

CORPORATION OF THE TOWNSHIP OF MCKELLAR

August 6, 2024 – 6:30 p.m.

AGENDA

Topic: Regular Meeting of Council

Time: August 6, 2024 6:30 P.M.

[Closed Session beginning at 5:30 p.m.]

Join Zoom Meeting

<https://us06web.zoom.us/j/89699870824>

Dial by your location
+1 647 374 4685 Canada
+1 647 558 0588 Canada

24-441
2024-63

1st Resolution
1st By-law

1. CALL TO ORDER
2. ROLL CALL
3. DECLARATIONS OF PECUNIARY AND/OR PERSONAL INTEREST AND GENERAL NATURE THEREOF
4. ADOPTION OF AGENDA
5. CLOSED SESSION
 - 5.1 Minutes of Closed Session – July 8, 2024 & July 16, 2024
 - 5.2 Advice subject to solicitor-client privilege; pursuant to Ontario Municipal Act Section 239(2)(f) – Legal opinion on matter with draft agreement
 - 5.3 Labour relations or employee negotiations; pursuant to Ontario Municipal Act Section 239(2)(d) – Hiring
 - 5.4 Personal Matters about an identifiable individual; pursuant to Ontario Municipal Act Section 239(2)(b) – Firefighter Appointment
6. CALL TO ORDER
7. RESPECT AND ACKNOWLEDGMENT DECLARATION

In the spirit of reconciliation and co-operation, we wish to acknowledge that the land on which we gather is the traditional territory of the Anishinaabe and Mississauga people. Its boundaries fall within the Robinson-Huron Treaty of 1850 and the Williams Treaty of 1923. We are grateful to live here and we thank all the generations of people who have taken care of this land for thousands of years. To honour the suffering of Indigenous people and the love and wisdom they have carried for thousands of years, we pledge to work in community and harmony with each other and the environment we inhabit and work towards Truth and Reconciliation.
8. ROLL CALL - **REGULAR SESSION 6:30pm (Public can join via Zoom)**

- 9. DECLARATIONS OF PECUNIARY AND/OR PERSONAL INTEREST AND GENERAL NATURE THEREOF**
- 10. PUBLIC MEETING**
- 11. DELEGATIONS AND PRESENTATIONS**
- 12. COMMITTEE OF THE WHOLE**
- 13. MOTION TO REVIEW A PREVIOUS MOTION**
- 14. ADOPTION OF MINUTES OF PREVIOUS MEETING(S)**
 - 14.1 Minutes of the July 16, 2024 Regular Meeting of Council
- 15. PLANNING MATTERS**
 - 15.1 Consent Application No. B20/2024 (Greenwood)
 - (i) Updated Application
 - (ii) Planning Report from J.L. Richards
 - 15.2 Consent Application No. B10/2024 (EDC Custom Contracting) Conditions Met Letter
- 16. COMMITTEE/BOARD MINUTES WITH RECOMMENDATIONS FOR APPROVAL**
 - 16.1 February 7, 2024 and June 5, 2024 Draft Minutes of the Township of McKellar Historical Committee Meetings
 - 16.2 April 24, 2024 Minutes of the Board of Health and Finance and Property Committee Meetings
- 17. STAFF REPORTS WITH RECOMMENDATIONS FOR APPROVAL**
 - 17.1 PW-2024-07 Township Structures Inspection
 - 17.2 PW-2024-08 Request for Proposal 2024-11, Bird Netting
 - 17.3 McKellar Ballfield Capital Project Financial Update Memo
 - 17.4 FD-2024-16 Month End Status Updates for July 2024
- 18. MAYOR'S REPORT**
- 19. CORRESPONDENCE FOR CONSIDERATION**
 - 19.1 292 McKellar Ferguson Boundary Road Legal Opinion
 - 19.2 Quotation for Handrails at St. Stephen's Church
- 20. MOTION AND NOTICE OF MOTION**
 - 20.1 Winter Maintenance of Various Roads within the Township
 - 20.2 Municipal Finance Officer's Association of Ontario (MFOA) Conference
 - 20.3 Resolution to Delegate

21. BY-LAWS

- 21.1 By-law No. 2024-63 Being a By-law to Deem Certain Lots in the Township of McKellar not to be part of a Registered Plan of Subdivision (Kokko – 171 Centre Road)
- 21.2 By-law No. 2024-64 Being a By-law to Designate and Assume Roads in the Craigmore Subdivision as Highways

22. UNFINISHED BUSINESS

- 22.1 Unfinished Business as of August 6, 2024

23. NEW BUSINESS

24. PUBLIC NOTICES, ANNOUNCEMENTS, INQUIRIES AND REPORTS BY COUNCIL MEMBERS

25. CONSENT AGENDA – CORRESPONDENCE

- 25.1 The Labour Market Group
 - (i) May 2024 Jobs Report
 - (ii) June 2024 Publication
- 25.2 AMO Watchfile – July 11, 2024, July 18, 2024 & July 25, 2024

26. QUESTION/COMMENT PERIOD (RELATED TO ITEMS ON AGENDA)

27. CONFIRMING BY-LAW

- 27.1 By-law 2024-65 - Confirming the Proceedings of Council

28. ADJOURNMENT

Instructions for Joining the Council Meeting

1. Please try to sign in between 6:20 p.m. to 6:30 p.m. if possible; you are still welcome to sign in after 6:30 p.m. if necessary.
2. Please wait to be let in the 'meeting room'; this won't take long.
3. Please have your mic and video on mute unless you are speaking; this ensures there are no distractions or background noise to disrupt the meeting.
4. When you sign in, please sign in with your full name (first and last), not a company name.
5. A question-and-answer opportunity will be available at the end of the meeting, as per normal protocol, or during the Public Meeting.
6. If you have permission to speak please identify yourself (first and last name).
7. Please respect meeting protocol and do not interrupt the meeting. The Municipality reserves the right to remove attendees who are disruptive or disrespect meeting protocol.



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

July 16, 2024

Mayor Moore called the meeting to order at 4:31 p.m.

ROLL CALL

Mayor Moore took Roll Call.

- Present:** Mayor David Moore
Councillors Morley Haskim, Mike Kekkonen, Debbie Zulak
- Regrets:** Councillor Ryeland
- Staff:** Acting Clerk/Administrator, Karlee Britton

DECLARATIONS OF PECUNIARY AND/OR PERSONAL INTEREST AND GENERAL NATURE THEREOF

Councillor Haskim declared a pecuniary/personal interest for Item 5.2. on the Closed Agenda.

Moved by: Councillor Haskim
Seconded by: Councillor Zulak

24-424 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Agenda for this Regular Meeting of Council, as amended to add Item 23.2 under New Business, to set a date, time and location of a Public Meeting and Open House concerning a proposed Official Plan and Zoning By-Law Amendment.

Carried

Moved by: Councillor Zulak
Seconded by: Councillor Kekkonen

24-425 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar, pursuant to the Municipal Act, S.O. 2001, as amended, move into closed session at 4:32 p.m. to discuss the following items;

- 5.1 Minutes of Closed Session – June 25, 2024 and July 2, 2024
- 5.2 Advice subject to solicitor-client privilege; pursuant to Ontario *Municipal Act*, Section 239(2)(f) – Advice from Solicitor on ongoing matter
- 5.3 Information supplied in confidence by a third party; pursuant to Ontario *Municipal Act*, Section 239(2) (i) – Technical information
- 5.4 Labour relations or employee negotiations; pursuant to Ontario *Municipal Act*, Section 239(2)(d) – Hiring/Recruitment

Carried

Moved by: Councillor Kekkonen
Seconded by: Councillor Haskim

24-426 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby reconvene into open session of Council at 6:31 p.m.

Carried

Mayor Moore called the meeting to order at 6:31 p.m.

ROLL CALL

Mayor Moore took Roll Call.

- Present:** Mayor David Moore
Councillors Morley Haskim, Mike Kekkonen, Debbie Zulak
- Regrets:** Councillor Nick Ryeland
- Staff:** Acting Clerk/Administrator, Karlee Britton



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

July 16, 2024

RESPECT AND ACKNOWLEDGEMENT DECLARATION

In the spirit of reconciliation and co-operation, we wish to acknowledge that the land on which we gather is the traditional territory of the Anishinaabe and Mississauga people. Its boundaries fall within the Robinson-Huron Treaty of 1850 and the Williams Treaty of 1923. We are grateful to live here and we thank all the generations of people who have taken care of this land for thousands of years. To honour the suffering of Indigenous people and the love and wisdom they have carried for thousands of years, we pledge to work in community and harmony with each other and the environment we inhabit and work towards Truth and Reconciliation.

DECLARATIONS OF PECUNIARY AND/OR PERSONAL INTEREST AND GENERAL NATURE THEREOF

There were no conflicts of interest declared.

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

24-427 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby accept the reports, recommendations and directions arising from the closed session held July 16, 2024.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Kekkonen

24-428 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby approve the Minutes of the June 25, 2024, June 26, 2024 and July 8, 2024 Special Meetings of Council; and the July 2, 2024 Regular Meeting of Council, as circulated.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

24-429 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive the Minutes of the May 27, 2024 Township of McKellar Public Library Board Meeting.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Haskim

24-430 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive the Minutes of the May 3, 2024 & May 22, 2024 District of Parry Sound West (Belvedere Heights) Board of Management Meetings.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

24-431 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive the Minutes of the June 27, 2024 Township of McKellar Recreation Committee Meeting.

Carried



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

July 16, 2024

Moved by: Councillor Haskim

Seconded by: Councillor Kekkonen

24-432 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Draft Minutes of the March 6, 2024, April 3, 2024 and May 1, 2024 Township of McKellar Historical Committee Meetings.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

24-433 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report Cemetery-2024-01 Monument Relocation of Elmer & Esther Green; and

FURTHER THAT the request to relocate the monument be approved, subject to costs, including labour, be at the expense of the family.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Haskim

24-434 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Accounts Payable Preliminary Cheque Run Report for June 2024 from Treasurer, Roshan Kantiya for information purposes.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

24-435 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2024-62, Being a Bylaw to Authorize the Borrowing upon Serial Debentures in the Principal Amount of \$800,000.00 towards the cost of Centre Road, a First and Second reading;

And further Read a Third time and Passed in Open Council this 16th day of July, 2024.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Kekkonen

24-436 **WHEREAS** Resolution No. 24-402, carried at the July 2, 2024 meeting, requires amendments to accurately reflect the steps involved in the application; and

WHEREAS the reconfiguration involves two lot additions resulting in a reconfiguration of the two lots and property boundaries;

WHEREAS the two lots, referred to as lots 80 and 81 in Registered Plan 247, are part of a registered plan of subdivision and require a deeming by-law pursuant to Section 50(4) of the Planning Act prior to the granting of the consent which is not included as part of this Zoning By-law Amendment application and requires a separate application;

WHEREAS the Zoning By-law Amendment application involves rezoning one lot from WF2 to a RU zone with a site specific exception to permit a reduced lot frontage and lot area and rezoning one lot from WF2 to WF2 with a site specific exception to permit a reduced lot frontage and lot depth.;



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

July 16, 2024

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby amend Resolution No. 24-402 to clarify the steps involved in the reconfiguration of the property referred to as lots 80 and 81, Registered Plan No.247; and

FURTHER THAT a draft By-law reflecting these changes be prepared and circulated to the Council as soon as possible, prior to the public meeting.

Carried

Moved by: Councillor Haskim
Seconded by: Councillor Zulak

24-437 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby direct staff to give notice of an Open House to be held on Sunday, August 25, 2024 at 10:00 a.m. in the Community Centre and a Public Meeting to be held on Thursday, August 29, 2024 at 6:00 p.m. in the Community Centre concerning a proposed Official Plan and Zoning By-law amendment.

Carried

Moved by: Councillor Zulak
Seconded by: Councillor Kekkonen

24-438 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the consent agenda for correspondence.

Carried

QUESTION/COMMENT PERIOD (RELATED TO ITEMS ON THE AGENDA)

There were no questions from the in-person audience or via Zoom.

Moved by: Councillor Haskim
Seconded by: Councillor Zulak

24-439 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2024-63, Being a By-law to Confirm the Proceedings of Council, a First and Second reading;

And further Read a Third time and Passed in Open Council this 16th day of July, 2024.

Carried

Moved by: Councillor Kekkonen
Seconded by: Councillor Zulak

24-440 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar adjourn this meeting at 7:24 p.m. to meet again on August 6, 2024; or at the call of the Mayor.

Carried

David Moore, Mayor

Karlee Britton, Acting Clerk/Administrator

PARRY SOUND AREA PLANNING BOARD - APPLICATION FOR CONSENT
1 Mall Drive, Unit #2, Parry Sound, Ontario P2A 3A9 (Phone 705-746-5216)

No. B 20/2024 (McK)

1. Applicant Information

Name of Applicant Sharalea Farms Inc.
 Address 3 Hagan Rd.
Scotland, ON
 Postal Code N0E 1R0
 E-mail Address _____

Home Tel No. ()
 Business Tel No. ()
 Home Fax Tel No. ()
 Business Fax Tel No. ()

Note: By providing your E-mail address you consent to receiving correspondence regarding this file by E-mail.

1.2 Name of Owner(s) (if different from the applicant). An owner's authorization is required in Section 12, if the applicant is not the owner.

Name of Owner _____
 Address _____
 Postal Code _____
 E-mail Address _____

Home Tel No. ()
 Business Tel No. ()
 Home Fax Tel No. ()
 Business Fax Tel No. ()

Note: By providing your E-mail address you consent to receiving correspondence regarding this file by E-mail.

1.3 Name of the person who is to be contacted about the application, if different than the applicant. (This may be a person or firm acting on behalf of the applicant.)

Name of Contact _____
 Address _____
 Postal Code _____
 E-mail Address _____

Home Tel No. ()
 Business Tel No. ()
 Home Fax Tel No. ()
 Business Fax Tel No. ()

Note: By providing your E-mail address you consent to receiving correspondence regarding this file by E-mail.

2. Purpose of this Application (check appropriate box)

2.1 Type and purpose of transaction for which application is being made

- creation of a new lot lot additions easement right-of-way lease
 correction of title charge other (specify, e.g., partial discharge of mortgage)

Explain: _____

3. Name of person(s) (purchaser, lessee, mortgage, etc.) to whom land or interest is intended to be transferred, charged or leased, if known and specify relationship to present owner, if any.

3.1 Lot 1 _____ Lot 2 _____ Lot 3 _____

4. Location of the Subject Land Roll / PIN No.(s) 492800000257800 / 521270261

4.1 Municipality McKellar Lot(s) No.(s) 21 Concession No. 13
 Street Name and No. 176 BALSAM RD M-Plan No. _____ Lot(s) _____
 Registered Plan No. Part(s) _____ Parcel No. _____

5. Easements or restrictive covenants

5.1 Are there any easements or restrictive covenants affecting the subject land? NO YES
 If YES, describe the easement or covenant and its effect:

6. Description of Lands to be Divided and Servicing Information (Complete each subsection)

6.1

	Frontage (m)	Depth (m)	Area (ha)	Existing Uses	Proposed Uses	Existing Structures	Proposed Structures
Retained Lot	±560	157	14.2	Residential	Residential	Dwelling, Cabins	
Lot Addition							
Right-of-way	20	±224	0.44	Vacant	Right-of-way	None	None
Benefiting Lot							
Severed Lot 1	152	±120	0.8	Vacant	Residential	None	Unknown
Severed Lot 2	60	±151	0.8	Vacant	Residential	None	Unknown
Severed Lot 3	60	±161	0.8	Vacant	Residential	None	Unknown

6.2 Access (check appropriate space)

	Name	Retained	Benefiting Lot	Sever (Lot 1)	Sever (Lot 2)	Sever (Lot 3)
Provincial Highway						
Municipal (maintained all year)	Balsam Road	x				
Municipal (Seasonal)						
Other public road						
Right of way	Right-of-way			x	x	x
Water Access						

If Water Access Only

	Retained	Benefiting Lot	Sever (Lot 1)	Sever (Lot 2)	Sever (Lot 3)
Parking and docking facilities to be used					
Approximate distance of these facilities from the subject land					
The nearest public road					

6.4 Water Supply (enter in appropriate space - E for Existing or P for Proposed)

	Retained	Benefiting Lot	Sever (Lot 1)	Sever (Lot 2)	Sever (Lot 3)
Publicly owned and operated piped water system					
Privately owned and operated individual well	E		P	P	P
Privately owned and operated communal well					
Other public road					
Lake or other waterbody					
Other means					

6.5 Sewage Disposal - enter in appropriate space - **E for Existing or P for Proposed**

	Retained	Benefiting Lot	Sever (Lot 1)	Sever (Lot 2)	Sever (Lot 3)
Publicly owned and operated sanitary sewage system					
Privately owned and operated individual septic tank	E		P	P	P
Privately owned and operated communal well					
Privately owned and operated communal septic system					
Privately owned and operated communal septic system					
Privy					
Other means					

7. Official Plan

7.1 What is the current designation of the subject land in the Official Plan: Waterfront

8. Current Application

8.1 Has the land ever been the subject of an application for approval of a plan of subdivision under section 51 of the Planning Act.

YES NO UNKNOWN

If **YES**, and if known, specify the appropriate file number and status of application and/or Plan No.

8.2 Has the land ever been the subject of a consent under section 53 of the Planning Act.

YES NO UNKNOWN

If **YES**, and if known, specify the appropriate file number and status of application.

8.3 Is the subject land currently the subject of an official plan amendment, zoning by-law, a Minister's zoning order, a minor variance, an approval of a plan of subdivision or a consent.

YES NO UNKNOWN

If **YES**, and if known, specify the appropriate file number and status of application.

Condition of consent _____

8.4 Are there additional consents being applied for on these holdings simultaneously with this application, or being considered for the future?

YES NO UNKNOWN

9. Original Parcel

9.1 Has any land been severed from the parcel originally acquired by the owner of the subject land.

YES NO UNKNOWN

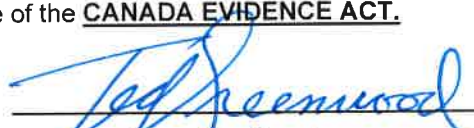
If **YES**, and if known, specify the date of the transfer, the name of the transferee and the land use on the severed land. _____

10. Affidavit / Sworn Declaration

The contents of the application and appendices shall be validated by the Applicant (or authorized agent) in the form of the following Affidavit / Sworn Declaration before a Commissioner or other person empowered to take Affidavits.

Dated at the Town of Parry Sound this 26th day
of July 2024

I, Ted Greenwood of the Municipality of Whitestone in the
County/District/Regional Municipality of Parry Sound solemnly declare that all the statements
contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing
that it is of the same force and effect as if made under oath and by virtue of the **CANADA EVIDENCE ACT.**



Signature of Applicant or Agent

DECLARED BEFORE ME at the Town of Parry Sound in the
District of Parry Sound this 26th day
of July 2024.



A Commissioner of Oaths

Patrick James Christie, a Commissioner, etc.,
Province of Ontario, for John Jackson Planner Inc.,
Expires October 12, 2024

11. Authorizations

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

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application for Consent and/or Zoning By-law Amendment and I authorize _____ to make this application on my behalf.

Date _____ Signature of Owner _____

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

Authorization of Owner for Agent to Provide Personal Information

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

Date _____ Signature of Owner _____

12. Consent of the Owner (this section must be completed for the application to be processed)

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

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

I, Ted Greenwood, am the owner of the land that is the subject of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the **Planning Act** for the purposes of processing this application.

Date July 26, 2024

Signature of Owner 

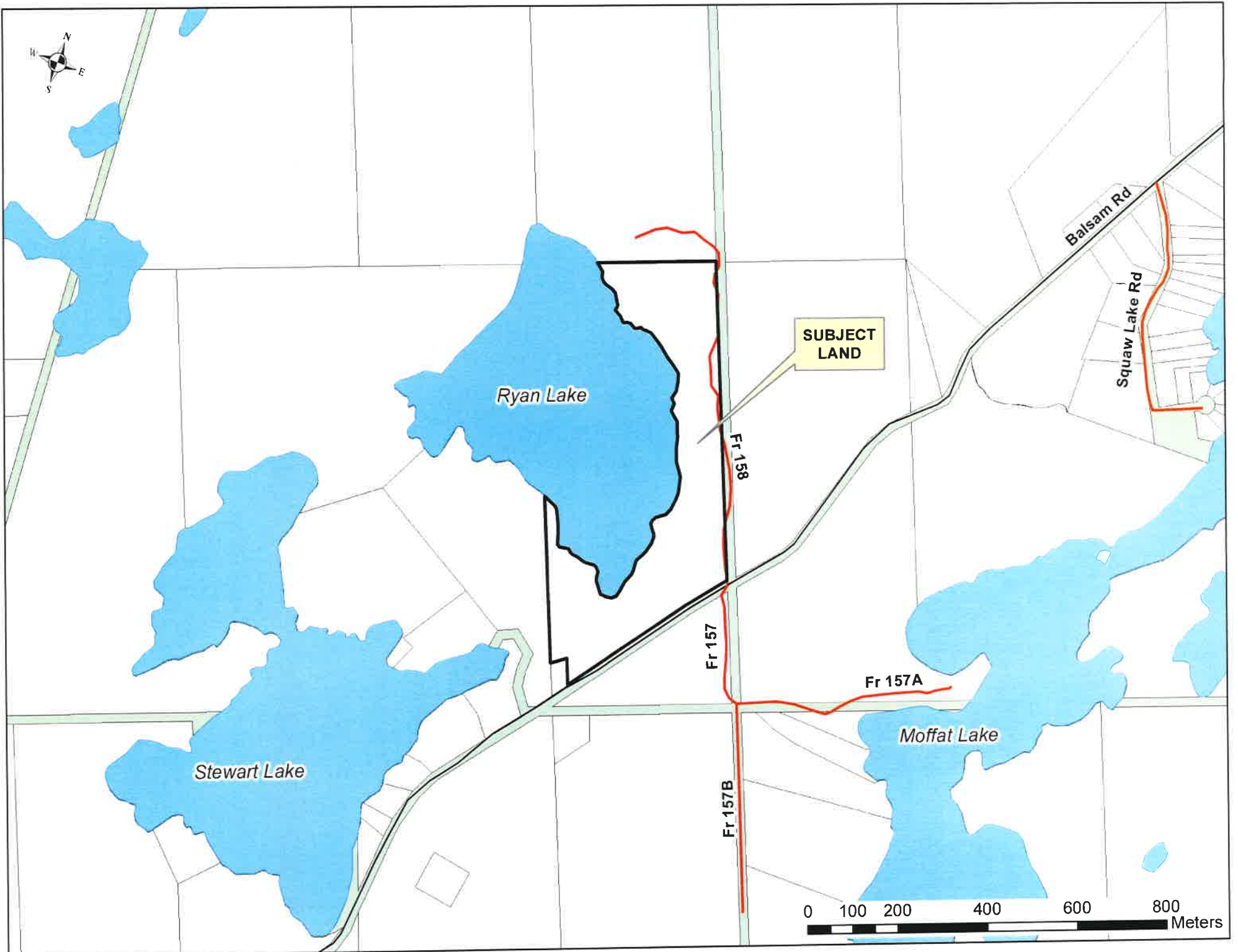
13. Additional Fees

The applicant hereby agrees:

- (a) to reimburse the Parry Sound Area Planning Board for any costs incurred in processing this application which are above and beyond the amount of the application fee; and
- (b) to pay all costs legal and otherwise, that may be incurred by the Parry Sound Area Planning Board with respect to an OLT Hearing, that may be held as a result of this application for a consent and to provide a deposit for such costs at least 45 days prior to any scheduled hearing.

Date July 26, 2024

Signature of Owner 



SUBJECT LAND

Ryan Lake

Stewart Lake

Moffat Lake

Balsam Rd

Squaw Lake Rd

Fr 158

Fr 157

Fr 157A

Fr 157B

0 100 200 400 600 800 Meters



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

August 6, 2024

Patrick Christie
Parry Sound Area Planning Board
1 Mall Drive, Unit 2
Parry Sound, ON
P2A 3A9

via Email: psapb@vianet.ca

Re: Consent Application – B10/2024 (EDC Custom Contracting)

Dear Patrick,

Please be advised that all of the following conditions for the above noted Consent Application have been met.

1. That the solicitor preparing the transfer documents confirm that the lot addition merges with the benefitting lands (email received from Applicant's solicitor on July 17, 2024);
2. That the retained and severed lands be rezoned (By-law 2024-49 and Amending By-law 2024-59);
3. The applicant provides a surveyor's real property report for the severed and retained lands (to be filed in conjunction with the zoning By-law amendment) (Received with Application to Amend the Zoning By-law); and
4. Payment of any applicable planning fees.

Regards,

Karlee Britton
Deputy Clerk/Planning Assistant
Township of McKellar

DRAFT

McKellar Historical Committee Minutes
Wednesday February 7, 2024

Call the meeting to order at 3:30 pm

MEMBERS PRESENT: Vivian Moore, Carolyn Phillips, Muriel Junck, Jeanette Clements and Mike Kekkonen.

REGRETS: Joyce Hopkins

VISITORS: None

DECLARATION OF CONFLICT OF INTEREST: None

Moved by: Muriel Junck

Seconded by: Jeanette Clements

24-01 That the Agenda be Accepted as circulated. Carried

Moved by: Muriel Junck

Seconded by: Jeanette Clements

24-02 That the minutes of the December 6, 2023 Historical Committee meeting be approved as circulated. Carried

CORRESPONDENCE: None

REPORTS:

Vivian Moore read a Thank-you letter sent to the Historical Committee from the McKellar 150th Committee in appreciation of the committee's participation and support of the events and projects during the McKellar 150th anniversary celebrations in 2023. The thank-you note will be on file in the committee's filing cabinet.

All the 150th Banners and 150th memorabilia will be entrusted to the care of the Historical committee. All remaining buttons and calendars can be given as memorabilia at Historical Committee events.

The committee is planning a work day sometime in February or March to set up an exhibition in the Historical committee display room (a.k.a. the youth room), highlighting the Hurdville mill.

The committee may consider submitting an article highlighting the Evelyn Watkins

Moore Heritage Museum for print in the Great North Arrow newspaper.

Jeanette is working on the McKellar Historical committee Facebook page and will meet with Steve Macdonell for advice and suggestions.

The committee discussed and agreed on rescheduling the March and April Historical committee meetings from 3:30 pm to 2 pm.

Moved by: Carolyn Phillips

Seconded by: Muriel Junck

24-03 Be it resolved That the Historical Committee of the Township of McKellar does hereby agree to purchase a half page in the Parry Sound and District Horticultural Society annual year book at a cost of \$50. Carried

Evelyn Watkins Moore Heritage Museum.

Tours of Evelyn Watkins Moore Heritage Museum are available throughout the year by scheduling a time through the McKellar Township office.

Moved by: Carolyn Phillips

Seconded By: Jeanette Clements

24-04 Be it resolved that the Historical Committee meeting be adjourned. Meeting adjourned at 4:40 pm. Carried

Next meeting date scheduled for Wednesday March 6, 2024 at 2:00 pm.

DRAFT
McKellar Historical Committee Minutes
Wednesday June 5, 2024

Call the meeting to order at 2:00 pm

MEMBERS PRESENT: Vivian Moore, Joyce Hopkins, Carolyn Phillips, Muriel Junck, Jeanette Clements and Mike Kekkonen.

REGRETS: None

VISITORS: None

DECLARATION OF CONFLICT OF INTEREST: None

Moved by: Carolyn Phillips

Seconded by: Jeanette Clements

24-16 That the Agenda be Accepted as circulated. Carried

Moved by: Jeanette Clements

Seconded by: Muriel Junck

24-17 That the minutes of the February 7, 2024 Historical Committee meeting be approved as circulated. Carried

CORRESPONDENCE: None

REPORTS:

Activity report is as follows.

Jeanette and Joyce are posting historical information on the McKellar Historical committee Facebook page.

On May 18, 2024 Vivian Moore and Joyce Hopkins accepted with gratitude, a \$1000 donation for the St. Stephen`s Restoration Fund from the 2023 McKellar Ribfest Organizers.

The Historical Committee discussed how to proceed once the contractor completes renovations at St. Stephens. This should include having a hand railing installed at the front entrance, and thoroughly cleaning the interior. These projects should be completed prior to hosting public events.

The Historical Committee also discussed plans for the McKellar Fall Fair, scheduled for Saturday September 7, 2024.

Tours of Evelyn Watkins Moore Heritage Museum are available throughout the year by scheduling a time through the McKellar Township office.

Moved by: Joyce Hopkins

Seconded by: Muriel Junck

24-18 Be it resolved That the Historical Committee of the Township of McKellar does hereby request that a handrail be installed to the front door of St. Stephen`s, Broadbent and consider a future installation of an accessible ramp to the back door.

Carried

Moved by: Carolyn Phillips

Seconded by: Joyce Hopkins

24-19 Be it resolved that the Historical Committee meeting be adjourned. Meeting adjourned at 3:54 pm. Carried

Next meeting date scheduled for Wednesday September 4, 2024 at 2:00 pm.

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, April 24, 2024, via teleconference. The meeting was open to the public and live streaming of the proceedings was provided for the media and public through a link on the Health Unit's website.

PRESENT:

Nipissing District:

Central Appointee

Dave Wolfe

Central Appointee

Sara Inch

Central Appointee

Jamie Lowery (*Vice-Chairperson*)

Central Appointee

Maurice Switzer

Eastern Appointee

Rick Champagne (*Chairperson*)

Western Appointee

Jamie Restoule

Parry Sound District:

Northeastern Appointee

Blair Flowers

Southeastern Appointee

Marianne Stickland

Public Appointees:

Tim Sheppard

Catherine Still

REGRETS:

Central Appointee

Jamie McGarvey

Central Appointee

Karen Cook

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer

Dr. Carol Zimbalatti

Executive Director, Finance

Isabel Churcher

Executive Assistant, Executive Director's Office

Christine Neily

Recorder

Executive Assistant, Office of the MOH/EO

Nelly Bothelo

1.0 CALL TO ORDER

The Board of Health members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference.

Rick Champagne called the meeting to order at 5.51 p.m.

2.0 APPROVAL OF THE AGENDA

The agenda for the April 24, 2024, Board of Health meeting was reviewed, and the following motion was read:

Board of Health Resolution #BOH/2024/04/01 *Still/Flowers

Be It Resolved, that the Board of Health Agenda, dated April 24, 2024, be approved, as amended.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	R			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

4.0 APPROVAL OF PREVIOUS MINUTES

4.1 Board of Health Minutes – April 17, 2024

The minutes from the Board of Health meeting held on April 17, 2024, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2024/04/02 *Restoule/Wolfe

Be It Resolved, that the minutes from the Board of Health meeting held on April 17, 2024, be approved as presented.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	R			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

4.2. Board of Health In-Camera Minutes – April 17, 2024

The in-camera minutes from the Board of Health meeting held on April 17, 2024, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2024/04/03 *Wolfe/Inch

Be It Resolved, that the in-camera minutes from the Board of Health meeting on April 17, 2024, be approved as presented.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	R			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

5.0 DATE OF NEXT MEETING

Date: June 26, 2024

Time: to be determined

Place: to be determined

6.0 BUSINESS ARISING

6.1 Adoption of Board Governance Documentation

The following motion was read:

Board of Health Resolution #BOH/2024/04/04 *Stickland/Sheppard

Whereas, on September 27, 2023, a presentation on a new governance documentation system was received and accepted and,

Whereas, a memo with attached Board of Health Bylaws, Governance Manual and Code of Conduct was distributed on February 23, 2024, for review,

Be it Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit approves the revised Bylaws as distributed.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	R			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

7.0 REPORT OF MEDICAL OFFICER OF HEALTH

The [Report of the Medical Officer of Health](#) for the April 24, 2024, meeting was presented to the Board of Health for information purposes.

Comments and questions were taken and answered.

8.0 BOARD COMMITTEE REPORT

8.1 Personnel Policy, Labour/Employee Relations Committee

The Personnel Policy, Labour/Employee Relations Committee meeting was held prior to the Board of Health meeting.

The following motion was read:

Board of Health Resolution #BOH/2024/04/05 *Inch/Sheppard

Whereas, Dr. Carol Zimbalatti was appointed as full-time Medical Officer of Health/Executive Officer for the North Bay Parry Sound District Health Unit by the Board of Health effective July 11, 2023, and

Whereas, The Board of Health is responsible for conducting a performance evaluation for the Medical Officer of Health/Executive Officer (MOH/EO) as outlined in section 4.1.4 q) of the Board of Health Policy B-G-008 – Roles and Responsibilities of the Board of Health and Individual Members of the Board of Health.

Therefore Be it Resolved, that on the recommendation of the Personnel Policy, Labour/Employee Relations Committee that the Board of Health approve the creation of the ad hoc committee of the Board of Health called “Medical Officer of Health Performance Evaluation

Committee” which is comprised of Chairperson, Board of Health (Ex-Officio); Chairperson, PPLER; and Executive Director, Human Resources.

Furthermore Be It Resolved, that on the recommendation of the Personnel Policy, Labour/Employee Relations Committee that the Board of Health approve remuneration for this activity in accordance with Board of Health policy #B-F-004 – Remuneration, Board of Health Members.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	R			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

8. 2 Finance and Property Committee

The Finance and Property Committee meeting was held prior to the Board of Health meeting.

The following motion was read:

Board of Health Resolution #BOH/2024/04/06 *Wolfe/Stickland

Whereas, on June 25, 2008, the Board of Health for the North Bay Parry Sound District Health Unit approved a municipal reserve fund be established; and

Whereas, on September 26, 2012, the Board of Health by resolution removed the cap from the municipal reserve; and

Whereas, on April 24, 2024, the Finance and Property Committee of the Board of Health reviewed the North Bay Parry Sound District Health Unit draft annual audited financial statements for the year-ended December 31, 2023.

Now Therefore Be It Resolved, that on the recommendation of the Finance and Property Committee, that the Board of Health for the North Bay Parry Sound District Health Unit approve the transfer of funds from the Health Unit general account to the municipal reserve in the amount of \$77,211; and

Furthermore Be It Resolved, that the Board of Health approve the North Bay Parry Sound District Health Unit audited financial statements for the year-ended December 31, 2023; and

Furthermore, Be It Resolved, that the annual audited financial statements for the North Bay Parry Sound District Health Unit, which includes a note outlining the transactions of the municipal reserve fund for the year-ended December 31, 2023, be forwarded for member municipalities.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	R			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

9.0 CORRESPONDENCE

Board of Health correspondence listed for the April 24, 2024, meeting is made available for review by Board members in the Board of Health online portal.

10.0 NEW BUSINESS

10.1 Association of Local Public Health Agencies (alPHA) 2024 Annual General Meeting and Conference

Board members were provided with notice of the upcoming alPHA Annual General Meeting and Conference from June 5 to 7, 2024.

The following motion was read:

Board of Health Resolution #BOH/2023/04/07 *Still/Wolfe

Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit authorizes 3 Board of Health member(s) to attend the Association of Local Public Health Agencies (alPHA) 2024 Annual General Meeting and Conference to be held June 5-7 at The Pantages Hotel, located at 200 Victoria Street in Toronto, ON; and

Furthermore Be It Resolved, that expenses related to attendance of the alPHA 2024 Annual General Meeting and Conference be paid in accordance with the Board of Health Remuneration Policy, #B-F-004.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	R			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

10.2 Restrict Youth Access to Nicotine Pouches

The following motion was read:

Board of Health Resolution #BOH/2023/04/08 *Inch/Restoule

Whereas, Health Canada approved Zonnic nicotine pouches as a smoking cessation aid under their Natural Health Products designation;

Whereas, nicotine pouch sales have no age restrictions and minimal advertising restrictions as they fall outside the scope of the federal Tobacco and Vaping Products Act;

Whereas, Imperial Tobacco, the makers of Zonnic, are using marketing tactics such as “Power Wall” displays in convenient stores, colorful packaging and fun flavors to attract youth;

Whereas, nicotine is highly addictive and can permanently impact the developing brain in youth and young adults;

Whereas, Zonnic is been sold throughout Ontario in various retail settings, and has been since October 2023.

Therefore be it resolved, that until the federal regulatory gap is closed the Board of Health urges the Ontario government to take immediate steps to restrict youth access to these products by amending provincial regulation to require that nicotine pouches, like Zonnic, be only available for purchase at pharmacies and kept behind the counter;

Further be it resolved, that until the regulatory gap is closed the Board of Health urges the federal government to take immediate steps to restrict youth access to these products by:

- a) *Suspending the sale of nicotine pouches, or reclassifying nicotine pouches (including flavored pouches) as a prescription product available only behind the counter at pharmacies; and,*
- b) *establishing a temporary moratorium of approval of any more nicotine pouch products, or any new category of nicotine products, under the Natural Health Product Regulations, unless the products are sold on a prescription basis; and*

Furthermore Be It Resolved, That the Board of Health provide correspondence of these resolutions to district municipalities, Ontario Boards of Health, Victor Fedeli, MPP (Nipissing), Graydon Smith, MPP (Parry Sound-Muskoka), John Vanthof, MPP (Timiskaming-Cochrane), the

Honourable Doug Ford (Premier), the Honourable Sylvia Jones (Ontario Minister of Health), the Association of Local Public Health Agencies (alPHA), Scott Aitchison, MP (Parry Sound – Muskoka), Anthony Rota, MP (Nipissing – Timiskaming), and the Honourable Mark Holland (Federal Minister of Health).

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	R			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

10.3 Board of Health Self-Evaluation Survey

Dr. Carol Zimbalatti gave a brief introduction of the upcoming 2024 Board of Health Self-Evaluation Survey, which will be sent to all Board of Health members in April 2024.

10.4. Indigenous Engagement

Maurice Switzer discussed Indigenous engagement at the Health Unit. No motion was brought forward related to this agenda item.

Jamie McGarvey joined the meeting at 6.30 p.m.

11.0 IN CAMERA

There was no in camera session.

12.0 ADJOURNMENT

Having no further business, the Board of Health Chairperson adjourned the Board of Health meeting at 6.35 p.m.

Original Signed by Rick Champagne

2024/06/26

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original Signed by Sheri Beaulieu, for

2024/06/26

Nelly Bothelo, Recorder

Date (yyyy/mm/dd)

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH
MINUTES – FINANCE AND PROPERTY COMMITTEE, April 24, 2024
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee

Sara Inch

Central Appointee

Dave Wolfe

Central Appointee

Jamie Lowery

Eastern Appointee

Rick Champagne

Western Appointee

Jamie Restoule

Central Appointee

Maurice Switzer

Parry Sound District:

Northeastern Appointee

Blair Flowers

Southeastern Appointee

Marianne Stickland (*Chairperson*)

Public Appointees:

Tim Sheppard

Catherine Still

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer

Dr. Carol Zimbalatti

Executive Director, Finance

Isabel Churcher

Executive Assistant, Director's Office

Christine Neily

REGRETS:

Central Appointee

Karen Cook

Western Appointee

Jamie McGarvey (*Vice-Chairperson*)

RECORDER:

Executive Assistant, Office of the MOH/EO

Nelly Bothelo

1.0 CALL TO ORDER

The Finance and Property Committee members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference. The meeting was open to the public and live streaming of the meeting was available to the media and public through a link provided on the Health Unit's website.

Marianne Stickland, Finance and Property Committee Chairperson, called the April 24, 2024, Finance and Property Committee meeting to order at 5:01 p.m.

Land acknowledgment was given.

2.0 APPROVAL OF THE AGENDA

The following motion regarding the April 24, 2024, Finance and Property Committee agenda was read:

Finance and Property Recommendation #FP/2024/04/01 *Champagne/Still

Be It Resolved, that the Finance and Property Committee agenda, dated April 24, 2024, be approved.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	X		
Karen Cook	R			Marianne Stickland	X		
Blair Flowers	X			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		
Jamie McGarvey	R			Catherine Still	X		

“Carried”

3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

4.0 PRESENTATION: AUDIT PLANNING REPORT

Mr. Derek D’Angelo from KPMG LLP joined the meeting to provide a presentation to Board members related to the audit for the year ended December 31, 2023.

Mr. D’Angelo began by reviewing the Audit Findings Report. Highlights in the Audit Findings Report are as noted below.

The audit of the financial statements is complete, with the exception of some administrative procedures.

During the 2023 fiscal year the Health Unit converted to a new accounting system. The auditors tested the internal conversion process; there were no discrepancies identified.

Mr. D’Angelo described KPMG’s practices related to audit quality indicators and measures, team composition and experience, and use of technology to complete the audit.

He then presented the audited financial statements in some detail.

There were no questions asked or concerns noted following the presentation.

Derek D’Angelo and Health Unit staff were thanked for the audit work and for the presentation to the Finance and Property Committee.

Sara Inch joined the meeting at 5:13 p.m.

Derek D’Angelo signed off the meeting at 5:31 p.m.

5.0 APPROVAL OF PREVIOUS MINUTES

5.1 Finance and Property Committee Minutes – March 6, 2024

The minutes from the March 6, 2024, Finance and Property Committee meeting were presented.

The following motion was read:

Finance and Property Recommendation #FP/2024/04/02 *Flowers/Sheppard

Be It Resolved, that the minutes from the Finance and Property Committee meeting held on March 6, 2024, be approved as presented.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	X		
Karen Cook	X			Marianne Stickland	X		
Blair Flowers	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		
Jamie McGarvey	R			Catherine Still	X		

“Carried”

6.0 DATE OF NEXT MEETING

Date: June 26, 2024

Time: To be determined

Location: To be determined

7.0 BUSINESS ARISING

There was nothing brought forward under Business Arising.

8.0 NEW BUSINESS

8.1 2023 Year-End Audit

The following motion was read:

Finance and Property Recommendation #FP/2024/04/03 *Lowery/Restoule

Whereas, on June 25, 2008, the Board of Health for the North Bay Parry Sound District Health Unit approved a municipal reserve fund be established; and

Whereas, on September 26, 2012, the Board of Health by resolution removed the cap from the municipal reserve; and

Whereas, on April 24, 2024, the Finance and Property Committee of the Board of Health reviewed the North Bay Parry Sound District Health Unit draft annual audited financial statements for the year-ended December 31, 2023.

Now Therefore Be It Resolved, that the Finance and Property Committee recommends that the Board of Health for the North Bay Parry Sound District Health Unit approve the transfer of funds from the Health Unit general account to the municipal reserve in the amount of \$77,211; and

Furthermore Be It Resolved, that the Finance and Property Committee recommends that the Board of Health approve the North Bay Parry Sound District Health Unit audited financial statements for the year-ended December 31, 2023; and

Furthermore Be It Resolved, that the annual audited financial statements for the North Bay Parry Sound District Health Unit, which includes a note outlining the transactions of the municipal reserve fund for the year-ended December 31, 2023, be forwarded for member municipalities.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	X		
Karen Cook	R			Marianne Stickland	X		
Blair Flowers	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		
Jamie McGarvey	R			Catherine Still	X		

“Carried”

9.0 IN CAMERA

There was nothing brought forward requiring a closed session.

10.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Finance and Property Committee meeting at 5:37 p.m.

<i>Original Signed by Rick Champagne</i>	<i>2024/06/26</i>
Chairperson/Vice-Chairperson	Date (yyyy/mm/dd)

<i>Original Signed by Sheri Beaulieu, for</i>	<i>2024/06/26</i>
Nelly Bothelo, Recorder	Date (yyyy/mm/dd)



Township of McKellar Report to Council

Prepared for: Mayor & Council

Department: Public Works

Date: August 6, 2024

Report No: PW-2024-07

Subject: Inspection of Township Structures

Recommendation:

That the Council of the Corporation of the Township of McKellar does hereby receive this report for information.

Background:

As part of the annual inspection process for all Township park areas, including beaches, boat launch areas, docks, playground equipment, and washrooms, an assessment was conducted to ensure that no problem areas exist or may potentially arise in the near future. This routine inspection follows our commitment to maintaining safe and functional public amenities for our community.

Analysis:

The annual inspection, carried out by the Project Administrator, revealed the following key findings:

Location/Structure	Immediate Concerns	Solution	Future Maintenance
Beaches			
Armstrong Beach	Washout	Add sand	
Maplewood Park	None		
Stewart Park	None		
Boat Launches			
Lakeshore			RHH Engineering
McKellar Lake	Washout	Add gravel	
Lakeside	None		
Stewart Park	None		
Playground Equipment			
Minerva Park	None.		
Armstrong	None.		Deep cleaning of play equipment to remove mold/mildew from age.
Maplewood	None.		Deep cleaning of play equipment to remove mold/mildew from age.
Stewart's Park	None.		Deep cleaning of play equipment to remove mold/mildew from age.
Washrooms			
Arena	Washrooms not in service.	Waiting on contractor to install a tankless/ on-demand hot water heater for hand washing. Will re-open once repairs are completed.	

Maplewood (Outhouse)	Needs pump out	Contact Adams for service.	Removal of outhouses and place portable toilets seasonally.
Stewart's Park (Outhouse)	Needs pump out	Contact Adams for service	Removal of outhouses and place portable toilets seasonally.
Other Structures			
Government Dock	Loose decking	Refasten	Replace floating sections in 2025
Downtown Boardwalk	Steps	Paint steps for beter visibility	Replace in 2026, More frequent inspections

The inspection highlighted the need for regular maintenance and potential upgrades to ensure the safety and usability of these public amenities.

Financial:

Immediate concerns related to public safety, will be addressed promptly and worked into the 2024 budget. Items that are not of immediate concern and can wait, will be budgeted for 2025.

In the event that a significant cost of repair is required and the issue poses an immediate public concern, it may be necessary to close the affected facility for the remainder of the 2024 season to mitigate liability. This temporary closure will ensure public safety and allow for comprehensive repairs to be completed without risk to users.

It is recommended that for larger, extensive projects, such as the replacement of the government dock, the work be estimated by an engineer. This will ensure accurate cost projections and that the necessary technical specifications and safety standards are met.

The Lakeshore boat ramp did have a needs study approved by Council in 2024. The Township is awaiting the engineer's report, which will include the cost of replacement and a new configuration to better help the flow of vehicular traffic on Lakeshore Road and those stopped to launch their boat.

Policies Affecting Proposal:


Procurement By-law 2019-44; O.Reg. 239/02: Minimum Maintenance Standards

Conclusion:

To ensure the safety and satisfaction of residents and visitors, it is recommended that the identified issues be addressed promptly. It is also recommended that a regular inspection and maintenance schedule be established to prevent future issues and ensure all facilities remain in good condition.

Respectfully submitted by:

Reviewed by:



 Tom Stoneman, Project Administrator



 Karlee Britton, Acting Clerk/Administrator

Attachments: None.



Township of McKellar Report to Council

Prepared for: Mayor & Council

Department: Public Works

Date: August 6, 2024

Report No: PW-2024-08

Subject: Request for Proposal No. 2024-11 Bird Netting

Recommendation:

That the Council of the Corporation of the Township of McKellar does hereby receive this report for information.

Background:

A request for proposal was released for proponents to deliver a comprehensive solution encompassing the provision of supplies, machinery, materials, contracting, and construction services essential for installing bird netting or mesh material, aimed at safeguarding the outdoor arena situated at 701 Highway 124, McKellar, ON, from bird intrusion.

The RFP closing date was June 21, 2024 at 2:00 PM where five vendors submitted proposals, some with two solutions being control (netting) and extermination.

Analysis:

NETTING:

Vendor	Proposed Method:	Subtotal	HST	Total
Abell Pest Control	Netting at ceiling	\$39,900.00	\$5,187.00	\$48,087.00
E-Safe Pest Control	Netting around perimeter	\$49,700.00	\$6,461.00	\$56,161.00
Orkin Canada	Netting at ceiling	\$98,500.00	\$12,805.00	\$111,305.00
Hawkeye Bird and Animal Control Inc.	Netting at ceiling	\$28,700.00	\$3,731.00	\$32,431.00

CONTROL:

VENDOR	Proposed Method:	Subtotal	HST	Total
Orkin Canada	Trap birds and transport off site	\$6,650.00	\$864.50	\$7,514.50
Hawkeye Bird and Animal Control Inc.	Falconry, Air rifle, Lasers, Birds of prey	\$1,800.00/visit minimum 2	\$234.00	\$2,034.00

In consultation with the proponent, it was strongly recommended that in order to correct the bird problem, netting was not the solution, pest control was the proper way to solve the issues. I was advised that, although netting could work, the entire area would need to be netted and the costs for doing so were prohibitive. Orkin was the only proponent that proposed netting over the entire ceiling to prevent roosting. If the pigeons were removed entirely they are unlikely to return.

Netting is an expensive solution that is not guaranteed to be the solution as pigeons are destructive and will create holes in the mesh. Proposals also differed in their approach where some only covered the ceiling over the playing surface and leaves the washroom, eaves, storage area and pathways unprotected. Staff would continue to clean the arena for these unprotected areas and the pigeons will continue to be present in the area.

Proponents that visited the site recommended a pest control service. The main bird roosting in the area is pigeons, once eradicated, they do not return. Trapping is the most humane and publicly accepted avenue for control. The birds would be provided with food and water until a technician picks up the traps and transports the birds offsite. If a new group of pigeons were to return in a few years, it would simply be a call to a proponent to start trapping once again. Control methods are not an annual expense, once eradicated there would be no need for service.

Other West Parry Sound Municipalities have expressed interest in the results of McKellar's RFP as they face the same issues. If a service agreement were to be entered into with a proponent, there is the potential for other Municipalities to enter into their own service agreements, therefore the proponent could offer a competitive regional price as a technician would be in the area and set and pick up traps at the same time, sharing travel costs.

Policies Affecting Proposal:


Procurement By-law 2019-44

Conclusion:

Releasing the RFP was an effective exercise to allow proponents to visit the site and offer realistic solutions to bird control. Proposals varied with their approach but this allows the Township to decide how to best move forward being cost effective and providing the best control.

Respectfully submitted by:

Reviewed by:



Tom Stoneman, Project Administrator



Karlee Britton, Acting Clerk/Administrator

Attachments: None.



Corporation of the Township of McKellar

MEMORANDUM

DATE: July 31, 2024
TO: MAYOR & COUNCIL
FROM: Treasurer -Update on Baseball Field

The work on the baseball field continued, despite delays caused by the wet field and machinery issues. We have been approved for a \$200,000 grant by the Northern Ontario Heritage Fund Corporation (NOHFC). Up to this point in the year, we have spent \$60,328.42, with the majority of the expenses going towards rock blasting and equipment rental. This year's expenditure is notably higher than last year, which totaled \$23,580.75. The overall cost of the project has reached \$83,909.17, and we have received \$58,747.13 from NOHFC. For a detailed breakdown of the expenses incurred, kindly refer to the information below.

Given the challenges presented by the weather and property boundaries, we are planning to submit application to grant advisory for an extension of the project timeframe, aiming to extend it from October 31, 2024, to July 31, 2025.

Prepared by:

A handwritten signature in black ink, appearing to read "Roshan Kantiya", is written over a horizontal line.

Roshan Kantiya, Treasurer



Township of McKellar				
Revenue & Expenses as of July 31, 2024				
Description	Annual Budget	YTD 2024	YTD 2023	Total
NOHFC Grant	\$ (181,955.87)	\$ (40,703.00)	\$ (18,044.13)	\$ (58,747.13)
	\$ (181,955.87)	\$ (40,703.00)	\$ (18,044.13)	\$ (58,747.13)
Expenses				
Materials & Supplies	\$ 240,919.25			
Review property search			\$ 2,925.00	
Field survey work/MTO comments			\$ 1,134.62	
Rental of CAT Excavator with bucket			\$ 18,523.28	
Preparing RFP for ballfield blasting			\$ 997.85	
				\$ 23,580.75
Rock blasting		\$ 43,756.80		
Rental rock truck & Rental CAT 325		\$ 7,301.28		
Rental of CAT Excavator June 13-27 for ball field		\$ 5,652.77		
Rental D3K Dozer June 17-27 for ball field		\$ 3,617.57		\$ 60,328.42
YTD Expenses	\$ 240,919.25	\$ 60,328.42	\$ 23,580.75	\$ 83,909.17
Balance	\$ 58,963.38	\$ 19,625.42	\$ 5,536.62	\$ 25,162.04
Note:				
Salaries & Benefits are not part of the project cost				
Salaries & Benefits	\$ 28,413.00	\$ 29,051.45	\$ 8,936.80	\$ 37,988.25



Township of McKellar Staff Report

Prepared for: Mayor & Council

Department: Fire Department

Agenda Date: August 6, 2024

Report No: FD-2024-16

Subject: Month End Status Updates for July 2024

For the month of July 2024, the Township of McKellar Fire Department responded to a total of 15 calls consisting of:

- 13 Medical calls
- 2 Fire calls
- 0 Assistance calls (mutual/automatic/ or inter agency aid)
- 0 Motor Vehicle Collisions

This puts us at 77 calls for the year

Apparatus and Equipment:

Rescue 2 went to Wossco to do its yearly recertification. Unfortunately, Rescue 2 failed its certification and was returned with a quote of \$8500 to complete the necessary work. (See attachment 'A') Rescue 2 was sent in on July 29 to have this work completed and will hopefully be returned fully certified by the long weekend. The decision to continue on with these repairs was made based on the following logic: -A replacement for Rescue 2 had been previously agreed upon to take place at the end of 2024 and be reflected in the 2025 budget year, therefore a functioning apparatus was still required for the remainder of 2024. -Rescue 2 is scheduled to be relieved of frontline duty at the end of the year and reassigned to a second line vehicle. This vehicle would see considerably less use and primarily be focused on the task of equipment and personnel transportation for major calls, as well as a Technical Rescue Truck housing specialty gear such as our Ice Rescue equipment in the winter and Wildfire equipment in the summer. It would also be available to us as a spare vehicle, an asset which was sorely needed this year with the repairs to both rescues taking them out of service for time. Again, without the great timing and kindness of Parry Sound replacing one of their trucks, and being willing to lend us the older one, we would have had to downgrade our service level twice, during the busiest time of the year.

Personnel and Training:

Firefighter 2 training has begun, we have started this part of our certification training by opening an in-house learning contract with the OFM, allowing us to use the materials they publish to work towards our standard deadline of July 2026. The OFM portal allows our responders to learn online theory, combined with in person lessons and practical tasks based on the current publication of JPR's (job performance requirements) put out by the OFM. FF2 learning should be complete by November, allowing us to sneak in our BLS (basic life support) training by years end.

Health and Safety:

The new EAP program offered by the Township has been introduced to the department members and registrations are ongoing. Health and Safety boards have been updated and the work of keeping them up to date and department focused is being shared with the committee of firefighters.

SOG's (Standard Operating Guidelines) review and overhaul has been continued. This, when complete, will result in an overhaul of our entire guideline catalogue bringing McKellar up to date on Industry Standards and practices commonly used in our field.

The Townships legal council is being included in the development of a small percentage of SOG's deemed to be sensitive in nature in an effort to limit township liability.

Fire Prevention:

McKellar Fire took part in the McKellar Market on the July Long Weekend, as well as RibFest 2024. In both appearances we were able to distribute Fire Prevention, home safety and Wildfire (FireSmart) information to the public. We have begun a campaign of giving away T-shirts to individuals who answer questions about fire safety and bylaws awareness correctly. We have also handed out a few fire blankets to be used for cooking fires to people at our events, and educate them on the importance of maintaining awareness while cooking. Cooking fires being the number 1 cause of housefires.

Buildings and other assets:

An asset management spreadsheet set has been developed and is in the process of being populated to streamline our asset tracking, maintenance, and management efforts. This takes time, but with the end result well worth the effort.

McKellar Fire is prepared to move forward with the first phase of it's communications upgrade plans (see attachment 'B'). Arrangements are being made for the purchase of 28 pager radio's capable of being programmed for both digital and analog communications. When these go into service, the larger portable radios will be (those capable of reprogramming to digital) will be kept on township trucks, ready for service. These larger portables are more expensive than the pager radio's, so the new deployment plan of keeping them on the trucks provides many advantages:

- We protect a more valuable asset to the Township
- by having them on the trucks we ensure that they are always charged and in top condition to be used as a lifeline during calls (one of the major faults with the old way of giving everyone a portable was that batteries receive much more usage and could not be counted on to last through a full fire scene since they may have been turned on all day while in the individuals care)
- A fully charged and functioning portable is now guaranteed for individuals entering an IDLH environment (immediately dangerous to life and health).
- In the event of a major incident, the pager radios can be used to transmit messages, therefore providing our department, and emergency management team the ability to provide communications to a wider variety of responders.

Phase 2 of the upgrade will see the migration of all of these radios from analogue to the digital service when the repeater gets reprogrammed. This will have to be a coordinated effort with surrounding departments as McKellar Fire may encounter a brief outage during the switchover.

Phase 3 of the upgrade will involve the antenna upgrade and tower maintenance long overdue.

Respectfully submitted by:

[Original Signed]

Robert Morrison, CEMC/Fire Chief

Reviewed by:



Karlee Britton, Acting Clerk Administrator

Attachments:

'A' - Wossco Estimate No. 13389 (dated 7/18/2024)

'B' – Radio Quotation



HST#R106573413

Wossco Diesel Power
HST# R106573413
1 Woods Road Box 119
Nobel, ON P0G 1G0
(705) 342-7710
wossco.diesel.power@gmail.com
none

Estimate #11389

Created: 7/18/2024 08:20 AM EDT
Payment Term: Net 30
Service Writer: Sam Steele

Township of McKellar Fire Department
PO Box 69
701 Hwy 124
McKellar, ON P0G 1C0
fire@mckellar.ca

2014 Ford E-350 Super Duty Base (#R2)
VIN: 1FDWE3FS2EDA39397
License Plate: BA46177
Last Recorded: 241,315
Kilometers: 243,968

Table with 2 columns: Customer Comments, Recommendations. Customer Comments: ANNUAL INSPECTION FULL SERVICE. Recommendations: Defects: -Pull to right when braking, -Park brake doent hold, -Air filter dirty, -Wiper blades, -Passenger seat belt ripped, -Hood switch not working, -Battery hold down loose, -Sway bar bushings are worn, -Sway bar links have slight play, -RF caliper pins are binding, -Rear shocks are rotten, -Left exhaust manifold leaking at back of manifold, rust bleeding out from rear studs (6.8L), -Rear flex lines, crimps are thin, -Rear caliper pins are worn, -Rear backing plates are rotten and flimsy, -Left side park brake pivot siezed, -Left park brake cable rubbed through and siezed, -Rear fuel tank mount bent

ITEM 1: ANNUAL INSPECTION
Table with 4 columns: Description, HRS, Subtotal. Row 1: Perform Ontario Annual Inspection, record all required measurements. Unit pulled to left, serviced front calipers. 6 \$708.00. Summary: Shop Supplies (3%): \$21.24 HST (13%): \$94.80 Total: \$824.04

ITEM 2: FULL SERVICE (SUPER DUTY)
Table with 5 columns: Description, Price, QTY, HRS, Subtotal. Row 1: CHANGE ENGINE OIL, OIL FILTER, CHECK ALL FLUID LEVELS, LIGHTS, AIR PRESSURES, BELTS AND PULLEYS, GREASE AND SPRAY LUBE ALL HINGES, ELECTRICAL CONNECTORS. REPORT ANY DEFECTS. 1.5 \$177.00. Row 2: Oil filter Part #: 51372 Note: WIX \$15.25 1 \$15.25. Row 3: 5W20 Motor Oil Part #: 5W20 \$6.55 7 \$45.85



HST#R106573413

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none

Estimate #11389
Created: 7/18/2024 08:20 AM EDT
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ITEM 2: FULL SERVICE (SUPER DUTY)				
Note: SHELL FORMULA				
4	Multi Purpose Grease Part #: EP2	\$25.00	1	\$25.00
5	Fluid Film Part #: 3300	\$19.50	1	\$19.50
6	ENVIRONMENTAL Part #: 101-010	\$15.00	1	\$15.00
		Shop Supplies (3%): \$8.93	HST (13%): \$39.85	Total: \$346.38

ITEM 3: REPAIRS REQUIRE					
	Description	Price	QTY	HRS	Subtotal
1	Replace failed sway bar bushings and links.			2	\$236.00
2	BUSHING, SWAY BAR Part #: 8C2Z 5484 D	\$17.11	2		\$34.22
3	LINK Part #: MEF 202	\$106.96	2		\$213.92
4	NUT Part #: W710269 S440	\$4.53	4		\$18.12
5	Replace rear calipers, parking brake assemblies and left cable.			6	\$708.00
6	CALIPER, REAR Part #: 2653XB/A	\$181.19	2		\$362.38
7	HOSE Part #: BRHF 57	\$78.53	1		\$78.53
8	HOSE Part #: BRHF 223	\$137.23	1		\$137.23
9	PARK ASSEMBLY Part #: 8C2Z 2209 A	\$497.02	2		\$994.04
10	CABLE Part #: BRCA 251	\$75.05	1		\$75.05
11	HUB SEALS Part #: BRS-110	\$114.65	2		\$229.30
12	Brake Fluid Part #: 529	\$20.00	2		\$40.00
13	Brake Kleen Part #: 313	\$6.00	2		\$12.00
14	Replace cut passenger seat belt.			1	\$118.00
15	SEAT BELT Part #: HC2Z 37611B08 BA	\$281.22	1		\$281.22
16	22 WIPER STEALTH Part #: 4KF 772-22	\$20.00	2		\$40.00



HST#R106573413

Wossco Diesel Power
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none

Estimate #11389

Created: 7/18/2024 08:20 AM EDT
Payment Term: Net 30
Service Writer: Sam Steele

ITEM 3: REPAIRS REQUIRE				
<i>Note: GOODYEAR</i>				
17	Replace rear shocks.		1	\$118.00
18	SHOCK REAR <i>Part #: 555031</i>	\$129.18	2	\$258.36
19	Replace front rotors, due to pulse, repack bearings and install new seals.		3	\$354.00
20	ROTOR, FRONT <i>Part #: WS1-154158</i>	\$405.18	2	\$810.36
21	SEAL	\$28.00	2	\$56.00
22	INSPECTION CERTIFICATE	\$6.00	1	\$6.00
23	Driver side exhaust manifold leaking, requires new studs and gaskets. ANY BROKEN STUDS WILL BE EXTRA		5	\$590.00
24	Exhaust Manifold Stud Kit <i>Part #: 03411</i>	\$23.55	1	\$23.55
25	Exhaust Manifold Gasket Set <i>Part #: MS98018</i>	\$66.99	1	\$66.99
		Shop Supplies (3%): \$44.83	HST (13%): \$767.79	Total: \$6,673.89

ITEM 4: RECOMMENDED REPAIRS					
	Description	Price	QTY	HRS	Subtotal
1	Replace faulty hood switch and dirty air filter.			1	\$118.00
2	HOOD SWITCH <i>Part #: SW 6346</i>	\$59.54	1		\$59.54
3	AIR FILTER <i>Part #: 46418</i>	\$44.16	1		\$44.16
					HST (13%): \$28.82
					Total: \$250.52

ITEM 5: A/C SYSTEM					
	Description	Price	QTY	HRS	Subtotal
1	A/C System Surcharge <i>Part #: R134a System</i>	\$99.99	1		\$99.99
2	Diagnose A/C system operation.			1	\$118.00
					HST (13%): \$28.34
					Total: \$246.33



HST#R106573413

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HST# R106573413
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(705) 342-7710
wossco.diesel.power@gmail.com
none

Estimate #11389

Created: 7/18/2024 08:20 AM EDT
Payment Term: Net 30
Service Writer: Sam Steele

Estimates provided are an approximation of timing and charges to you for the services requested. They are based on the anticipated work to be done. It is possible for unexpected complications to cause some deviation from the original quote. You hereby authorize the repair work described in this estimate to be done along with the procurement of the necessary material(s), including permission to operate the vehicle for on-road testing or inspection. If any additional repairs are required, we will prepare a revised work order providing the cost of additional parts and labor and total revised cost. All parts are new unless specified otherwise.

Deposits are non-refundable. No returns or refunds on special ordered items or electrical parts. There is no warranty for used parts or customer supplied parts.

You agree that we are not responsible for loss or damage to your vehicle, including loss of articles left in the vehicle, including, without limitation, in case of fire, theft, or any other cause(s) beyond our control. We are not responsible for any delays caused by unavailability of parts or delays in delivery of parts by the supplier or transporter.

You have the right to know before authorizing any additional repairs what those repairs will be and what they will cost. If required repairs exceed the authorized estimated amount, we must obtain your approval to perform the repairs. We will keep you informed and perform only repairs authorized by you.

Parts	\$4,061.56
Labor	\$3,245.00
Subtotal	\$7,306.56
Shop Supplies	\$75.00
GST	\$0.00
PST	\$0.00
HST	\$959.60
Grand Total	\$8,341.16
Paid To Date	(\$0.00)

REMAINING BALANCE \$8,341.16

Signature _____

Russell, Christie, LLP

Barristers & Solicitors

W.D. (Rusty) Russell, Q.C., (1925-2019)
Douglas S. Christie, B.A., LL.B. (Retired)
William S. Koughan, LL.B.

Edward B. Veldboom, MSc. Pl. LL.B.
Michael F. Sirdevan, B.A. (Hons), LL.B.
Jennifer E. Biggar, B.A. (Hons), J.D.

July 19, 2024

Please reply to: Jennifer E. Biggar, Ext. 224
Email: jbiggar@russellchristie.com

Sent by Email

The Corporation of the
Township of McKellar
701 Highway 124, P.O. Box 69
MCKELLAR, ON, P0G 1C0

Attention: Ms. Karlee Britton

Dear Ms. Britton:

**Re: Township of McKellar – General Matters – Paul Mallory, Civic Addressing
Our File No. 64-103-045**

We are writing in response to your request that we provide an opinion in connection with the above-noted matter.

We understand that Mr. Paul Mallory resides at 292 McKellar Ferguson Boundary Road and that his property directly abuts this road.

The property is located in the Township of McKellar, but the municipal address for the property is the above-noted road, which is a road that is at the geographical boundary between the Township of McKellar and the Township of McDougall.

In 2022, Mr. Mallory had previously put requested that the Council of the Township of McKellar change the name of the McKellar Ferguson Boundary Road to “Boundary Road”. That request could not be completed because as a boundary road, the road is in the joint jurisdiction of both McKellar and McDougall, and McDougall did not support the change.

Thereafter, in February 2024, Mr. Mallory requested that the Township of McKellar change his civic address to 292 Loch Erne Road. Loch Erne Road is a road that is otherwise entirely located in the Township of McDougall (at its easterly end it terminates at the boundary between the municipalities, and essentially “turns into” the McKellar Ferguson Boundary Road, which continues east a short way around a lake and past Mr. Mallory’s property, and then turns and runs to the south where it re-joins the geographic municipal boundary/original road allowance).

It is noted that McKellar Ferguson Boundary Road is seasonally maintained, whereas Loch Erne Road

is maintained year-round by McDougall.

We further understand that Mr. Mallory has stated that his request for the change to his civic address is due to concerns over the ability of emergency vehicles and delivery drivers (for example, Amazon) to access his property.

Analysis

We have reviewed the mapping which shows the route of McKellar Ferguson Boundary Road and the geographic municipal boundary between McKellar and McDougall.

Although in the location of Mr. Mallory's property the McKellar Ferguson Boundary Road is fully within the territorial boundaries of McKellar, in our opinion it still constitutes a boundary road and is under the jurisdiction of both McKellar and McDougall. This is further to subsections 29(1) and (3) of the *Municipal Act, 2001* (the "Act") which provide as follows:

Boundary lines

29 (1) Subject to section 28 and to a by-law passed under section 52, the local municipalities on either side of a boundary line between municipalities have joint jurisdiction over any highways forming the boundary line. 2001, c. 25, s. 29 (1).

Deviation of boundary lines

(3) If, because of physical difficulties or obstructions, a highway does not follow a boundary line throughout but deviates so that parts of it lie wholly within one of the boundary municipalities, the highway shall be deemed to be the boundary line between the two municipalities for the purposes of determining jurisdiction over the highway. 2001, c. 25, s. 29 (3).

We note that in this location, the McKellar Ferguson Boundary Road deviates around Vowel Lake and then returns to the location of the original road allowance boundary between the two municipalities. From the information we have available it appears that this is a true situation of a deviation made due to "physical difficulties or obstructions".

Further to subsection 27(2) of the Act: "if a highway is under the joint jurisdiction of two or more municipalities, a by-law in respect of the highway must be passed by all of the municipalities having jurisdiction over the highway.

In order to change the municipal address for Mr. Mallory's property to 292 Loch Erne Road, the name of the road abutting his property would need to be changed. In order to change the name of the road, a by-law would need to be passed by both McKellar and McDougall in accordance with subsection 27(2) of the Act, as noted above.

Although we appreciate that Council may wish to take steps to assist Mr. Mallory if it has the ability to do so, it appears that there is little or questionable benefit to either the Township or to Mr. Mallory in making a change to his municipal address.

We are in receipt of the Staff Report to Council dated May 21, 2024 (Report No. FD-2024-09) which confirms that a change to Mr. Mallory's civic address will have no bearing on the emergency response to his property. The Report indicates that there is emergency response available to Mr. Mallory's property. That response would be unchanged and would proceed in accordance with the current relevant agreements (the restructuring of the emergency response arrangements is noted in the Report as not possible and/or cost prohibitive).

In terms of the route that delivery driver's take to Mr. Mallory's property, a change to Mr. Mallory's civic

address may have no bearing on this either. Delivery drivers are presumably guided to Mr. Mallory's property either due to their familiarity with the area (making up their own mind as to how to drive to his property) or by way of directions obtained from sources such as internet map providers (for example, Google Maps). There is no guarantee that a change to Mr. Mallory's civic address would change the route that an internet map provider generates. We cannot comment on how, for example, Google Maps (or any other internet map provider) determines a route to a property, but we expect that it is impacted by starting destination and distance to be travelled more than by the road name for a property. It is noted that if Mr. Mallory does feel that an internet map service provides incorrect (or perhaps even simply difficult to follow) directions to his property, the internet map service likely has an option to provide feedback which Mr. Mallory could avail himself of.

We trust that the above is of assistance, but should you have any further questions please do not hesitate contact us.

Yours very truly,

A handwritten signature in black ink, appearing to read "J E Biggar". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

JENNIFER E. BIGGAR

Executed pursuant to the Electronic Commerce Act, 2000

JEB/



For - McKellar Township

July 25 2024

701 HWY 124, McKellar, P0G 1C0

Estimate # 072524-1

Re : Handrails at the Broadbent Church

Estimate

- Supply labour and materials as required to custom manufacture and install exterior handrails approximately 8' on one side of the stone entrance steps of the Broadbent Church as requested.
- Supply labour and materials as required to manufacture and install a grab bar on the building exterior wall on the opposite side of the railing.
- Railing shall be made as per the supplied sample picture.
- The railing shall receive a minimum of 2 coats of Tremclad flat black rust paint.
- Estimate - \$1490.00 + HST

Thanks for your business Your satisfaction is our goal

IronDesign Welding - 50 BlackStone/Crane Lake Rd, Seguin, ON. P2A 2W8
705-773-3146 www.irondesignwelding.com mark@irondesignwelding.com

HST # 83069 8338 RT0001





Thursday, September 19, 2024

Opening Keynote: Building Communities of Trust

Time: 9:05 AM - 10:05 AM

Speaker(s): Charles Montgomery, Founder of Happy Cities, Award-Winning Journalist ([bio](#))

Details: There's nothing more important for human happiness than our trust in one another. But the world has been spiraling out of trust, with disconnection and division. The good news is that cities can help heal the trust divide. Charles shares fascinating social experiments to demonstrate how we can redesign our communities to bring people together in ways that nurture bonds that keep us all healthy, happy and strong.

[show more...](#)

Concurrent Session A: ARO Post Implementation Review

Time: 1:15 PM - 2:15 PM

Speaker(s): Tariq Sattar, Senior Manager, KPMG LLP ([bio](#))
Dana Hassoun, Senior Manager, KPMG LLP ([bio](#))

Details: This new standard is coming into effect for the year ended December 31, 2024. We would like to discuss:

- What does this mean for municipalities?
- We will go over the new standards, and illustrate impact for specific case studies drawn from municipalities across Canada.

You will come away understanding the specific areas of impact, and practical next steps for implementation.

[show more...](#)

Concurrent Session B: Asset Management Journey – Town of New Tecumseth

Time: 1:15 PM - 2:15 PM

Speaker(s): Arun Chulliyil, Manager of Corporate Assets, Town of New Tecumseth ([bio](#))
Jodie Churilla, Infrastructure Asset Management Technologist, Town of New Tecumseth ([bio](#))

Details: The presentation will cover our journey from developing AM policy, Corporate and Service Area Asset Management Plans for Core and Other infrastructure. The Service Area AMP are focused on different services provided by the town whereas the Corporate AMP is a high-level document. We are a staff of two including the manager and our team in collaboration with the business areas, finance, IT (GIS), Engineering came up with the asset management plans that is currently available in the town's website. Besides asset management, our team also got involved in implementation of a work order management system CityWorks and Asset Management decision making tool Brightly Predictor which we are using in our Long-Range financial plan, Capital Plan and Budget. The models are built in Predictor with different strategies that will show us how our assets perform at different budget levels.

[show more...](#)

Concurrent Session C: Toronto's Carbon Budget Process: How it works and lessons learned

Time: 1:15 PM - 2:15 PM

Speaker(s): Marie Barcellos, Manager, Financial Planning Division, City of Toronto ([bio](#))
Charles Hatt, Program Manager, Policy and Research, Environment and Climate Division, City of Toronto ([bio](#))

Details: Municipalities can accelerate climate action through implementation of a Carbon Budget process that integrates data on greenhouse gas reduction impact into budgeting and prioritization processes. Toronto is playing a lead role in this field, developing a model that other municipalities can learn from and follow. This session will cover the why and how of Toronto's work to integrate climate change action into annual budgeting, key lessons learned, and suggestions for how your municipality can start or step up its efforts in this area, even with limited resources.

[show more...](#)

Concurrent Session D: Avoid the Pitfalls of the ERP Procurement Process and Get the Solution You Need

Time: 1:15 PM - 2:15 PM

Speaker(s): Bonnie Agnew, Sales Executive, Sylogist ([bio](#))

Details: Explore the advantages of cloud-based ERP systems in terms of scalability, accessibility, and cost-effectiveness for local government finance departments. Provide insights into the security and compliance considerations associated with adopting cloud ERP solutions.

[show more...](#)

Concurrent Session E: Using Lifecycle Data To Inform Financial Planning and Establish Levels of Service

Time: 1:15 PM - 2:15 PM

Speaker(s): Israr Ahmad, Director, Integrated Product Development, PSD Citywide ([bio](#))

Details: This data-driven presentation examines multi-year maintenance records of a diverse set of municipalities, encompassing critical lifecycle activities for infrastructure such as roads, water, storm, sanitary, and buildings. By analyzing the frequency, costs, and operational impacts of these activities, this presentation will shed light on current trends and practices, and the integral role this data has in defining levels of service and informing strategic financial planning.

Rather than high level, abstract key performance indicators, the presentation will focus on real-world, practical data—bridging the gap between day-to-day maintenance management and long-term asset management.

[show more...](#)

Concurrent Session F: Hemson introduces City Data – a dashboard of municipal finance comparators for Ontario municipalities

Time: 2:45 PM - 3:45 PM

Speaker(s): Andrew Mirabella, Associate Partner, Hemson ([bio](#))
Christopher Balette, Associate, Hemson ([bio](#))

Details: There is increasing demand from municipal Councils, stakeholders and decision makers for municipal comparator data. However, this information can sometimes be difficult to interpret and is largely fragmented and difficult to access.

This session will feature an introduction to Hemson's newest web application, City Data, a dashboard of municipal finance and demographic metrics developed using AI. City Data features a series of dashboards that include financial indicators for municipalities across Ontario. City Data can be used to generate comparable metrics on taxation, reserves, expenditures, debt levels, user fees and much more. The application is built using the Financial Information Return and enhanced by Hemson's in-house data and leading expertise in municipal finance. The session will include a live demonstration of City Data as well as an

overview of how this platform can be used to effectively inform council and the public on a variety of municipal finance related metrics.

[show more...](#)

Concurrent Session G: Contractual Risk Transfer: What It Is and How To Do It Right

Time: 2:45 PM - 3:45 PM

Speaker(s): Jessica Jaremchuk, VP, Risk Management Services, Intact Public Entities ([bio](#))

Details: Most contractual relationships we enter into have some element of transferring risk to the other party. Oftentimes, a snow-clearing contract will specify who will be responsible for slip-and-fall accidents that occur, or a lease agreement will stipulate each party's obligations. Alleviating some roles and responsibilities can often be shifted by properly using a hold-harmless agreement within a contract. This agreement however, is not a "once-and-done." To effectively transfer risk from your entity to another requires you to understand:

- the risk involved,
- how to properly insure the risk involved,
- whether risk transfer really is the best solution given the scenario, and
- responsibilities you will still retain even if you have successfully transferred the risk to another party.

This session will introduce the topic and discuss the importance of Contractual Risk Transfer; when risk transfer is desirable and when it is not, the things to watch for in agreements which could thwart your intent to successfully transfer risk, and creating a process to properly verify a vendor's Certificate of Insurance and process claims.

[show more...](#)

Concurrent Session H: Education Session on Short-Term Rentals

Time: 2:45 PM - 3:45 PM

Speaker(s): Karmen Krueger, Director of Corporate Services/Treasurer, The Corporation of the City of Stratford ([bio](#))

Kyle Freeborn, Director of Corporate Services/Treasurer, Town of Niagara-on-the-Lake ([bio](#))

Details: Join the City of Stratford and the Town of Niagara-on-the-Lake for an insightful education session focused on the dynamics of Short Term Rentals (STRs). This session will delve into the challenges municipalities face in implementing and managing the framework around short-term rentals, including fee structures, policies, staffing and available tools.

Karmen and Kyle will share their experience managing STRs and the financial and operational hurdles. Attendees are invited to share their experiences and gain valuable insights into how other municipalities manage Short-Term Rentals.

[show more...](#)

Concurrent Session I: Empowered Municipalities: Shaping Ontario's Electricity Landscape

Time: 2:45 PM - 3:45 PM

Speaker(s): Denise Jamal, Director, Community and Stakeholder Engagement, Independent Electricity System Operator (IESO) ([bio](#))

Details: Electricity demand in Ontario is forecasted to rise by 60 per cent over the next 25 years driven by population growth and increased electrification. On the horizon is a dual-challenge to double the size of the current system to meet future needs while eliminating emissions from the grid. Join the Independent Electricity System Operator (IESO) for an engaging session about

Ontario's evolving energy landscape; upcoming procurements to secure new supply; building out the transmission system; and the crucial role municipalities play in approving projects that can benefit communities and the province.

[show more...](#)

Concurrent Session J: Empowering Municipalities with Essential Tools and Resources for Success

Time: 2:45 PM - 3:45 PM

Speaker(s): Michelle Lindquist, Regional Manager, Municipal and Stakeholder Relations, Public Affairs and Customer Experience, MPAC ([bio](#))

Lynne Cunningham, Regional Manager, Municipal & Stakeholder Relations, Public Affairs and Customer Experience, MPAC ([bio](#))

Details: Join us for an insightful session where we will showcase MPAC's invaluable tools and resources, designed to assist municipalities in making informed decisions and fostering resilient communities. During the session, we will provide a comprehensive overview of Municipal Connect, your primary source for assessment data and information. This will include highlighting key benefits, the latest enhancements, and user engagement metrics. We will also feature resources tailored to support property owners, including our First-time Homeowners' Hub and AboutMyPropertyTM. A Q+A session will follow the presentation.

[show more...](#)

Friday, September 20, 2024

Economic Update

Time: 8:25 AM - 9:10 AM

Speaker(s): Eric Lascelles, Managing Director & Chief Economist, RBC Global Asset Management Inc. ([bio](#))

Details: This presentation will focus on what municipalities can expect the economic backdrop to look like over the coming years. Topics will include the outlook for the Canadian labour market, inflation, interest rates, housing, immigration and productivity, plus a review of key global themes including the U.S. election, de-globalization, China and technological change.

[show more...](#)

Concurrent Session K: Advanced Property Tax Policy Analysis: Understanding, Measuring, and Explaining the Drivers of Property Tax Change

Time: 9:15 AM - 10:15 AM

Speaker(s): Peter Frise, Vice President of Policy & Consulting Services, Municipal Tax Equity (MTE) Consultants ([bio](#))

Details: This session is designed to equip participants with a comprehensive understanding of the various factors influencing property tax changes. Targeting both newcomers and experienced professionals in the industry, the presentation will delve into advanced methods of measuring, reporting, and effectively communicating these changes. There will be a specific focus on strategies for effectively informing the decision making process and creating strong connections between council's objectives and the property tax policy decisions being considered or implemented. Key take-aways will help participants expand the scope of the annual property tax policy discussion to include strategic considerations beyond the tax rate. This presentation is ideal for individuals new to the municipal finance field, as well as seasoned professionals looking to refine their understanding and skills in property tax analysis. It is particularly beneficial for those involved in policy-making, tax administration, and financial planning within municipalities.

[show more...](#)

Concurrent Session L: NPN Presents: Start Small: Everyday Tips using Office 365 - a small municipal case study

Time: 9:15 AM - 10:15 AM

Speaker(s): Christine Leon, Director of Finance/Treasurer, Town of Petawawa ([bio](#))

Details: Using The Town of Petawawa as a case study, the session will provide real examples of how to leverage Microsoft Office 365 to make small changes at the individual level. The examples are real, incremental changes, that anyone can use day to day, regardless of the size of municipality and skill set.

The session is geared towards non-IT people who are interested in saving time, gaining efficiencies, and collaborating with colleagues. Learn about Microsoft Forms, Teams, SharePoint & how they can integrate into Power Automate.

[show more...](#)

Concurrent Session M: Calculating Recreation User Fees

Time: 9:15 AM - 10:15 AM

Speaker(s): Terry Piche, Director, Training, Research and Development, Ontario Recreation Facilities Association (ORFA) ([bio](#))

Details: User fees are considered not to be a tax, but a "voluntary" fee paid by a person who chooses to access a recreation facility or service. Whereas taxes are paid by force and do not always guarantee that the payer will see a direct benefit from their contribution. But in fact, municipal taxes are a user fee designed so that a community may meet set legal obligations of operational requirements while at the same time, maximizing life cycle of equipment and buildings they have chosen to provide.

In many Ontario recreation facilities, there has always been a blended approach of taxes and fees. There is no one set formula that can be applied to calculate a fair recreation cost recovery system. Often, recreation user fees were set by what the owner feels the user would be comfortable paying versus a fee calculated to recover a fair amount to off-set costs of the facility's actual operational or program costs. This approach then requires the "non-user" to contribute through taxation for a service they receive no direct benefit from.

As facilities age or services become a mainstay, the need to increase both user fees and taxes to cover related costs increases. If these calculations do not consider long-term life-cycle planning needs, the municipality will require large amounts of financial investment to maintain or operate. Finding a fair balance requires careful research into both direct and indirect costs to determine who in fact should be contributing what amount.

[show more...](#)

Concurrent Session N: Transferring Municipal Water and Wastewater Services to a Municipal Services Corporation

Time: 9:15 AM - 10:15 AM

Speaker(s): Heather Douglas, Partner, Weirfoulds LLP ([bio](#))
Brad McLellan, Partner, Weirfoulds LLP ([bio](#))

Details: There has been much discussion recently of having municipalities transfer municipal water and wastewater services to a municipal services corporation ("MSC") under the Municipal Act, 2001. There are requirements under that Act and the related regulations that would have to be complied with to establish an MSC. Transferring water and wastewater services to an MSC

would involve numerous procedural steps and considerations in connection with the structuring and governance of the MSC, the borrowing powers of the MSC and whether the structure would be affected by, or have any effect on, the borrowing limits of the municipality.

[show more...](#)

Concurrent Session O: Credit Ratings: Exploring Opportunities for Municipal Investing

Time: 9:15 AM - 10:15 AM

Speaker(s): Jennifer Parney, Executive Director, Wealth Solutions Group, CIBC Capital Markets ([bio](#))

Patrick Miller, Senior Vice President, Business Development, Morningstar DBRS ([bio](#))

Geoffrey Pennal, FCSI, CIM, Senior Wealth Advisor, Senior Portfolio Manager, CIBC – The Geoffrey Pennal Advisory Group ([bio](#))

Details: As stewards of our municipality's capital, we need to understand the safety of the investments we own. A credit rating is an important and mandated tool Municipal investors must use to do this. In addition, a credit rating is an important step for a Municipality to issue public debt. Join Geoffrey Pennal and the Dominion Bond Rating Service as they explore what credit ratings tell us about our investments, the process to obtain a credit rating, and how we can use them to protect and grow our dollars.

[show more...](#)

Concurrent Session P: AMCTO presents, Everyday Ethics: Examining Ethical Decision-Making in the Treasury Office

Time: 10:45 AM - 11:45 AM

Speaker(s): Annette Gilchrist, Chief Administrative Officer/Clerk/Treasurer, Township of Bonnechere Valley ([bio](#))

Details: This session will explore ethical questions, concerns, and dilemmas that municipal treasurers may face. Together, we'll explore the three pillars of AMCTO's Code of Ethics and Values and how these can be practically applied on a day-to-day basis to help you in your role when it comes to effective ethical decision-making. Annette will share her experience around ethical dilemmas and her decision-making process. Come away with an understanding of ethical challenges faced by municipal professionals and practical tools to help you be a more effective leader by embedding ethics into your organization.

[show more...](#)

Concurrent Session Q: AI and Municipal Government: The Innisfil Version

Time: 10:45 AM - 11:45 AM

Speaker(s): Mike Melinyshyn, CFO / Director of Corporate Service & Innovation, Deputy Treasurer, Town of Innisfil ([bio](#))

Details: No Budget? Not enough staff? Want to use technology to make your life easier? Join this presentation to see how the Town of Innisfil is exploring the use of AI technology to optimize municipal services efficiently despite budget constraints and limited staff resources.

By leveraging AI, the town is piloting several projects to free up valuable human capital for strategic activities. Garbage can sensors, equipped with AI, monitor fill levels in real-time, enabling optimized waste collection schedules and reducing unnecessary pickups. Concurrently, staff utilize leading-edge generative AI models for daily support to assist in data analysis, generate insights for informed decision-making, answer customer service queries promptly, and streamline workflow. These AI solutions are just a few of the examples deployed to ensure that Innisfil maintains high service standards while managing resources judiciously

and increasing operational productivity. Join the presentation to see how your municipality - regardless of size - can do it as well...within budget!

[show more...](#)

Concurrent Session R: Hot Topic

Time: 10:45 AM - 11:45 AM

Details: Due to the ongoing changing environment, this session will be a timely topic and will be confirmed closer to the conference date.

[show more...](#)

Concurrent Session S: Enterprise Risk Management 101 – A primer for Ontario’s Municipalities

Time: 10:45 AM - 11:45 AM

Speaker(s): Ed McCaulley, Principal Consultant, F.H. Black & Company Incorporated ([bio](#))

Details: Organizations of all types and sizes are constantly at risk. The implications of unidentified or unaligned risks in Public Sector organizations can be widespread, affect entire communities, and result in public scandal.

Many organizations do not have sufficient risk management processes despite the potential ramifications. It can be a mammoth task, and public sector finance departments are already overextended. This session will provide an overview of Enterprise Risk Management (ERM), risk governance, and the tools that enable successful risk management without overextending the finance department.

Learn how to protect your organization by identifying and keeping tabs on crucial risks before they become a crisis. Topics to be covered include:

ERM Introduction

- Evolution of Risk Management / ERM definitions / Why adopt an ERM program?

Risk Governance

- Key governance elements / Three lines of defense / Risk policy and program

Risk Framework

- The importance of risk appetite and risk tolerance / Risk types and risk taxonomy / Risk monitoring and use of Key Risk Indicators (KRIs) / Enterprise-wide risk assessment

[show more...](#)

Concurrent Session T: Planning and Executing an Enterprise Resource Planning Transformation

Time: 10:45 AM - 11:45 AM

Speaker(s): Patrice Likamshum, Senior Manager, Business Development, OECM ([bio](#))

Details: Organizations that are planning to transition to a new Enterprise Resource Planning (ERP) solution will need to ensure that a number of considerations are taken into account to ensure a successful launch. This session will highlight key factors to take into account, share best practices and personal experiences, to assist those contemplating the introduction of a new ERP solution to their organization.

[show more...](#)

Closing Keynote: Why Not You? How to Excel in Business and Life

Time: 11:50 AM - 12:50 PM

Speaker(s): Jennifer Botterill, Three-Time Olympic Gold Medallist, Keynote Speaker ([bio](#))

Details: Sharing the tools and techniques developed throughout her career, Botterill shows audiences how to reach new levels of excellence, both personally and professionally. She discusses the critical importance of time management and setting high standards, while distilling strategies to help audiences prepare for and achieve their goals. From a no-regrets approach of “never having to say I wish I would have,” to asking yourself “why not you?” when considering the opportunities success can bring, Jennifer encourages those around her to strive for a new standard of excellence in everything they do.

[show more...](#)

Cost for 2-day conference: \$760.00

CORPORATION OF THE TOWNSHIP OF MCKELLAR

BY-LAW NO. 2013-11

BEING A BY-LAW TO ADOPT A ACCOUNTABILITY AND
TRANSPARENCY POLICY AND A POLICY FOR THE
DELEGATION OF POWERS AND DUTIES

WHEREAS Section 270(1) 5 of the *Municipal Act S.O. 2001* as amended provides that every municipality shall adopt and maintain policies with respect to accountability and transparency;

AND WHEREAS Section 270(1) 6 of the *Municipal Act S.O. 2001* as amended provides that every municipality shall adopt policies with respect to the delegation of its powers and duties;

NOW THEREFORE the Council of the Township of McKellar hereby enacts as follows:

1. That the Policy for Accountability and Transparency, attached hereto as Schedule 'A' to this By-law is hereby adopted.
2. That the Policy for Delegation of Powers and Duties, attached hereto as Schedule 'B' to this By-law is hereby adopted.
2. That this by-law shall come into force and take effect upon passage by Council.

READ a FIRST and SECOND time this 4th day of March, 2013.

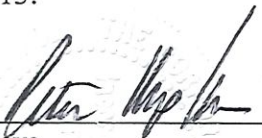


Reeve




Clerk

READ a THIRD and FINAL time and PASSED in OPEN COUNCIL this 13th day of March, 2013.



Reeve



Clerk

TOWNSHIP OF MCKELLAR

SCHEDULE 'A' TO BY-LAW NO. 2013 -11

ACCOUNTABILITY AND TRANSPARENCY POLICY

PURPOSE

The purpose of this policy is to provide guidance for the delivery of the municipality's activities and services in accordance with the principles as outlined herein. This policy has been developed in accordance with section 270(1) 5 of the Municipal Act, S.O. 2001 as amended.

This policy outlines the manner in which the Municipality will ensure that it is accountable to the public for its actions, and the manner in which the municipality will ensure that its actions are transparent to the public.

DEFINITIONS

- Accountability: The principle that the municipality will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions and inactions.
- Transparency: The principle that the municipality actively encourages and fosters stakeholder participation and openness in its decision making processes. Additionally, transparency means that the municipality's decision making process is open to the public.

POLICY STATEMENT

The Council of the Corporation of the Township of McKellar acknowledges its responsibility and duty to provide good municipal governance to those it serves in an accountable and transparent manner by:

- Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and responsive to their opinions;
- Delivering high quality services to our citizens, and;
- Promoting the efficient use of public resources.

Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders. In addition, wherever possible, the municipality will engage its stakeholders throughout its decision making process which will be open, visible and transparent to the public.

POLICY REQUIREMENTS

The principles of accountability and transparency shall apply equally to the political process and decision making and to the administrative management of the municipality.

Some examples of how the Council and Staff of the municipality provide such accountability and transparency are as follows:

1. Financial Information Returns filed annually with the Ministry of Municipal Affairs and Housing. Annual Financial Statements received and adopted by Council. Notice of their availability given to the public.
2. External audits are completed on an annual basis by independent accredited Chartered Accountants.
3. Code of Conduct policies
4. Procurement policies, advertising of tenders and RFP documents
5. Disposal of Real Property By-law

6. Financial reports and updates
7. User Fee By-law
8. Hiring Policy
9. Health and Safety Policy
10. Council Procedural By-law
11. Municipal Conflict of Interest Act
12. Planning Act
13. Appointment of the Ontario Ombudsman as the closed meeting investigator
14. Processes under the Municipal Freedom of Information and Protection of Privacy Act
15. Records Retention By-law
16. Notice By-law
17. Publication of agendas and minutes on web site
18. Posting of Public notices, job ads, announcements, public participation opportunities, activities, By-laws, general information, etc. on web site
19. Municipal newsletters sent out with tax billing
20. Harassment and Violence Policy
21. Donation Policy
22. Criminal Records Check policy
23. Appoint signing officers
24. Asset Management Policies
25. Staff orientation and continuing education
26. Regular web site updates

TOWNSHIP OF MCKELLAR

SCHEDULE 'B' TO BY-LAW NO. 2013 - 11

DELEGATION OF POWERS AND DUTIES POLICY

PURPOSE

The affairs of the Township of McKellar are governed by its duly elected Council. However, Council's administrative and/or legislative authority may from time to time, for various reasons, be delegated to a person and/or a body in accordance with, and subject to the restrictions of Ontario's *Municipal Act, S.O. 2001* as amended.

This policy sets out the scope of those powers and duties that Council may delegate from time to time to another person and/or body, and establishes general guidelines governing such delegation.

DEFINITIONS

For the purpose of this Policy:

- a) "Act" means the Municipal Act, S.O. 2001, as amended
- b) "administrative powers" means decisions and actions exercised in and for the administration and management of the Corporation and its affairs but does not include Legislative Powers.
- c) "Corporation" means the Corporation of the Township of McKellar.
- d) "Council" means the duly elected Council of the Corporation of the Township of McKellar.
- e) "Legislative powers" means any and all decisions and actions of a legislative or quasi-judicial nature such as, inter alia, the enactment of by-laws and resolutions.

POLICY

Council, as a duly elected municipal government, is at all times directly accountable to those it serves for its decisions and policies which are generally adopted or taken by way of by-law or resolution.

For various reasons, such as for instance ensuring the efficient management of the Corporation and responding to issues in a timely fashion, Council will from time to time delegate certain of its powers and associated duties to committees, officers, employees and/or agents of the Council and/or the Corporation while concurrently maintaining accountability. In doing so, Council shall adhere to the provisions of the Act with respect to the delegation of its authorities and any restrictions and/or prohibitions contained therein.

DELEGATION POLICY

It is Council and the Corporation's policy that:

- a) All delegations of Council powers, duties or functions, where permitted by law, shall be confirmed by written by-law or resolution and shall be subject to the terms and conditions of the delegating by-law or resolution.
- b) Unless a power, duty or function of Council has been expressly delegated by by-law or resolution, such power, duty, or function shall remain with Council.
- c) A delegation of power, duty or function under any by-law or resolution to any officer, employee or agent of the Corporation includes a delegation to a person who is appointed by the Clerk Administrator of the Corporation to act in the capacity of the original delegate in the original delegate's absence.
- d) Subject to paragraph c) above, a person to whom a power, duty or function has been delegated by by-law or resolution has no authority to further delegate to another person any power, duty or function that has been delegated, unless such sub-delegation is expressly permitted in the applicable by-law.

- e) Subject to the provisions of the Act, Legislative powers may be delegated by Council only where they are minor in nature (as defined in the Act) or where Council has explicitly provided the terms and conditions under which the delegated Legislative powers shall be exercised.

All by-laws and resolutions of the Corporation delegating authority of the Council in effect as of the date of the adoption of this Policy remain in full force and effect.

In exercising any delegated power, the person or body to whom the power is delegated shall comply with the following:

- a) Apparent or actual conflicts of interest shall be declared as soon as possible upon the earliest of accepting, receiving and/or exercising any delegated authority.
- b) Any expenditure related to the delegated matter shall have been provided for in the Corporation's current years budget (or otherwise specifically authorized by by-law or resolution).
- c) The delegate shall not exceed the scope of the delegated authority and shall at all times act in the Corporation's best interest.
- d) Where required by the specific delegated authority, reports shall be submitted to Council advising of the exercise of a delegated power and confirming compliance with the delegated authority and this Policy.
- e) Delegate(s) shall observe all of the Corporation's and Council's policy guidelines exercising the delegation.
- f) Without limiting the generality of paragraph e) above, all insurance and risk management policies shall be complied with in the exercise of the delegation.



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

Application to Deem Lots Not to be Lots on a Plan of Subdivision (Section of the Planning Act)

1. **Registered Owner(s)**
 - a. Name: Liisa Kukko
 - b. Address: 171 Centre Road McKellar
 - c. Telephone: 705 746 9770

 2. **Agent (if applicable) (Letter of Authorization from owner to be attached)**
 - a. Name: _____
 - b. Address: _____
 - c. Telephone: _____

 3. **Location of Land:**

Lot Number: _____ Concession: _____

Plan of Subdivision Number: 247 Lot(s) on Plan: 80 and 81

Civic/911 Address: 171 Centre Rd.

 4. I/we hereby request that Lot(s) 80 and 81 on Registered Plan of Subdivision No. 247 be deemed not to be lot(s) on a Plan of Subdivision for the purpose of Section 50 of the Planning Act.
- Dated this 15th day of July 2024.
- Liisa Kukko
- Signature of Owner(s) or Authorized Agent

FEES: \$400.00 plus a \$400.00 deposit to be placed with the municipality from which planning, legal, professional and other administrative costs may be deducted and the balance of the deposit shall be refunded, or, if the costs exceed the deposit, a further deposit shall be required.

Personal information contained on this form is collected under the authority of the Planning Act, Section 50, and will be used to determine eligibility to designate subject lot(s) not to be on a plan of subdivision. Questions about this collection should be directed to: Clerk, Township of McKellar, P.O. Box 69, McKellar, Ontario, P0G 1C0, Telephone: (705)389-2842, Fax: (705)389-1244.

FOR OFFICE USE ONLY:

Roll Number: _____ Receipt Number: _____

CORPORATION OF THE TOWNSHIP OF MCKELLAR

BY-LAW NO. 2024-XX

**Being a By-law to Deem Certain Lots in the Township
of McKellar not to be part of a Registered Plan of
Subdivision**

WHEREAS Section 50(4) of the *Planning Act, R.S.O. 1990, c.P.13*, as amended, authorizes Councils of local Municipalities to pass By-laws designating any part of a Plan of Subdivision that has been registered for eight years or more to be deemed not to be a registered Plan of Subdivision for the purposes of Section 50(3) of the *Planning Act*; and

WHEREAS Plan No. 247 has been registered for more than eight years; and

WHEREAS the owner of Lots 80 and 81, Registered Plan 247 has requested that these lots be deemed not to be a registered Plan of Subdivision; and

WHEREAS the Council of the Corporation of the Township of McKellar deems it desirable and appropriate to merge these lots;

NOW THEREFORE the Council of the Corporation of the Township of McKellar hereby enacts as follows:

1. **THAT** Lots 80 and 81 on Registered Plan 247 in the Township of McKellar, District of Parry Sound, are designated not to be in a registered Plan of Subdivision for the purposes of Section 50(3) of the *Planning Act, R.S.O. 1990*, as amended.

READ a FIRST and SECOND time this 16th day of July, 2024.

David Moore, Mayor

Karlee Britton, Acting Clerk/Administrator

READ a THIRD time and **PASSED** in **OPEN COUNCIL** this 16th day of July, 2024.

David Moore, Mayor

Karlee Britton, Acting Clerk/Administrator

CORPORATION OF THE TOWNSHIP OF MCKELLAR

BY-LAW NO. 2024-XX

**Being a By-law to Designate and Assume Roads in
the Craigmere Subdivision as Highways**

WHEREAS Section 31 (2) and 31 (4) of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*, authorizes Council to designate land and assume land as a highway for public use by By-law; and

WHEREAS part of the roads currently known as Craigmere Drive, Braemar Boulevard and Lakeview Crescent in the Craigmere Subdivision have been upgraded to Township standards in accordance with By-law 2022-24 and has completed the two-year monitoring period for defects and/or deficiencies; and

WHEREAS a current assessment / inspection of the roads was completed by R.H.H. Engineering on July 9, 2024; and

WHEREAS a petition was received by the Township showing at least two thirds (2/3) of the landowners are in favour of the roads being assumed; and

WHEREAS the Council of the Corporation of the Township of McKellar deems it in the public interest to assume Craigmere Drive, Braemore Boulevard and Lakeview Crescent in the Craigmere Subdivision as highways for public use in accordance with Sections 31 (2) and (4) of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*;

NOW THEREFORE the Council of the Corporation of the Township of McKellar hereby enacts as follows:

1. **THAT** the roads described on attached Schedule 'A' and as shown of the attached Schedule 'B' are hereby designated and assumed as highways for public use in accordance with Sections 31 (2) and (4) of the *Municipal Act, 2001, S.O. 2001, c.25 as amended*; and
2. **THAT** this By-law shall come into force and take effect upon the passage by Council.

READ a **FIRST** and **SECOND** time this 6th day of August, 2024.

David Moore, Mayor

Karlee Britton, Acting Clerk/Administrator

READ a **THIRD** time and **PASSED** in **OPEN COUNCIL** this 6th day of August, 2024.

David Moore, Mayor

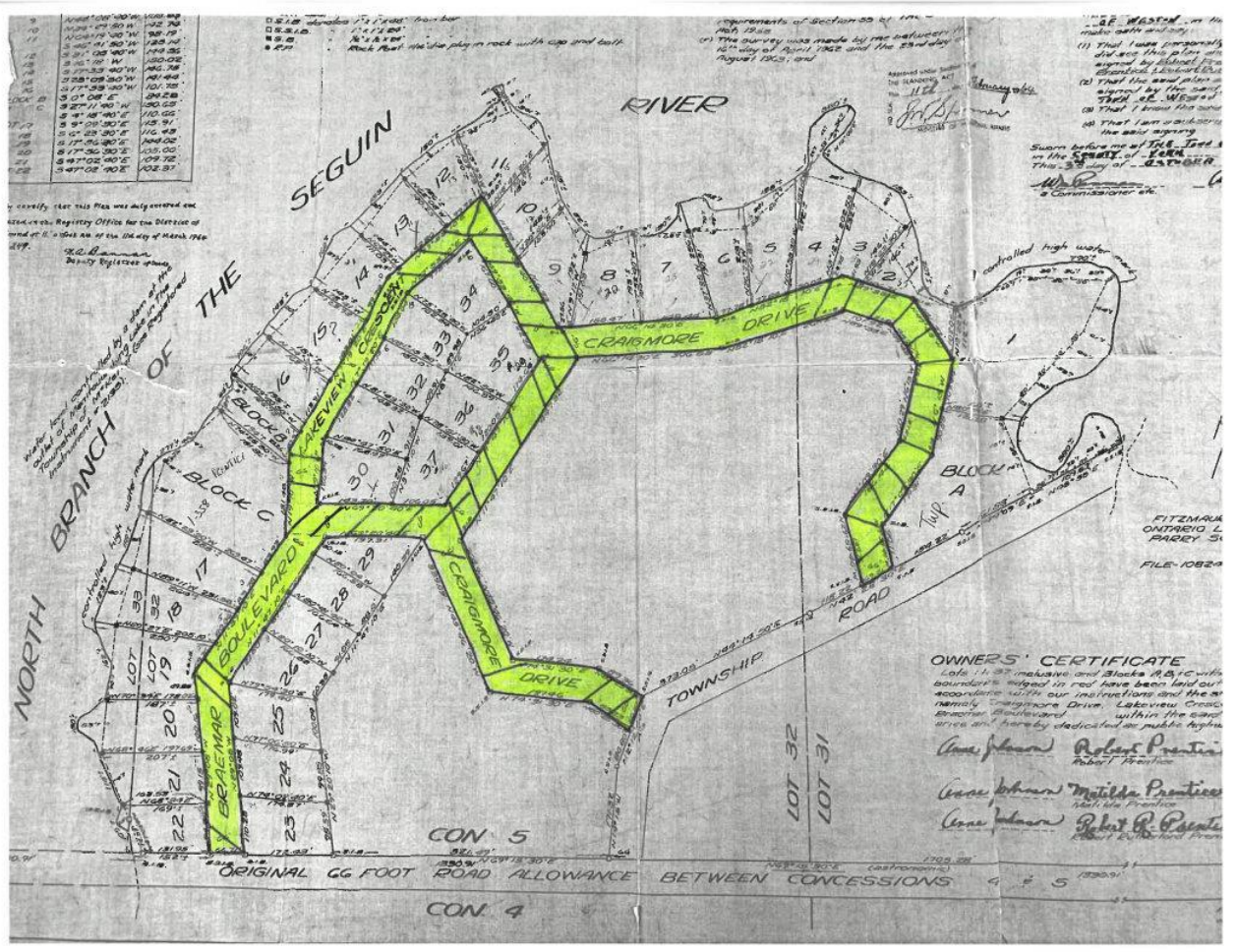
Karlee Britton, Acting Clerk/Administrator

Schedule 'A' to By-law 2024-XX
Road Schedule

ROAD NAME	PIN NUMBER	LEGAL LAND DESCRIPTION
Craigmore Drive	521290594	CRAIGMORE DR PL 249; MCKELLAR
Braemar Boulevard	521290595	BRAEMAR BLVD PL 249; MCKELLAR
Lakeview Crescent	521290596	LAKEVIEW CRES PL 249; MCKELLAR

Schedule 'B' to By-law 2024-XX
Road Map

Craigmore Subdivision





22. Unfinished Business

Date	Res. No.	Item & Description	Assigned to	Status
		Deerfield-Bay Road Upgrades	Public Works & Administration	All information provided by the Engineer will be presented to the representative for the Association in Spring 2024.
		Stoney Road, Dockside Drive and Bruce Trail (Fire Route 152, 152A, 152B) Road Upgrades	Public Works & Administration	Engineer conducting road studies.
		Centre Road Reconstruction (2.9KM)	Public Works & Administration	Scheduled to commence September 2024.
		Hurdville Road Reconstruction (1.9KM)	Public Works & Administration	Engineer drafting drawings and tender for work, to be started and completed between Fall 2024 and Spring 2025.
Mar. 7/23	23-204	By-law 2023-23 Being a By-law to Regulate Dogs in the Township	By-law Enforcement	By-law deferred at Dec. 19/23 meeting. BLEO to make updates and present to Council at a future meeting.
Jul. 4/23	23-470	Re-name Hart Road (formerly Fire Route 306)	Administration	Residents on road have been contacted, they are coming up with another name.
Nov. 21/23	23-726	Placement of a Dry Hydrant	Fire Department	The FC & Engineer are discussing a suitable location. A report to Council with a new location to follow.
Jan. 9/24	24-013	Purchase and Circulation of Transfer Station Permits	Administration	In-house proof to be circulated to Council for approval.
Jan. 9/24	24-017	By-law 2024-03 Adopt a Human Resources Policy	Administration	To be discussed at a future meeting in Closed Session.
Feb. 7/24	24-080	By-law 2024-15 Being a By-law to Amend the Parking By-law (with respect to fees)	By-law Enforcement	Report to Council with area Municipality fees.
Mar. 1/24	24-107	Quotations for Playground Equipment for Broadbent Ball Park	Administration	Deputy Clerk collecting surveys that have been distributed to families within the Community.
Mar. 19/24	24-160	New Fees & Charges By-law	Administration	

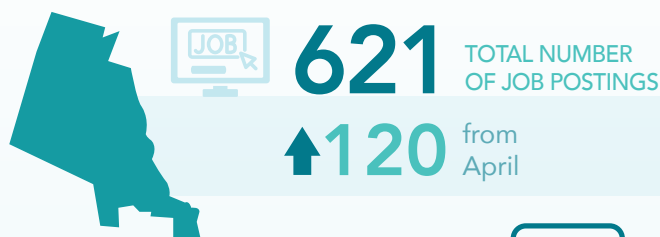
MONTHLY JOBS REPORT

MAY 2024

The Labour Market Group
Guiding partners to workforce solutions.

NIPISSING DISTRICT

There were 621 job postings recorded for Nipissing District in the month of May. This figure represents the second straight month with a year-over-year figure increase; +16.7% (+89), with May 2023 seeing 532 recorded job postings. With regards to the month-over-month change the May total was significantly higher; +24% (+120), than the April total of 501 recorded job postings. 270 Unique employers posted jobs in May; slightly above (+2.3%, +6) the April 2023 figure of 264 unique employers.



OF THE 621 JOB POSTINGS

**100%**

Collected from online sources.

**0.0%**

(0) Requiring a bilingual individual.

23.3%

(145) Criminal Record Check



For postings that listed an annual salary.

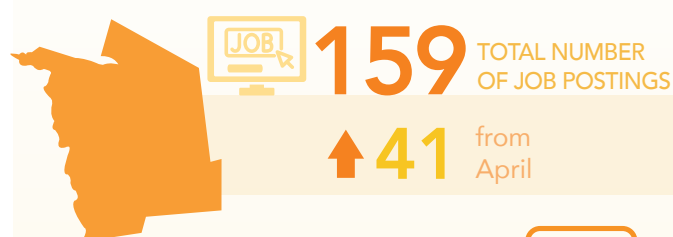
**\$73,220.12**/year
AVERAGE**\$27.53**
HOURLY WAGE

The average hourly wage in May for those postings which listed one.

Of the 204 postings which listed an hourly wage 2.5% (5) were listed at the provincial minimum wage of \$16.55/hour.

PARRY SOUND DISTRICT

There were 159 job postings recorded for the Parry Sound District in the month of May. This figure represents a significant increase; +34.7% (+41) from the previous month's figure of 118. There was also a notable decrease; -14.5% (-27) from the May 2023 figure of 186 job postings. 81 Unique employers posted jobs in May; a notable increase; +9.5% (+7) from the previous month's figure of 74, but well below; -22.1% (-23) the May 2023 figure of 104 unique employers recorded.



OF THE 159 JOB POSTINGS

**100%**

Collected from online sources.

**0.0%**

(0) Requiring a bilingual individual.

22%

(35) Criminal Record Check



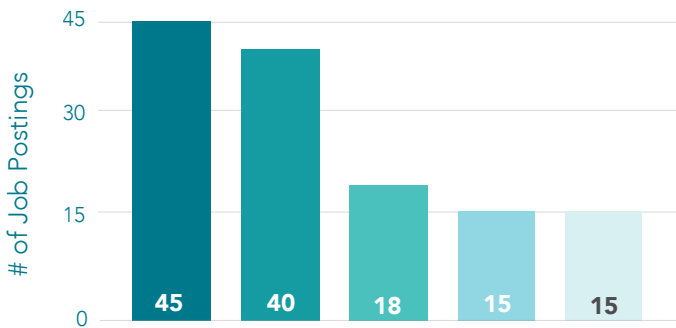
For postings that listed an annual salary.

**\$73,823.53**/year
AVERAGE**\$28.20**
HOURLY WAGE

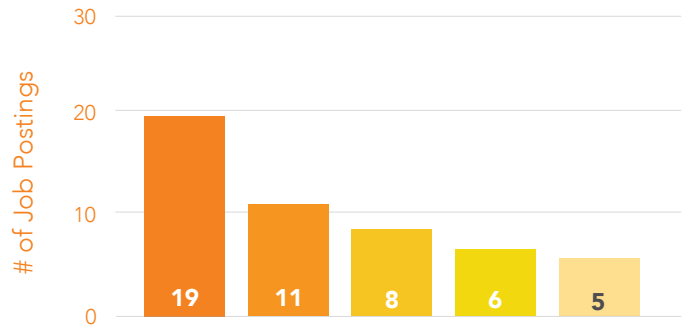
The average hourly wage in May for those postings which listed one.

Of the 90 postings which listed an hourly wage 4.4% (4) were listed at the provincial minimum wage of \$16.55/hour.

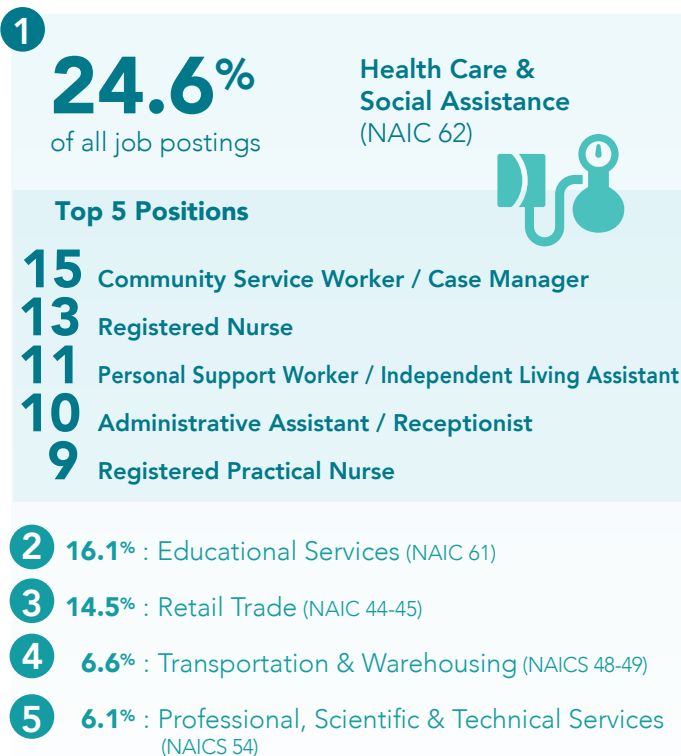
TOP 5 EMPLOYERS POSTING JOBS



TOP 5 EMPLOYERS POSTING JOBS



TOP 5 INDUSTRIES HIRING (NAICS)




The Health Care and Social Assistance (NAICS-62) industry saw the greatest number of job postings in May with 24.6% (153) of the overall share each amongst all major industry classifications. This industry saw largest month-over-month increase in job posting representation with a +3.9% increase from April. The largest month over month decrease occurred within the Public Services (NAICS-81) industry with a slight -3.2% decrease to represent 2.6% (16) of the May job postings.

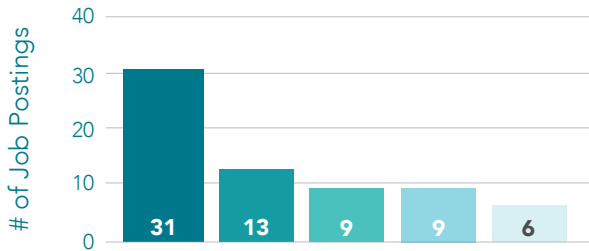
TOP 5 INDUSTRIES HIRING (NAICS)



The Health Care and Social Assistance (NAICS-62) industry saw the greatest number of job postings in May with 32.1% (51) of the overall share amongst all major industry classification. This industry classification saw the largest month-over-month increase of +5% when compared to the April share of 27.1%. The largest month-over-month decrease of -4.3% occurred within the Accommodation and Food Service (NAICS-72) industry which accounted for 10.1% (16) of the job postings this month.


TOP 3 OCCUPATIONAL CATEGORIES (NOC)

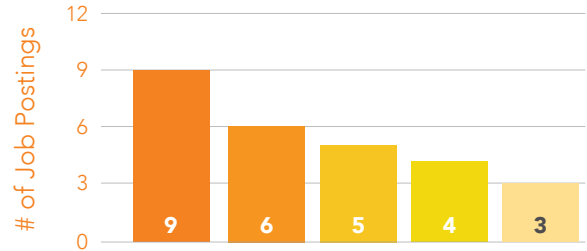
1 **23.3%** Sales & Service (NOC 6) 




- Retail Sales Associate / Representative
- Cleaner / Custodian / Janitor
- Food Service Worker / Barista
- Cook - Various
- Maintenance Worker

TOP 3 OCCUPATIONAL CATEGORIES (NOC)


1 **31.4%** Sales & Service (NOC 6) 




- Retail / Customer Service Associate
- Cook - Various
- Grocery Clerk
- Food Service Worker / Barista
- 2 tied with

2 **18.5%** Education, Law & Social, Community & Government Services (NOC 4) 

- Teacher - Elementary/Secondary (17)
- Community Service Worker / Case Manager (15)
- Educational Assistant (13)
- Personal Support Worker / Independent Living Assistant (11)
- Early Childhood Educator (6)

2 **23.9%** Education, Law & Social, Community & Government Services (NOC 4) 

- Case Manager / Community Service Worker (10)
- Teacher - Elementary/Secondary (8)
- Personal Support Worker / Independent Living Assistant (6)
- Child and Youth Worker (3)
- 2 tied with (2)

3 **14.8%** Business, Finance & Administration (NOC 1) 

- Administrative Assistant / Receptionist (12)
- Accountant / Accounting Clerk (8)
- Human Resources Professional (8)
- Office Clerk (6)
- Secretary (6)

3 **17.6%** Health (NOC 4) 

- Registered Nurse (7)
- Registered Practical Nurse (4)
- Pharmacy Assistant (3)
- Dental Assistant / Hygienist (2)
- Physiotherapist (2)

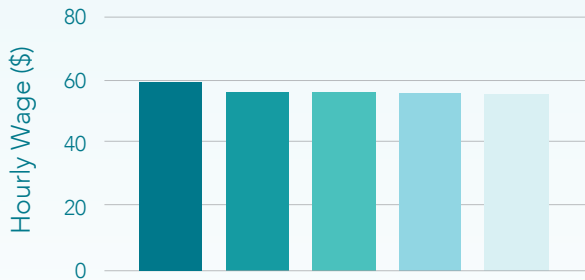
Sales and Service (NOC-6) based occupations made up the largest portion of job postings with 23.3% (145) of all postings in May when compared to the major occupational classifications. The largest month-over-month increase of +3.1% occurred for Education, Law and Social, Community and Government Services (NOC-4) based occupations which accounted for 18.5% (115) of the May postings. The largest month-over-month decrease of -6.8% was seen for Trades, Transportation and Equipment Operator (NOC-7) based occupations which accounted for 13.2% (82) of the job postings in this month.

Sales and Service (NOC-6) based occupations represented the largest number of job postings in May with 31.4% (50) of all postings when compared to the major occupational classifications. These occupations also accounted for the largest month-over-month increase of +8.6%. Trades, Transportation and Equipment Operator (NOC-7) occupations saw the largest month-over-month decrease in job posting share of -9.7% to account for 13.2%(21) of the May postings.

TOP 5 HOURLY WAGE VACANCIES



\$59.46 Prevention Specialist
@ North Bay Regional Health Centre

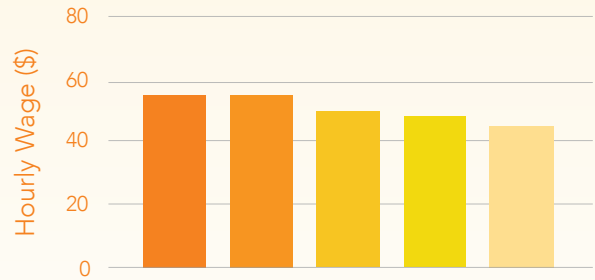


- \$56.00** Registered Nurse
@ West Nipissing General Hospital
- \$56.00** Registered Practical Nurse - Acute Care
@ West Nipissing General Hospital
- \$55.90** Speech Language Pathologist
@ Near North District School Board
- \$55.52** Physician Assistant
@ Hands TheFamilyHelpNetwork.ca - North Ba

TOP 5 HOURLY WAGE VACANCIES



\$56.30 Physiotherapist / Physiotherapist
@ West Parry Sound Health Centre



- \$56.00** Registered Nurse - Float
@ West Parry Sound Health Centre
- \$50.24** Laboratory Technologist
@ West Parry Sound Health Centre
- \$48.39** Team Leader - Crisis Team
@ Canadian Mental Health Association
- \$44.26** Therapist - Community Outreach And Support Team
@ Canadian Mental Health Association

TOP 3 ANNUAL SALARY VACANCIES

\$160,000

Area Sales Manager
@ Dyno Nobel



\$144,000

Registered Technologist
@ North Bay Regional Health Centre

\$139,000

Vice President of Clinical Services / Chief Nursing Executive
@ West Nipissing General Hospital

Lowest Annual Salary \$36,000

Customer Service Representative
@ Wellwise

The average hourly wage in May for those postings which listed (32.9%) an hourly wage was \$27.59/hour. This is a notable increase; +11.1% (+\$2.74/hour), from the current 12-month average of \$24.79/hour. Of the 204 postings which listed an hourly wage 2.5% (5) were listed at the provincial minimum wage of \$16.55/hour. For postings that listed an annual salary the average was \$73,220.12/year. This is slightly higher; +2.5% (+\$1,765.77/year), than the current 12-month average of \$71,454.35/year.

TOP ANNUAL SALARY VACANCY

\$117,000

Pharmacist
@ Shoppers Drug Mart - Parry Sound



\$101,000

Secretary - Nurse Station
@ West Parry Sound Health Centre

\$101,000

Enseignant(e) Regulier - Ecole publique aux Quatre-Vents
@ Conseil scolaire public du Nord-Est de l'Ontario

Lowest Annual Salary \$40,000

Fulfillment Associate
@ Walmart - Parry Sound

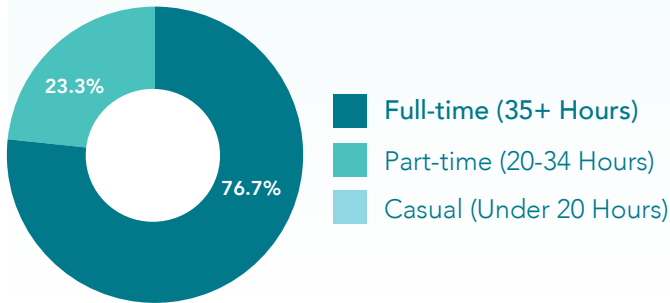
The average hourly wage in May for those postings which listed (56.6%) an hourly wage was \$28.20/hour. This figure is significantly above; +12.6% (+\$3.16/hour), the current 12-month average of \$25.04/hour. Of the 90 postings which listed an hourly wage 4.4% (4) were listed at the provincial minimum wage of \$16.55/hour. The average annual salary listed in the month of May was \$73,823.53; significantly above; +12.4% (+\$8,153.03/year), the current 12-month average annual salary of \$65,670.50/year.

FULL-TIME / PART-TIME BREAKDOWN

76.7% of listings in May

↑ 2.8%
from April

76.7% (476) of the listings in May indicated that the employment offered would be classified as full-time. This figure represents a slight increase; +2.8%, from the previous month when 73.9% of the job postings were classified as full-time.



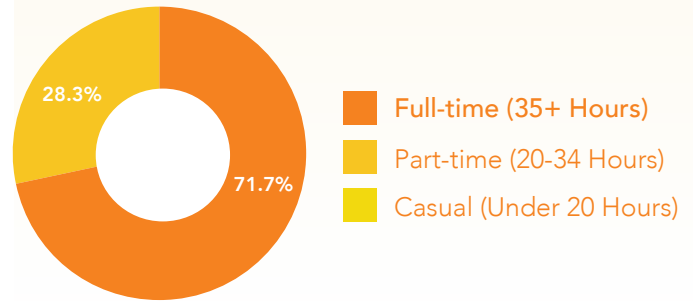
621 Postings listed hours offered (100%)

FULL-TIME / PART-TIME BREAKDOWN

71.7% of listings in May

↓ 6.3%
from April

71.7% (114) of the listings in May indicated that the employment offered would be classified as full-time. This figure is a decrease; -6.3%, from the previous month where 78% of the job postings were classified as full-time.



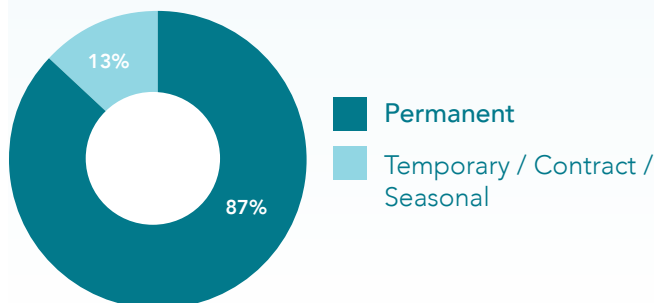
159 Postings listed hours offered (100%)

TERM OF EMPLOYMENT

87% of listings in May

↑ 6.3%
from April

87% (540) of the listings in May stated that the opportunity in question would be permanent. This is an increase; +6.3%, from the previous month's figure of 80.6%.



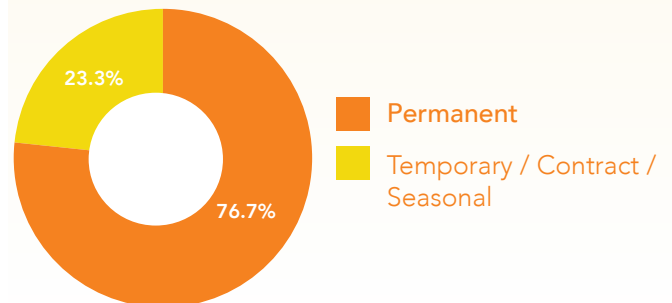
621 Postings listed hours offered (100%)

TERM OF EMPLOYMENT

76.7% of listings in May

↓ 10.6%
from April

76.7% (122) of the listings in May stated that the opportunity in question would be permanent. This is a notable decrease; -10.6%, from the previous month figure of 87.3%.



159 Postings listed hours offered (100%)

ALL EMPLOYERS WITH POSTINGS IN MONTH



NIPISSING DISTRICT

401 Auto - North Bay Chrysler
 Actlabs
 Alex McKillop Tax Ltd.
 All North Truck Centre
 American Eagle Outfitters
 Aramark Canada Ltd.
 Arborworks
 Ardene
 Avison Electrical
 Baker Tilly
 Bay Events
 Bay Roofing and Exteriors Ltd.
 Bay Truck Stop Family Restaurant
 Bentley & Co Ltd
 Best Blasting Mats
 Binx Professional Cleaning
 Birch Lane Builders
 Black & McDonald Limited
 Blue Sky Animal Hospital
 Blue Sky Family Health Team
 BMO - North Bay
 Boart Longyear - North Bay
 Bradwick Property Management
 Brandt Industries
 Burger King - Lakeshore Drive
 Burger World - Hammond
 Caisse Alliance
 Callon Dietz
 Calvin Presbyterian Church - North Bay
 Camp STEAM Canada
 Campus Living Centres
 Canada Post - North Bay
 Canadian Addiction Treatment Pharmacy
 Canadian Forces Morale and Welfare Services
 Canadian Hock Exchange
 Canadian Mental Health Association
 - North Bay and Area
 Canadian Red Cross
 Canadian Tire - North Bay
 Canadore College - College Drive
 CarePartners
 Cascades Casino
 Casey's Grill Bar
 Cementation Canada
 Centennial Contracting Ltd.
 Chatters Limited Partnership
 CIBC - Main St.
 Circle K - Sturgeon Falls
 CJ Limited - Charm Diamond Centres
 Classic Contracting Sales & Services
 Columbia Forest Products Ltd
 Comfort Inn - Airport
 Comfort Inn - Lakeshore
 Community Counselling Centre of Nipissing
 Community Living North Bay
 Conseil Scolaire Catholique Franco-Nord
 Conseil scolaire public du Nord-Est de l'Ontario
 Contact North
 Contact North (North Bay)
 Crisis Centre North Bay
 CTS Canadian Career College
 Currie Truck Centre
 Dawson Dental - North Bay
 Dentistry on Airport
 Diagnostic Sleep Clinic
 Di-Corp
 Dionne Quints Heritage Board Inc.
 District of Nipissing Social Services
 Administration Board
 Dr. Delean and Associates Dental Office
 Dyno Nobel
 East Ferris Public Library
 Eastview Construction
 EMCO Corporation
 Empire Living Centre
 Enterprise Rentacar
 Essential Exteriors
 Evergreen Landscaping

exp Global Inc.
 Fastenal
 FDM4
 Federal Express Canada Corporation
 Fern's Heating Inc.
 Ferris Home Hardware
 Fire & Flower Inc
 First Student / First Transit
 First Transit Canada
 Fisher Way Inc.
 Freightliner North Bay
 GFL Environmental Inc.
 Giant Tiger - North Bay
 Gincor Werx
 Golden Estates Limited
 GoodLife Fit4Less
 GoodLife Fitness Centre - Main Street
 Goodyear Canada Inc. (Retreading)
 Government of Canada
 Grant's Transport Ltd.
 Greco's Pizza and Pasta - Algonquin Ave.
 Guac Mexi Grill
 Guy Dentistry
 Hampton Inn by Hilton North Bay
 Hands TheFamilyHelpNetwork.ca
 - North Bay
 Hands TheFamilyHelpNetwork.ca/Mains
 LeReseaudaideauxfamilles.ca
 HeadWay Clinic Incorporated
 Hearing Life Canada
 Huronia Oral Surgery Group
 Image Master Marketing &
 Printing Products Inc.
 Indigo Books & Music
 Jazz Aviation
 Kal Tire
 Karis Disability Services (formerly
 Christian Horizons)
 Kennedy Insurance Brokers Inc.
 KINGGLASS LTD
 Knight Piesold Ltd.
 Knight's Inn
 Kohltech Windows & Entrance Systems
 KPMG LLP
 KRB Mechanical Limited
 Lafarge Canada Inc
 LCBO - Mattawa
 Les Soeurs de l'Assomption
 de la Sainte vierge
 Levante Living - Barclay House
 Linde Canada
 Little Kickers Sudbury & North Bay
 Loxton Homes
 Lucenti Orlando Professional Corporation
 Marina Point Village
 Martel & Mitchell Rehabilitation
 Martin Roy Transport / MRT
 MATTAWA FRESH MART
 Maurices
 MCA Contracting Ltd
 McDonald's (North Bay)
 McDonald's (West Nipissing)
 McDougall Energy Inc.
 Metis Nation of Ontario
 MetricAid
 MHM General Contracting
 Michaels
 Miller Paving
 Miller Technology Incorporated
 Miller Waste Systems
 Mincon Canada
 Ministry of the Attorney General
 Ministry of the Solicitor General
 Ministry of Transportation
 Mister Transmission
 Modern College of Hairstyling and Esthetics
 Motion Industries
 Myrt's Family Restaurant
 Near North District School Board
 Near North Palliative Care Network
 (Nipissing-Parry Sound)
 Nijjaansinaanik Child and Family Services
 - North Bay

Nipissing Transition House
 Nipissing University
 Nipissing-Parry Sound Catholic
 District School Board
 Nordic Minesteel Technologies Inc.
 North Bay Animal Hospital
 North Bay Construction Documents
 Depository
 North Bay Cycle and Sports
 North Bay Eats / Cecil's Brewhouse & Kitchen
 North Bay Humane Society
 North Bay Mazda
 North Bay Parry Sound District Health Unit
 North Bay Regional Health Centre
 North Bay-Mattawa Conservation Authority
 Northern Dental Specialty Group
 Northern Diversified Limited
 Northern Green Energy Solutions
 Northern OK Tire
 Northern RV
 North-Tech Stone and Ceramic
 Northwood Window and Door Centre
 Nutrition Club Canada
 One Kids Place Children's Medical Treatment
 Center of North East Ontario
 Ontario Northland
 Ontario Public Service
 Optometry North Bay
 Oxford Learning Centre
 Paramed Home Health Care
 Partner's Billiards and Bowling
 Pearle Vision
 Peoples Jewellers
 Petro Canada and Restaurant - Temagami
 Petsmart
 PHARA
 Pilot Diamond Tools Ltd.
 Platinum Patient Transfer Service
 ProLink Contracting
 Queen Street Family Dentistry
 Rainbow Concrete Industries Ltd.
 Redpath
 Regis Canada
 Rexall - North Bay
 Rise Controls Inc
 Riv Chip Stand
 Rogers Communications Inc.
 Roots Canada
 Royal Bank of Canada - North Bay
 Royal Bank of Canada - Sturgeon Falls
 SafeSight Exploration Inc.
 Sally Beauty
 Savage Equipment Leasing Inc.
 Savers | Value Village
 Science North
 Scotiabank - North Bay
 Scotiabank - Northgate
 Sephora Canada
 Shoppers Drug Mart - Josephine St.
 Shoppers Drug Mart - Lakeshore Dr.
 Sienna Living - North Bay
 Sienna Senior Living
 Sneak-A-Peek Baby
 Sodexo Canada Ltd
 Sodexo Inc.
 Spectrum Telecom Group Ltd.
 Spencer Gifts
 Stantec
 Staples Canada
 Stock Transportation
 Structure Spine and Sport
 Sturgeon Falls Brush and Contracting Ltd
 Sturgeon Falls IDA
 Subway - North Bay
 Syl's Neighbourhood Kitchen
 TC Energy
 TCM Produce
 The Children's Aid Society of the
 District of Nipissing and Parry Sound
 The Corporation of the City of North Bay
 The Cosmetic Clinic
 The Erb Group of Companies
 The Homebrew Centre

The Sisters of St. Joseph of Sault Ste. Marie
 The Skyline Group of Companies
 The Submarine Place
 Thermo Coustics Limited
 Tim Hortons - Algonquin Ave.
 Tim Hortons - Cassells St.
 Tim Hortons - North Bay
 Tim Hortons - Pinewood Park Dr.
 Tip Top Tailors
 Titanium Transportation Group Inc.
 TNT Landscaping
 Top Picks Auto Sales
 TREMBLAY LAW GROUP PC
 True North Cannabis Company
 Tulloch Engineering
 Tutor Match
 Twiggs - Fraser St.
 Union of Ontario Indians
 United Rentals of Canada Inc.
 Value Village
 Victorian Order of Nurses / VON
 Virgin Plus
 Vista Radio Ltd
 Volkswagen North Bay
 Voyageur Aviation Corp
 Walmart - North Bay
 Welcome Inn Mattawa
 Wellwise
 Wendy's Restaurants - Lakeshore Drive
 West Nipissing Family Health Team
 West Nipissing General Hospital
 West Parry Sound Health Centre
 William Perrins Auto Body
 Wine Rack - Your Independent Grocer
 Wirelesswave
 Workplace Safety and Insurance Board (WSIB)
 Workplace Safety North
 YM Inc. - Bluenotes
 YMCA of Northeastern Ontario



PARRY SOUND DISTRICT

180 Smoke
 1886 Lake House Bistro
 Adams Bros. Construction
 Almaguin Forest Products
 Almaguin Highlands Community Living
 Almex Group
 Arborworks
 Ashley HomeStore Parry Sound
 Bourgeois Ford North
 Burger King - Parry Sound
 Canadian Mental Health Association
 Canadian Tire - Parry Sound
 Canadore College - Parry Sound Campus
 Clean And Cozy Housekeeping
 Clear Springs Golf Course
 Comfort Inn Parry Sound
 Community Living Parry Sound
 Connor Industries
 Conseil scolaire public du
 Nord-Est de l'Ontario
 Corporation of the Township of Chisholm
 Dairy Queen - Parry Sound
 Dawson Dental - Callander Bay Dental
 Dazzling Doggies Grooming Salon
 Deer Point Contracting
 Dent Bay Baking Company
 Di Salvo's Bella Cucina and Family Style Meals
 District of Parry Sound Social Services
 Administration Board
 Eastholme Home for the Aged
 Edgewater Park Lodge
 Elections Canada
 Gardens of Parry Sound
 Retirement Residence
 Gingrich Harris Copeland,
 Chartered Professional Accountants
 Glen Echo Cottages

Grand Tappatoo Resort
GS Excavations
Hammond Transportation Ltd.
Hands TheFamilyHelpNetwork.ca
- Parry Sound
Harvest Share Community Food Programs
Lane Family Pharnasave
Lifemark Health Group
Lift Auto Group
Little Kickers
Main Street Dental
Marshall Black Carpentry
McDonald's (Parry Sound)
Morrrows Plumbing & Heating Inc
Municipality of the Village of South River
Near North District School Board
North Stone Electrical
Oakcrest Co.
One Kids Place Children's Medical
Treatment Center of North East Ontario
Parry Sound Chevrolet Buick GMC
Parry Sound Cruise Line
Parry Sound Forest School
Parry Sound Fuels
Parry Sound Golf & Country Club
Port Carmen Marina
Powassan Drug Mart
RONA - Parry Sound
Schlager Inc.
Scotiabank - Parry Sound
Service Canada
Shawanaga First Nation
Shoppers Drug Mart - Parry Sound
Sobeys - Parry Sound
Tailwinds Bar & Grill

The Beer Store - Parry Sound
The Children's Aid Society of the
District of Nipissing and Parry Sound
The Farmers Market
The Friends
The Home Depot - Parry Sound
Tim Hortons - Parry Sound
Town of Parry Sound
Trestle Brewing Company Limited
Victorian Order of Nurses / VON
Walmart - Parry Sound
Walmart Canada
West Parry Sound District Museum
West Parry Sound Health Centre
Westburne
YMCA of Simcoe/Muskoka



WHAT IS THE LMG MONTHLY JOBS REPORT?

This Jobs Report is a monthly publication produced by the Labour Market Group.

Each month we compile this report based on our job portal **readysethired.ca**.

Readysethired.ca is an online job portal that provides and collects real time job postings within the districts of Nipissing and Parry Sound. These postings are updated daily and provide job seekers with a one stop shop for local current employment opportunities.

FOR MORE INFORMATION & FURTHER DETAILS ABOUT LOCAL JOBS, PLEASE CONTACT :

The Labour Market Group
readysethired.ca
info@thelabourmarketgroup.ca



The Labour Market Group
Guiding partners to workforce solutions.



June 2024

LABOURFOCUS

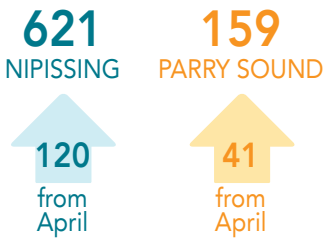
IN THIS EDITION

ATTRACTING NEWCOMERS TO RURAL ONTARIO

HOW IS OUR WORKFORCE DISTRIBUTED?

JOBS REPORT MAY 2024

TOTAL NUMBER OF JOB POSTINGS



TOP INDUSTRY WITH VACANCIES



To view the full report, visit our website www.thelabourmarketgroup.ca/readsethired.ca

Questions or concerns? Feel free to contact us at info@thelabourmarketgroup.ca



T. 705.478.9713

150 First Ave. West
Suite 103, North Bay, ON
P1B 3B9

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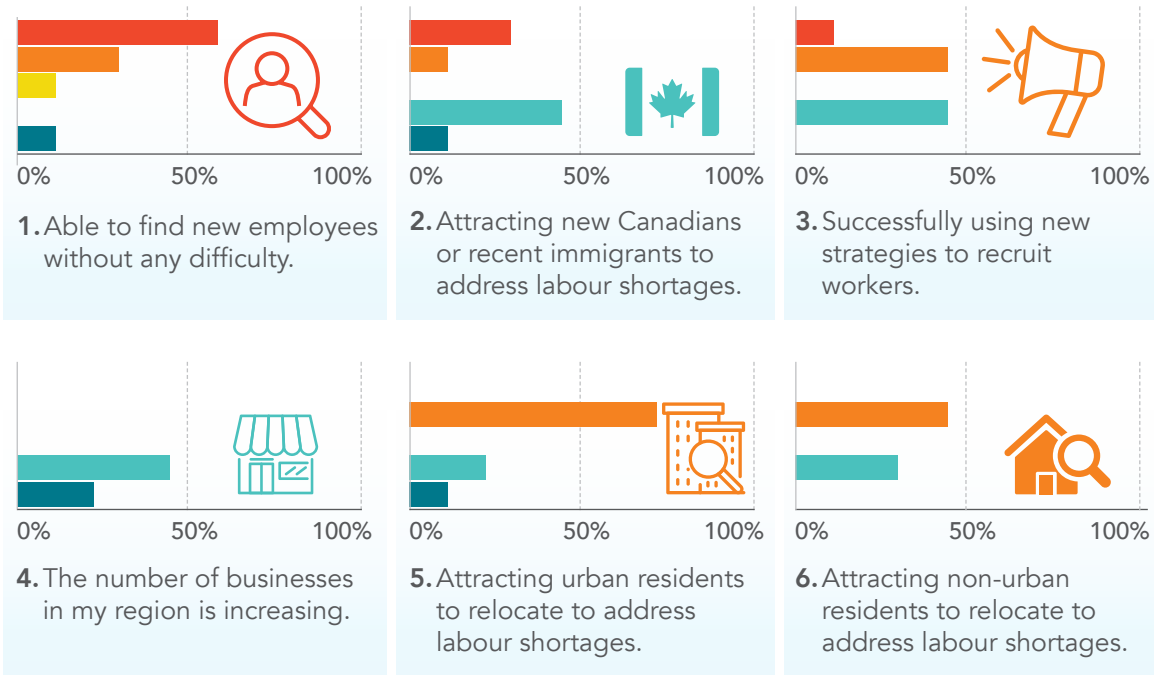


ATTRACTING NEWCOMERS TO RURAL ONTARIO

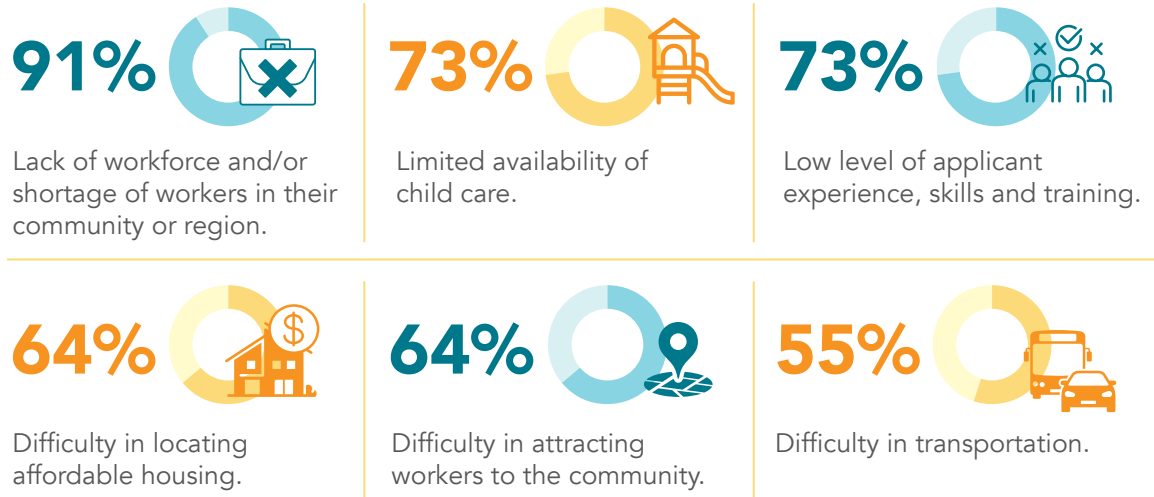
EXPERIENCES OF RURAL BUSINESSES: Participants were asked to agree or disagree with six statements regarding 'businesses in their region'. The graphs below outline all responses from the Ontario Workforce Planning Board participants.



■ STRONGLY AGREE
 ■ SOMEWHAT AGREE
 ■ NEITHER AGREE NOR DISAGREE
■ SOMEWHAT DISAGREE
 ■ STRONG DISAGREE



GREATEST DIFFICULTIES EXPERIENCED BY BUSINESSES: The Workforce Planning Board representatives noted 'businesses in their regions' had the greatest difficulty in these top six following areas:



Source: CME 2024 Report; Labour Force Dynamics in Rural Ontario, Perspectives from Ontario's Workforce Planning Boards 2024



NOW AVAILABLE!
LOCAL LABOUR MARKET PLAN 2024

MORE FROM THE APRIL JOBS REPORT:

TOP OCCUPATIONS

NIPISSING

Sales & Services (23.3%)

Education, Law & Social, Community & Gov (18.5%)

Business, Finance & Administration (14.8%)

PARRY SOUND

Sales & Services (31.4%)

Education, Law & Social, Community & Gov (23.9%)

Health (17.6%)

To view the full report, visit our website www.thelabourmarketgroup.ca
readysethired.ca



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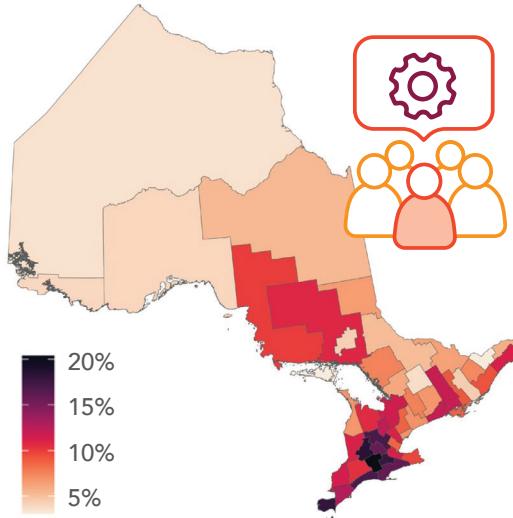
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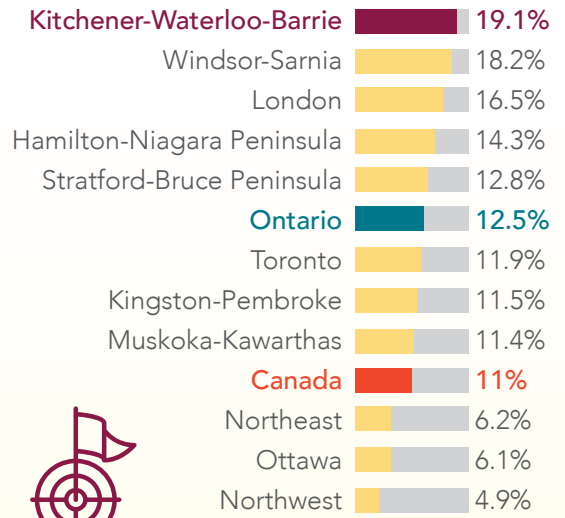
HOW IS OUR WORKFORCE DISTRIBUTED?

MANUFACTURING JOBS AS A SHARE OF TOTAL EMPLOYMENT IN 2021



The percentage of total workers that are **employed in the manufacturing sector** across the province.

MANUFACTURING AS A SHARE OF TOTAL EMPLOYMENT IN ONTARIO, 2023



Kitchener-Waterloo-Barrie region emerges as the strongest pole of employment, with **19.1%** almost twice the national average.

27.7%
 of workers were aged 55 years and over.



DEMOGRAPHIC TRENDS IN MANUFACTURING, 2023

This workforce is aging rapidly! The demographic shift implies that companies will continue to struggle to find workers in the years ahead (between now and 2031) as those experienced manufacturing workers retire.

GENDER ANALYSIS: TOP MANUFACTURING OCCUPATIONS IN ONTARIO, JANUARY 2024

A review of several occupations revealed persisting under representation of women, particularly in the skilled trades.

OCCUPATION	OVERALL EMPLOYMENT	FEMALE EMPLOYMENT	MALE EMPLOYMENT
Machine operators, assemblers and inspectors	224,560	75,090	149,470
Skilled Trades	97,550	5,290	92,260
Management	94,870	26,480	68,390
Administrative (incl. finance, legal, and logistics)	91,960	51,830	40,130
Engineering, Natural and Applied Sciences	81,240	14,490	66,750
Supervisors, central control and process operators	68,500	17,530	50,970
Sales and personal services	62,330	18,390	25,550
Other Occupations	10,260	6,830	3,880
TOTAL	796,700	250,560	546,140

Source: CME 2024 Report; Labour Force Dynamics in Rural Ontario, Perspectives from Ontario's Workforce Planning Boards 2024



July 11, 2024

In This Issue

- Get access to MIDAS!
- Next Generation 9-1-1 Transition Funding Applications Open.
- AMO Knowledge Exchange on Community & Supportive Housing Symposium.
- Municipal Codes of Conduct: Pre-conference workshop at AMO 2024.
- Indigenous Community Awareness training.
- Plan your fall education schedule.
- How Algonquin transformed its digital presence.
- Help your residents save thousands of dollars in service line repair fees.
- Registration now open for OMSSA's 2024 Forum!
- Registration open for Western Ontario Municipal Conference.
- Careers.

AMO Matters

The [Municipal Information & Data Analysis System](#) (MIDAS) - recently enhanced - is a web-based tool that provides access to the Financial Information Returns (FIRs) data to all Ontario municipalities. For access, municipal elected officials and municipal staff can email MIDASAdmin@amo.on.ca.

Provincial Matters

The next wave of applications are open for the 2024-25 NG9-1-1 funding program until August 23, 2024. Information sessions are available. Please contact estd.ng9-1-1@ontario.ca for more information.

Education Opportunities

The [AMO Knowledge Exchange on Community and Support Housing Symposium](#), October 1 - 2, will convene elected officials, municipal staff, federal and provincial representatives, Indigenous partners, and other sector partners for networking, knowledge sharing, and collaboration on how we can work together to advance community and supportive housing solutions in communities across Ontario. View full details and [register today](#).

The [Municipal Codes of Conduct pre-conference workshop](#) on Saturday, August 17 is for municipal leaders who are looking to guide and strengthen their council and corporation's conduct, behaviour, and practices. Register today - space is limited.

OFIFC and AMO are offering training to build indigenous cultural competency in municipal government. Through a self-paced learning module and live virtual component, this training will provide knowledge and tools to utilize in moving improved and stronger Indigenous-municipal relations forward in Ontario. [Register today](#) for the October 8 workshop.

Time to sign up for AMO Education fall workshops: [Cybersecurity for Municipal Councillors](#), [Strategic Thinking, Planning and Leading](#), [Managing Communications through Crisis](#), [Indigenous Community Awareness](#), [Navigating Conflict as an Elected Official](#), [Land Use Planning](#), [Competing Rights](#), and [Community Engagement Strategic Approaches](#).

LAS

Join our Barrier-free Website Builder service partner, GHD, for a discussion with Algonquin Highlands on how the township transformed its online presence and enhanced residents' experience. [Sign up here](#).

The City of Hamilton celebrates its 10-year anniversary partnering with Service Line Warranties of Canada (SLWC), which has saved City residents \$5 million dollars for repairs of their sewer and water line infrastructure. Read the [press release](#) and learn more about the LAS-endorsed [Service and Water Line Warranty program](#).

Municipal Wire*

Join OMSSA virtually on September 24-25 to learn about current issues that are impacting community safety and well-being. Hear about successes and how to evaluate the impact of this work. [Register today](#).

WOWC is holding its annual [Western Ontario Municipal Conference](#) in Chatham-Kent on October 25. Explore and collaborate on a wide range of topics affecting our municipalities.

Careers

[Applications Analyst, FIMS - Regional Municipality of Durham](#). Closing Date: July 21, 2024.

[Municipal Planner - Municipality of Red Lake](#). Closing Date: August 9, 2024.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watchfile](#) Tel: 416.971.9856

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AMO Watchfile



July 18, 2024

In This Issue

- Get access to MIDAS!
- Next Generation 9-1-1 Transition Funding applications open.
- LAS discussion on water & wastewater feasibility study at AMO Conference.
- Municipal Codes of Conduct: Pre-conference workshop at AMO 2024.
- AMO Knowledge Exchange on Community & Supportive Housing Symposium.
- Plan your fall education schedule.
- Removing barriers: Best practices for accessible web content.
- Fill out survey for a chance to win eSignature software.
- Click Before You Dig! It's the law (Locates Campaign).
- IESO municipal webinar for next round of energy procurements.
- Registration open for Western Ontario Municipal Conference.
- Careers.

AMO Matters

The [Municipal Information & Data Analysis System](#) (MIDAS) - recently enhanced - is a web-based tool that provides access to the Financial Information Returns (FIRs) data to all Ontario municipalities. For access, municipal elected officials and municipal staff can email MIDASAdmin@amo.on.ca.

Provincial Matters

The next wave of applications are open for the 2024-25 NG9-1-1 funding program until August 23, 2024. Information sessions are available. Please contact estd.ng9-1-1@ontario.ca for more information.

Education Opportunities

LAS is undertaking a feasibility study to create joint municipal services board(s) or municipal service corporation(s) to provide water and wastewater services. Whether you are an elected official or a subject matter expert your insights and expertise on governance, operations of water and wastewater systems, and impacts of municipal service corporations are invaluable. Stop by on August 18 between 1:30 and 3:30pm at the AMO Conference to talk to the LAS Water and Wastewater Expert Panel, LAS/AMO staff regarding challenges and opportunities for water and wastewater systems.

The [Municipal Codes of Conduct pre-conference workshop](#) on Saturday, August 17 is for municipal leaders who are looking to guide and strengthen their council and corporation's conduct, behaviour, and practices. Register today - space is limited.

The [AMO Knowledge Exchange on Community and Support Housing Symposium](#), October 1 - 2, will convene elected officials, municipal staff, federal and provincial representatives, Indigenous partners, and other sector partners for networking, knowledge sharing, and collaboration on how we can work together to advance community and supportive housing solutions in communities across Ontario. View full details and [register today](#).

AMO has released a number of its fall education workshops. Sign up today for a range of workshops

including, communication skills, planning for and understanding cyber security, Indigenous cultural awareness and a number council leadership programs. [Click here](#) to see all opportunities.

LAS

Making the internet accessible to all is not recommended but prescribed. The blog focuses on four main principles: perceivable, operable, understandable, and robust. Read more [here](#).

Share feedback on what would help your municipality tackle its biggest digital citizen service challenges. [Answer 10 short questions](#) for a chance to win a 60-day Enterprise free trial of ConsignO Cloud, AMO's preferred eSignature platform.

Municipal Wire*

Help protect underground infrastructure by spreading the Click Before You Dig safety message to your community residents this summer. No matter the size of your project, always Click Before You Dig at [OntarioOneCall.ca](#).

The IESO is hosting a [webinar for municipalities](#) and indigenous communities on July 30 about the next round of energy procurements which will include renewable generation and storage projects.

WOWC is holding its annual [Western Ontario Municipal Conference](#) in Chatham-Kent on October 25. Explore and collaborate on a wide range of topics affecting our municipalities.

Careers

[General Manager, Corporate Services - City of Thunder Bay](#). Closing Date: August 9.

[Road Specialist - Intact Public Entities](#). Closing Date: August 15.

[Deputy Chief Information Officer, Digital Workplace & IT Service Management - City of Windsor](#). Closing Date: August 6.

[Deputy Chief Information Officer, Business Solutions & Project Delivery - City of Windsor](#). Closing Date: August 6.

[Program Manager, Housing Programs - Region of Durham](#). Closing Date: July 31.

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AMO Watchfile



July 25, 2024

In This Issue

- Next Generation 9-1-1 Transition Funding applications open.
- LAS discussion on water & wastewater feasibility study at AMO Conference.
- Municipal Codes of Conduct: Pre-conference workshop at AMO 2024.
- AMO Knowledge Exchange on Community & Supportive Housing Symposium.
- Plan your fall education schedule.
- Blog: Heat Pumps - the Low Carbon Technology of the Future.
- Click Before You Dig! It's the law (Locates Campaign).
- IESO municipal webinar for next round of energy procurements.
- Opportunity to help project researching municipal energy needs.
- Careers.

Provincial Matters

The next wave of applications are open for the 2024-25 NG9-1-1 funding program until August 23, 2024. Information sessions are available. Please contact estd.ng9-1-1@ontario.ca for more information.

Education Opportunities

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LAS

Heat pumps contribute to the reduction of greenhouse gas emissions by up to 80% compared to conventional heating and cooling systems. [Our latest blog](#) explains why.

Municipal Wire*

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The IESO is hosting a [webinar for municipalities](#) and indigenous communities on July 30 about the next round of energy procurements which will include renewable generation and storage projects.

Pollution Probe and QUEST Canada aim to talk for one hour with Ontario communities for an [OEB funded project](#) to address your community's innovative energy needs and priorities. Register by emailing rkiro@pollutionprobe.org until September 16.

Careers

[Chief Administrative Officer - Municipality of Lakeshore](#). Closing Date: August 19.

[CAO/Clerk - Municipality of Whitestone](#). Closing Date: August 23.

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