



Candidate Information for 2022 Municipal Election
Provided by
The District Municipality of Muskoka

The following information is provided to potential candidates who are interested in running for Muskoka District Council during the 2022 municipal election.

General Responsibilities of the District of Muskoka

911 and Mapping	I.T. Services
Human Resources	Water and Sewer Services
Lagoons	Legislative Services (Legal/Clerks)
Construction and Maintenance	Indigenous Relations
Economic Development	Muskoka Official Plan
Development Approvals	Muskoka Airport
Emergency Services	Ontario Works
Engineering Services	Paramedic Services
Community Paramedicine	Health Link
Environment and Watershed Programs	Planning Services
Facilities Services	Port Carling Locks
Finance Services	Provincial Offences
Garbage and Recycling	Roads System
Social Housing	Homelessness
The Pines Long-Term Care Residence	Fairvern Long-Term Care Home (soon)
Children's Services	Seniors Services

Campaign Signs

For information regarding campaign signs, please contact the Clerk at the respective lower-tier municipality. Sizing requirements may vary between

Canvassing in District Facilities

Campaigning in District facilities is not permitted. However, candidates for the office of District Chair; and candidates within the boundaries of the Town of Bracebridge, for the offices of Mayor, District Councillor, Macaulay Ward and School Board Trustees may visit the residents of The Pines Long-Term Care Facility (The Pines) on a predetermined date for campaign purposes. Your visit may need to be restricted in some locations within the Pines due to resident care requirements. In addition, it is

expected that you respect the privacy of resident information (such as names or health conditions) obtained in your visit.

The date for candidates to visit The Pines will be communicated through the Town of Bracebridge when such date has been determined.

District Chair and District Councillor Remuneration

Remuneration for the District Chair, Deputy District Chair and District Councillors is as follows:

2022-2026 Term of Council	Remuneration	Travel Expenses	Benefits
District Chair	Dec 2022 - \$100,730 Dec 2023 - \$103,130 Dec 2024 - \$105,530 Dec 2025 - \$107,930	Mileage expense \$0.55/km – current (per policy)	Health and dental (for further details contact Human Resources department)
Deputy District Chair	Dec 2022 - \$25,808 Dec 2023 - \$29,326 Dec 2024 - \$32,844 Dec 2025 - \$36,362	Mileage expense \$0.55/km – current (per policy)	
District Councillors* (Double-direct elected to upper and lower-tiers)	Dec 2022 - \$23,800 Dec 2023 - \$25,310 Dec 2024 - \$26,820 Dec 2025 - \$28,330	Mileage expense \$0.55/km – current (per policy)	N/A
Committee Chair (of the four Committees noted below)	Dec 2022 - \$2,000 Dec 2023 - \$2,000 Dec 2024 - \$2,000 Dec 2025 - \$2,000		

* This does not include remuneration from the lower-tier municipalities (Towns/Townships)

Current Council and Committee Meeting Schedule

Muskoka District Council generally meets the third Monday of the month at 3:00 p.m. at the District Administration Building – 70 Pine Street, Bracebridge (should a meeting date fall on a Statutory Holiday, the meeting will commence on the Tuesday of the same week).

Committee meetings follow within the same week. There are four standing committees as follows:

- Engineering and Public Works – 9:00 a.m. Wednesday of Council week
- Finance and Corporate Services – 1:00 p.m. Wednesday of Council week
- Health Services – 9:00 a.m. Thursday of Council week
- Community and Planning Services – 1:00 p.m. Thursday of Council week

Committee meeting dates and times are subject to change at the Call of the Committee Chair and with the consensus of the Committee members.

The August Council meeting is shifted a week earlier to avoid a conflict with the annual Association of Municipalities of Ontario Conference. The August Committee meeting remain as normally scheduled.

There are also various ad hoc and special committees established from time-to-time as the need arises.

Muskoka District Council Inaugural Meeting

The District Municipality of Muskoka's Inaugural meeting date for the next term of Council is scheduled to take place on Monday December 5, 2022 at 3:00 p.m. At the Inaugural meeting, Councillors will take the Declaration of Office before selecting the District Chair, who will then take the Declaration of Office. This occurs before any Council business can proceed.

Questions regarding Muskoka District Council can be directed to the following:

Amy Back, District Clerk
The District Municipality of Muskoka
70 Pine Street
Bracebridge, ON P1L 1N3
Phone: (705) 645-2100 x4239
Email: amy.back@muskoka.on.ca

**Standing and Ad Hoc Committees of
Muskoka District Council**

This information provided in this document is a summary of the roles of the District's Standing Committees. The following table outlines the names and responsibilities of each Standing Committee:

Committee Name	Areas of Responsibility
Engineering and Public Works	<ul style="list-style-type: none"> • Infrastructure Engineering • District roads, bridges, storm water management • Port Carling Locks • Solid Waste Management • Water and Waste Water Treatment • Hauled Sewage Lagoons • Water Distribution and Sanitary Collection Systems
Finance and Corporate Services	<ul style="list-style-type: none"> • Budgets and Finance • Facilities Services • Information Technology Services • Accessibility • Continuous Improvement Unit • Human Resources • Legislative Services (Legal, Clerks, and Court Administration – commonly referred to as POA)
Health Services	<ul style="list-style-type: none"> • Muskoka Paramedic Services • Community Paramedicine Program • Long-Term care Services: <ul style="list-style-type: none"> • The Pines • Fairvern • Emergency Management • Health Capital Funding • Hospital Local Share Funding • Health Strategies and Initiatives (Health Link) • Public Health, Simcoe Muskoka District Health Unit (liaison) • Muskoka and Area Ontario Health Team (Alliance Council Committee)
Community and Planning Services	<ul style="list-style-type: none"> • Environment and watershed • GIS services • Planning • Muskoka Tourism Marketing Agency • Housing and Homelessness

Committee Name	Areas of Responsibility
	<ul style="list-style-type: none"> • Children’s Programs • Community Engagement and Social Enterprise • Ontario Works • Seniors Programs

All Standing Committees are comprised of a Chair, Vice-Chair, and four members, representing all six lower-tier municipalities.

Muskoka District Council meets on the third Monday of each month followed by Standing Committees the same week.

District Chair and Committee Chairs

District Chair

The District Chair is the Chief Executive Officer of the municipality and the head of Council. The District Chair presides over District Council meetings; attends all Committee meetings as an ex-officio member; provides leadership to Council; represents Muskoka in an official capacity; and carries out all duties of the head of Council as prescribed in the Council Procedure By-law. The District Chair is elected after District Council is organized at its Inaugural meeting.

Deputy District Chair

The Deputy District Chair is appointed to act in the place of the District Chair when the Chair is absent from the District Area, or absent through illness, or the Chair’s office is vacant. While acting in this capacity, such member of Council has and may exercise all the rights, powers and authority of the Chair. The Deputy Chair shall have one vote on any matter at a meeting of District Council but shall not have a casting vote following an equality of votes. The Deputy Chair shall not be an ex-officio member of all Committees when filling the role of District Chair.

Committee Chair

The Committee Chair presides over meetings and can call meetings outside of the regular schedule if required. The Committee Chair calls members to order; maintains order; puts to vote all questions which are regularly moved and seconded and announces the result, among other duties as prescribed in the Council Procedure By-law. The Committee Chair shall provide a review of the minutes of any meeting held by that Committee at the next meeting of District Council.

Committee Vice-Chair

The Committee Vice-Chair shall have all the powers of the Committee Chair.

Administration of Council and Committee

Chief Administrative Officer (CAO) Team

The CAO, Julie Stevens, is responsible for the overall administration and staff of the District and is the primary contact between Council members and staff. The CAO's responsibilities include corporate strategic and program planning, human resources policies and strategies, legal services, and overall administrative and financial management. The CAO reports directly to Council and works closely with the District Chair on matters assigned or decisions made by Council. The Executive assistant to the CAO, Blaire Melvin, the Communications Manager, Molly Ross and her team, and the CIU Team Lead, Tina Kilbourne and her team, complete the Administration portfolio.

District Strategic Leadership Team (DSLTL)

This team is the senior leadership of the District and is comprised of the CAO, the Commissioners of each department, the Director of Human Resources and the District Solicitor. This team meets regularly to work together to ensure that policies and direction of Council are implemented efficiently and effectively.

Clerk's Team

The District Clerk, Amy Back, is responsible for agenda preparation, meeting coordination, provides legislative procedural direction and is the secretariat for Committees and Council meetings. The District Clerk is also the Freedom of Information Coordinator and Privacy Officer for matters related to the Municipal Freedom and Protection of Privacy Act. The Clerk's department prepares, executes and retains official records of the municipality. The Deputy Clerk, Charlene Hammond, assists the Clerk in these areas and acts in the place of the Clerk when the Clerk is absent. The Deputy Clerk, while acting in this capacity, has and may exercise all the rights, powers and authority of the Clerk. The Clerk's team also includes the Records Management Coordinator and falls under the direction of the District Solicitor, Jamie Clow.

Legal Team

The Legal Department is comprised of two Lawyers, Jamie Clow and Danielle Bertin; three Law Clerks and one Prosecutor who works on Provincial Offences Act matters. The Legal Department is responsible for providing full range legal support, including litigation, administrative law and solicitor services to all staff and departments within the District, save and except for insured claims and labour matters. Additionally, the Legal Department is responsible for providing advice directly to both Committees and Council with respect to legal requirements, impacts and consequences to assist in their deliberations and the decision-making process.

In addition, pursuant to a Memorandum of Understanding with the Ministry of the Attorney General, The District Municipality of Muskoka provides Prosecution Services in the Ontario Court of Justice for Part I *Provincial Offences Act* matters.

Human Resources Team

The team, led by Catherine Glover, provides human resource (HR) services to District employees, departments and Council including employee and labour relations; talent management and development; recruitment; compensation, job evaluation and benefits; and policy development and implementation. In addition, it supports in the development and delivery of a comprehensive health, safety and wellness program. HR is also an advisor to Management and Council regarding industry trends, organizational changes, impact and interpretation of legislation and policies as well as supporting and chairing union collective agreement bargaining with the District's three unions (five bargaining units).

Departments and Committees of the District

As noted in the chart above, the District's operating responsibilities fall into four general groupings; each with a Commissioner heading the team. There is a District Council Committee for each of the four departments. District Councillors also hold seats on other area Boards and Agencies as noted under the related departments below.

Community and Planning Services – Commissioner Samantha Hastings (retiring June 2022)

This department is responsible for the delivery of Housing and Homelessness, Ontario Works, Children's Services, Planning Services, Environmental and Watershed Programs, and GIS. The Commissioner, CPS will oversee:

- The delivery of community and individual programming for vulnerable populations and the broader delivery of land use and watershed planning programs, and climate change initiatives
- Responsible for planning that guides the growth and development of Muskoka and the implementation of programs and initiatives that will protect and enhance Muskoka's natural environment including policy development through the Muskoka Official Plan and development approval functions assigned or delegated by the Province under the Planning Act
- Deliver the Muskoka Water Strategy, including recreational water quality monitoring, causation studies, public education and outreach, support for Muskoka Watershed Council, provincial watershed initiatives projects and other environmental projects
- Deliver the Muskoka Climate Strategy, providing leadership and technical expertise to District departments, Area Municipalities and the community, to mitigate the effects of, and adapt to, climate change addressing climate change
- Deliver geographic information systems (GIS), including the GeoHub, for District departments, the Area Municipalities, and the general public
- Implement the 911 addressing system that ensures timely and locationally accurate emergency response
- Liaise, monitor and work with Muskoka Tourism Marketing Agency to enhance visitation and tourism to Muskoka

- As the provincially designated Service Manager, deliver community housing programs, including direct management of community housing units, oversight and funding of non profit housing providers and tenant supports
- As the Service Manager, deliver homelessness prevention and emergency shelter and assistance programs
- As the Service Manager, administer Federal/Provincial affordable housing programs, and manage District affordable housing initiatives, including funding for new construction, home ownership, home repair and rent supplements
- As the Service Manager, deliver the Ontario Works program, including financial subsidies and benefits as well as integrated case management and programming that helps people to stabilize their lives in order to achieve stable housing, independence and empowerment and employment
- Deliver community initiatives beyond those funded by the Province, to address gaps or needs within the community that focus on improved individual and community quality of life
- As the Service Manager, plan and manage the delivery of licensed child care services through the expansion of licensed child care spaces and provide financial subsidies and quality control
- As the Early ON Child and Family Centre Manager, plan and manage the delivery of EarlyON Child and Family Centres throughout the District
- Deliver the Muskoka Home Childcare Agency including oversight of childcare operations in licensed homes.
- Provide services and programming, in collaboration with other partners, to seniors across Muskoka

Engineering and Public Works – Commissioner Fred Jahn (retiring June, 2022)

This department is responsible for presenting policy recommendations on all matters including:

- Needs assessment, long range planning and construction program development for all department service divisions
- Construction projects, engineering, design, construction supervision and contract administration
- Operation and maintenance of the Port Carling Locks and James Bartleman Island Park
- Maintenance and construction of District Roads and bridge systems
- Issuance of sign, entrance, road occupation and road usage permits
- Winter maintenance program to ensure public safety on District Roads during the winter months
- Collection, diversion, disposal and public education and awareness of solid waste programs including household garbage, recycling, green bin composting and household hazardous waste
- Management of landfill, transfer stations and bin sites

- Treatment, transmission, storage and distribution of water for consumption and fire protection purposes including operation of pumping stations, storage facilities, watermains, sewers, lagoons, hydrants and stormwater management
- Collection, transmission, treatment and disposal of sewage, including bio-solids and hauled sewage management

Finance and Corporate Services – Commissioner Suzanne Oliner

The Finance and Corporate Services Department's responsibilities include the administration of both financial and corporate services of the District. These services include:

- Annual budgeting and quarterly variance reporting
- Accounting and financial reporting of year end results corporately and to the Province
- Asset management and long term financial planning
- Information Technology Services and shared service agreement
- Facility management and maintenance
- Capital planning and construction project management
- Municipal accessibility requirements and initiatives
- Procurement for all departments other than EPW
- Insurance and risk management
- Fleet management including capital planning and ongoing operations of fleet across the District
- Under the Police Services Act, The District Municipality of Muskoka is responsible for the provision of police services within the District and the associated costs of providing those services
- Debenture issuance for District and on behalf of lower tier municipalities
- Establishing District-wide tax policies
- Corporate energy management
- Coordination and oversight of the development and implementation of the District's accessibility plan

The Human Resources Department and Legislative Services (including legal, clerks, courts administration and prosecution) fall under the scope of this Committee.

Health Services – Commissioner Norm Barrette

The Health Services Department advises Council on policy recommendations relating to the responsibilities of the various health related programs the District is responsible for:

- The Pines Long-Term Care Home, an accredited long-term care facility with 160 beds owned and governed by the District
- Fairvern Nursing Home, which will be owned and governed by the District as of June 30, 2022

- Other long-term care planning projects are underway including the new Fairvern Long-Term Care Home in Huntsville
- Muskoka Paramedic Services, including Community Paramedicine
- Health Strategies and Initiatives (Health Link)
- The District plays an active role in working with the Simcoe Muskoka District Health Unit (SMDHU) to promote and protect health, and to prevent disease and injury
- The Muskoka and Area Ontario Health Team (MAOHT) is a collaboration of Muskoka and area health and social service partners and includes representation from 15 organizations, reflecting primary care, home care, hospitals, community agencies, long-term care, mental health, and the District Municipality of Muskoka
- Under the Emergency Management and Civil Protection Act, the District is required to establish an emergency plan. This plan works in coordination with the six lower-tier municipalities emergency plans and the Muskoka Emergency Response Committee (MERC) to address functions of the OPP, utilities, fire, ambulance, social services and other support agencies in the event of an emergency

Other Council Appointments

Source Protection Authorities

Source water protection is a provincial program to protect our municipal drinking water sources (water found in lakes, rivers and underground) from contamination and overuse. The program is concerned with protecting these supplies from threats if they exist within vulnerable areas. There are two Source Protection Authorities that meet throughout the year with one member of Council appointed to each; they are:

- Severn Sound Source Protection Authority
- Lakes Simcoe and Couchiching/Black River Source Protection Authority

Muskoka Tourism Marketing Agency (MTMA)

The MTMA is an incorporated agency which was established in the mid-1980's to market tourism in Muskoka and is supported financially by Muskoka District Council.

Board meetings are generally held **bi-monthly**. As per the MTMA establishing by-laws the board is comprised of elected board members from the area and two members of District, one being the District Chair or his designate.

Muskoka Watershed Council

The Muskoka Watershed Council was formed in 2001 as a joint initiative between the District of Muskoka and the Muskoka Heritage Foundation. Since that time, the Friends of the Muskoka Watershed was formed and took over the previous role of the Muskoka Heritage Foundation. The Muskoka Watershed Council is a key part of the Muskoka Water Strategy, as approved by District Council and its primary role is to promote watershed health.

Meetings are generally held on the **third Friday of each month between September and May**. Due to recent organizational changes at the Watershed Council, four Council members will be recommended to sit on the Muskoka Watershed Council, with two of those members being appointed to the Board of Directors.

Accessibility Advisory Committee

The Accessibility Advisory Committee consists of seven members comprised of Community members and District Council members. The duties of the Committee are to advise Muskoka District Council about the preparation, implementation and effectiveness of Muskoka's accessibility plan and advise on the accessibility for persons with disabilities to buildings, structures and premises which are constructed, purchased, renovated or leased by the municipality.

Meetings are **held as necessary**. The Committee is comprised of three members of Council – a Chair and two members, and up to four citizen members.

Collective Agreement Negotiating Committee

This Committee partners with management in negotiating the District's five (5) collective agreements with its three (3) unions: Canadian Union of Public Employees (CUPE) Inside and Outside workers; Ontario Nurses Association (ONA); and Ontario Public Service Employees Union (OPSEU).

Meetings are held **as required**. Four members of Council are appointed to this Committee, one of which holds the position of Chair.

Simcoe Muskoka District Health Unit – Board of Health

The Board is responsible for the operation of the Health Unit whose mandate involves the provision of health service programs for the people of Simcoe and Muskoka as defined in the Public Health Act and other associated provincial statutes. There is a considerable linkage between the programs of Public Health and those of Community Services.

Board meetings are held the **third Wednesday of each month at 9:15 a.m.** with the exception of July, August and December. The Board may also meet, if required, on the first Wednesday of each month. Two District Councillors are appointed as voting members to this board with a preference of members of the Health Services Committee.

Rosewarne Public Liaison

This Committee serves as a focal point for dissemination, consultation, review and exchange of information regarding the operation of the Rosewarne Landfill Site, including environmental monitoring, maintenance, complaint resolution and new approvals or amendments to existing approvals related to the operation of the landfill site.

Meetings are held **semi-annually** or at the call of the Chair. The Committee is comprised of a District Councillor, representing the Town of Bracebridge and a member of the Engineering and Public Works Committee, and a minimum of three (3) public members.