

# CORPORATION OF THE TOWNSHIP OF MCKELLAR

February 4, 2025 – 6:30 p.m.

## AGENDA

**Topic: Regular Meeting of Council**

**Time: February 4, 2025 6:30 P.M. [Closed Session beginning at 5:30 p.m.]**

**Location: Council Chambers, 701 Highway 124 McKellar, ON P0G 1C0**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/89023628500>

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

**25- 1<sup>st</sup> Resolution**  
**2025-10 1<sup>st</sup> 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 – January 28, 2025
  - 5.2 Acquisition or disposition of lands; pursuant to Ontario Municipal Act Section 239(2)(c) – Land Acquisition for Ballfield Project
  - 5.3 Personal matters about an identifiable individual; pursuant to Ontario Municipal Act Section 239(2)(b) – Appointment to Township Committee
  - 5.4 Litigation or potential litigation; pursuant to Ontario Municipal Act Section 239(2)(e) – Updates on Current Litigation Matters
- 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**
  - 11.1 McKellar Public Library, Present Annual Library Report and Proposed 2025 Budget
- 12. COMMITTEE OF THE WHOLE**
- 13. MOTION TO REVIEW A PREVIOUS MOTION**
- 14. ADOPTION OF MINUTES OF PREVIOUS MEETING(S)**
  - 14.1 January 28, 2025 – Regular Meeting of Council
- 15. PLANNING MATTERS**
- 16. COMMITTEE/BOARD MINUTES WITH RECOMMENDATIONS FOR APPROVAL**
  - 16.1 North Bay Parry Sound District Health Unit Board of Health Meeting Minutes (December 4, 2024)
  - 16.2 Township of McKellar Public Library Board Minutes (November 26, 2024)
- 17. STAFF REPORTS WITH RECOMMENDATIONS FOR APPROVAL**
- 18. MAYOR’S REPORT**
- 19. CORRESPONDENCE FOR CONSIDERATION**
- 20. MOTION AND NOTICE OF MOTION**
  - 20.1 2025 Good Roads Conference
  - 20.2 Appointments to Township Committees
- 21. BY-LAWS**
  - 21.1 By-law 2025-10 Being a By-law to authorize the execution of an Agreement for a By-law Enforcement Officer for the Township of McKellar and to appoint a By-law Enforcement Officer for the Township of McKellar
- 22. UNFINISHED BUSINESS**
  - 22.1 Unfinished Business as of February 4, 2025
- 23. NEW BUSINESS**
- 24. PUBLIC NOTICES, ANNOUNCEMENTS, INQUIRIES AND REPORTS BY COUNCIL MEMBERS**

**25. CONSENT AGENDA – CORRESPONDENCE**

- 25.1 Town of Halton Hills, Resolution No. 2025-0010 regarding Sovereignty of Canada
- 25.2 AMO Watchfile, January 23, 2025
- 25.3 FONOM Office, Resolution for Consideration – Expanding EPR to the ICI Sector
- 25.4 Corporation of the Town of Hawkesbury – Municipal Accountability Act, 2024 – Municipal Code of Conduct

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

**27. CONFIRMING BY-LAW**

- 27.1 By-law 2025-11 - 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.



SCHEDULE "E"

# Township of McKellar

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

Phone: 705-389-2842

Fax: 705-389-1244

### Request for Delegation/Deputation before Council

Pursuant to By-law No. 2019-25 as amended, any person wishing to make a deputation before Council shall submit a request in writing to the Clerk no later than 1:00 p.m. on the Tuesday prior to the meeting at which they wish to be heard. The written request shall be a detailed written submission which clearly outlines the matter that the deputation wishes to present to Council including the nature of the business to be discussed and the person(s) named to make the deputation. The detailed written submission, together within this form, shall be circulated with the Council agenda. Please note that Deputations are limited to 10 minutes in length.

PLEASE PRINT CLEARLY

Name of Person to Appear: Debbie Woods

Address: [REDACTED]

Phone: Home: — Business: — Cell: [REDACTED]

Name of Group or Person(s) being represented (if applicable): McKellar Library

Meeting date requested to appear before Council: Feb. 4, 2025

Subject Matter of Deputation: Present Annual Library Report and Proposed Budget. I will fax these documents on January 27, once the Library Board has approved them.

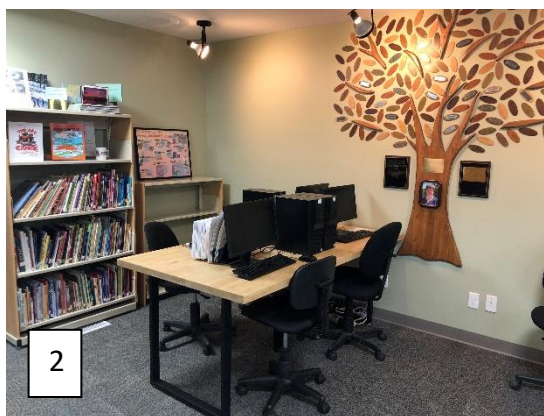
Detailed written submission must be attached or submitted to the Clerk by 1:00 p.m. the Wednesday prior to the Council meeting.

Signature: *Debbie Woods* Date: Jan. 22, 2025

## Library 2024 Annual Report

2024 was an absolutely stellar year for our library. We were full steam ahead, fulfilling goals that we had set out a year earlier in our Strategic Plan.

In January, we received a L.E.A.F. grant of nearly \$50,000 from the Commonwell Mutual Assurance Company. Winning this substantial grant was in large part due to the fact that we received 130 letters of support from members of the community, so we thank them for that. As soon as we received the money, we met with McKellar's Building Inspector to go over our renovation plans, and put out an R.F.P. for the work. The successful contractor was Jansz Interiors. We cannot speak highly enough about their excellence. They were prompt and competitive, and their quality of work was superb. They asked all the right questions, to make sure that we would get exactly what we wanted and needed. The renovation included a 50 sq. ft. storage room, which allows the staff to store materials out of sight, making both the office and the library more attractive and welcoming to the public. The library also got a fresh paint colour, some new bookcases, a new space-saving computer table and some new furniture for the children's area.



1. Storage room, Early Learning Computer and S.T.E.M. kits  
2. New computer table and shelving  
3. Children's area

But the centrepiece of our renovation is the new Makerspace (photo at right), which contains a Cricut machine and tablets to facilitate its use, sewing machines, storage space and a work counter. The Cricut workshops have been very popular so far. Other new technology includes a 3-D printer, a new Early Learning Computer and a new Special Needs computer. Our children's area is now stocked with S.T.E.M. learning kits that can be signed out. And both the children's area and the Makerspace sport stunning new murals hand-painted by a local artist.



All of these enhancements were made known to the community at our “Grand Re-Opening” on June 29, 2024, which was attended by more than 100 people. We sincerely thank McKellar Council for allowing us to go ahead with the renovation and improve our library in a way that better serves the public and brings our programs into the 21<sup>st</sup> century.



An important focus in our strategic plan was to improve access to S.T.E.M. activities for children. To that end, our library assistant, Debbie MacMurray, invited Science North to come and do a workshop in the McKellar arena. This turned out to be one of the most successful events ever hosted by our library, with 75 people attending. The engaging Science North staff provided a wide range of S.T.E.M. activities, including introduction to coding for children as young as preschoolers, and more sophisticated coding/robotics activities that were very popular with the pre-teens.

Another goal in our Strategic Plan was to re-invigorate our community partnerships. One of these is with the McKellar Agricultural Society. We spoke to patrons who participate in library programs to make sure they knew how to become involved in the McKellar Fall Fair. In particular, our Assistant Librarian, Lynne Campbell worked with the volunteers who teach the library’s very successful summer crafts for kids program, to raise awareness about how children can participate in the Fair. At the Agricultural Society’s Annual General Meeting last month, the Secretary noted that the number of children’s memberships and the number of children’s entries had both increased significantly over previous years, and she credited the library with this change.

Others are taking notice of the McKellar Library too. On January 30, at the Ontario Library Association’s annual SuperConference, we were awarded the Joyce Cunningham Award for Public Library Board of the Year. This award is given to a Public Library Board that has demonstrated a high level of collaboration and innovation to produce outstanding results. Past recipients of the award include Guelph, Vaughan, and Windsor, all large city libraries. For our little library to receive this award was extremely exciting. Our board vice-chair, Dianne Thompson and I were delighted to travel to Toronto to accept the award on behalf of the library.

2024 brought some difficult news as well. In October, our library CEO, Terri Short, informed us that she would be resigning from her position as of March 31, 2025, due to health reasons. We thank Terri for her years of service as both Assistant Librarian and CEO, and we sincerely hope that this decision will lead to an improved state of wellness for her.

Debbie Woods, Library Board chair

**Proposed Library Budget 2025**

	<u>2024</u>	<u>2025</u>
	<u>Annual Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Celebrating McKellar	2,500.00	812.00
Donations	300.00	300.00
Honour Tree	50.00	50.00
Hosted Events Fees		
Interest Earned	0.00	0.00
Library Income	1,200.00	800.00
McKellar Memories	336.00	392.00
OLS Connectivity		
OLS Funding	1,500.00	1,500.00
Other Income		
Postage Rebate	256.00	256.00
Provincial Grants	6,421.00	6,421.00
Rent, Insurance	7,800.00	7,800.00
Township Funding	50,000.00	51,000.00
Used Book Sales	400.00	400.00
<b>Total Income</b>	<u>70,763.00</u>	<u>69,731.00</u>
<b>Expense</b>		
<b>Expenses</b>		
Events	1,000.00	1,400.00
Interest Expense	0.00	0.00
Lending Library		
Total Lending Library	5,000.00	5,000.00
<b>Miscellaneous</b>		
Advertising	550.00	1,000.00
Board Expenses	300.00	200.00
Bookkeeping	400.00	400.00
Fees, Membership	1,250.00	1,250.00
Maintenenace	100.00	100.00



**Proposed Library Budget 2025**

	<u>2024</u>	<u>2025</u>
	<u>Annual Budget</u>	<u>Annual Budget</u>
<b>Total Miscellaneous</b>	2,600.00	2,950.00
<b>Office</b>		
<b>Bank Charges</b>	250.00	100.00
<b>Computer M &amp; R</b>	500.00	200.00
<b>Computer Software</b>	300.00	300.00
<b>Library Services Expenses</b>	0.00	0.00
<b>Office Supplies</b>	1,000.00	1,000.00
<b>Postage</b>	450.00	450.00
<b>Staff Education</b>	1,000.00	1,000.00
<b>Total Office</b>	3,500.00	3,050.00
<b>Rent</b>	7,800.00	7,800.00
<b>Reserve Fund Expense</b>	900.00	900.00
<b>Telecommunications</b>		
<b>Internet</b>	1,950.00	1,950.00
<b>Telephone Expenses</b>	1,000.00	1,100.00
<b>Total Telecommunications</b>	2,950.00	3,050.00
<b>Wages, Benefits</b>		
<b>CPP Expense</b>	1,795.50	1,882.17
<b>EHT Expense</b>	398.63	412.90
<b>EI Expense</b>	945.32	967.37
<b>Wages - Education</b>	551.12	542.32
<b>Wages - Gross</b>	40,125.38	38,649.06
<b>Wages - Stats</b>	1,328.36	1,374.00
<b>Wages - Vacation</b>	1,513.39	1,567.66
<b>WSIB Expense</b>	134.23	143.25
<b>Total Wages, Benefits</b>	46,791.93	45,538.73
<b>Total Expense</b>	70,541.93	69,688.73
<b>Net Ordinary Income</b>	221.07	42.27



**CORPORATION OF THE TOWNSHIP OF MCKELLAR**

**Council Meeting Minutes**

**January 28, 2025**

Mayor Moore called the meeting to order at 6:15 p.m.

**ROLL CALL**

Mayor Moore took Roll Call.

**Present:** Mayor David Moore  
Councillors Morley Haskim, Mike Kekkonen, Nick Ryeland, Debbie Zulak  
**Staff:** Clerk/Administrator, Karlee Britton  
Deputy Clerk, Mary Smith

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

There were no conflicts of interest declared.

**Moved by: Councillor Mike Kekkonen**  
**Seconded by: Councillor Debbie Zulak**

**25-026** **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 presented.

**Carried**

**Moved by: Councillor Nick Ryeland**  
**Seconded by: Councillor Morley Haskim**

**25-027** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar, pursuant to the Ontario Municipal Act, S.O. 2001, as amended, move into closed session at 6:16 p.m. to discuss the following items:

- 5.1 Minutes of Closed Session – January 14, 2025
- 5.2 Personal matters about an identifiable individual; pursuant to Ontario Municipal Act Section 239(2)(b) - Appointment to Township Committee

**Carried**

**Moved by: Councillor Mike Kekkonen**  
**Seconded by: Councillor Debbie Zulak**

**25-028** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby reconvene into open session of Council at 6:33 p.m.

**Carried**

Mayor Moore called the meeting to order at 6:33 p.m.

**ROLL CALL**

Mayor Moore took Roll Call.

**Present:** Mayor David Moore  
Councillors Morley Haskim, Mike Kekkonen, Nick Ryeland, Debbie Zulak  
**Staff:** Clerk/Administrator, Karlee Britton  
Deputy Clerk, Mary Smith



## CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

January 28, 2025

### 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 Morley Haskim**

**Seconded by: Councillor Nick Ryeland**

**25-029** **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 January 28, 2025.

**Carried**

**Moved by: Councillor Mike Kekkonen**

**Seconded by: Councillor Debbie Zulak**

**25-030** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the deputation from Chris McDonald, Executive Director of the Parry Sound Area Chamber of Commerce requesting a Municipal Contribution for the Chamber of Commerce for 2025; and

FURTHER THAT the request will be discussed at the upcoming budget meeting.

**Carried**

**Moved by: Councillor Nick Ryeland**

**Seconded by: Councillor Morley Haskim**

**25-031** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Minutes of the January 14, 2025, Regular Meeting of Council, as circulated.

**Carried**

**Moved by: Councillor Mike Kekkonen**

**Seconded by: Councillor Debbie Zulak**

**25-032** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Minutes of the January 11, 2024; February 8, 2024; March 14, 2024; April 11, 2024; May 9, 2024; June 13, 2024; September 12, 2024; October 10, 2024; and November 14, 2024, meetings of the District of Parry Sound Social Services Administration Board, for information purposes.

**Carried**



**CORPORATION OF THE TOWNSHIP OF MCKELLAR**

**Council Meeting Minutes**

**January 28, 2025**

**Moved by: Councillor Morley Haskim**

**Seconded by: Councillor Nick Ryeland**

**25-033** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby receives Report T-2025-01 Tax Arrears Status as of December 31, 2024 from Treasurer, Roshan Kantiya, for information purposes; and

FURTHER directs the Treasurer to engage RealTax to initiate the tax sale process for the four properties with the highest outstanding tax arrears, as identified in the aforementioned report.

**Carried**

**Moved by: Councillor Mike Kekkonen**

**Seconded by: Councillor Debbie Zulak**

**25-034** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby receives the Accounts Payable Preliminary Cheque Run Report for December 2024 from Treasurer, Roshan Kantiya, for information purposes.

**Carried**

**Moved by: Councillor Nick Ryeland**

**Seconded by: Councillor Morley Haskim**

**25-035** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby receives the Annual Building Department Report for 2024 from Chief Building Official, Chris Bordeleau, for information purposes.

**Carried**

**Moved by: Councillor Mike Kekkonen**

**Seconded by: Councillor Debbie Zulak**

**25-036** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby receives Report PLN-2025-01 Planning Activity Review for Year 2024 from Clerk/Administrator, Karlee Britton, for information purposes.

**Carried**

**Moved by: Councillor Morley Haskim**

**Seconded by: Councillor Nick Ryeland**

**25-037** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby receives Report ADMIN-2025-01, Draft Request for Proposal to Conduct a Pay Equity Review and Update the Township's Human Resources Policy from Clerk/Administrator, Karlee Britton; and

FURTHER THAT staff be directed to issue the Request for Proposal to solicit bids from qualified consultants, and subsequently prepare a comprehensive report evaluating the proposals, enabling Council to make an informed decision on the appropriate course of action.

**Defeated**



**CORPORATION OF THE TOWNSHIP OF MCKELLAR**

**Council Meeting Minutes**

**January 28, 2025**

**Moved by: Councillor Mike Kekkonen**

**Seconded by: Councillor Debbie Zulak**

**25-038**      **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby receives Report FD-2025-1 Month End Status Update for December 2024 from Fire Chief, Robert Morrison, for information purposes.

**Carried**

**Moved by: Councillor Nick Ryeland**

**Seconded by: Councillor Morley Haskim**

**25-039**      **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the AMCTO Conference Registration Package; and

**FURTHER THAT** Council does authorize Deputy Clerk, Mary Smith to attend the AMCTO 2025 Conference from June 9, 2025 to June 11, 2025 with all applicable expenses to be paid for by the Township.

**DIVISION VOTE**

**YEAS:**            Councillors Haskim, Ryeland and Zulak

**NAYS:**            Councillor Kekkonen and Mayor Moore

**ABSTAIN:**        None.

**ABSENT:**         None.

**Carried**

**Moved by: Councillor Mike Kekkonen**

**Seconded by: Councillor Debbie Zulak**

**25-040**      **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Consent Agenda for correspondence.

**Carried**

**Moved by: Councillor Morley Haskim**

**Seconded by: Councillor Nick Ryeland**

**25-041**      **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2025-08, 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 28<sup>th</sup> day of January, 2025.

**Carried**

**Moved by: Councillor Mike Kekkonen**

**Seconded by: Councillor Debbie Zulak**

**25-042**      **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar adjourn this meeting at 8:28 p.m. to meet again on January 31, 2025 for a Special Meeting of Council to present the draft 2025 operating budget; or at the call of the Mayor.

**Carried**

\_\_\_\_\_  
David Moore, Mayor

\_\_\_\_\_  
Karlee Britton, Clerk/Administrator

A meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, December 4, 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	Karen Cook
Central Appointee	Sara Inch
Central Appointee	Jamie Lowery ( <i>Vice-Chairperson</i> )
Eastern Appointee	Rick Champagne ( <i>Chairperson</i> )
Western Appointee – Nipissing District	Jamie Restoule

**Parry Sound District:**

Northeastern Appointee	Blair Flowers
Southeastern Appointee	Marianne Stickland
Western Appointee	Jamie McGarvey
<b>Public Appointees:</b>	Tim Sheppard
	Catherine Still

**REGRETS:**

Central Appointee	Maurice Switzer
Central Appointee	Dave Wolfe

**ALSO IN ATTENDANCE:**

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Human Resources Consultant	Josée Goulet
Executive Assistant, Executive Director’s Office	Christine Neily

**Recorder**

Executive Assistant, Office of the Medical Officer of Health	Ashley Lecappelain
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**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, Board of Health Chairperson called the meeting to order at 5:35 p.m.

**2.0 APPROVAL OF THE AGENDA**

The agenda for the December 4, 2024, Board of Health meeting was reviewed, and the following motion was read:

**Board of Health Resolution #BOH/2024/12/01 \*Cook/Sheppard**

***Be It Resolved***, that the Board of Health Agenda, dated December 4, 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	x			Tim Sheppard	X		
Blair Flowers	A			Marianne Stickland	X		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	X			Maurice Switzer	R		
Jamie McGarvey	X			Dave Wolfe	R		

*“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 – November 27, 2024**

The minutes from the Board of Health meeting held on November 27, 2024, were reviewed and the following motion was read:

**Board of Health Resolution #BOH/2024/12/02 \*Inch/ Stickland**

***Be It Resolved***, that the minutes from the Board of Health meeting held on November 27, 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			Tim Sheppard	x		
Blair Flowers	A			Marianne Stickland	x		
Sara Inch	x			Catherine Still	x		

Jamie Lowery	x	Maurice Switzer	R
Jamie McGarvey	x	Dave Wolfe	R

“Carried”

## 5.0 DATE OF THE NEXT MEETING

**Date:** January 22, 2025

**Time:** to be determined

**Place:** to be determined

## 6.0 BUSINESS ARISING

There was no discussion under Business Arising.

## 7.0 REPORT OF MEDICAL OFFICER OF HEALTH

There was no Report of Medical Officer of Health.

## 8.0 BOARD COMMITTEE REPORTS

### 8.1 Finance and Property Committee

A Finance and Property Committee meeting was held prior to the Board of Health meeting. The following motion was read:

#### **Board of Health Resolution #BOH/2024/12/03 \*Restoule/McGarvey**

***Be It Resolved***, that on recommendation of the Finance and Property Committee the Board of Health for the North Bay Parry Sound District Health Unit approve the 2025 Board of Health Public Health Budget, as presented, with a total shareable base of \$17,610,286.

The recorded vote was as follows:

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

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

“Carried”



## 9.0 CORRESPONDENCE

Board of Health correspondence listed for the December 4, 2024, meeting is made available for review by Board members in the Board of Health online portal.

## 10.0 NEW BUSINESS

*Blair Flowers joined the Board of Health meeting at 5:41 p.m.*

### 10.1 All Staff Holiday Celebration Luncheon Invitation

The following motion was read:

#### **Board of Health Resolution #BOH/2024/12/04 \*Stickland/Inch**

*Whereas, the All Staff Holiday Celebration Luncheon will take place on December 11, 2024, from 12:30 to 1:30 p.m. at Canadore College, 100 College Drive, North Bay, Ontario;*

*Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit authorizes Board of Health members to attend the Health Unit's All Staff Holiday Celebration Luncheon on Wednesday, December 11, 2024; and*

*Furthermore Be It Resolved, that the Board of Health approve Board of Health members' expenses related to attending the Holiday Season Celebration Luncheon in accordance with Board of Health Bylaws Section VI, #79, Remuneration.*

The recorded vote was as follows:

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

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

*"Carried"*

## 11.0 IN CAMERA

### 11.1 Personal Matter About an Identifiable Individual

An In-camera session of the Board of Health meeting was held. The following motion was read:

**Board of Health Resolution #BOH/2024/12/05 \*Lowery/Stickland**

***Be it Resolved***, that the Board of Health move in camera at 5:42 p.m. to discuss agenda item 11.1 a personal matter about an identifiable individual.

The recorded vote was as follows:

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

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

*“Carried”*

The Board of Health entered an In-Camera meeting and stopped live streaming to the public at 5:42 p.m.

Dr. Zimbalatti, Christine Neily and Ashley Lecappelain left the Board of Health meeting at 5:42 p.m.

**Board of Health Resolution #BOH/2024/12/06 \*Restoule/Flowers**

***Be it Resolved***, that the Board of Health rise and report at 5:58 p.m.

The recorded vote was as follows:

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

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

*“Carried”*

Dr. Zimbalatti, Christine Neily and Ashley Lecappelain joined the Board of Health meeting at 6:01 p.m.

The Board of Health commenced live streaming to the public at 6:01 p.m.

**Board of Health Resolution #BOH/2024/12/07 \*McGarvey/Cook**

The following motion was read:

***Whereas, the performance appraisal of the Medical Officer of Health/Executive Officer is required as per Board of Health Bylaw Section IV, #54; and***

***Whereas, an Ad Hoc Performance Appraisal Committee was established in 2024 to conduct the performance appraisal; and***

***Whereas, a performance appraisal meeting was held with Dr. Carol Zimbalatti, Medical Officer of Health/Executive Officer, and members Rick Champagne, and Jamie Lowery of the Medical Officer of Health Performance Appraisal Committee on November 28, 2024, to finalize the draft performance appraisal; and***

***Now Therefore Be It Resolved, that the Board of Health approve the draft performance appraisal completed on November 28, 2024, for Dr. Carol Zimbalatti, Medical Officer of Health/ Executive Officer.***

The recorded vote was as follows:

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

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

“Carried”

**12.0 ADJOURNMENT**

Having no further business, Rick Champagne the Board of Health Chairperson adjourned the Board of Health meeting at 6:04 p.m.

Original Signed by Jamie Lowery

2025/01/22

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original Signed by Ashley Lecappelain

2025/01/22

Ashley Lecappelain, Recorder

Date (yyyy/mm/dd)

**Township of McKellar Public Library Board Meeting Minutes**

**November 26, 2024 @ 9:30 a.m. – McKellar Public Library**

**1. Welcome and roll call:**

The meeting was called to order at 9:30 a.m. and the Secretary took roll call.

**PRESENT:** Debbie Woods (Chair), Dianne Thompson (Vice-Chair), Lynne Aylsworth (Secretary), Jeanette Clements

Terri Short (CEO/Librarian/Treasurer) (arrived at 10:00 a.m.)

**REGRETS:** Debbie Zulak (Council)

**GUEST(S):** Lynne Campbell

**We have quorum for this meeting.**

**2. “The Respect and Acknowledgement of Lands” was read.**

*“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.”*

**3. Declaration of any Conflicts of Interest:** There were no conflicts of interest declared.

**4. Approval of the Agenda:**

**Motion #2024:73**

That we the Township of McKellar Public Library Board move to approve and accept the November 26, 2024 Agenda as circulated to all members prior to our meeting.

**Moved by Lynne Aylsworth, Seconded by Dianne Thompson** **Carried**

**5. Closed Session:**

**Motion #2024:74**

That we the Township of McKellar Public Library Board move into an “in camera” closed session at 9:32 a.m. in accordance with the Public Libraries Act, Section 16.1(4) (b) to discuss personal matters about an identifiable individual and to approve and accept Minutes from previous closed meetings.

***Moved by Jeanette Clements, Seconded by Dianne Thompson*** ***Carried***

**Motion #2024:75**

That we the Township of McKellar Public Library Board move out of the “In Camera” closed session and move back into an “open meeting” session with the recommendations as discussed at 10:00 a.m..

***Moved by Dianne Thompson, Seconded by Jeanette Clements*** ***Carried***

**PRESENT:** Terri Short (CEO/Librarian/Treasurer) joined the meeting at 10:00 a.m..

**6. Librarian’s remarks/questions:**

The Librarian’s Report was circulated to all board members prior to the meeting. In addition, the CEO provided us with an update on books sales, financial matters, and day to day library activities. We were also informed that the new tablets will be arriving at the end of the month.

The library staff will produce a Newsletter and the Township of McKellar will include it in their February, 2025 tax bill mailings.

The CEO stated that a letter concerning a potential new board member has been received. The letter will be submitted to the Council to be included in the agenda for the next Council meeting.

**7. Consent Agenda:**

**Motion #2024:76**

That we the Township of McKellar Public Library Board hereby move to approve and accept the November 26, 2024 Consent Agenda and Reports, as circulated to all board members prior to this meeting.

***Moved by Jeanette Clements, seconded by Dianne Thompson*** ***Carried***

**8. Business arising from the minutes:**

- a. OP-02 – Contact Information update

The CEO will update the contact information contained in Policy OP-02 – Safety Security and Emergency.

**9. Business:**

a. Budget

The Board discussed the “Draft” Proposed 2025 Budget in detail and made some revisions and will submit our report to the Council for approval.

**Motion #2024:77**

That we the Township of McKellar Public Library Board move to approve and accept the revisions to the budget as discussed during our meeting and submit our report to the Township of McKellar when requested.

***Moved by Dianne Thompson, seconded by Jeanette Clements*** ***Carried***

b. Policy Review/Update: HR-07, HR-08:

HR-07 – Workplace Harassment and Discrimination AND HR-08 – Workplace Violence

The Board discussed revisions to the recordkeeping review form with respect to both Policies. They are reviewed annually and are posted on the bulletin board in the storage room.

**Motion #2024:78**

That we the Township of McKellar Public Library board members move to approve and adopt the revisions made to Policy HR-07 – Workplace Harassment and Discrimination and Policy HR-08 – Workplace Violence as per our discussion during our meeting.

***Moved by Lynne Aylsworth, Seconded by Dianne Thompson*** ***Carried***

**Motion #2024:79**

That we the Township of McKellar Public Library board members move to approve and adopt the revisions made to Policy OP-02 – Safety, Security and Emergency as per our discussion during our meeting.

***Moved by Lynne Aylsworth, Seconded by Jeanette Clements*** ***Carried***

c. Report on Board Members’ Advocacy activities

The Board discussed the success of the “McKellar Little Libraries” that are installed within our Community. We are collaborating with the MLCA regarding the Book Boxes they maintain at different locations. We will be displaying the Library’s Pamphlets/Flyers regarding upcoming events at our Library at these Book Boxes.

Dianne Thompson attended the Board Assembly meeting virtually and updated the board on the information she received.

d. Board Self-Evaluation

Each board member is required to complete the self-evaluation questionnaire annually and submit it to our Chair. The results of these questionnaires will be given in January at our next board meeting.

Review Action Items

The board went through the “Action Items” list to confirm which actions have been completed. Any new actions from today’s meeting will be added and an updated list will be sent out t-o all board members.

**10. Announcements**

The Whitestone/McKellar Lion’s Club “Toy and Food Drive Container” is located inside the Township Office hallway outside of the entrance door of the McKellar Public Library.

If you can volunteer some time to help out the Lion’s Club, please contact Joyce Campbell – [joybell49@gmail.com](mailto:joybell49@gmail.com)

The job posting for the CEO/Librarian position at the McKellar Public Library will be posted in January, 2025.

**11. Next Regular Meeting:** January 27, 2025 at 10:00 a.m. at the Library

**12. Adjournment:**

**Motion #2024:80**

That we the Township of McKellar Public Library Board move to adjourn this meeting at 11:46 a.m..

***Moved by Jeanette Clements***

***Carried***

---

Debbie Woods, Chair

Date Signed:

Date Approved:

---

Lynne Aylsworth, Secretary

Date Signed:





## Program at a Glance

Ideas. Inspirations.  
Contacts.March 30—  
April 02, 2025

Session Name	Start Time
Sunday, March 30, 2025	
Registration	1:30 PM
Emerging Municipal Leaders Forum	2:00 PM
Study Tour #1	2:00 PM
Pre-Conference Session	3:00 PM
Women's Leadership Forum (Closed)	3:30 PM
Trade Show	3:00 PM
Opening Reception	5:00 PM
Monday, March 31, 2025	
Registration	8:00 AM
Breakfast	8:00 AM
Trade Show	8:30 AM
Opening of 2025 Good Roads Conference	8:30 AM
Civic Greetings: Toronto Mayor Olivia Chow (Invited)	8:45 AM
Fireside Chat: Premier Doug Ford (Invited)	8:55 AM
Keynote: David Zipper	9:15 AM
Coffee Break	10:15 AM
Hon. Prabmeet Sarkaria, Minister of Transportation (Invited)	10:45 AM
Technical Briefing Seminar: Environmental Product Declaration / Asphalt Plant Certification	10:45 AM
Plenary Programming	10:55 AM
Lunch Break	12:00 PM
Study Tour: Ontario Line	12:00 PM
Study Tour: Elevated Tour of Union Station	12:00 PM
Municipal Concrete Award	1:30 PM
Hon. Anita Anand, Minister of Transport (Invited)	1:35 PM
Plenary Programming	1:45 PM
AORS Annual General Meeting	1:30 PM
Technical Briefing Seminar: OPS Update	2:30 PM
Time With Exhibitors	3:15 PM
Pavement Preservation - Presented by Miller Paving	3:45 PM
Zero Emission Fleet Conversions - Presented by Colliers Project Leaders	3:45 PM
Locates - Presented by Ontario One Call	3:45 PM
Winter Maintenance	3:45 PM

Public Engagement on Road Safety	3:45 PM
Monday Night Reception	6:00 PM
Tuesday, April 1, 2025	
Registration	8:00 AM
Breakfast	8:00 AM
Trade Show	8:30 AM
Good Roads Annual General Meeting	8:45 AM
Volunteer of the Year Award / Honourary Life Member Award	8:50 AM
Fireside Chat: Marit Stiles, Leader of the Official Opposition (Invited)	8:55 AM
Keynote: Wes Marshall - Killed by a Traffic Engineer	9:15 AM
Book Signing: Wes Marshall	10:15 AM
Technical Briefing Seminar: AORS Certified Road Supervisor Program	10:00 AM
Coffee Break	10:15 AM
Signs and Lines	10:45 AM
Minimum Maintenance Standards	10:45 AM
Road Safety: Speed Reduction	10:45 AM
AI / Smart Cities	10:45 AM
Equity, Diversity, and Inclusion	10:45 AM
Lunch Break	12:00 PM
Study Tour #4	12:00 PM
Study Tour #5	12:00 PM
FCM President	1:30 PM
Technical Briefing Seminar #4	1:30 PM
Fireside Chat: Bonnie Crombie, Leader, Ontario Liberal Party (Invited)	1:40 PM
OMERS CEO Blake Hutcheson	2:00 PM
Hon. Kinga Surma, Minister of Infrastructure (Invited)	2:40 PM
Plenary Programming	2:50 PM
Coffee Break	3:10 PM
Green Infrastructure / Climate Change Mitigation	3:30 PM
Asset Management	3:30 PM
Roundabouts	3:30 PM
Active Transportation	3:30 PM
Water/Wastewater	3:30 PM
xChange Reception	5:00 PM

## Program at a Glance

Tuesday, April 2, 2025	
Registration	8:00 AM
Hot Breakfast	8:00 AM
Prize Draw #1	8:45 AM
Installation of Good Roads President	8:50 AM
Municipal Paving Award	9:00 AM
Fireside Chat: Mike Schreiner, Leader, Green Party of Ontario (Invited)	9:05 AM
Plenary Programming	9:25 AM
John Niedra Better Practices Competition	10:20 AM
The Final Word Panel	10:30 AM
Prize Draw #2	11:30 AM
Closing Session	11:35 AM



# CORPORATION OF THE TOWNSHIP OF MCKELLAR

DATE: February 4, 2025

RESOLUTION No. 25-  
AGENDA ITEM No. \_\_\_\_\_

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby appoints the following individuals to serve on the respective Township Committees for a term of one (1) year:

**Lake Stewardship and Environmental Committee**

Jennifer Ghent-Fuller, Chair; Tony Best, Ross Crockford, Peter Duffey, Rob Gibson, Carl Mitchell, and Rick Speers.

**Historical Committee**

Joyce Hopkins, Chair; Muriel Junk, Jeanette Clements, Carolyn Phillips, Vivian Moore, Chris Clayton, and Debra McMurray.

**Recreation Committee**

Joyce Hopkins, Chair; Chris Bishop, Dinah Ryeland Brown, Francis Degaura, Kathy Degaura, Judy Ryeland, Phil Jefkins, Terry Lacey, and Michelle Dimmick.

**FURTHER THAT** Rick Brear shall not serve as a member of the Recreation Committee but will act as the facilitator for the Township's Kids T-Ball Program under the Recreation Committee's oversight.

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

\_\_\_\_\_  
David Moore, Mayor

**DIVISION VOTE**

	<b>YEA</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Councillor Morley Haskim	_____	_____	_____	_____
Councillor Mike Kekkonen	_____	_____	_____	_____
Councillor Nick Ryeland	_____	_____	_____	_____
Councillor Debbie Zulak	_____	_____	_____	_____
Mayor David Moore	_____	_____	_____	_____

**CORPORATION OF THE TOWNSHIP OF MCKELLAR**

**BY-LAW NO. 2025-10**

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**Being a By-law to authorize the execution of an Agreement for a  
By-law Enforcement Officer for the Township of McKellar  
and to appoint a By-law Enforcement Officer for the Township of McKellar**

---

**WHEREAS** Section 9 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, states a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

**WHEREAS**, pursuant to *The Police Services Act, R.S.O. 1990*, Chapter P.15, Section 15, and amendments thereto, the Council of the Corporation of the Township of McKellar may appoint such officers and servants as may be necessary for the enforcement of the By-laws of the Township;

**AND WHEREAS**, Council of the Corporation of the Township of McKellar deems it appropriate to enter into a Contract for Services with Chris Kasulke for the provision of services as a By-law Enforcement Officer to provide a variety of enforcement services pertaining to the By-laws of the Corporation of the Township of McKellar and applicable Provincial and Federal Legislation;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby enact as follows:

1. **THAT** the Council of the Corporation of the Township of McKellar does hereby appoint Chris Kasulke as a By-law Enforcement Officer for the Corporation of the Township of McKellar until the end of the Term of the Contract for Services or until the appointment is revoked, whichever occurs first.
2. **THAT** Council does hereby authorize and direct the Mayor and Clerk to execute, under Seal of the Corporation, the Agreement for the By-law Enforcement Officer between Chris Kasulke and the Corporation of the Township of McKellar attached hereto as Schedule "A" and forming part of this By-law.
3. **THAT** the Mayor and Clerk are hereby authorized to execute all documents necessary to give effect to this By-law.
4. **THAT** By-law No 2025-10 is hereby passed and comes into full force and effect this 4<sup>th</sup> day of February, 2025.

**READ a FIRST and SECOND** time this 4<sup>th</sup> day of February, 2025.

---

Mayor, David Moore

---

Clerk Administrator, Karlee Britton

AND FURTHER READ a **THIRD** time, and **PASSED IN OPEN COUNCIL** this 4<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
Mayor, David Moore

\_\_\_\_\_  
Clerk Administrator, Karlee Britton

**SCHEDULE "A"**  
**To By-law No. 2025-10**

**THIS AGREEMENT** made in duplicate this \_\_\_\_ day of \_\_\_\_\_, 2025

**BETWEEN:**

**THE CORPORATION OF THE TOWNSHIP OF MCKELLAR**

Hereinafter referred to as the "Corporation"

-and-

Chris Kasulke

"Independent Contractor"

**WHEREAS** the Corporation desires to enter into a contract for services for a By-law Enforcement Officer;

**AND WHEREAS** Chris Kasulke, the "Independent Contractor" or "By-law Enforcement Officer" has accepted the position on the terms and conditions as set out in this contract for services agreement (the "Agreement");

**AND WHEREAS** both the Corporation and the Independent Contractor mutually desire to enter into a new contractual relationship as outlined in this Agreement and the attached Appendix "A";

**NOW THEREFORE**, in consideration of the premises and mutual agreements hereinafter contained, the parties mutually agree as follows:

**1. APPOINTMENT**

1.1 The Corporation agrees to enter into this Agreement with the Independent Contractor for the provision of services of the By-law Enforcement Officer position as outlined in the "Position Description" attached hereto as Appendix "A". The By-law Enforcement Officer agrees to carry out the duties of the position conscientiously and faithfully throughout the term of this Agreement.

**2. TERM OF AGREEMENT AND EARLY TERMINATION**

2.1 The term of this Agreement shall be for one (1) year commencing on March 1, 2025 (the "Term"). This Agreement will automatically come to an end at the end of the Term with no further obligations owed by the Corporation to the Independent

Contractor aside from the requirement of the Corporation to pay the Independent Contractor the total owing under any outstanding invoices for services rendered up to the end of the Term.

- 2.2 Either the Corporation or the Independent Contractor can end this Agreement prior to the end of the Term by providing the other party with ninety (90) days' notice in writing. The Corporation may terminate this Agreement without notice if the Independent Contractor breaches the terms of the Agreement.
- 2.3 This Agreement may be extended beyond its initial term upon mutual agreement of the Parties. Such extension shall be contingent upon the satisfactory performance of the Contractor, as determined solely by Council. If Council determines that the Independent Contractor's performance meets or exceeds expectations, the Parties may negotiate the terms of the extension, which shall be documented in a written amendment to this Agreement and signed by both Parties.

### **3. DUTIES AND RELATIONSHIP**

- 3.1 The By-law Enforcement Officer shall provide 24-hour on-call service to the Corporation and perform all the duties outlined in the "Position Description" per Appendix "A", as well as other duties as assigned from time to time.
- 3.2 The Clerk Administrator, CBO or a designate or the Ontario Provincial Police will direct complaints received by the Corporation to the By-law Enforcement Officer.
- 3.3 The Corporation is engaging the By-law Enforcement Officer as an Independent Contractor, and not as an agent, employee, director or partner of the Corporation, and the Independent Contractor shall not make representations otherwise. The parties agree that this Agreement does not constitute a joint venture.
- 3.4 The Independent Contractor is not an employee of the Corporation, and nothing in this Agreement shall be construed so as to make the Independent Contractor an employee of the Corporation nor impose any liability on the Corporation as would arise from any employer-employee relationship.

### **4. REMUNERATION**

(a) The By-law Enforcement Officer shall be paid \$1,600.00 per month for the general provision of services.

- By the 15<sup>th</sup> of each subsequent month thereafter, for the term of the agreement:

This fee is for the following services:

- Providing information to the public on By-laws and enforcement conditions;
- Giving technical information on inspection and enforcement codes;

- General phone calls with the Clerk/Administrator and staff in regard to requests for services and or ongoing issues/complaints
- Stand-by services

(b) For each call out or for attendance at Council or other meetings as requested by the Clerk/Administrator or for patrolling specified properties from time to time or for reviewing and updating existing by-laws, as requested by the Clerk/Administrator and/or CBO, the By-law Enforcement Officer shall be paid \$30.00 per hour.

Each call out and request for service shall:

- be responded to within twenty-four (24) hours;
- be investigated, where possible, through persuasive discussion, education and written communications;
- include enforcement through court action (in-person and/or virtually) when required;
- special events, as requested by the Clerk/Administrator (i.e. Fall Fair);
- be documented by timely and accurate written progress reports submitted to the Clerk/Administrator.

(c) Mileage

Mileage shall be calculated as follows:

- From the Independent Contractor's place of residence to the service call(s) or meeting or patrol route or municipal office, return;
- The mileage rate paid will be paid at the current CRA Mileage rate as adjusted from time to time.

(d) Uniform

The Independent Contractor, when acting in the role of By-law Enforcement Officer, shall at all times be dressed in an appropriate uniform (as approved by the Corporation) which shall include but not be limited to a button-up shirt with appropriate crests indicating By-law Enforcement. A hat or toque is optional. The Independent Contractor shall also have a suitable outerwear with safety reflectors that provide clear identification as a By-law Enforcement Officer.

The Municipality will cover, in full, the initial cost of an appropriate uniform. The Municipality will provide a sum of \$400.00 annually which is not intended to necessarily cover all costs for the uniform. This shall be paid upon receiving receipts and upon the approval of the Corporation of the uniform purchase made.

(e) Invoicing and Payments

The By-law Enforcement Officer shall provide monthly invoices to the Corporation for services rendered.

All payments made by the Corporation to the Independent Contractor shall be made without statutory deductions in respect of, but not limited to, the *Income Tax Act*

(Canada), the *Canada Pension Plan*, the *Employment Insurance Act*, or the *Employment Health Tax Act*. The Independent Contractor acknowledges responsibility for arranging, paying and remitting all applicable payments, contributions, premiums or penalties under any federal or provincial legislation with respect to the services provided under this Agreement.

The Independent Contractor will be issued a T4A slip after the calendar year end, for amounts paid to the Independent Contractor by the Corporation.

All payments and fees paid to the Independent Contractor for the services under this Agreement are inclusive of the Harmonized Goods and Services Taxes (“HST”) in accordance with the applicable federal legislation. The Independent Contractor shall remit the HST paid by the Corporation to the Canada Revenue Agency, and agrees to indemnify the Corporation for all such monies if the Independent Contractor fails to do so.

Chris Kasulke, “Independent Contractor”, will be covered under the *Workplace Safety and Insurance Act*, 1997, and the Corporation will be responsible for remitting all Workplace and Insurance premiums.

(f) Training

For hours spent taking approved training courses, the By-law Enforcement Officer shall be compensated at the rate of \$30.00 per hour. All training courses must be pre-approved by the Clerk/Administrator. The number of training hours is to be based on the course outline.

(g) Auto Insurance Premiums

Increased auto insurance premiums incurred by the By-law Enforcement Officer (BLEO) as a direct result of enforcement-related activities are permitted as a billable item, not to exceed \$25.00 per month. Proof of the increase from the BLEO’s usual premiums must be submitted to the Clerk/Administrator for reimbursement consideration.

## **5. CELL PHONE**

5.1 The Township will supply the Independent Contractor with a smart phone for the purpose of making and receiving phone calls, texts and emails. The Corporation will provide the Independent Contractor access to the Municipal Office phone system and a dedicated extension/mailbox where By-law Enforcement requests for service are directed.

## **6. RELIABLE VEHICLE**

6.1 The Independent Contractor shall, at his own expense, provide and have access to a reliable vehicle that conforms to MTO safety standards. The vehicle(s) must be suitably insured (to the satisfaction of the Corporation) for the purposes of providing the services required in this Agreement.



- 6.2 Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions.

7. **ABSENCE AND NOTIFICATION CLAUSE**

- 7.1 The By-law Enforcement Officer (BLEO) must provide written notice (via email) to the Clerk/Administrator of any planned absence where coverage will not be available.
- (a) The BLEO must notify the Clerk/Administrator at least two (2) weeks in advance of the absence.
  - (b) Notifications must be submitted in writing via email to the Clerk/Administrator.
  - (c) The BLEO is required to return the Township-issued cell phone to the Municipal Office for the duration of the absence so that it will be answered.
  - (d) In the absence notification, the BLEO must specify the duration of unavailability and confirm that no alternative arrangements for coverage can be made.
  - (e) The monthly stipend paid to the BLEO may be adjusted at the discretion of the Township for any absence exceeding three (3) consecutive days or five (5) days within a thirty (30) day period.
  - (f) The BLEO must minimize disruptions by ensuring all active cases are appropriately documented and transitioned to the Clerk/Administrator or concluded prior to the start of their absence.
  - (g) If a planned absence cannot be notified within the two-week period due to unforeseen or emergency circumstances, the BLEO must inform the Clerk/Administrator as soon as reasonably possible and provide the cell phone immediately upon notification.

8. **VEHICLE INSURANCE AND DAMAGE CLAUSE**

- 8.1 The By-law Enforcement Officer (BLEO) must ensure that their vehicle is fully insured with coverage that includes liability for work-related use. The Township will not be responsible for any costs related to vehicle insurance.
- 8.2 In the event that the BLEO's vehicle sustains damage as a direct result of an enforcement-related incident (e.g., an individual acting out in anger toward enforcement activities), the BLEO must immediately report the incident to the Clerk/Administrator.  
If the damage results in a documented increase to the BLEO's insurance premium directly attributable to the enforcement-related incident, the Township will reimburse the BLEO for the additional premium cost for up to one (1) year.

Documentation from the insurer detailing the increase and its cause must be provided for reimbursement to be considered.

8.3 While the BLEO is responsible for ensuring proper insurance coverage, the Township will reimburse—or cover the deductible cost, provided the incident is documented, and a police report or equivalent evidence is submitted.

8.4 The BLEO must document all details of the incident, including date, time, location, and individuals involved, and submit this information to the Township within 48 hours of the occurrence.

**9. ENTIRE AGREEMENT**

9.1 This Agreement constitutes the entire agreement between the parties. There are no other agreements; understandings; representations; or warranties, either collateral or otherwise. This Agreement replaces any previous agreements between the parties.

**10. INDEPENDENT ADVICE**

10.1 The Independent Contractor acknowledges that she has been given an opportunity to obtain independent legal and other professional advice in connection with this Agreement and fully agrees with the terms of this Agreement.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of January, 2025.

**Independent Contractor:**

**For the Township:**

We have the authority to bind the Township

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name: Mayor, David Moore**

**Witness:**  
**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name: Clerk/Administrator, Karlee Britton**



## 22. Unfinished Business

Date	Res. No.	Item & Description	Assigned to	Status
		Deerfield-Bay Road Upgrades	Public Works & Administration	No response from the Association, project on hold.
		Stoney Road, Dockside Drive and Bruce Trail (Fire Route 152, 152A, 152B) Road Upgrades	Public Works & Administration	Road studies completed. Documents have been forwarded to the Manitou Cottage Association. A petition is requested to be received by January 31, 2025.
		Hurdville Road Reconstruction (1.9KM)	Public Works & Administration	Engineer drafting drawings and tender for work, to be started and completed Spring/Summer 2025.
Mar. 7/23	<b>23-204</b>	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	<b>23-470</b>	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	<b>23-726</b>	Placement of a Dry Hydrant	Fire Department	An item on the 2025 Draft Capital Budget. FC & PW Superintendent will determine a suitable location.
Jan. 9/24	<b>24-013</b>	Purchase and Circulation of Transfer Station Permits	Administration	In-house proof to be circulated to Council for approval.
Jan. 9/24	<b>24-017</b>	By-law 2024-03 Adopt a Human Resources Policy	Administration	To be discussed at a future meeting in Closed Session. Draft RFP proposed at Jan. 28/25 meeting.
Feb. 7/24	<b>24-080</b>	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	<b>24-107</b>	Quotations for Playground Equipment for Broadbent Ball Park	Administration	Surveys have been collected.
Mar. 19/24	<b>24-160</b>	New Fees & Charges By-law	Administration	
Sept. 3/24		Review Cemetery By-law		
Sept. 17/24	<b>24-520</b>	Information Session for Various Pavement Products used on Municipal Roads	Public Works	Miller Paving to present to Council on February 18, 2025 at 6:30pm for 45 minute presentation.
Dec.17/24	<b>24-680</b>	Agreement with SimplyCast for Notification Software	Administration	Contacted SimplyCast for their Privacy Policy as personal information will be collected through the software.



1 Halton Hills Drive, Halton Hills, L7G 5G2  
905-873-2600 | 1-877-712-2205  
haltonhills.ca

January 29, 2025

All Municipalities in Ontario  
Via Email

**Re: Sovereignty of Canada**

Please be advised that Council of the Town of Halton Hills at its meeting of Monday, January 20, 2025, adopted Resolution No. 2025-0010 regarding Sovereignty of Canada.

Attached for your information is a copy of Resolution No. 2025-0010.

Respectfully,

A handwritten signature in blue ink, appearing to read 'M Lawr'.

Melissa Lawr, AMP  
Deputy Clerk – Legislation



THE CORPORATION  
OF  
THE TOWN OF HALTON HILLS

**Resolution No.:** 2025-0010

**Title:** Sovereignty of Canada

**Date:** January 20, 2025

**Moved by:** Councillor D. Keene

**Seconded by:** Councillor J. Brass

**Item No. 12.2**

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WHEREAS incoming President Trump has suggested that with the use of “economic force” such as tariffs, Canada should become the 51st state of the United States, and further he suggests that many Canadians would agree;

AND WHEREAS residents of our community, known as Canada’s Most Patriotic Town, have demonstrated passion for and loyalty to our nation by opposing past "Buy America" trade measures; by celebrating Canada's 150th anniversary by simultaneously flying over 57,000 Canadian flags and along with other activities, by annually hosting popular Canada Day festivities throughout our municipality; and

AND WHEREAS Canada is a sovereign nation with a peaceful history of self-governance dating to its Confederation in 1867; and

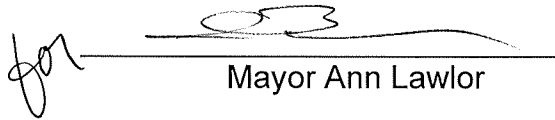
AND WHEREAS the Canadian identity is marked by a deep-rooted pride in its heritage and culture founded by French and British settlement, enriched by Indigenous culture and traditions and by more than a century and a half of multi-cultural immigration;

AND WHEREAS Canada has significant global standing, consistently supporting its allies, including the United States, in global conflicts such as two world wars, and wars in Korea and Afghanistan; and in international coalitions and in being consistently recognized as among the top countries in the world for quality of life;

AND WHEREAS the shared history of the United States and Canada has been one of friendship, respect and neighbourly relations;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Halton Hills categorically rejects any efforts by incoming President Trump or any others to undermine the sovereignty of Canada. We stand united with our Ontario Premier Doug Ford and our Canadian Prime Minister Justin Trudeau for a Canada that remains strong, free, independent, and characterized by peace, order, and good government.

AND FURTHER THAT the Mayor prepare correspondence containing this resolution for circulation to the office of the American president through our Canadian diplomatic channels with copies to The Right Honourable Justin Trudeau, Prime Minister, The Honourable Melanie Joly, Minister of Foreign Affairs, MP Michael Chong, Premier Doug Ford, The Honourable Vic Fedeli, Minister of Economic Development, Job Creation and Trade of Ontario, MPP Ted Arnott, Leaders of the Opposition Parties, AMO, FCM, and all municipalities in Ontario.

  
Mayor Ann Lawlor



January 23, 2025

- Municipal property taxes on *The Agenda*.
- NEW Health and Safety Water Stream fund - webinar.
- *Provincial Animal Welfare Services Act, 2019 Act* consultation.
- Call for applications - Great Lakes water quality initiatives.
- Book your AMO 2025 Conference Hotel!
- AMO Education - Workshops addressing and supporting your leadership.
- Stable and predictable natural gas pricing.
- Introducing the *All Risk Municipal Grant*.
- Blog: Risk Trends to Follow in 2025.
- LAS ASE Service Summer Intake now open!
- Municipal Series: Net Zero Planning and Low Carbon Initiatives.
- Are you ready to take the next step in your municipal career?
- New AMCTO-Mitacs Municipal Innovation Program.
- IPAC Emerging Leaders Conference.
- Save the date: Scotiabank 2025 Affordable Housing Summit.
- Careers.

#### **AMO Matters**

AMO Director of Policy and Government Relations, Lindsay Jones, spoke to [TVO's Steve Paikin](#) about pressures on municipal property taxes and the need for a new provincial-municipal fiscal framework.

#### **Provincial Matters**

Apply for Ontario's new Health and Safety Water Stream fund to help municipalities and First Nations build, repair and expand aging water infrastructure. [Register for the February 5](#) informational webinar.

The province is currently consulting on regulations related to the sale and transfer of dogs in Ontario, record-keeping requirements and potential exceptions to puppy mill prohibitions (*PAWS Act*). [Comments due February 1](#).

#### **Federal Matters**

The Canada Water Agency is [accepting applications for initiatives](#) that improve Great Lakes water quality and ecosystem health under the Great Lakes Freshwater Ecosystem Initiative. Applications can be submitted for eligible projects until February 13, 2025. Municipalities are eligible.

#### **Education Opportunities**

You can now book your accommodations for the 2025 AMO Conference in Ottawa August 17-20. [Here is where you will want to click](#) for all the information you need and links to conference hotels. Registration will open soon!

AMO has assembled an array of workshops focused on supporting and strengthening your role as a local leader. From asset management planning, land use planning, indigenous-municipal relations, navigating conflict, communications through local crisis, strategic thinking, planning and communication, understanding anti-semitism and islamophobia and so much more. AMO is also offering registration

discounts. [Check it all out here.](#)

## LAS

LAS offers a [Natural Gas Program](#) that provides stable and predictable annual commodity pricing for municipal accounts through professional management and competitive supply arrangements. Over the last five years, a typical LAS client has saved more than 10% on their commodity costs.

Investing in Municipal Risk Resiliency - LAS and IPE are proud to introduce the [All Risk Municipal Grant](#). This initiative recognizes and supports innovative risk management practices within Ontario municipalities.

In 2024, we identified key risk trends. As we enter 2025, the [risk landscape continues to shift](#), driven by technological advancements, changing workforce dynamics, environmental challenges, and growing regulatory pressures.

LAS is looking for 2-3 municipalities to join our [Automated Speed Enforcement Service](#) by beginning of the summer. If you are interested or for more information, contact [Tanner Watt](#).

Have you made a commitment to net zero and don't know where to start? Join the IESO's guest speaker, our very own Christian Tham, in the next Municipal Series webinar on January 31. Christian will lay out practical steps to take and provide real life examples to help you on your low carbon journey. [Click here for more information and to register.](#)

## Municipal Wire\*

The Ontario Municipal Administrators Association (OMAA) A is here to support your journey to becoming a CAO. Join us for an [Aspiring CAO Event](#) or explore our [educational resources](#) including the CAO Profile and certificate program with York University to help you build confidence and competence. Leadership awaits-you bring the ambition, we'll provide the roadmap.

AMCTO is partnering with Mitacs to establish a [new municipal internship program](#). AMO is pleased to support the implementation of this program as part of our Municipal Workforce Development Project.

The Institute of Public Administration of Canada is hosting a [professional development event](#) for early-to-mid career public servants in Toronto on January 24.

Join industry experts in meaningful discussions on February 19th to tackle housing-related challenges at regional and national levels. Please reach out to [Scotiabank's events team](#) for additional information.

## Careers

[Executive Director of Operations/ Deputy City Engineer - City of Windsor](#). Closing Date: February 21, 2025.

[Executive Director, Transit Windsor - City of Windsor](#). Closing Date: January 28, 2025.

[Manager of Planning Policy - Oxford County](#). Closing Date: February 3, 2025.

[Analyst, Corporate - Peel Regional Police](#). Closing Date: February 2, 2025.

[Engineering Technician II, Outside. County of Simcoe](#). Closing Date: February 16, 2025.

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**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!

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**AMO Contacts**

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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**Karlee Britton**

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**From:** FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>  
**Sent:** January 23, 2025 8:00 AM  
**Subject:** Resolution for Consideration - Expanding EPR to the ICI sector

Good morning                      Please share this email with your Mayor, Council and Senior Management

The BlueBox and recycling are essential to many of your citizens. In Northeastern Ontario, municipalities will transition to Full Extended Producer Responsibility (EPR) for the household BlueBox program over the next few years. EPR will be important for the Province of Ontario, as producers/stewards will soon create a sustainable circulatory economy for the paper, packaging and products a household recycles.

Producers/Stewards are not responsible for products purchased within the Industrial, Commercial, and Institutional (ICI) sectors. Products recycled at home are disposed of by an ICI-funded program or landfilled.

All municipalities are concerned with the lifespan of landfills, and FONOM believes it is important that the Province and the Producers/Stewards start discussing the transition to a producer-funded EPR system for the recyclables generated by the ICI Sector.

We ask your council to consider supporting the draft resolution below.

I am happy to answer any questions you may have.

WHEREAS under Ontario Regulation 391/21: Blue Box, producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

AND WHEREAS 'ineligible' sources which producers are not responsible for including businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings and not-for-profit organizations, such as shelters and food banks;

AND WHEREAS should a municipality continue to provide services to the 'ineligible' sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs;

AND WHEREAS these costs will further burden the municipalities' finances and potentially take resources away from vital infrastructure projects;

THEREFORE BE IT RESOLVED THAT the Council of the \_\_\_\_\_ hereby request that the province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end-of-life management of recycling products from all sources;

AND FURTHER THAT this resolution be forwarded to the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks, **Your Local MPP**, AMO, ROMA and FONOM

Email addresses for thoses included in the further;

[minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca); Your Local MPP, [amo@amo.on.ca](mailto:amo@amo.on.ca); [pwolfbeiss@amo.on.ca](mailto:pwolfbeiss@amo.on.ca);  
[fonom.info@gmail.com](mailto:fonom.info@gmail.com)

Talk soon, Mac.

Mac Bain  
Executive Director  
The Federation of Northern Ontario Municipalities  
**665 Oak Street East, Unit 306**  
**North Bay, ON, P1B 9E5**  
Ph. 705-498-9510

E-mail

January 20<sup>th</sup>, 2025

Hon. Paul Calandra  
Minister of Municipal Affairs and Housing  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto, Ontario  
M7A 2J3

**SUBJECT:** Municipal Accountability Act, 2024 - Municipal Code of Conduct

Hon. Paul Calandra:

Members of the Council of the Corporation of the Town of Hawkesbury received your correspondence at its Regular meeting held on January 13, 2025.

After discussion, we concluded that we do not agree with a unanimous vote by members of Council but rather a majority vote in a situation to remove and disqualify members of council and certain local boards for a period of four years for the most serious code of conduct violations, following a recommendation from the local integrity and a concurring report from the Integrity Commissioner of Ontario.

Sincerely,



Robert Lefebvre  
Mayor

c.c. All municipalities of Ontario