



Regular Council Meeting Agenda

*August 19, 2026
6:00 pm
Council Chambers
1 Johnson Drive*

Land Acknowledgment: *We acknowledge, with respect, the land that we live and work on. This land is the traditional territory of the Anishinabek Nation. We are a part of the Robinson-Huron Treaty of 1850. We acknowledge the neighbouring communities of Thessalon First Nation, and Garden River First Nation. This land is also homeland of the Metis. We acknowledge all original peoples of this land, past, present and future. By providing this land acknowledgement, we recognize the enduring presence of Indigenous peoples on this land, and we commit ourselves to work together in reconciliation and action towards a positive and inclusive future for all children.*

1. Call to Order
2. Recognition of the Land Acknowledgment
3. Disclosure of Pecuniary Interest
4. Adoption of an Addendum (if necessary)
5. Delegation: E. Orr re:
 1. Mrs. Orr is submitting a resolution to be supported by Council requesting accessible paper-based options for the Census and Federal Statistical Surveys
6. Minutes of Previous Meeting: July 2026
7. Statements for the Month of: July 2026
8. Staff and Committee Reports:
 - A) Clerk/CAO, B) Deputy Clerk/Treasurer, C) Fire Department, D) Recreation-verbal, E) Arena, F) Roads – verbal, G) Health and Safety Representative, H) Glenn Martin
- A. Old/Unfinished Business:
- B. New Business:
 1. Res: Support for Central Algoma Health Care- A Vision for the Future- Version 1,2 and 3



2. Res: Town of Whitby asking support to have a review of the Ontario Land Tribunal and Enhancing Deference to Municipal Planning Decisions
3. Res: Town of Clearview in their request for traffic calming and speeding mitigation techniques.
4. Res: Town of Tudor and Cashel in support in having a producer responsibility for One-Pound Single-Use Propane Cylinders.
5. Res: To support the Municipality of South Huron asking the Minister of Finance for more funds and longer running of the program (OCIF) Ontario Community Infrastructure Fund.
6. Res: The Mount Pleasant Cemetery Committee looking to get the dead ash trees removed before damage is done to headstones and gravesites.
7. Res: To adopt the report from R&R on the bridges and culverts in the Township and recommendations on repair and or replace.
8. Res: Central Algoma's Playground a local Publication is looking for funding by advertising in there paper to highlight the area and what we have to offer people visiting the area.

C. Information:

D. Meetings / Workshops:

E. General Council Discussion:

F. Closed/In Camera:

Pursuant to Section 239 of the Municipal Act, 2001:

- 1) Section 239(2)(b)- Personal matters about an identifiable individual, including municipal or local board employees; and
- 2) Section 239(2)(d)- Labour relations or employee negotiations.

Subject: Human Resources Matter- Update regarding a personal matter previously considered by the Human Resources Committee.

G. Adjournment:

1. By-law 2025-1182 being a Confirming by-law to confirm, ratify, and adopt to proceedings of this meeting.



DECLARATION OF PECUNIARY INTEREST – Municipal Conflict of Interest Act

I, Council member (print) _____, declare a potential
(deemed/direct/indirect) pecuniary interest on Council Agenda (check) _____

Committee Agenda (check) _____

Dated _____

Agenda Item Number _____

Agenda description of item _____ for the following
reason:

Signature of member of council or committee

print name

NOTE: To be recorded in a registry along with the associated Minutes and available upon request for public inspection

Definition of interests:

Indirect pecuniary interest

2 For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

(a) the member or his or her nominee,

(i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,

(ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or

(iii) is a member of a body,

that has a pecuniary interest in the matter; or

(b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. R.S.O. 1990, c. M.50, s. 2.

Interest of certain persons deemed that of member

3 For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. R.S.O. 1990, c. M.50, s. 3; 1999, c. 6, s. 41 (2); 2005, c. 5, s. 45 (3).

REQUEST FORM FOR DELEGATION AT A FUTURE COUNCIL MEETING1. Person/Organization attending: Edith OrrContact Information: edithorr02@gmail.com 705-541-1886

2. Date wish to attend: August Meeting

3. Reason for attendance: I am requesting Council's Support and leadership for the following Resolution:

Agenda Item 5(1)
 Date: Aug 19 2024

Resolution Requesting Accessible Paper-Based Options for the Census and Federal Statistical Surveys

WHEREAS the Government of Canada relies on the Census and other statistical surveys to gather important information for planning programs, services, and infrastructure; and

WHEREAS every Canadian should have an equal opportunity to participate in these important initiatives in a manner that is accessible, respectful, and consistent with their personal circumstances; and

WHEREAS many seniors are not comfortable using computers, smartphones, or online technology, or may not have reliable internet access; and

WHEREAS some Canadians, including members of certain faith communities, do not own or use telephones, computers, or the internet because of sincerely held religious beliefs; and

WHEREAS requiring individuals to respond primarily through online or telephone methods may create unnecessary barriers to participation and create hardship for these citizens; and

WHEREAS making paper questionnaires readily available upon request would improve accessibility, encourage participation, and demonstrate respect for the diverse needs and beliefs of Canadians;

THEREFORE BE IT RESOLVED that the Council of _____ respectfully requests that the Government of Canada and Statistics Canada ensure that paper copies of the Census and all federal statistical surveys be made readily available, upon request, without unnecessary delay or barriers;

AND BE IT FURTHER RESOLVED that Statistics Canada continue to provide accessible, non-digital options for Canadians who are unable or unwilling to respond electronically or by telephone, including seniors, rural residents with limited internet access, persons with disabilities, and individuals whose sincerely held religious beliefs preclude the use of telephones or electronic technology;

AND BE IT FURTHER RESOLVED that the Government of Canada be encouraged to promote these paper-based options clearly in all Census and survey communications so that

Canadians are aware that they may request and complete a paper questionnaire if they choose;

AND BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the Prime Minister of Canada, the Minister responsible for Statistics Canada, the Chief Statistician of Canada, the local Member of Parliament, the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), and all Ontario municipalities for their consideration and support.

I believe that the description is included in the resolution itself.

5 Explain what response you are looking for from Council: example – Decision/resolution, Agreeing/Disagreeing with subject, letter of support, further investigation by Council etc.

Recommendation to Council

THAT Council endorse the attached resolution requesting that the Government of Canada and Statistics Canada ensure that paper copies of the Census and all federal statistical surveys remain readily available, upon request, for Canadians who are unable or choose not to participate using online or telephone methods;

AND THAT Council take a leadership role by circulating the resolution to municipalities across Ontario and Canada, requesting their endorsement and encouraging them to adopt similar resolutions;

AND THAT Council circulate the resolution to provincial and national organizations representing seniors, persons with disabilities and accessibility interests, faith-based organizations, rural communities, and other organizations that advocate for equitable access to government services, requesting their endorsement and support;

AND THAT copies of the resolution be forwarded to the Prime Minister of Canada; the Minister responsible for Statistics Canada; the Chief Statistician of Canada; the federal Minister responsible for Seniors; the federal Minister responsible for Diversity, Inclusion and Persons with Disabilities; the provincial Minister for Seniors and Accessibility; the local Member of Parliament; the local Member of Provincial Parliament; the Federation of Canadian Municipalities (FCM); the Association of Municipalities of Ontario (AMO); and such other organizations and elected representatives as Council deems appropriate;

AND THAT Council respectfully urge the Government of Canada and Statistics Canada to continue providing accessible, paper-based alternatives upon request so that all Canadians—including seniors, persons with disabilities, individuals with limited access to technology, rural residents, and those whose sincerely held religious beliefs preclude the use of telephones or electronic technology—may participate fully, independently, and with dignity in the Census and other federal statistical surveys.



Agenda Item 6
Date: Aug 19 2026

Minutes
Council Meeting
July 22nd, 2026
1 Johnson Drive, Desbarats, ON
POR 1EO

The following minutes are comprised of resolutions and the Deputy Clerk's interpretation of the meeting. The meeting was called to order at 6:03 PM.

Present: R. McKinnon, K. Stobie, G. Grant, J. Kern, E. McKinnon
Staff: J. Boucher, R. Ford, G. LeClair, F. Labelle, R. Romberg, R. Smith

Res: 2026-118 K. Stobie, G. Grant
BE IT RESOLVED THAT COUNCIL call this regular meeting to order at 6:03 PM.
(cd)

Recognition of the Land Acknowledgment was given by Mayor McKinnon.

No Declaration of Pecuniary Interest was filed at this time.

Res: 2026-119 G. Grant, K. Stobie
BE IT RESOLVED THAT COUNCIL approves the minutes of the Council meeting held on June 17, 2026, as presented.
(cd)

Res: 2026-120 K. Stobie, G. Grant
BE IT RESOLVED THAT COUNCIL approve the statements for June 2026, as presented.
(cd)

Res: 2026-121 G. Grant, K. Stobie
BE IT RESOLVED THAT COUNCIL adopt the staff and committee reports for June, 2026.
(cd)

Council received information regarding the Northern Ontario Resource Development Support Program (NORD) and the draft budget for work required on Government Road (3.25 KM). The following resolution was passed in support of this application.



Res: 2026-122 K. Stobie, G. Grant

WHEREAS the Northern Ontario Resource Development Support (NORD) Program provides funding to assist eligible municipalities with infrastructure projects;

NOW THEREFORE BE IT RESOLVED THAT COUNCIL approves the submission of the required documentation under the NORD Program and confirms its support for the identified project as the Township's priority project for the current five-year funding period;

AND FURTHER THAT COUNCIL authorizes the Clerk or Deputy Clerk to execute any agreements and documents necessary to facilitate the funding and implementation of the project.

(cd)

The Joint Compliance Audit Committee is an adjudicative body established to examine instances where election participants (including candidates, third party advertisers, and campaign contributors), appear to have contravened rules and limits established within the Municipal Elections Act, 1996, as amended. The following by-law was adopted to authorize a joint Audit Compliance Committee.

Res: 2026-123 G. Grant, K. Stobie

BE IT RESOLVED THAT COUNCIL adopt By-law 2026-1180, being a by-law to authorize the appointment of a Joint Audit Compliance Committee for Central Algoma Area Municipalities.

(cd)

Res: 2026-124 G. Grant, J. Kern

BE IT RESOLVED THAT COUNCIL supports the Township of Clearview's resolution requesting that the Province of Ontario amend the **Public Sector Salary Disclosure Act, 1996** by indexing the salary disclosure threshold to inflation or increasing the reporting threshold to \$200,000; and

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the local MPP, AMO, and the Township of Clearview.

(cd)

Res: 2026-125 G. Grant, J. Kern

BE IT RESOLVED THAT COUNCIL supports the Town of Caledon's resolution requesting provincial support, funding, public education, and coordinated strategies to reduce tick populations and address the public health risks associated with tick-borne diseases; and

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Health, the Minister of the Environment, Conservation and Parks, the Chief Medical Officer of Health, AMO, and the Town of Caledon.

(cd)



Res: 2026-126 G. Grant, J. Kern

BE IT RESOLVED THAT COUNCIL receive the Ministry of Environment, Conservation and Parks' correspondence dated June 19, 2026, and the attached Drinking Water System Report for the Desbarats Drinking Water System, for information.

(cd)

Correspondence was received from the Town of Bruce Mines regarding physician recruitment and retention in Northern Ontario. Council passed the following resolution in support of their request.

Res: 2026-127 J. Kern, G. Grant

BE IT RESOLVED THE COUNCIL supports the Town of Bruce Mines' resolution regarding physician recruitment and retention in Northern Ontario and requests for provincial support to address the ongoing physician shortage.

(cd)

Correspondence was received from the Town of Burk's Falls regarding the retention of the Cancer/Oncology Clinic at the Huntsville Memorial Hospital site. Council passed the following resolution in support of their request.

Res: 2026-128 J. Kern, G. Grant

BE IT RESOLVED THAT COUNCIL supports the Village of Burk's Falls' resolution advocating for the retention of the Cancer/Oncology Clinic at the Huntsville Memorial Hospital site.

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Village of Burk's Falls.

(cd)

Correspondence was received from Jared Brice, Secretary-Treasurer for the Desbarats to Echo Bay Planning Board, providing an update on the proposed Joint Official Plan. Feedback received during the recent public open houses has resulted in revisions to several mapping schedules, which are currently being finalized.

As part of the statutory planning process, each member municipality of the Planning Board will also hold its own public meeting. These meetings are anticipated to take place in September, with dates and times to be confirmed.

The following resolution was adopted, accepting the report as submitted.



Res: 2026-129 J. Kern, G. Grant

BE IT RESOLVED THAT COUNCIL receive the report from Jared Brice, Secretary-Treasurer of the Desbarats to Echo Bay Planning Board, dated July 22, 2026, regarding the Joint Official Plan Open Houses and Next Steps, for information.

(cd)

2026-130 G. Grant, J. Kern

WHEREAS the Municipal Act S. O. 2001 Ch.25, as amended, Section 239(2) permits Closed Meeting;

THEREFORE BE IT RESOLVED THAT COUNCIL proceed in Closed Session at 7:15 PM, in order to address a matter pertaining to:

Personal matters about an identifiable individual, including municipal or local board employees; And

Labour relations or employee negotiations.

(cd)

2026-131 J. Kern, G. Grant

BE IT RESOLVED THAT COUNCIL rise from Closed Session at 8:25 PM and reconvene in Open Session.

(cd)

Council met in Closed Session pursuant to Sections 239(2)(b) and 239(2)(d) of the Municipal Act. Council received information regarding the results of Workplace Investigation 2026.01, including recommendations for Council's consideration. No resolutions were passed in Closed Session.

2026-132 G. Grant, J. Kern

BE IT RESOLVED THAT COUNCIL adopts By-Law 2026-1181, being a by-law to confirm, adopt and ratify the proceedings of the meeting of Council held on July 22, 2026.

(cd)

2026-133 J. Kern, G. Grant

BE IT RESOLVED THAT COUNCIL agree to adjourn at 8:28 PM and agree to meet again on August 19th, 2026 or at the call of the Mayor.

(cd)

Mayor Reg McKinnon

Deputy Clerk Janet Boucher

Corp. of the Township of Johnson
Bank Account Transactions Report 07/01/2026 to 07/31/2026

Date	Comment	Amounts
07/13/2026	Payroll/Reim. #7.1	\$ 26,115.45
07/09/2026	Bell Canada	\$ 22.72
07/09/2026	Bell Canada	\$ 27.92
07/02/2026	2035002, Tulloch Engineering Inc	\$ 810.78
07/01/2026	qb-244582, Northern Rural Net Inc.	\$ 90.39
07/09/2026	Huron Central Railway Inc.	\$ 4,386.00
07/14/2026	2026.06SD, Receiver General for Canada	\$ 29,903.93
07/14/2026	2026.06OMERS	\$ 16,705.82
07/14/2026	Co-operative Regionale De Nipissing	\$ 2,969.93
07/14/2026	2026.04.01-06.30WSIB	\$ 6,449.62
07/14/2026	Trimount Construction Group	\$ 22,582.40
07/14/2026	Bell Mobility	\$ 55.31
07/14/2026	Kensington Point Marina Inc	\$ 63.27
07/01/2026	20489, Algoma District Services Administration Board	\$ 34,497.17
07/14/2026	H. Wellwood & Sons	\$ 3,076.43
07/14/2026	Milford On-Site Repair	\$ 802.30
07/14/2026	Kentvale Merchants	\$ 216.33
07/14/2026	Ontario Trap Rock	\$ 1,042.66
07/02/2026	2907, Guardian Electric	\$ 7,429.75
07/16/2026	Guardian Electric	\$ 1,966.70
07/17/2026	RBC-RDS-9541	\$ 2,317.16
07/01/2026	1800041116, MPAC	\$ 5,832.75
07/18/2026	The Cutting Edge Sharpening and Sales	\$ 395.50
07/18/2026	Coffee and Company	\$ 648.00
07/18/2026	Karhi Contracting	\$ 2,087.70
07/18/2026	Kent's Corner Rentals	\$ 127.13
07/18/2026	AlgomaTechnology Services	\$ 1,377.01
07/18/2026	Esso Country Store	\$ 1,050.27
07/18/2026	McClelland's Hardware	\$ 141.02
07/18/2026	McClelland's Hardware	\$ 34.83
07/18/2026	McClelland's Hardware	\$ 218.05
07/18/2026	Heritage Home Hardware	\$ 830.78
07/18/2026	ANP Office Supply	\$ 294.69
07/18/2026	Traction	\$ 320.49
07/13/2026	RBC-FIRE-1046	\$ 52.65
07/13/2026	RBC-RDS-9541	\$ 138.54
07/13/2026	RBC-JM-2776	\$ 64.00
07/13/2026	RBC-PT-0463	\$ 2,016.95
07/13/2026	RBC-FL-9293	\$ 1,533.34

Corp. of the Township of Johnson
Bank Account Transactions Report 07/01/2026 to 07/31/2026

Date	Comment		Credits
07/11/2026	0001, Jason Gasparetto - Community Night	\$	2,800.00
07/22/2026	242029, Huron Central Railway Inc.	\$	2,193.00
07/22/2026	002259, Pro Mac	\$	1,261.41
07/24/2026	4332, KC Security	\$	508.50
7/24/2026	Payroll/Reim. #7.2	\$	28,989.64
07/27/2026	Council Hon. #2026.07	\$	4,057.36
07/18/2026	10004513, Pioneer Construction Inc.	\$	2,557.59
07/27/2026	Fire Hon. 2026.01	\$	9,349.99
07/27/2026	Karhi Contracting	\$	1,174.64
07/31/2026	100435, GIN-COR Industries	\$	635.81
07/29/2026	17596, EncompassIT	\$	1,633.95
07/15/2026	19137, PUC Services Inc.	\$	5,037.11
07/15/2026	19138, PUC Services Inc.	\$	3,237.86
07/29/2026	CBO-June2026, Township of Plummer Additional	\$	2,163.59
07/27/2026	865197, Hicks Morley	\$	901.18
07/31/2026	130203, Algoma Office Equipment	\$	408.02
07/31/2026	102934, Ironside Consulting Inc.	\$	4,347.68
07/31/2026	102939, Ironside Consulting Inc.	\$	212.55
07/30/2026	285184508, Traction	\$	485.88
07/28/2026	15873, Vulcan Fire & Safety Systems Ltd	\$	41.94
07/04/2026	x014414671260704, Bell Canada	\$	499.33
07/25/2026	x014430490260725, Bell Canada	\$	27.92
07/25/2026	x014444230260725, Bell Canada	\$	23.22
07/25/2026	x014513231260725, Bell Canada	\$	262.38
07/25/2026	x001277723260713, Bell Canada	\$	238.39
07/23/2026	2111945666, Algoma Power Inc	\$	677.73
07/23/2026	2111945667, Algoma Power Inc	\$	78.67
07/23/2026	2111945676, Algoma Power Inc	\$	238.45
07/23/2026	2111945678, Algoma Power Inc	\$	65.19
07/23/2026	301363822, Algoma Power Inc	\$	173.28
07/23/2026	301363672, Algoma Power Inc	\$	826.40
07/23/2026	2111945657, Algoma Power Inc	\$	257.23
07/24/2026	2026.07.24Fire, Enbridge Gas Inc	\$	97.27
07/24/2026	2026.07.24admin/rds, Enbridge Gas Inc	\$	64.15
07/24/2026	2026.07.24DA, Enbridge Gas Inc	\$	115.40
07/24/2026	2026.07.24 GLH, Enbridge Gas Inc	\$	28.78
07/15/2026	391507261317043, Minister of Finance - Fire Training	\$	130.00
	Total July Transactions	\$	254,497.23



Agenda Item 8(A)
Date: Aug 19 2026

August 19, 2026

The Roads department is steady filling pot holes along our roads and doing a good job with a new to them product. The sand dome was filled this week in preparation for the winter months.

Arena is being booked steady for events as well as the Gordon Lake Hall.

The office staff have continued to keep things going and organized.

After reading the delegation request I searched this on the internet and These forms are on there as well as how many different ways the form is available. I also know that if the Census is not filled out they send around people to find out why, and they can help do this.

For Central Algoma Health care there are three resolutions to look over and decide which one you want to carry out and circulate. Our hospitals need us to keep going and being a close neighbor to the hospital on St. Joseph Island is important to everyone in the Central Algoma area and beyond.

The Ontario Community Infrastructure Fund (OCIF) is now closed and by circulating a resolution to different ministers hopefully will help bring it back.

Mont Pleasant has once again been targeted by the Ash Borer and it has killed a lot of trees in the Cemetery. We need to have these removed and stumps either ground down or removed where possible. This will require a professional with the proper insurance and rigging to not damage any headstones.

R&R Engineering has sent the bridge and culvert inspection report giving us a knowledge of what needs to be repaired and or replaced. This report is detailed to show that the signage is important as well as the under areas of the bridges.

We look forward to a busy fall and winter as things wrap up for the summer months.

Respectfully

Janet Maguire

Clerk/CAO



1 Johnson Drive
Desbarats, Ontario
P0R 1E0
705-782-2308

Agenda Item 8 (B)
Date: Aug 19 2026

August 19, 2026 Meeting of Council
Deputy Clerk and Treasury Department
Report to Council – July/August Items:

Deputy Clerk Report

- **Ontario Trillium Foundation Funding:** As noted in the previous report, we have been advised that the Township has been successful in securing Ontario Trillium Foundation funding for a portion of the Arena Redevelopment Project. As of last week, partial payment of \$100,000, has been received for this project
- **Infrastructure Ontario (IO):** Additional information was requested from IO regarding the bridge financing for the GICB project. It was anticipated that a decision would be made by the August Council meeting. At the time of writing, a decision has not been made.
- **GICB:** We are awaiting an agreement with this agency.

Treasurer's Report

- Monthly remittances have been completed, including Receiver General, OMERS, and other required payments.
- The NORDS grant application has been filed (July 31 deadline)
- The July Budget-to-Actual report will be provided under separate cover.

Respectfully submitted,

Janet Boucher, Deputy Clerk/Treasurer
Township of Johnson



Agenda Item 8(E)
Date: Aug 19 2026

Johnson Township Community Centre

Denise Methot: Facility Manager

705-782-6723 arena@johnsontownship.ca

August 19, 2026

JTCC Facility Report to Council

JULY/AUG. items:

- Generator installation began on August 10th, he will be back Friday to do more line work. Said he'll be coming back at the end of the month to finish up installation.
- We have had to make room in our office for the panel. Pretty big. As we were making room I decided to paint the walls, reorganize and get rid of junk.
- Another big event took place Fibre to Fabric. Parking was a bit of an issue again.
- Guest internet isn't working. Apparently, we have the home modems not the industrial ones we need. They are out of stock.

Denise Methot,

Facility Manager



Agenda Item 8 (C)
Date: Aug 19 2026

HEALTH AND SAFETY REPORT

Rob Romberg: Health and Safety Rep

August 19, 2026

July/August Items:

- Monthly H&S Inspections are current.
- Ongoing H&S Projects are in progress
- Health and safety programs are being investigated for all staff to complete

Please see attached to be read and approved by Council.

Rob Romberg

Health and Safety Rep



MUNICIPAL COMMUNITY CENTRE

STANDING POLICY & OPERATIONAL FRAMEWORK (ONTARIO)

1. PURPOSE

This Standing Policy establishes governance, operational standards, safety expectations, and long-term planning considerations for the Municipal Community Centre. The facility includes:

- Ice rink and arena
- Banquet hall / event space
- Canteen / food service area
- Outdoor tennis courts
- Ball field
- Covered pavilion

This policy is intended to ensure compliance with applicable Ontario legislation, support safe and efficient operations, and provide a framework for future growth and service delivery.

2. SCOPE

This policy applies to:

- All full-time, part-time, seasonal, and volunteer staff
 - Contractors and service providers
 - User groups, renters, and members of the public
-

3. GOVERNANCE & LEGISLATIVE COMPLIANCE

The Community Centre shall operate in compliance with, but not limited to:

- Ontario Occupational Health and Safety Act (OHSA)
- Ontario Fire Code
- Ontario Building Code
- Accessibility for Ontarians with Disabilities Act (AODA)

- Technical Standards requirements and Safety Authority (TSSA)
- Public Health regulations (food premises)
- Municipal bylaws and policies

Where conflicts arise, the most stringent requirement shall apply.

4. ORGANIZATIONAL STRUCTURE & RESPONSIBILITIES

4.1 Manager

The Manager is responsible for:

- Overall facility operations and strategic planning
- Regulatory compliance and policy implementation
- Budget development and financial oversight
- Risk management and emergency preparedness
- Staff supervision and performance management

4.2 Assistant Manager

The Assistant Manager supports the Manager and is responsible for:

- Daily operations and scheduling
- Facility inspections and maintenance coordination
- Staff supervision in the Manager's absence
- Incident reporting and documentation

4.3 Recreation Coordinator

The Recreation Coordinator is responsible for:

- Program development and delivery
 - Community engagement and partnerships
 - Booking coordination for indoor and outdoor spaces
 - Event planning and support
-



5. OPERATIONAL GUIDELINES

5.1 General Operations

- Hours of operation shall be approved by Council or designated authority
- All areas shall be inspected daily prior to opening
- A documented maintenance and inspection program shall be maintained
- All incidents shall be reported and investigated in accordance with OHS requirements

5.2 Ice Rink / Arena Operations

- Ice plant operations shall comply with refrigeration safety standards
- Only trained and authorized personnel shall operate ice equipment
- Daily logs shall be maintained for ice conditions, plant readings, and maintenance
- Seasonal shutdown/startup procedures shall be documented and followed

5.3 Banquet Hall Operations

- Occupancy limits shall be strictly enforced
- Fire exits and emergency lighting shall be maintained and unobstructed
- Rental agreements shall outline responsibilities, insurance requirements, and permitted uses

5.4 Canteen Operations

- Food handling shall comply with Public Health requirements
- Staff shall hold valid food handler certification where required
- Cleaning and sanitation schedules shall be maintained and documented
- Equipment shall be inspected regularly

5.5 Outdoor Facilities (Tennis Courts, Ball Field, Pavilion)

- Seasonal inspections shall be conducted prior to opening
- Surfaces, fencing, lighting, and seating shall be maintained in safe condition
- Weather-related closures shall be implemented as required
- Booking and use policies shall be clearly communicated

6. HEALTH & SAFETY

6.1 General Safety

- A Joint Health and Safety Committee (or representative) shall be established as required
- Hazard assessments shall be conducted regularly
- Appropriate PPE shall be provided and used



6.2 Emergency Preparedness

- A Fire Safety Plan shall be maintained and reviewed annually
- Emergency procedures shall include:
 - Fire
 - Medical emergencies
 - Ammonia leak (if applicable)
 - Power failure
 - Severe weather
- Regular drills shall be conducted and documented

6.3 Working Alone

- Procedures shall be in place for staff working alone
 - Communication systems and check-in protocols shall be implemented
-

7. MAINTENANCE & ASSET MANAGEMENT

- Preventive maintenance schedules shall be established for all equipment
 - Capital asset inventories shall be maintained
 - Lifecycle planning shall inform budgeting and replacement schedules
 - Contractors shall meet safety and insurance requirements
-

8. BOOKING & USE OF FACILITIES

- A standardized booking system shall be used
 - Priority use may be defined by municipal policy
 - Users must provide proof of insurance where required
 - Terms of use shall include:
 - Conduct expectations
 - Damage responsibility
 - Cancellation policies
-

9. FINANCIAL MANAGEMENT

- Fees and charges shall be approved by Council



- Revenue tracking and reporting shall be maintained
 - Cost recovery targets shall be considered where appropriate
 - Grant and funding opportunities shall be pursued
-

10. ACCESSIBILITY & INCLUSION

- Facilities and programs shall comply with AODA standards
 - Accessibility improvements shall be incorporated into capital planning
 - Inclusive programming shall be encouraged
-

11. ENVIRONMENTAL & ENERGY CONSIDERATIONS

- Energy efficiency measures shall be implemented where feasible
 - Water conservation practices shall be encouraged
 - Waste reduction and recycling programs shall be maintained
 - Future upgrades (e.g., heat pumps, LED lighting) shall be evaluated
-

12. FUTURE EXPANSION & LONG-TERM PLANNING

12.1 Growth Considerations

- Population growth and community needs shall be monitored
- Facility usage data shall inform expansion decisions

12.2 Expansion Planning

- Space allocation for potential additions shall be considered
- Infrastructure capacity (electrical, water, parking) shall be evaluated
- Multi-use and flexible space design shall be prioritized

12.3 Emerging Trends

- Increased demand for multi-sport and year-round use
 - Technology integration (booking systems, energy monitoring)
 - Accessibility enhancements beyond minimum standards
-



13. RISK MANAGEMENT

- Insurance coverage shall be reviewed annually
 - Risk assessments shall be conducted for programs and events
 - Incident trends shall be analyzed for continuous improvement
-

14. POLICY REVIEW

- This policy shall be reviewed every two (2) years or as required
 - Updates shall reflect legislative changes, operational needs, and best practices
-

15. APPROVAL

Approved by: _____ Date: _____

End of Policy



MUNICIPAL ICE ARENA – FIRE SAFETY PLAN

1. PURPOSE

This Fire Safety Plan (FSP) is designed to ensure the safe and orderly evacuation of occupants and to minimize to life and property in the event of:

- Fire
- Explosion
- Ammonia release
- Fuel-related incident
- Electrical emergency

This plan complies with the Ontario Fire Code, Section Fire Code, Section 2.8 and must be approved by the Chief Fire Official

2. Building Description

- Type: Municipal Arena (Assembly Occupancy)
- Floor: 2 Stories
- Major Areas:
 - Ice Surface and spectator seating
 - Dressing rooms
 - Kitchen & Canteen
 - Mechanical/electrical rooms
 - Ammonia refrigeration plant room
 - Zamboni storage/fueling area(propane)
 - Offices and public areas
 - Elevator and stairwells
- Fire Protection Systems:
 - Fire Alarm system(audible/visual)
 - Portable fire extinguishers
 - Emergency lighting
 - Standpipe/hose system (if applicable)



3. Emergency Contacts

- Fire Department: 911
 - Facility Manager: _____
 - Alternate Contact: _____
 - Gas/Propane: _____
 - Refrigeration Contractor (Ammonia): _____
-

4. SUPERVISORY STAFF DUTIES

Supervisory staff must be assigned and trained.

Key Roles:

- Arena Manager (Fire Safety Director)
- Maintenance Staff
- Ice Plant Operator
- Program Staff/Customer Service Staff

Responsibilities

- Ensure evacuation is initiated
 - Assist persons requiring help
 - Shutdown hazardous systems if safe:
 - Ice Plant(ammonia)
 - Kitchen equipment
 - Propane equipment
 - Meet fire department on arrival
 - Provide building information and keys
- Fire Code requires designated staff and training as part of the plan.

5. OCCUPANT EMERGENCY PROCEDURES

IF YOU DISCOVER FIRE:

1. Activate nearest fire alarm pull station
2. Call 911
3. Leave area immediately
4. Close door behind you

WHEN ALARM SOUNDS:

1. Evacuate immediately using nearest exit
2. Do not use elevator
3. Assist persons requiring help
4. Proceed to designated assembly area
5. Do not re-enter building

6. EVACUATION PROCEDURES

General

- Evacuate both floors via nearest exits
- Use stairwells only
- Staff sweep
 - Dressing rooms
 - Washrooms
 - Offices
 - Seating Areas

Assembly Area

- Minimum 10-15m away from building
- Clear of fire routes

7. PERSONS REQUIRING ASSISTANCE

- Assign staff to assist mobility-impaired persons
- Use areas of refuge if necessary
- Notify fire department of location



8. ELEVATOR PROCEDURES

- Elevators shall not be used during fire
- Elevator to return to ground floor (if equipped with recall)
- Assist occupants to exit via stairs

9. SPECIAL HAZARD PROCEDURES

Ammonia Refrigeration Plant

- Hazards: Toxic gas, explosion risk

Emergency Actions:

- Activate Alarm and evacuate immediately
- DO NOT enter plant room
- Shut down system remotely if trained and safe
- Call 911 and inform: "Ammonia Leak"
- Isolate Area

Propane Zamboni/Storage

- Hazards: Flammable gas

Procedures:

- No smoking/open flame
- Shut off propane supply if safe
- Evacuate area if leak suspected
- Report to fire department

Kitchen & Canteen

- Hazards: Grease Fires

Procedures:

- Use Class K extinguisher
- Activate suppression system (if installed)
- Shut off gas/electric supply
- Never use water on grease fires



6. FIRE PROTECTION EQUIPMENT

- Fire Extinguishers:
 - ABC (general)
 - Class K (kitchen)
- Fire alarm pull stations at exits
- Emergency lighting tested monthly
- Exit signs illuminated at all times

11. FIRE DRILLS & TRAINING

- Conduct at least annually (more if required by Fire Department)
- Train staff on:
 - Evacuation procedures
 - Fire extinguisher use
 - Ammonia awareness
 - Propane safety

Fire Code requires drills and training documentation

12. INSPECTION & MAINTENANCE

Daily:

- Exit routes clear
- Fire doors closed
- No combustible buildup

Monthly:

- Fire extinguishers checked
- Emergency lighting tested
- Alarm visual check

Annual

- Fire alarm system inspection
- Sprinkler inspection (if applicable)
- Review Fire Safety Plan



13. CONTROL OF FIRE HAZARDS

- No storage in exits or mechanical rooms
- Proper storage of propane cylinders
- Maintain housekeeping standards
- Safe handling of cleaning chemicals

14. ALTERNATIVE MEASURES (SYSTEM SHUTDOWN)

If fire protection systems are out of service:

- Implement fire watch
- Notify fire department
- Post notices
- Limit occupancy if required

15. FIRE DEPARTMENT ACCESS

- Fire route maintained clear
- Hydrants accessible
- Knox box/FSP box at main entrance
- Keys and plans available

16. REQUIRED DRAWINGS (TO BE ATTACHED)

Floor plans (both levels) showing:

- Exits and routes
- Fire alarm
- Extinguishers



- Hose connections
- Mechanical rooms
- Ammonia plant
- Zamboni area

Site Plan:

- Fire routes
- Hydrants
- Assembly areas
-

17. Implementation

- Post Emergency procedures on each floor
- Train all staff
- Keep plan in Fire Safety Plan box at main entrance
- Submit to local fire department for approval

18. Review & Approval

- Review annually or after any change
- Submit updates to Chief Fire Official
- Maintain signed approved copy on site

19. Notes Specific to Municipal Arenas

This facility has multiple high risk hazards requiring strict controls:

- Ammonia refrigeration system
- Propane powered equipment
- Public assembly occupancy

These increase the importance of:

- Staff training
- Clear evacuation procedures
- Coordination with fire department

Approved by: _____ Date: _____



MUNICIPALITY OF JOHNSON TOWNSHIP

Working Alone Policy

1. PURPOSE

To establish procedures that protect workers who perform duties alone, ensuring their health and safety in accordance with the Occupational Health and Safety Act and applicable Ontario regulations.

2. SCOPE

This policy applies to all municipal employees, including those working in:

- Municipal arena (including ice plant and canteen operations)
- Municipal administrative buildings
- Fire department (career and volunteer when alone at station or responding)
- Roads and public works garage
- Any off-site municipal work locations

3. Definition

Working Alone:

A worker is considered to be working alone when they are:

- The only worker at a workplace, OR
- Not in direct visual or audible contact with another worker and cannot expect immediate assistance

4. Legislative Requirements

This policy supports compliance with:

- Occupational Health and Safety Act (Sections 25 & 27 – employer/supervisor duties)
 - Industrial establishments Regulation 851 (where applicable to garages and arenas)
 - Workplace Hazardous Materials Information System (WHIMS) regulation
- Ministry of Labour, immigration, training and skills development guidance on lone workers



5. General Policy Statement

The Municipality shall:

- Identify and assess all working-alone situations
- Eliminate or reduce risks where reasonably practicable
- Implement communication and emergency response procedures
- Provide training and supervision appropriate to the hazard level

No Worker shall be required to work alone where there is significant risk of serious injury without adequate controls.

6. Hazard Assessment

Supervisors shall conduct documented risk assessments for all positions that may involve working alone, including:

- Ice plant operation (ammonia exposure risk)
- Arena night shifts/early morning opens
- Fire station standby periods
- Roads garage maintenance activities
- Office staff working after hours
- Field work (snow clearing, inspections, remote sites)

6. Hazard Assessment Continued:

- Nature of Hazards (Chemical, mechanical, violence, environmental)
- Location and isolation
- Time of Day
- Worker experience and training
- Emergency response time

7. Prohibited Working Alone Tasks

The following tasks shall not be performed alone unless a risk assessment determines adequate controls:

- Entry into ammonia refrigeration plant rooms(arena)
- Confined space entry
- High-risk maintenance (lockout/tagout, working at heights)
- Handling emergency response activities (must follow department SOP's)
- Any task requiring rescue capability



8. Control Measures

Where working alone is permitted, the Municipality shall implement:

- a. Communication Systems
 - Cell Phone or radio
 - Landline access
 - Two-way communication device
- b. Check-In Procedures
 - Scheduled check-ins at defined intervals based on risk levels:
 - Low Risk: Every 2-4 hours
 - Moderate Risk: Every 1-2 hours
 - High Risk: Every 30-60 minutes
 - Check-ins logged and monitored by a designated contact
- c. Emergency Response Plan
 - Must include:
 - Escalation procedure if worker misses a check-in
 - Emergency contact list
 - Site specific emergency instructions
 - Access to first aid supplies and trained personnel

8. Control Measures Continued

- d. Personal Protective Equipment (PPE)
 - Appropriate PPE must be worn, including:
 - High visibility clothing(roads/garage)
 - Gas detection arena ice plant where required)
 - Fall protection where applicable
- e. Training
 - Workers Shall receive training on:
 - Working alone procedures
 - Hazard recognition
 - Emergency response
 - Use of communication devices



9. Department-Specific Requirements

Arena:

- No lone entry into ammonia refrigeration machinery rooms for repairs or service
- Night staff must follow check-in protocol
- Panic/Emergency contact procedures required for canteen staff working alone

Municipal Office:

- After-hour workers must notify supervisor/designate
- Secure building access procedures must be followed
- Working alone late must be pre-approved

Fire Department:

- Members shall not respond alone to emergency incidents
- Station lone presence requires communication availability
- Follow departmental SOP's and incident command requirements

Roads Garage/Public Works

- Lone mechanics must follow lockout/tagout procedures
- Equipment repairs involving crush hazards require a second worker
- Field workers (plow operators, etc.) must maintain regular radio contact

10. Roles and Responsibilities

Employer (Municipality)

- Ensure compliance with the Occupational Health and Safety Act
- Provide safe systems of work and training
- Ensure risk assessments are completed

Supervisors

- Respond to missed check-ins immediately

Workers

- Follow all procedures and training
- Maintain communication as required
- Report hazards and incidents immediately



11. Incident Response

If a worker fails to check in:

1. Attempt immediate contact
2. Notify supervisor/designate
3. Dispatch a worker or emergency services if necessary
4. Initiate emergency response procedures

All incidents must be documented and investigated

12. Review and Evaluation

This policy shall be reviewed:

- Annually
- After any incident involving a lone worker
- When operators or hazards change

The Municipality shall maintain:

- Working alone risk assessment
- Check-in logs
- Training records
- Incident reports

Approved by: _____ Date: _____



Agenda Item 8(H)
Date: Aug 19 2026

Report to Council

August 2026

Green & Inclusive Community Building Program (GICB) Arena Project

Background:

The township was successful in its application for Federal funding under the GICB program. The total project cost is \$1,718,208.08. The townships portion of that total project cost is \$410,200.00.

We applied for funding to stack on this program in order to reduce our portion of the project. We applied to Ontario Trillium Foundation (OTF) for \$200,000.00 and we were successful. By stacking the OTF grant of \$200,000.00 on to the approved GICB funding, our portion of the total project cost has been reduced to \$210,200.00.

Current Status:

Tenders were advertised to secure a design team, TAL-VT Architect Inc was the successful design team. We have met numerous times and council has signed off on the designs for the renovations of the washrooms and change rooms.

There are restrictions for getting work done due to the start up timing of the ice plant. With contractors already booked for 2026, the tender for the washroom and change room renovations and upgrades will be advertised early in 2027.

It is anticipated that we may also contract for some of the additional work such as the door replacements in 2027, although that may well be held over to 2028.

The ice plant upgrades and change over from water to closed glycol loop was advertised as a separate tender. The successful bidder was Nor-Therm Ltd. (Travis King). This work is scheduled to be completed this summer in time for ice making this year. Parts have been ordered.

NOTE: With regard to the grants the Government has issued an order that we buy 'Canadian' first; when and where possible. This order is as a result of the current political tension between Canada and the USA and the imposing of Tariffs.

July 15th 2026

Site meeting with, David Barban of Nor Mech Engineering Inc. The meeting was in preparation of the final design and tender for the plumbing specs and its location in the arena. There are no 'as built' drawings and plumbing size and location under the concrete is not fully known.

A representative of McLeod Brothers Mechanical attended and has been contracted to use cameras in the plumbing to verify size, condition and location under the concrete.

OTF Grant AC and Backup Generator for Arena

The AC/Heat Pump unit was installed for the Hall and Kitchen upstairs in the Arena. The installation of the Generator power backup has had some delays but will be operational by the end of August.

An extension of the OTF Grant has been approved and will allow us time to do final construction on site of a building to house the Generator and provide some additional related storage.

Active Transportation Grant

Background:

A grant was provided to the Township in 2022 to have a study done regarding movement of persons within the township. This study was to include tourism, residents, seniors, products, business, cycling, hiking ... etc.

The purpose of the study was to provide the township with a Plan addressing the primary areas of concern within the Township that could be used to lever financing. In applying for funding, strong supporting documentation of the need and the method to address any issue greatly increases the likelihood of success.

The delay in completing this project was the inability to find within a reasonable catchment area an Engineering firm experienced in producing such a Plan. An extension and approval of the extension was granted to March 2027. The firm of Arcadis Professional Services (Canada) Inc have been retained.

Current Status:

June 17th

An initial start up meeting was held in June to establish the final contract for services and to review the need and intent of development of this Plan.

August 10th

A Teams meeting was held to review data collected to date and to clarify the next step. Arcadis is seeking additional information on roads, municipal property and stake holders in the immediate area. An information release to the general public is planned for September. A survey will be established to collect information from the general public. An information package will be sent to all 'stake holders' and will be followed up with a Teams meeting to ascertain support and receive further suggestions and relevant information.

Glenn Martin