario St Burk's Falls --- RENTS 205 ONTARIO ST BF \$750.00 --- Tax: HST ON SALES @ 13.0% = 97.50	847.50	847.50	
07/03/18	PMT #0473. 1995	-847.50	0.00	
08/01/18	INV #2023. rents at 205 Ontario St Burk's Falls --- RENTS 205 ONTARIO ST BF \$750.00 --- Tax: HST ON SALES @ 13.0% = 97.50	847.50	847.50	
08/02/18	PMT #0474. 2023	-847.50	0.00	
09/01/18	INV #2052. rents at 205 Ontario St Burk's Falls --- RENTS 205 ONTARIO ST BF \$750.00 --- Tax: HST ON SALES @ 13.0% = 97.50	847.50	847.50	
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	Amount Due
0.00	0.00	0.00	0.00	\$0.00

# Statement

2209326 Ontario Ltd.

101-29 Main St. E.

Huntsville, ON

P1H 2C6

Phone #

705-788-1444

Company Business Number

801562893

Date

4/2/2019

To:

Burk's Falls & District Food Bank

Box 694

205 Ontario St

Burk's Falls, ON

POA 1C0

Date	Description		Amount	Balance
09/04/18	PMT #0475. 2052		-847.50	0.00
10/01/18	INV #2079. rents at 205 Ontario St Burk's Falls --- RENTS 205 ONTARIO ST BF \$750.00 --- Tax: HST ON SALES @ 13.0% = 97.50		847.50	847.50
10/02/18	PMT #0476. 2079		-847.50	0.00
11/01/18	INV #2105. rents at 205 Ontario St Burk's Falls --- RENTS 205 ONTARIO ST BF \$750.00 --- Tax: HST ON SALES @ 13.0% = 97.50		847.50	847.50
11/01/18	PMT #0535. 2105		-847.50	0.00
12/01/18	INV #2131. rents at 205 Ontario St Burk's Falls --- RENTS 205 ONTARIO ST BF \$750.00 --- Tax: HST ON SALES @ 13.0% = 97.50		847.50	847.50
12/03/18	PMT #0536. 2131		-847.50	0.00
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	Amount Due
0.00	0.00	0.00	0.00	\$0.00

**Ministry of Community Safety and  
Correctional Services**

Office of the Fire Marshal and  
Emergency Management

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1210  
Fax: 647-329-1143

**Ministère de la Sécurité communautaire  
et des Services correctionnels**

Bureau du commissaire des incendies  
et de la gestion des situations d'urgence

25, avenue Morton Shulman  
Toronto ON M3M 0B1  
Tél. : 647-329-1210  
Télééc. : 647-329-1143



March 28<sup>th</sup>, 2019

Dear mayor or head of council,

Now that spring is upon us, the Province of Ontario will soon be engaged in providing emergency response assistance to First Nations Communities located in the Province through an agreement with the Government of Canada. The Office of the Fire Marshal and Emergency Management (OFMEM), in partnership with other provincial ministries and federal departments, coordinates planning for and evacuation of First Nations communities when they are at risk due to flooding or forest fires.

As you may be aware, when the annual spring ice breakup begins on the river systems that empty into James Bay, the First Nations communities located on those river systems are at high risk of flooding and there is an identified need for 'Host Communities' to accommodate evacuees. Contingency planning is currently underway for the following James Bay communities, Kashechewan, Moose Cree, Fort Albany and Attawapiskat First Nations. There are approximately 6000 First Nations members across these James Bay communities.

The most recent threat assessment indicates that current snowpack, ice on rivers and anticipated temperature fluctuations with transition to spring is expected to result in a higher than normal downstream flow to these communities, putting them at higher risk of flooding and evacuation. The worst-case scenario would see more than one community trying to evacuate concurrently, which will overwhelm our existing host capacity of approximately 2200 beds.

The OFMEM is asking if your municipality would consider being a 'Host Community' for the 2019 James Bay flood season. The following questions are provided to assist you in your deliberations:

1. Could your Region/Municipality host evacuated residents?
2. Could your Region/Municipality host elders, families with young children, people with illnesses or disabilities, pregnant mothers in hotel/motel/dormitory-type accommodations?
3. Could your Region/Municipality host displaced community members in arena-type accommodations?
4. How soon could your municipality begin to accept evacuees (do you have any ongoing or near-future events which will decrease hotel or arena capacity – i.e. tournaments, garden shows, etc.)?
5. How much lead time would your municipality require to set-up for evacuees?
6. How long could your municipality host evacuees for?

7. What provincial and/or federal supports would your municipality require (OFMEM Field Officers and / or Liaison Officers from Indigenous Services Canada (ISC))?
8. What other supports would you foresee requiring (Canadian Red Cross, Salvation Army, other non-governmental organizations)?

OFMEM works closely with provincial and federal stakeholders to ensure a host community receives the appropriate funding and supports to safely accommodate displaced First Nation community members.

If you require further information about evacuations and becoming a host community, please do not hesitate to contact Aileen Cassells, Deputy Chief, Emergency Operations (647-329-1135, [Aileen.Cassells@ontario.ca](mailto:Aileen.Cassells@ontario.ca)) or Jason Redlarski, Program Manager, Provincial Emergency Operations (647-329-1194, [Jason.Redlarski@ontario.ca](mailto:Jason.Redlarski@ontario.ca)).

Regards,



Jon Pegg  
Assistant Deputy Minister  
Fire Marshal and Chief of Emergency Management

- cc. Community Emergency Management Coordinator  
Chief Administrative Officer  
Clerk  
OFMEM Field Officer  
Aileen Cassells, Deputy Chief, Emergency Management Operations  
Jason Redlarski, Program Manager, Provincial Emergency Operations Unit