

CORPORATION OF THE TOWNSHIP OF MCKELLAR

May 7, 2024 – 6:30 p.m.

AMENDED AGENDA

Topic: Regular Meeting of Council

Time: May 7, 2024 6:30 P.M.

[Closed Session beginning at 4:00 p.m.]

Join Zoom Meeting

<https://us06web.zoom.us/j/85149118527>

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24- 1st Resolution
2024-35 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 – April 16, 2024 & April 19, 2024
 - 5.2 Personal matters about an identifiable individual, including Municipal or local board employees, pursuant to Ontario Municipal Act, Section 239(2)(b) – Staffing
 - 5.3 Advice that is subject to Solicitor-Client Privilege, pursuant to Municipal Act Section 239(2)(f) – Consent Agreement Legal Deposit, Updates with regards to two (2) Applications for Original Road Allowance Closures
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

~~10.1 Zoning Bylaw Amendment Application, EDC Custom Contracting~~

11. DELEGATIONS AND PRESENTATIONS

11.1 Georgian Bay Mnidoo Gamii Biosphere, Overview of the Area Natural Asset Management Planning Project

12. COMMITTEE OF THE WHOLE

13. MOTION TO REVIEW A PREVIOUS MOTION

14. ADOPTION OF MINUTES OF PREVIOUS MEETING(S)

14.1 April 16, 2024 Regular Meeting of Council; April 19, 2024 Special Meeting of Council

15. PLANNING MATTERS

- 15.1 Consent Application No. B05/2023 (Seto) Conditions Met Letter
- 15.2 Consent Application No. B26/2023 (Migliavacca) Conditions Met Letter
- 15.3 Consent Application No. B02/2022 (27992311 ON Ltd.) Conditions Met Letter
- 15.4 Variance Application to By-law 2004-17 (Sign By-law)

16. COMMITTEE/BOARD MINUTES WITH RECOMMENDATIONS FOR APPROVAL

- 16.1 Minutes of the March 27, 2024 District of Parry Sound West (Belvedere Heights) Board of Management Meeting
- 16.2 Minutes of the March 6, 2024, March 11, 2024 and April 17, 2024 Board of Health Meetings; and the March 6, 2024 Finance & Property Committee Meeting; and the August 16, 2023 Personnel Policy, Labour/Employee Relations Committee Meeting
- 16.3 Minutes of the March 25, 2024 and April 8, 2024 Meetings of the Township of McKellar Public Library Board

17. STAFF REPORTS WITH RECOMMENDATIONS FOR APPROVAL

- 17.1 FD-2024-08 Month End Status Updates for April 2024
- 17.2 Request for Quotation, Culverts & Couplers
- 17.3 RFP 2024-09 Asset Management Plan (Phase III)

18. MAYOR'S REPORT

19. CORRESPONDENCE FOR CONSIDERATION

19.1 Jansz Interiors, Quotations for Windows and Washroom Upgrades

- 19.2 Ministry of Long-Term Care, Response to Belvedere Heights Board of Management to Develop the 24 Bed Allocation at Belvedere
- 19.3 Medical Officer of Health: Report to the Board of Health dated April 24, 2024

~~19.4 R.H.H. Engineering Quotation for Various Engineering Services for Public Works Projects~~

20. MOTION AND NOTICE OF MOTION

- 20.1 Letter to Township Committee Volunteers Thanking Them for Their Service
- 20.2 Netting for the Township's Area to Keep Out Birds
- 20.3 Letter of Understanding, Emergency Services Mutual Aid for the Municipality of Magnetawan

21. BY-LAWS

- ~~21.1 By-law 2024-35 Being a By-law to amend By-law No. 95-12, with respect to lands legally described as PCL 15399 SEC SS; PT LT A CON 8 MCKELLAR PT 11 PSR1475 (195 Manitou Drive) and PCL 16022 SEC SS; PT LT A CON 8 MCKELLAR PT 10 PSR1475 (193 Manitou Drive)~~
- 21.2 By-law 2024-35 Being a By-law to Appoint an Acting Clerk/Administrator
- 21.3 By-law 2024-36 Being a By-law to Authorize the Mayor and the Acting Clerk Administrator to Enter into an Agreement with John Jackson Planner Inc. for Planning Consulting Services with respect to the Zoning Bylaw and Official Plan Documents
- 21.4 By-law 2024-37 Being a By-law to Authorize the Mayor & Acting Clerk/Administrator to Enter into an Agreement with R.H.H. Engineering to Conduct Road Studies within the Township and to be Project Manager for 2024 Public Works Capital Projects
- 21.5 By-law 2024-38 Being a By-law to Prescribe Times for Setting Fires and Precautions / Restrictions for Burning and to Repeal By-law No. 2019-24, as amended (First and Second Reading)

22. UNFINISHED BUSINESS

23. NEW BUSINESS

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

25. CONSENT AGENDA – CORRESPONDENCE

- 25.1 The Labour Market Group, 2024 Local Labour Market Plan
- 25.2 AMO Watchfile – April 11, 2024 & April 18, 2024
- 25.3 Town of Goderich, Recommended Phase-Out of Free Well Water Testing in the 2023 Auditor General's Report
- 25.4 Municipality of West Perth, Conservation Authorities Act
- 25.5 Hastings County, Sustainable Infrastructure Funding for Small Rural Municipalities

- 26. QUESTION/COMMENT PERIOD (RELATED TO ITEMS ON AGENDA)**
- 27. CONFIRMING BY-LAW**
 - 27.1 By-law 2024-39 - 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 Request for Delegation/Deputation before Council

Pursuant to By-law No. 2023-08, 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 the following week at which they wish to be heard. The written request shall be a detailed written submission that 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 with this form, shall be circulated with the Council Agenda. Please note that Deputations are limited to ten (10) minutes in length.

PLEASE PRINT

Name of Person to Appear:	
Address:	
Phone: _____ Home _____ Cell _____ Business _____	
Name of person requesting appearance: (if different from the person preparing the request)	
Phone: _____ Home _____ Cell _____ Business _____	
Name of Group or Person(s) being represented (if applicable)	
Meeting Date requested to appear before Council	
Subject Matter of Deputation: _____ _____	
Detailed written submission must be attached or submitted to the Clerk (by 1:00 p.m. the Tuesday of the week prior to the Council Meeting). _____	
Signature: <u>Angela Vander Eyken</u>	Date: _____



SCHEDULE "E" continued

Reminder: A signed detailed written submission must be provided to the Clerk's Office by 1:00 p.m. on the Tuesday of the week prior to the meeting the following week. Failure to provide a signed detailed written submission by the Tuesday of the week prior to the Council Meeting will result in the deputation not being placed on Council's Agenda.

Decorum dictates respect for all opinions and individuals are reminded there is zero tolerance for coarse language and inappropriate behaviour. By submitting this Form, you have indicated agreement with this requirement.

Signage shall be posted in the Council Chambers advising deputations, presenters and the Public that the Meeting proceedings are being audio recorded and will be made available on the municipal website. The Township assumes no liability for the recorded comments of the public that may be construed as false, defamatory or slanderous in nature.

Personal Information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c25, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. [Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 \(ontario.ca\)](#)

Correspondence to Council:

Be advised that Council and Committee meeting agendas, Minutes and correspondence are public documents and are published on the Township of McKellar website. When corresponding with the Township of McKellar, please be aware that personal correspondence or delegation materials (together with names, addresses, email addresses and phone numbers) may be included on the Council or Committee or Committee of Council meeting agenda and subsequently appear on the corporate website.

If you feel there is a compelling reason that your correspondence to Council should not be included on the agenda and released to the public, please notify the Clerk's office.

Natural Asset Management Planning (NAMP) Project



United Nations
Educational, Scientific and
Cultural Organization

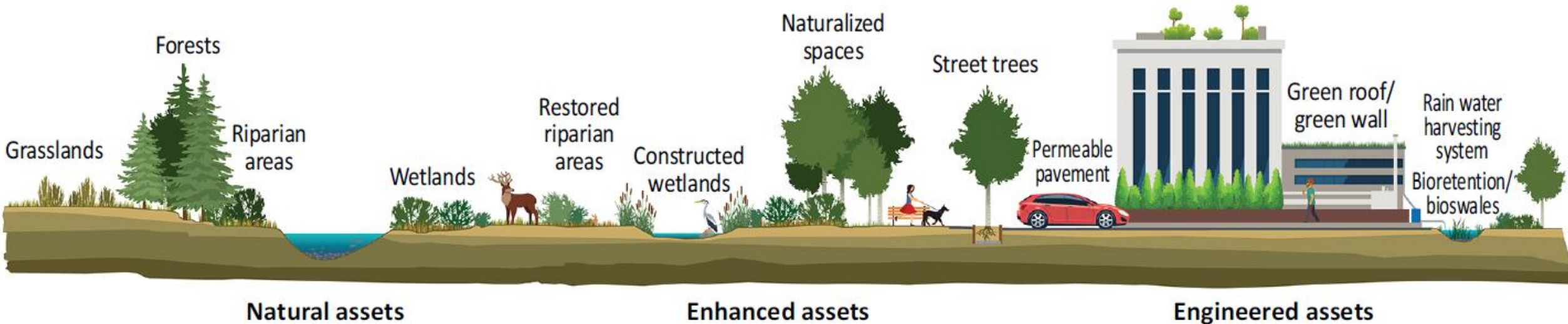


**GEORGIAN BAY
BIOSPHERE
MNIDOO GAMII**

What are Natural Assets?

Natural assets are the elements of nature that provide value and benefits to humans and the environment.

- Important ecosystem services (and essential public services): drinking water, air quality, flood management, and carbon storage
- Important for ecological health, climate resilience, cultural significance, recreational opportunities, and economic benefits

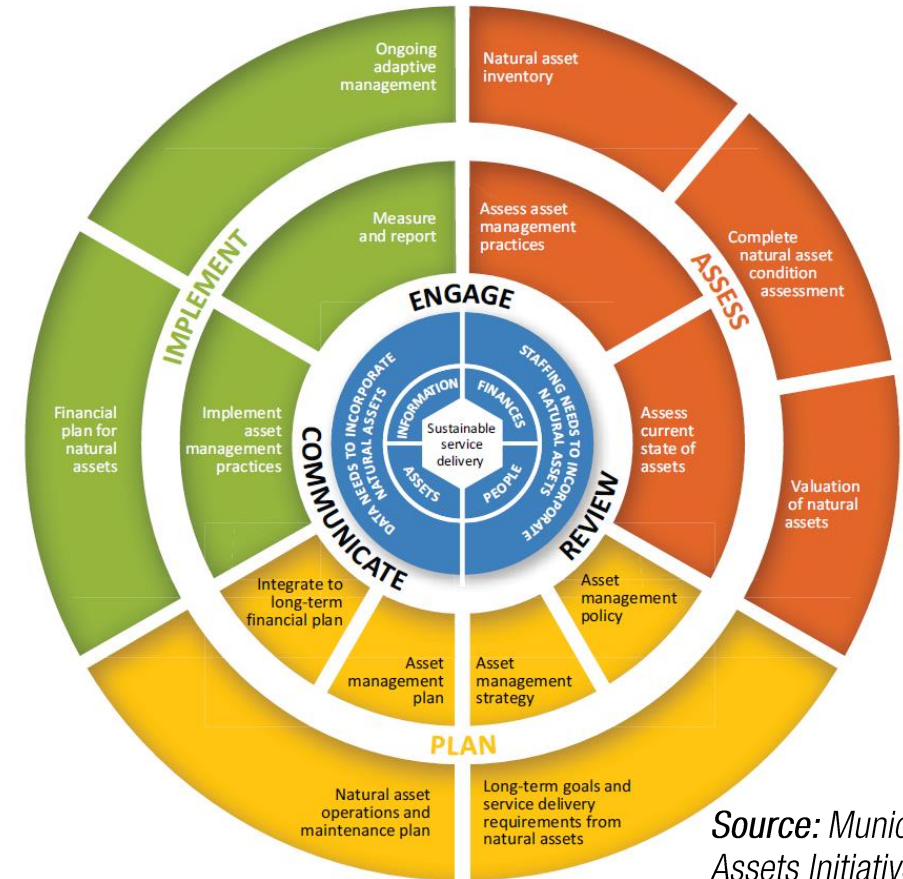


Source: City of Calgary, 2021.

Why Manage Natural Assets?

1. Benefits comparable or superior to engineered assets
2. Cost-saving and risk reduction
3. Naturally resilient for climate change mitigation
4. Long-term value

Natural Asset Management Planning is a strategic approach and iterative process to sustainably manage and enhance natural assets.



Source: Municipal Natural Assets Initiative, 2017.

Project Background

- Long-standing discussion among conservation practitioners and land use planners
- Shortcomings in existing tools:
 - outdated information
 - inherent biases
 - restricted spatial coverage
 - lack of floodplain/eco hydrology information
 - insufficient spatial precision and accuracy
- Collective desire to enhance stewardship, planning, and management efforts



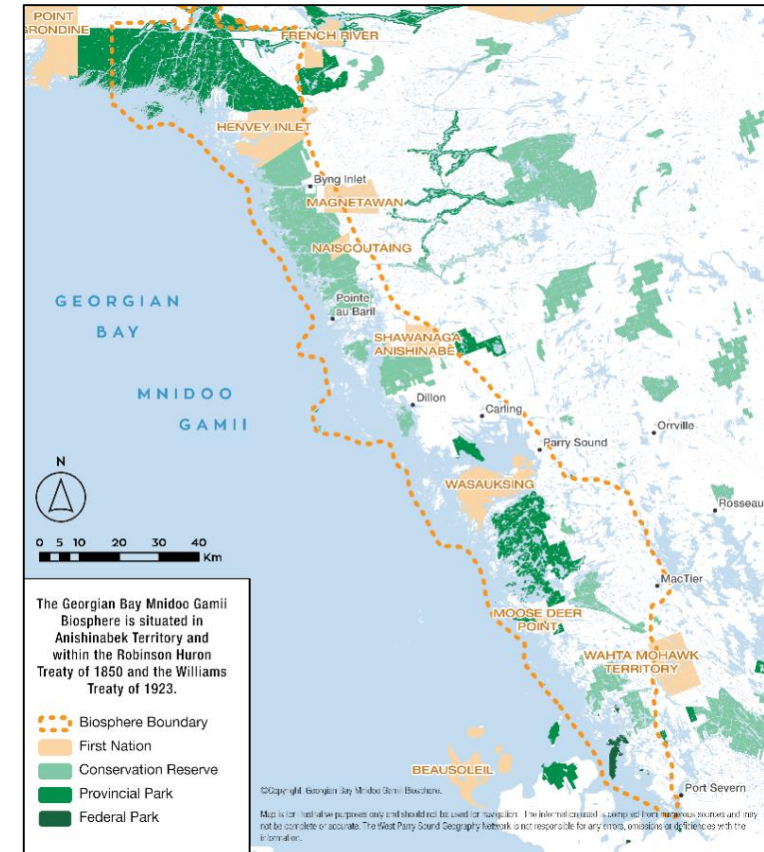
Project Overview

Develop an open-source mapping database that will significantly deepen our understanding of natural assets and climate risks in this region.

Objective 1: Establish an inclusive governance structure.

Objective 2: Generate high-quality spatial data and tools for natural assets and climate risks.

Objective 3: Mobilize knowledge through the creation of tools, strategies, and resources.



Project Overview



Project Governance and Scoping

- Establish Project Advisory Working Groups
- Scope collective priorities, desired outputs, technical guidelines, and project parameters
- Compile existing datasets and develop a framework for acquiring, hosting, and disseminating data
- Conduct coarse-level screening to identify priority locations
- Prepare a Land Use Planning Policy and Tools Review

Data Analysis, Modelling, Field Verification & Refinement

- Conduct field verification to inform mapping and modelling Develop a Natural Asset Inventory (NAI) Model of priority areas
- Develop a NAI model and report of Ecodistrict 5E-7
- Develop a Flood and Fire Risk Model and Analysis report of priority areas
- Prepare a Policy Action and Implementation Report

Model Integration and Knowledge Mobilization

- Host workshop #1 (for NAI model and report) and workshop #2 (for Flood and Fire Risk Analysis)
- Conduct final Project Reporting and Evaluation

Current Progress

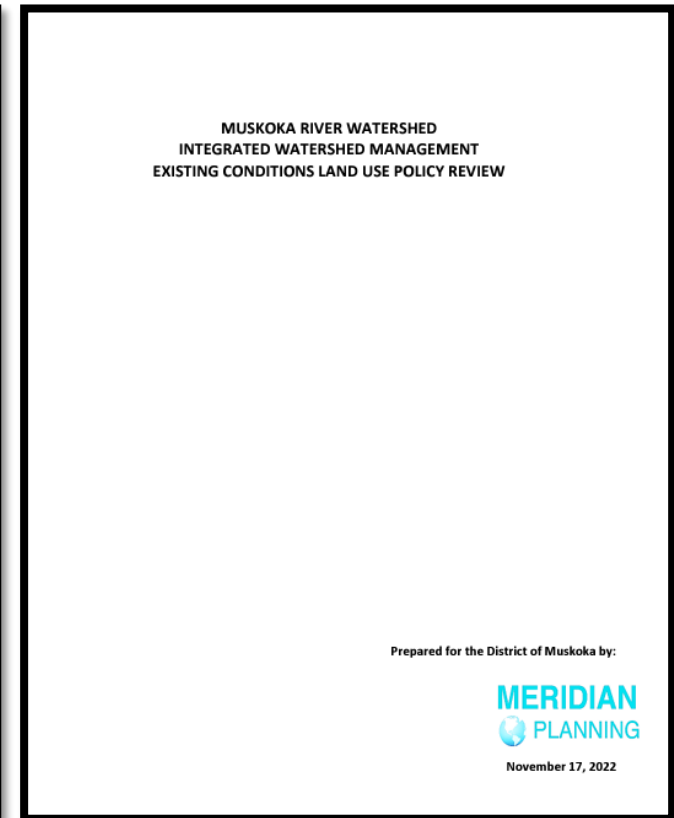
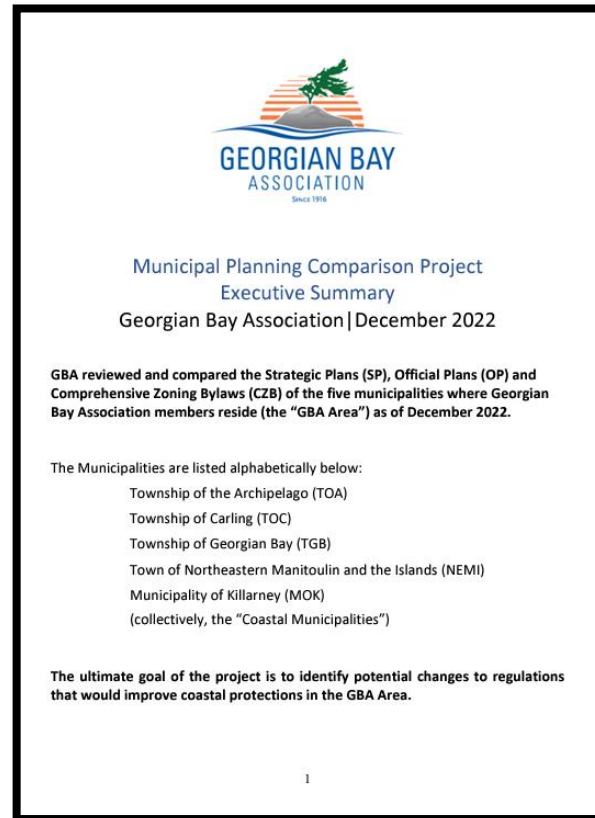
- ✓ **Project initiation:** Convened with regional partners to begin to establish a governance structure and conduct initial project scoping.
- 🕒 **Project scoping and data compilation:** Partnered with academia (University of Waterloo and McMaster University) in the interim to refine the scope and parameters of technical components
 - Compilation of existing datasets
 - Development of a data gap analysis and identification of priority areas for data supplementation
 - Creation of a framework for acquiring, hosting and disseminating data
 - Provision of recommendations to guide the development of mapping and modelling tools
- 🕒 **Development of ground-truthing tools:** In-house creation of collaborative Survey123 form for regional field-verification efforts (to support training datasets that inform the model)
- 🕒 **Development of a Land Use Policy and Tools Review:** Working with municipalities to inventory policies, by-laws and implementation tools related to natural assets to better align project outputs and tools with municipal needs

Land Use Planning Policy and Tools Review

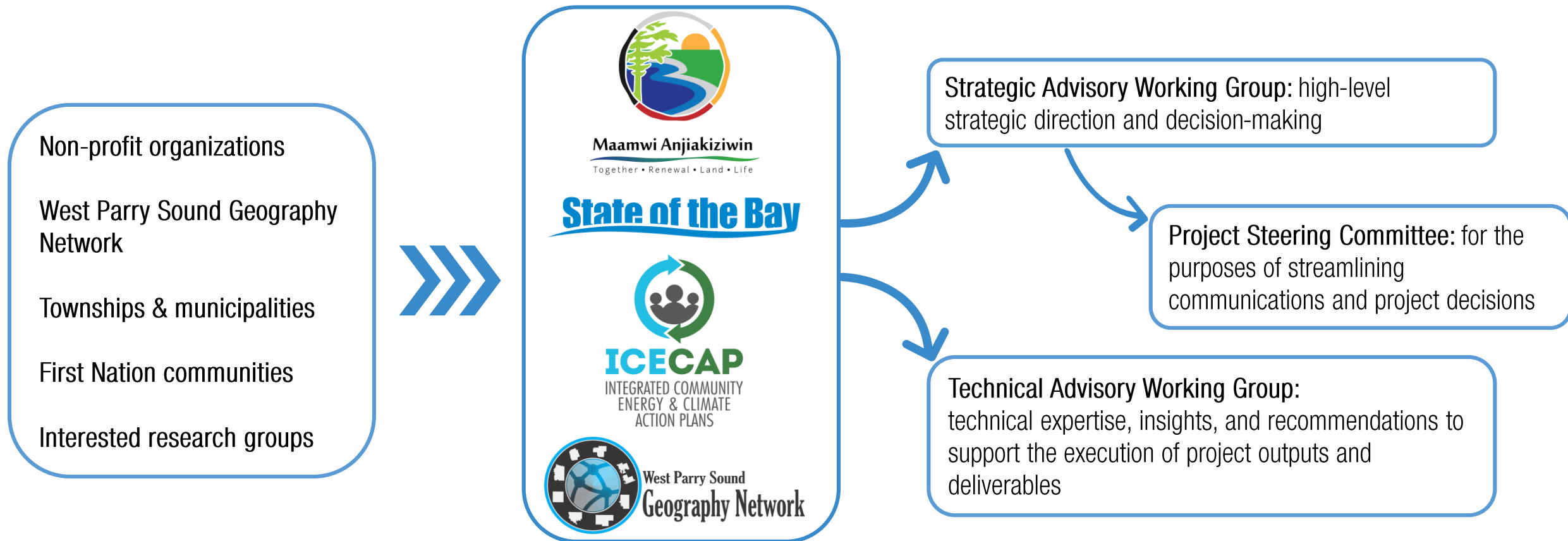
Goal:

Develop a tool that will help facilitate municipalities in responding to their natural assets and aligning development more seamlessly with these assets.

1. Inventory and assessment of various planning frameworks and implementation approaches
2. Provide recommendations that would stand to benefit from a regional NAI and flood and fire risk analyses.



Project Governance Structure



Note: Participation by many partners has been confirmed through Letters of Support to various grant applications supporting this project, but specific names and roles are not yet finalized.

Current & Future Funding Opportunities

Current Funding:

Environment and Climate Change Canada (ECCC):
Exploring Spaces for Biodiversity Conservation

- 2 years (April 2024 – March 2026)
- \$463,140

Grant Application in Progress:

Ganawenim Meshkiki (GMI): Protecting Species at Risk Habitat through Regional Natural Asset Management Planning

- 4 years (January 2024 – December 2027)
- \$618,500

Future Funding Opportunities:

- **2:1 MITACS match:** leveraging of seed funding to partner with academia
- **Green Municipal Fund (GMF):** spring 2024, \$530M initiative for more than 1,400 municipal activities
- **Municipal contributions:** can be facilitated through ICECAP partnerships or separate collective efforts (e.g., WPSGN's shared servicing platform)
- **In-kind support from partners:** municipalities, WPSGN, academia, etc.

Benefits & Potential Applications



Updated land cover mapping

(forests, wetlands, rock barrens, vernal pools, watercourses)

- Best Management Practices (BMPs) (i.e., public works, construction, development)
- Natural Heritage Planning systems and Official Plans (i.e., updating ES zones)
- Screening tools for SAR/environmental studies
- Scoping mechanisms for development applications



Floodplain mapping

(coastal and inland flood lines under a variety of future climate scenarios)

- Regional emergency management and creation of BMPs for climate change adaptation (i.e., ICECAP adaptation, beaver pond management, culvert sizing)
- Floodplain considerations for development applications and human safety (i.e., set-backs)
- Gray infrastructure development/repairs for climate resilience



Fire risk mapping

(previous burn areas, high risk areas)

- Regional emergency management and creation of BMPs for climate adaptation (i.e., ICECAP adaptation, First Nation land use planning and fire management)
- Forestry management (i.e., Westwind Forest Stewardship Inc. Forest Management Planning)

Discussion

1. What would your Council/Municipality like to learn/gain from this project (tangible and intangible, specific and general)?
2. Is Council in support of Township staff participating in the Natural Asset Management Planning project on a limited basis (about 4X/year)?





**GEORGIAN BAY
BIOSPHERE
MNIDOO GAMII**

MIIGWECH! THANK YOU!





CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

April 16, 2024

Mayor Moore called the meeting to order at 4:01 p.m.

ROLL CALL

Mayor Moore took Roll Call.

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

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

Councillor Haskim declared a personal interest on the closed session agenda, Item 5.2.

Moved by: Councillor Haskim
Seconded by: Councillor Kekkonen

24-208 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 Kekkonen
Seconded by: Councillor Zulak

24-209 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 4:02 p.m. to discuss the following items;

- 5.1 Minutes of Closed Session – April 2, 2024
- 5.2 Personal matters about an identifiable individual, including Municipal or local board employees, pursuant to Ontario Municipal Act, Section 239(2)(b) – Staffing, Resumes Review for Custodian Position, Senior of the Year Nomination
- 5.3 Information Supplied in Confidence by a Third Party, pursuant to Ontario Municipal Act, Section 239(2)(i) – Consider certain Road Construction Studies
- 5.4 Proposed or pending Acquisition or Disposition of Land; pursuant to Ontario Municipal Act, Section 239(2)(c) – Disposition of Land

Carried

Councillor Haskim left the meeting at 5:47 p.m. and re-entered the meeting at 5:54 p.m.

By-law Enforcement Officer, Tom Stoneman entered the meeting at 5:54 p.m. and left the meeting at 6:05 p.m. for his respective item on the closed agenda.

Fire Chief, Robert Morrison entered the meeting at 6:07 p.m.

Moved by: Councillor Zulak
Seconded by: Councillor Haskim

24-210 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby reconvene into open session of Council at 6:37 p.m.

Carried



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

April 16, 2024

Mayor Moore called the meeting to order at 6:37 p.m.

ROLL CALL

Mayor Moore took Roll Call.

Present: Mayor David Moore
Councillors Morley Haskim, Mike Kekkonen, Debbie Zulak
Regrets: Councillor Ryeland
Staff: Deputy Clerk/Planning Assistant, Karlee Britton
Clerk/Administrator, Ina Watkinson
Fire Chief, Robert Morrison

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 for the open agenda.

Moved by: Councillor Zulak
Seconded by: Councillor Kekkonen

24-211 **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 April 16, 2024.

Carried

Moved by: Councillor Kekkonen
Seconded by: Councillor Haskim

24-212 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the deputation from Andrey Snurnitsin with regards to the Road Allowance Closure application he filed with the Township to Stop Up and Close portions of the road allowance between lots 25 & 26, Concession 9, McKellar.

Carried

Moved by: Councillor Zulak
Seconded by: Councillor Kekkonen

24-213 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby move into Committee of the Whole at 6:59 p.m. to discuss the proposed fire permitting system with Fire Chief, Robert Morrison.

Carried

COMMITTEE OF THE WHOLE

Fire Chief, Robert Morrison spoke to his recommendation to move to an electronic burn permitting system speaking to the advantages of an automated system, improving communication to the public.



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Council and the Fire Chief spoke to the ambiguities of By-law 2019-24 (*Being a By-law to Prescribe Times for Settings Fires and Precautions/Restrictions for Burning and to Repeal By-law No. 2018-30*) with regards to it referencing a permitting system currently in place but not being enforced.

The Fire Chief spoke to the current manual process of how burn permits are issued and how an automated electronic system would be more effective.

Council noted that revisions to By-law 2019-24 are required immediately to remove camp fire from the definition of open air burning and remove any reference to a permitting system.

Ted Davidson spoke in favour of an electronic burn permitting system.

Moved by: Councillor Haskim

Seconded by: Councillor Zulak

24-214 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby rise and report from Committee of the Whole at 7:27 p.m.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

24-215 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby direct staff to make amendments to By-law 2019-24 to remove campfire and recreational fire from the definition of "open air burning"; and

FURTHER THAT "permitting systems" referenced in the By-law to have a permit for recreational fires on Township property be clarified; and

FURTHER THAT the draft By-law be presented at the May 7th regular meeting; and

FURTHER THAT no electronic permitting system be implemented.

Carried

Fire Chief, Robert Morrison left the meeting.

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

24-216 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Minutes of the March 28, 2024 Special Meeting of Council and April 2, 2024 Regular Meeting of Council, as circulated.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Zulak

24-217 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the consent application to create one (1) new rural lot and a lot addition for a driveway at 70 Burnett's Road in Part of Lots 32 & 33, Concession 4, Township of McKellar as applied for by Christopher Moffatt in Application No. B05/2024 and does hereby support the consent subject to the following conditions:

1. Payment of a fee in lieu of parkland as required in the Township of McKellar Fees & Charges By-law;
2. Confirmation from the applicant's solicitor that the lot addition will merge with the benefitting lands;
3. That 70 Burnett's Road lot be rezoned to the Rural (RU) zone;



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Council Meeting Minutes

April 16, 2024

4. 911 Addressing for the proposed new lot;
5. Payment of any applicable planning fees;
6. The lot addition be 20 metres in width.

Carried

Moved by: Councillor Kekkonen
Seconded by: Councillor Zulak

24-218 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the consent application to grant an easement over 163 to 165 Manitou Drive as applied for in Application No. B13/2024 by Richard and Christina Van Leeuwen and does hereby support the consent.

Carried

Moved by: Councillor Zulak
Seconded by: Councillor Haskim

24-219 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Minutes of the February 26, 2024 Meeting of the Parry Sound Area Planning Board.

Carried

Moved by: Councillor Zulak
Seconded by: Councillor Kekkonen

24-220 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report FD-2024-06 Month End Status Update for March 2024 from Fire Chief, Robert Morrison, for information purposes.

Carried

Moved by: Councillor Haskim
Seconded by: Councillor Kekkonen

24-221 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report BYLAW-2024-04 By-law Report January 2024 to April 2024 from By-law Enforcement Officer, Tom Stoneman, for information purposes.

Carried

Moved by: Councillor Zulak
Seconded by: Councillor Kekkonen

24-222 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Tender opening results for Public Works tenders and award the following:

2024-05 Micro Seal Surface Treatment to Duncor Enterprises in the amount of \$192,458.00 plus HST of \$25,019.54 for a total amount of \$217,477.54.

Carried

Moved by: Councillor Kekkonen
Seconded by: Councillor Zulak

24-223 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby award 2024-07 Centre Road Paving to Hall Construction in the amount of \$409,150.86 plus HST of \$53,189.61 for a total amount of \$462,340.47; and

Further that staff ask Hall Construction if they are able to also do the preparation work, if required.

Carried



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Moved by: Councillor Zulak

Seconded by: Councillor Haskim

24-224 **WHEREAS** Request for Proposal No 2024-08 to Provide an Approved Asset Management Plan Before June 14, 2024 was released by the Township; and

WHEREAS one proposal was received before the closing date and time of March 28, 2024 at 2:00 p.m.; and

WHEREAS multiple vendors reached out to staff explaining that the date of June 14, 2024 was unachievable and therefore did not submit a proposal;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby not award RFP No. 2024-08; and

FURTHER direct staff to release a new RFP to provide an approved Asset Management Plan for all Municipal infrastructure assets that identifies current levels of service, as well as recommended service levels for the next ten (10) years, including the cost of maintaining those levels of service to present to Council at the August 6, 2024 Regular Meeting of Council.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

24-225 **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 March 2024 from Treasurer, Roshan Kantiya for information purposes.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Kekkonen

24-226 **WHEREAS** access to healthcare is a fundamental right for all citizens, regardless of their geographic location; and

WHEREAS Hope Air, a charitable organization, has been tirelessly dedicated to providing access to healthcare by facilitating free flights and other services for patients living in rural and under-served communities in Ontario, ensuring they can receive vital medical treatment regardless of distance or financial means; and

WHEREAS Hope Air has been instrumental in bridging the gap between smaller communities and hospitals far from home, reducing the barriers that often prevent individuals from reaching medical care; and

WHEREAS the impact of Hope Air extends beyond the individual patients served, positively affecting families, communities, and the healthcare system as a whole by promoting wellness and reducing the burden of untreated medical conditions; and

WHEREAS the compassion, dedication, and commitment demonstrated by Hope Air and its volunteers embody the spirit of community and the belief in the inherent value of every individual's well-being;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby proclaim June 7, 2024 as "Hope Air Day" in recognition of the invaluable contributions made by Hope Air to the health and well-being of individuals in Ontario's remote and rural communities; and

FURTHER we urge all citizens to join us in celebrating Hope Air Day and to reflect on the significance of ensuring equitable access to healthcare for all members of our



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society. Let us reaffirm our commitment to supporting initiatives that promote health equity and extend our gratitude to Hope Air for their unwavering dedication to serving those in need.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

- 24-227** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the agenda for the District of Parry Sound Municipal Association Spring 2024 Meeting to be held on Friday, May 17, 2024 in the Township of Perry; and **FURTHER** direct staff to register all members of Council and Karlee Britton to attend the meeting, with the cost of registration to be paid by the Township.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Haskim

- 24-228** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the draft letter addressed to the Municipality of Whitestone in regards to the request for contribution towards property taxes of United Church manse located at 2 Lakeshore Road, McKellar (McKellar-Dunchurch Pastoral Charge); and **FURTHER** authorize the letter to be signed and sent to the Municipality of Whitestone.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

- 24-229** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby authorize the use of the Youth Room for the Recreation Committee's Arm-Wrestling nights held Mondays and Wednesdays from 7:00 p.m. to 9:00 p.m.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Zulak

- 24-230** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2024-29, Being a By-law to Appoint a Member to the West Parry Sound Ontario Provincial Police Detachment Board, a First and Second reading;

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

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

- 24-231** **WHEREAS** Section 4.01.2 of the Township's Code of Conduct By-law 2023-53 states that the Head of Council is to act as the Chief Executive Officer of the Municipality;

BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby authorize the Mayor to be entrusted with master keys and codes for all Municipal facilities.

Carried



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

April 16, 2024

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

24-232 **WHEREAS** the Township has received an application to amend the Zoning By-law from EDC Custom Contracting for the subject properties being 193 & 195 Manitou Drive; and

WHEREAS Resolution No. 24-121 approved Consent Application No. B10/2024 subject to conditions; and

WHEREAS the applicant has submitted a complete application, a surveyor's real property report and remitted payment;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby deem the application complete.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

24-233 **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 Kekkonen

24-234 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2024-30, 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 April, 2024.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

24-235 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar adjourn this meeting at 8:51 p.m. to meet again on April 26, 2024 for a Special Meeting of Council to continue 2024 Budget discussions; or at the call of the Mayor.

Carried

David Moore, Mayor

Karlee Britton, Deputy Clerk



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

April 19, 2024

Mayor Moore called the meeting to order at 1:00 p.m.

ROLL CALL

Mayor Moore took Roll Call.

Present: Mayor David Moore
Councillors Morley Haskim, Mike Kekkonen, Debbie Zulak
Regrets: Councillor Ryeland
Staff: Clerk/Administrator, Ina Watkinson

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

There were no conflicts of interest declared.

Moved by: Councillor Haskim
Seconded by: Councillor Kekkonen

24-236 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Agenda for this Special Closed Meeting of Council, as presented.

Carried

Moved by: Councillor Kekkonen
Seconded by: Councillor Zulak

24-237 **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 1:01 p.m. to discuss the following items;
5.1 Personal matters about an identifiable individual, including Municipal or local board employees, pursuant to Ontario Municipal Act, Section 239(2)(b) – staffing

Carried

Councillor Haskim declared a personal interest for Item 5.1. in the Closed agenda when a direction was placed on the table. Councillor Haskim left the meeting and did not participate in discussion or voting on the matter. Councillor Haskim re-entered the meeting.

Moved by: Councillor Kekkonen
Seconded by: Councillor Haskim

24-238 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby reconvene into open session of Council at 3:36 p.m.

Carried

Moved by: Councillor Kekkonen
Seconded by: Councillor Zulak

24-239 **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 April 19, 2024.

Carried

Moved by: Councillor Haskim
Seconded by: Councillor Kekkonen

24-240 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby accept the quote from G.F. Preston in the amount of \$22,805.48 plus HST of \$2,964.71 for a total of \$25,770.19 to perform maintenance and table repairs to the 2016 CAT grader.

Carried



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

April 19, 2024

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

24-241 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2024-31, 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 19th day of April, 2024.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Haskim

24-242 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar adjourn this meeting at 3:38 p.m. to meet again on April 23, 2024 for a Special Closed Meeting of Council; or at the call of the Mayor.

Carried

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

DRAFT



Township of McKellar

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

Phone: (705) 389-2842

Fax: (705) 389-1244

May 7, 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 – B05/2023 (Seto)

Dear Patrick,

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

1. Payment of a fee in lieu of Parkland dedication; (Parkland paid on March 22, 2024)
2. Confirmation from the Acting Director of Operations that the existing driveways of the retained and severed lots are suitable; and the severed lot can accommodate an additional entrance onto Centre Road if required; (letter dated April 30, 2024)
3. 911 addressing; (at the time of submitting an entrance or building permit)
4. Payment of any applicable planning fees. (n/a for this file)

Regards,

Karlee Britton
Deputy Clerk/Planning Assistant
Township of McKellar



Township of McKellar

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

Phone: (705) 389-2842

Fax: (705) 389-1244

May 7, 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 – B26/2023 (Migliavacca)

Dear Patrick,

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

1. The registration of a Section 118 Land Titles Restriction to require the subject lands to be sold with the lands described as Part of Lot 17, Concession 13, Township of McKellar, being Parts 1-3, Plan 42R-21659 (16 Kodiak Road); and (Undertaking to Register Section 118 from Lisa Lund's Office dated April 17, 2024)
2. Payment of any applicable planning fees (n/a for this file).

Regards,

Karlee Britton
Deputy Clerk/Planning Assistant
Township of McKellar



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0
Phone: (705) 389-2842
Fax: (705) 389-1244

May 7, 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 – B02/2022 (27992311 Ontario Ltd.)

Dear Patrick,

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

1. Conveyance of a strip of land 33 feet from the centre line of the travelled portion of Burnett's Road to the Township (transfer completed April 25, 2024);
2. Payment of a fee in lieu of Parkland to the Township (payment received April 29, 2024);
3. Acquiring adequate 911 addressing (at the time of building or entrance permit);
4. Verification from the Director of Operations that the three new lots can accommodate an entrance in compliance with Municipal standards (letter dated May 1, 2024);
5. [\[Condition Amended by Resolution No. 23-428\]](#) That a 51(26) Agreement be added to have the FriCorp Ecological Services Report dated November 2022 registered on title (registered April 25, 2024).

Regards,

Karlee Britton
Deputy Clerk/Planning Assistant
Township of McKellar

April 29, 2024

To: Township of McKellar
Attention: McKellar Town Council

As you may know, I have a highway sign located on the south-east side of HWY 124, just west of Fire Route 152, at the approach of the town of McKellar.

As I understand it:

- McKellar has a sign bylaw (BY-LAW NO. 2004-17) that speaks to, among other things, maximum sizes for ground signs.
- The by-law states in section 4.03.(a)(iv), that the maximum size for ground signs or non-accessory signs shall be 4 sq.m (43.05 sq.ft).

With all that being said, my current sign sits at 8' x 8. I am looking to amend my sign to be 8' x 12' to be consistent with the *minimum requirements* for my company, Sotheby's International Realty, Canada. The majority of highway signs along the 124 corridor through McKellar Township exceed the maximum size requirement in the sign by-law. I have measured out all the current signs and included a list of them on the next page for your reference.

I have included images of both my current sign and my proposed new sign below for review.

Thank you for taking time to address my request and I look forward to hearing back on your ruling.

Sincerely yours,

Chuck Murney, Broker

Sotheby's International Realty | Canada

Direct / Cell - (705)773-8415

info@chuckmurney.com

HWY 124 McKellar Signage

Northbound from McDougall

12 x 10	Greg Antuchiewicz - Real Estate
8 x 8	ABC Garage
8 x 8	Stevenson (4x8) / Sound Septic (4x8)
8 x 8	Chuck Murney - Real Estate ** (Mine)
(Town)	
8 x 8	Danielle Beitz - Real Estate
8 x 10	Harris Furniture and Antiques
12x10	Engel & Volker - Real Estate
12 x 10	1st Choice Landscaping

Southbound from Whitestone

8 x 12	River Lake Camp
12 x 10	RentAll StoreAll
8 x 12	Engel & Volker - Real Estate
12 x 8	Matt Mosher - Real Estate
(Town)	
8 x 12	Teccon
12 x 10	Lacroix - Real Estate
8 x 10	Harris Furniture and Antiques

Current Sign - 8' x 8'



Proposed New Sign - 8' x 12'



**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, March 27, 2024
via Zoom**

- Directors Present (voting):** Paul Borneman, Vice Chair
Don Carmichael, Secretary/Treasurer
Gail Finnson
Cheryl Ward
Pamela Wing, Chair
Debbie Zulak
- Director Regrets:** Joe Beleskey
- Advisory Member Attending (non voting):**
- Staff Attending (non voting):** Kami Johnson, Administrator
- Staff Regrets:**
- Specially Invited (non voting):** Jim Hanna, West Parry Sound Health Centre
Nicole Murphy, West Parry Sound Health Centre
Donald Sanderson, West Parry Sound Health Centre
Heidi Stephenson, West Parry Sound Health Centre

- 1.0 Call to Order:** The Board Chair called the meeting to order at 9:01 a.m.
- 2.0 Confirmation of Quorum:** A quorum was achieved.
- 3.0 Conflict of Interest:** No conflicts were declared.

*A land acknowledgement will be provided at the next meeting.

4.0 Approval of Agenda:

#BH-17/24

Moved by C. Ward, seconded by D. Zulak that be it resolved that the Board of Management accepts the agenda as presented.

Carried.

- 5.0 Voice of the Resident:** K. Johnson presented information on the 2024 Resident and Family Satisfaction Survey. The Board was very pleased with the 2024 results. K. Johnson and her team were congratulated. The Board was also advised that RNAO pathways went live yesterday.

6.0 Approval of Minutes:

#BH-18/24

Moved by G. Finnson, seconded by C. Ward that be it resolved that the minutes of the Board of Management meeting held February 28, 2024, be received.

Carried.

7.0 Matters Arising: none

8.0 New Business: none

9.0 Committee Reports:

9.1 Finance Committee

H. Stephenson provided highlights from the meeting held yesterday. The Finance Committee minutes and attachments were circulated to Board members yesterday (March 26th) via email.

Highlights were as follows:

- The February statements showed an operating deficit of \$110K. This deficit was influenced by the outbreak in January and funding not increasing until April 2024.
- Agency usage was as \$28K. This was directly related to the outbreak in January.
- A balanced budget was presented to members.
- In February 2024, CSS purchased a 2024 GMC Terrain vehicle in the amount of \$43,896.22.

#BH-19/24

Moved by D. Carmichael, seconded by G. Finnson, that on the recommendation of the Finance Committee, the CCA s. 22 Notice and Extension of Long-Term Care Home Service Accountability Agreement (“Extending Letter”) be approved.

Carried.

#BH-20/24

Moved by D. Carmichael, seconded by D. Zulak that on the recommendation of the Finance Committee, the CCA s. 22 Notice and Extension of Multi-Sector Service Accountability Agreement (“Extending Letter”) be approved.

Carried.

#BH-21/24

Moved by G. Finnson, seconded by C. Ward that on the recommendation of the Finance Committee, the CUPE Agreement from April 1, 2023 – March 31, 2025, be ratified.

Carried.

#BH-22/24

Moved by D. Carmichael, seconded by G. Finnson that the Board of Management approves the purchase of the Community Support Services 2024 GMC Terrain vehicle in the amount of \$43,896.22.

Carried.

#BH-23/24

Moved by D. Carmichael, seconded by C. Ward that on the recommendation of the Finance Committee, the Board of Management approves the Community Support Services (CSS) 2024-25 proposed budget.

Carried.

#BH-24/24

Moved by D. Carmichael, seconded by C. Ward that the Board of Management approves the January and February 2024 expenditures.

Carried.

#BH-25/24

Moved by D. Carmichael, seconded by D. Zulak that the minutes of the Finance Committee meeting held March 26, 2024, be received.

Carried.

9.2 Governance and Partnerships Committee – March 13, 2024

The WPSHC Community Engagement Committee, which includes a number of external health system partners who gather monthly, invited Chair of the Governance and Partnerships Committee C. Ward, to sit on their committee. The Board of Management agreed with sending C. Ward to sit on their committee.

The Board of Management meeting chart was briefly reviewed. The Chair requested Board members advise her if they would like to join or exit a committee. These annual appointments will be made following the Annual Information Meeting in April.

#BH-26/24

Moved by C. Ward, seconded by G. Finnson that on the recommendation of the Governance and Partnerships Committee, the Board Management Policy be approved.

Carried.

#BH-27/24

Moved by C. Ward, seconded by D. Zulak that the minutes of the Governance and Partnerships meeting held March 13, 2024, be received.

Carried.

9.3 Long Term Care Ad-hoc Advisory Committee – no meeting was held. A doodle poll regarding a meeting schedule will be sent out in the near future.

10.0 Standing Items:

10.1 Fixing Long-Term Care Act, 2021

The Administrator presented information about how EDI planning fits into the Quality Improvement Plan. Two goals for 2024 were as follows:

1. Develop and implement a process by which requests for new or adjusted psychotropic orders are referred to internal BSO team for review with physician prior to implementation.
2. Integration of clinical pathway for management of depression, delirium and dementia.

10.2 Equity Diversity Inclusion (EDI)

Two members from the Belvedere Heights Board of Management will be invited to participate in Land Acknowledgement training on April 22, 2024.

10.3 WPS OHT

C. Ward is attending the West Parry Sound Ontario Health Team Collaboration Council meetings on behalf of the Belvedere Heights Board of Management as a governor. It was hoped that the Terms of Reference will be approved at their next meeting on March 28th which can then be circulated to the Belvedere Heights Board. Two other operation governance groups will have to be established in the future: 1) a Primary Care Council and 2) a Citizen Advisory Panel.

The job posting for the West Parry Sound Ontario Health Team (WPSOHT) Executive Director and the OHT draft structure based on Ministry's proposed regulation will be forwarded to the Board for information.
Referred to N. Murphy

11.0 **Reports:**

11.1 Board Chair Report

The Chair noted that Carling Township passed a motion in principle accepting the TD banking line of credit proposal. The Chair sent this motion to all municipalities for information. The Chair will set up another meeting with all CAOs.

Referred to P. Wing

11.2 Administrator's Report

- The Administrator updated the Board on the February critical incidents. There were a total of five incidents.
- There were no Ministry inspections or grievances in the month of February.
- The PSW living classroom was approved in the amount of \$29,000.
- The Administrator has requested a quote to expand the Chapel doors for accessibility.

12.0 **Pending:** none

13.0 **Correspondence:**

Correspondence from C. Peters dated February 29, 2024, was sent to J. Hanna and H. Stephenson thanking them both for their participation in the recently held Belvedere Family Council meeting.

14.0 **In-Camera:** no in-camera meeting was required.

15.0 **Conclusion of Meeting:**

#BH-28/24

Moved by D. Carmichael, seconded by C. Ward that there being no further business to conduct, the meeting concluded at 10:47 a.m.

Carried.

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, March 6, 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
 Central Appointee
 Eastern Appointee
 Western Appointee

Karen Cook
 Dave Wolfe
 Rick Champagne (*Chairperson*)
 Jamie Restoule

Parry Sound District:

Northeastern Appointee
 Southeastern Appointee
 Western Appointee

Blair Flowers
 Marianne Stickland
 Jamie McGarvey (*Vice-Chairperson*)

Public Appointees:

Tim Sheppard
 Catherine Still

REGRETS:

Central Appointee
 Central Appointee
 Central Appointee

Maurice Switzer
 Sara Inch
 Jamie Lowery

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer
 Executive Director, Finance
 Executive Assistant, Director’s Office

Dr. Carol Zimbalatti
 Isabel Churcher
 Christine Neily

REGRETS:

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, Board of Health Chairperson called the meeting to order at 5.33 p.m.

2.0 APPROVAL OF THE AGENDA

The agenda for the March 6, 2024 Board of Health meeting was reviewed, and the following motion was read:

Board of Health Resolution #BOH/2024/03/01 *McGarvey/Sheppard

Be It Resolved, that the Board of Health Agenda, dated March 6, 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 McGarvey	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			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 – January 24, 2024

The minutes from the Board of Health meeting held on January 24, 2024, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2024/03/02 *Stickland/Cook

Be It Resolved, that the minutes from the Board of Health meeting held on January 24, 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	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

“Carried”

4.2. Board of Health In Camera Minutes – January 24, 2024

The minutes from the Board of Health meeting held on January 24, 2024, were reviewed and the following motion was read:

Board of Health Resolution ##BOH/2024/03/03 *Still/Wolfe

Be It Resolved, that the in-camera minutes from the Board of Health meeting on January 24, 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	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

“Carried”

5.0 DATE OF NEXT MEETING

Date: April 24, 2024

Time: to be determined

Place: to be determined

6.0 BUSINESS ARISING

6.1 Report back from the alPHa Winter Symposium 2024

Dr. Zimbalatti attended the alPHa virtual Winter Symposium in February 2024 and reported the proceedings for information purposes.

February 14: Building Climate Resilient Health Systems

There were multiple sessions throughout the full day. Themes included taking a “climate in all” approach to planning and policy development, and considering health equity in climate change planning.

February 15: Thriving in Change

This 2-hour workshop focused on embracing change while preserving stability.

February 16: alPHa symposium

The two presentations were highlights: The CAO, Frontenac County provided an informative presentation on lessons they learned from his merger experience in the public sector. Also, a

political analyst placed the current Ministry of Health interest in voluntary mergers within the provincial political context.

Dr. Moore, CMOH, provided an update. He highlighted the toxic drug supply, immunization, and early childhood experiences as his current priorities.

Public Health Ontario (PHO) presented their new Strategic Plan. Though not directly related to the presentation, delegates raised concerns about prospective PHO lab closures and the discontinuation of well water testing and encouraged PHO to engage further on this topic.

7.0 REPORT OF THE MEDICAL OFFICER OF HEALTH

The Report of the Medical Officer of Health for the March 6, 2024, meeting was presented to the Board of Health for information purposes.

Dr. Zimbalatti provided a verbal update on the report.

She described the increasing number of cases of measles being reported in Ontario and across the country, and provided some details on why this is concerning. Dr. Zimbalatti highlighted the effectiveness of the measles vaccine, and the activities the Health Unit has been undertaking to encourage increased uptake of this vaccine. The Health Unit is also conducting preparedness activities internally to ensure readiness to respond to a local measles case or outbreak.

A question was received from a BOH member regarding high-risk food premises, and whether the proportion of food premises being rated as high-risk was a concern. Dr. Zimbalatti explained while high-risk food premises do generate more work for public health inspectors, the risk rating of a food premise takes into account many factors including the vulnerability of the clients and the type of food served, not just the inspection history of the location. There isn't an easy way to compare the proportion of high-risk food premises in different jurisdictions because this number is constantly in flux, for example with seasonal changes in operations.

Comments and questions were taken and answered.

8.0 BOARD COMMITTEE REPORT

There were no Committee Reports to bring forward.

9.0 CORRESPONDENCE

Board of Health correspondence listed for the March 6, 2024 meeting is made available for review by Board members in the Board of Health online portal.

10.0 NEW BUSINESS

10.1 Corporate Sponsorships and Donations 2023 – Report to the Board

A report on corporate sponsorships and/or donations in 2023, if any, was provided for information purposes.

10.2 Requests for Proposal 2023 – Report to the Board

A report on requests for proposals disseminated in 2023, if any, was provided for information purposes.

10.3 Memo – Governance Documentation changes

A memo was sent to Board of Health members highlighting the Proposed Changes to Bylaws, Updated Governance Manual, and New Code of Conduct Document.

The final documents will be presented at the Board of Health meeting in April.

10.4 Meeting Schedule 2024 – Revised

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

Whereas, that in accordance with Board of Health Bylaw Section II, #18, the Board of Health approved the regular meeting schedule for the year 2024, at the January 24, 2024, Board meeting, and subsequently revised at the same Board of Health meeting; and

Whereas, revisions to the previously approved Board of Health meeting scheduled were required as follows:

DATE	MEETING	TIME
January 24 <i>*This date is carried over from the 2023 approved schedule: for information only</i>	<i>Board of Health Meeting</i>	<i>5 – 7 p.m.</i>
February 28	Finance and Property Committee Board of Health	5 – 7 p.m.
March 6	Finance and Property Committee Board of Health	5 – 7 p.m.
April 24	Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health	5 – 7 p.m.
June 26	Finance and Property Committee Board of Health	5 – 7 p.m.
September 25	Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health	5 – 7 p.m.
November 27	Board of Health	5 – 7 p.m.
December 4	Finance and Property Committee	5 – 7 p.m.

DATE	MEETING	TIME
	Board of Health	
January 22, 2025	Finance and Property Committee Board of Health	5 – 7 p.m.

Now Therefore Be It Resolved, that in accordance with Section 18 of the Board of Health Bylaws that the Board of Health for the North Bay Parry Sound District Health Unit approve revisions to the 2024 Board of Health meeting schedule, 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	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

“Carried”

11.0 IN CAMERA

11.1 A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

Board of Health Resolution #BOH/2024/01/05 *Still/McGarvey

Be It Resolved, that the Board of Health move in camera at 5.55 p.m. to discuss item #15.1. A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

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	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

“Carried”

At the close of the in camera session, the following motion was read:

Board of Health Resolution #BOH/2024/03/06 *Stickland/McGarvey

Be It Resolved, that the Board of Health rise and report at 7.17 p.m.

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	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

“Carried”

12.0 ADJOURNMENT

Having no further business, the Board of Health Chairperson adjourned the Board of Health meeting at 7.18 p.m.

Original signed by Rick Champagne

2024/04/17

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original signed by Nelly Bothelo

2024/04/17

Nelly Bothelo, Recorder

Date (yyyy/mm/dd)

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Monday, March 11, 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	Dave Wolfe
Central Appointee	Sara Inch
Central Appointee	Jamie Lowery (<i>Vice-Chairperson</i>)
Central Appointee	Maurice Switzer
Eastern Appointee	Rick Champagne (<i>Chairperson</i>)
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
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ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Finance	Isabel Churcher
Executive Assistant, Director's Office	Christine Neily

Recorder

Executive Assistant, Office of the MOH/EO	Nelly Bothelo
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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 called the meeting to order 5.00 p.m.

2.0 APROVAL OF THE AGENDA

The agenda for the March 11, 2024 Board of Health meeting was reviewed, and the following motion was read:

Board of Health Resolution #BOH/2024/03/01 *Wolfe/Inch

Be It Resolved, that the Board of Health Agenda, dated March 11, 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 McGarvey	R		
Karen Cook	X			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

There were no minutes for approval.

5.0 DATE OF NEXT MEETING

Date: April 24, 2024

Time: to be determined

Place: to be determined

6.0 REPORT OF MEDICAL OFFICER OF HEALTH

No report of the Medical Officer of Health was prepared for this meeting.

7.0 BOARD COMMITTEE REPORT

There were no Committee Reports to bring forward.

8.0 CORRESPONDENCE

There was no Board of Health correspondence listed at this meeting.

9.0 NEW BUSINESS

9.1 Meeting Schedule 2024 – Revised

The following motion was read:

Board of Health Resolution #BOH/2024/03/02 *Wolfe/Sheppard

Whereas, that in accordance with Board of Health Bylaw Section II, #18, the Board of Health approved the regular meeting schedule for the year 2024, at the January 24, 2024, Board meeting, and subsequently revised at the March 6, 2024, Board of Health meeting; and

Whereas, revisions to the previously approved Board of Health meeting scheduled were required as follows:

DATE	MEETING	TIME
January 24 <i>*This date is carried over from the 2023 approved schedule: for information only</i>	<i>Board of Health Meeting</i>	5 – 7 p.m.
March 6	Finance and Property Committee Board of Health	5 – 7 p.m.
March 11	Board of Health	5 – 7 p.m.
April 24	Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health	5 – 7 p.m.
June 26	Finance and Property Committee Board of Health	5 – 7 p.m.
September 25	Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health	5 – 7 p.m.
November 27	Board of Health	5 – 7 p.m.
December 4	Finance and Property Committee Board of Health	5 – 7 p.m.
January 22, 2025	Finance and Property Committee	5 – 7 p.m.

DATE	MEETING	TIME
	Board of Health	

Now Therefore Be It Resolved, that in accordance with Section 18 of the Board of Health Bylaws that the Board of Health for the North Bay Parry Sound District Health Unit approve revisions to the 2024 Board of Health meeting schedule, 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	X			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”

10.0 IN CAMERA

10.1 A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

Board of Health Resolution #BOH/2024/03/03 *Stickland/Still

Be It Resolved, that the Board of Health move in camera at 5.05 p.m. to discuss item #10.1. A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

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	X			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”

At the close of the in camera session, the following motion was read:

Board of Health Resolution #BOH/2024/03/04 *Lowery/Stickland

Be It Resolved, that the Board of Health rise and report at 5.44 p.m.

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	X			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”

11.0 BUSINESS ARISING

11.1 Intent to Merge – North Bay Parry Sound District Health Unit and Renfrew County and District Health Unit.

The following motion was read:

Board of Health Resolution #BOH/2024/03/05 *Lowery/Stickland

Whereas, the Ministry of Health in August 2023 announced its **Strengthening Public Health** initiative which includes funding voluntary Health Unit mergers (as outlined in the Outcomes and Objectives to Support Voluntary Mergers October 2023 document), revising the Ontario Public Health Standards and a new Public Health funding formula;

Whereas, the Boards of Health for the North Bay Parry Sound District Health Unit (NBPSDHU) and the Renfrew County and District Health Unit (RCDHU) each passed resolutions in November 2023 to direct their respective Medical Officers of Health (MOH) and Board Chairpersons to seek provincial funding to study the feasibility of a voluntary merger of NBPSDHU and RCDHU and report back to their respective Boards for discussion and direction;

Whereas, senior management and Board Chairpersons for NBPSDHU and RCDHU have since undertaken joint engagement to pursue this study, resulting in the Merger Feasibility Report by Sense & Nous Consultancy dated February 2024, delivered to the NBPSDHU and RCDHU Boards of Health;

Therefore Be it Resolved, that the Board of Health for North Bay Parry Sound District Health Unit:

- *Agrees in principle to merge with RCDHU, subject to the following conditions:*
 1. *The Government of Ontario approves the intended merger and this Board in its sole discretion is satisfied that this approval will enable NBPSDHU and RCDHU to successfully complete the intended merger;*
 2. *This Board in its sole discretion is satisfied that the funding commitment from the Government of Ontario is sufficient to enable NBPSDHU and RCDHU to successfully complete the intended merger, including one-time and ongoing transition costs during the transition period, (e.g. service and wage harmonization) and business continuity/stabilization funding in amounts sufficient to ensure program and service delivery stability while change is underway;*
 3. *The legal merger of NBPSDHU and RCDHU (if any) will only be effected in accordance with the terms and conditions of a merger agreement to be negotiated through an additional process that will address important issues including composition of the membership for the new board of health, and resolution of the current discrepancy in municipal funding levels between NBPSDHU and RCDHU;*
 4. *The negotiation, due diligence, consultations and implementation plan activities do not identify any material issue that this Board in its sole discretion determines will undermine its assessment of the feasibility of the intended merger with RCDHU such that the Board no longer supports the intent to merge; and,*
 5. *The RCDHU Board of Health expresses its intent to merge with NBPSDHU by resolution that this Board in its sole discretion is satisfied is substantially in accordance with the terms and conditions of this NBPSDHU resolution.*
- *The NBPSDHU MOH/EO; Executive Director, Finance; and Board Chairperson; along with two (2) other NBPSDHU Board of Health members appointed to the Joint Merger Working Group be directed to further negotiate within the Joint Merger Working Group to complete a Voluntary Merger Business Case for submission to the Ministry no later than April 2, 2024, fully signed by the Board Chairperson and MOH/EO for the NBPSDHU and the Board Chairperson and MOH and/or CEO for the RCDHU.*
- *The NBPSDHU MOH/EO communicates this resolution to key stakeholders including the Ministry and the RCDHU Board Chair.*
- *The North Bay Parry Sound Health Unit MOH/EO and Board of Health Chairperson ensure timely reporting back to the Board on this matter at future meetings to enable subsequent Board engagement and direction.*
- *Once (and if) the Ministry of Health has provided information on the terms of approval of this merger, this Board will meet for deliberation and decision-making regarding whether to proceed with the intended merger.*

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	X			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”

11.2 Appointment of Board of Health members to the Joint Merger Working Group

The following motion was read:

Board of Health Resolution #BOH/2024/03/06 *Still /Wolfe

Whereas, the Board of Health for the North Bay Parry Sound District Health Unit (NBPSDHU) has supported a motion to indicate their intention to proceed with an application to the Ministry of Health to merge with the Board of Health for the Renfrew County and District Health Unit (RCDHU); and

Whereas, a Joint Merger Working Group is needed to assist with the development of the voluntary merger business case to be submitted April 2, 2024 as well as continue to assist with transition activities after submission of the business case; and

Whereas, the Joint Merger Working Group will be dissolved on December 31, 2024; to be replaced by a new group, appointed by the Board of Health for the new Public Health Unit entity; and

Whereas, the membership of the Joint Merger Working Group will be two (2) members of the senior management team each from RCDHU and NBPSDHU and three (3) Board of Health members each from RCDHU and NBPSDHU, with the respective Board of Health Chairpersons, and two (2) Members At Large from each health unit; and

Whereas, the terms of reference for the Joint Merger Working Group will be approved by the Working Group and will be shared with the Boards of Health for both Health Units within five (5) business days of the Terms of Reference being approved;

Therefore Be It Resolved, that this Board appoint, in addition to the Board of Health Chairperson, Marianne Stickland and Jamie Lowery, to the membership of the Joint Merger Working Group; and

Furthermore Be it Resolved, that should a Member at Large from the North Bay Parry Sound District Board of Health at any time resign from the Joint Merger Working Group, that this Board appoint a new Member at Large within ten (10) business days of the receipt of the notice of resignation.

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	X			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”

12.0 ADJOURNMENT

Having no further business, the Board of Health Chairperson adjourned the Board of Health meeting at 5.58 p.m.

Original signed by Rick Champagne *2024/04/17*

Chairperson/Vice-Chairperson Date (yyyy/mm/dd)

Original signed by Nelly Bothelo *2024/04/17*

Nelly Bothelo, Recorder Date (yyyy/mm/dd)

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, April 17, 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	Dave Wolfe
Central Appointee	Sara Inch
Central Appointee	Jamie Lowery (<i>Vice-Chairperson</i>)
Central Appointee	Maurice Switzer
Eastern Appointee	Rick Champagne (<i>Chairperson</i>)
Western Appointee	Jamie Restoule

Parry Sound District:

Northeastern Appointee	Blair Flowers
Southeastern Appointee	Marianne Stickland

REGRETS:

Central Appointee	Jamie McGarvey
Public Appointees:	Tim Sheppard
	Catherine Still

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Finance	Isabel Churcher
Executive Director, Corporate Services/Privacy Officer	Paul Massicotte
Executive Assistant, Executive Director's Office	Christine Neily

Recorder

Executive Assistant, Office of the MOH/EO	Nelly Bothelo
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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 called the meeting to order 5.02 p.m.

2.0 APROVAL OF THE AGENDA

The agenda for the April 17, 2024 Board of Health meeting was reviewed, and the following motion was read:

Board of Health Resolution #BOH/2024/04/01 *Wolfe/Switzer

Be It Resolved, that the Board of Health Agenda, dated April 17, 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 McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	R			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	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 – March 6, 2024

The minutes from the Board of Health meeting held on March 6, 2024, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2024/04/02 *Cook/Lowery

Be It Resolved, that the minutes from the Board of Health 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 McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	R			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	R		

“Carried”

4.2. Board of Health In Camera Minutes – March 6, 2024

The minutes from the Board of Health meeting held on March 6, 2024, were reviewed and the following motion was read:

Board of Health Resolution ##BOH/2024/04/03 *Cook/Lowery

Be It Resolved, that the in-camera minutes from the Board of Health meeting 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 McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	R			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	R		

“Carried”

4.3 Board of Health Minutes – March 11, 2024

The minutes from the Board of Health meeting held on March 11, 2024, were reviewed and the following motion was read:

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

Be It Resolved, that the minutes from the Board of Health meeting held on March 11, 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	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	R			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	R		

“Carried”

4.4. Board of Health In Camera Minutes – March 11, 2024

The minutes from the Board of Health meeting held on March 11, 2024, were reviewed and the following motion was read:

Board of Health Resolution ##BOH/2024/04/05 *Restoule/Wolfe

Be It Resolved, that the in-camera minutes from the Board of Health meeting on March 11, 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	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	R			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	R		

“Carried”

5.0 DATE OF NEXT MEETING

Date: April 24, 2024

Time: to be determined

Place: 345 Oak Street West, North Bay, Ontario

6.0 BUSINESS ARISING

There was nothing under Business Arising.

7.0 REPORT OF MEDICAL OFFICER OF HEALTH

No report of the Medical Officer of Health was prepared for this meeting.

8.0 BOARD COMMITTEE REPORT

There were no Committee Reports to bring forward.

9.0 CORRESPONDENCE

There was no Board of Health correspondence listed at this meeting.

10.0 NEW BUSINESS

10.1 Meeting Schedule 2024 – Revised

The following motion was read:

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

Whereas, that in accordance with Board of Health Bylaw Section II, #18, the Board of Health approved the regular meeting schedule for the year 2024, at the January 24, 2024, Board meeting, and subsequently revised at the April 17, 2024 Board of Health meeting; and

Whereas, revisions to the previously approved Board of Health meeting scheduled were required as follows:

DATE	MEETING	TIME
January 24 <i>*This date is carried over from the 2023 approved schedule: for information only</i>	<i>Board of Health Meeting</i>	5 – 7 p.m.
March 6	<i>Finance and Property Committee Board of Health</i>	5 – 7 p.m.
March 11	<i>Board of Health</i>	5 – 7 p.m.
April 17	<i>Board of Health</i>	5 – 7 p.m.
April 24	<i>Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health</i>	5 – 7 p.m.
June 26	<i>Finance and Property Committee Board of Health</i>	5 – 7 p.m.
September 25	<i>Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health</i>	5 – 7 p.m.
November 27	<i>Board of Health</i>	5 – 7 p.m.
December 4	<i>Finance and Property Committee Board of Health</i>	5 – 7 p.m.

DATE	MEETING	TIME
January 22, 2025	Finance and Property Committee Board of Health	5 – 7 p.m.

Now Therefore Be It Resolved, that in accordance with Section 18 of the Board of Health Bylaws that the Board of Health for the North Bay Parry Sound District Health Unit approve revisions to the 2024 Board of Health meeting schedule, 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	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	R			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	R		

“Carried”

11.0 IN CAMERA

11.1 A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

Board of Health Resolution #BOH/2024/04/07 *Cook/Lowery

Be It Resolved, that the Board of Health move in camera at 5.09 p.m. to discuss item #11.1. A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

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	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	R			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	R		

“Carried”

Sara Inch joined the session at 5.15 pm

At the close of the in camera session, the following motion was read:

Board of Health Resolution #BOH/2024/04/08 *Inch/Cook

Be It Resolved, that the Board of Health rise and report at 5.33 p.m.

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	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	R			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	R		

“Carried”

12.0 ADJOURNMENT

Having no further business, the Board of Health Chairperson adjourned the Board of Health meeting at 5.34 p.m.

Original signed by Rick Champagne

2024/04/24

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original signed by Nelly Bothelo

2024/04/24

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, March 6, 2024
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee	Karen Cook
Central Appointee	Dave Wolfe
Eastern Appointee	Rick Champagne
Western Appointee	Jamie Restoule
Western Appointee	Jamie McGarvey

Parry Sound District:

Northeastern Appointee	Blair Flowers
Southeastern Appointee	Marianne Stickland

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	Jamie Lowery
Central Appointee	Sara Inch
Central Appointee	Maurice Switzer

RECORDER:

Executive Assistant, Office of the MOH/EO	Nelly Bothelo
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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. Dr. Zimbalatti called the March 6, 2024 meeting to order at 5.01 p.m. and Land acknowledgment was provided.

2.0 ELECTIONS

Nominations for the Chairperson and Vice-Chairperson positions were requested electronically prior to the start of the Finance and Property Committee meeting. And no nominations were received.

2.1 Election of Chairperson

Nomination was received during the meeting from the floor and a final call for nominations was requested. The following motion was read:

Finance and Property Recommendation #FP/2024/03/01 *Champagne/Wolfe

Be It Resolved, that Marianne Stickland be elected Chairperson of the Finance and Property Committee for the North Bay Parry Sound District Health Unit for the year 2024.

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	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		
Jamie McGarvey	X			Catherine Still	X		

“Carried”

2.2 Election of Vice-Chairperson

Marianne Stickland assumed the role of Chairperson. Nomination was received during the meeting from the floor and a final call for nominations was requested. The following motion was read:

Finance and Property Recommendation #FP/2024/03/02 *Champagne/Restoule

Be It Resolved, that Jamie McGarvey be elected Vice-Chairperson of the Finance and Property Committee for the North Bay Parry Sound District Health Unit for the year 2024.

The recorded vote was as follows:

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

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

“Carried”

3.0 APPROVAL OF THE AGENDA

The following motion regarding the March 6, 2024 Finance and Property Committee agenda was read:

Finance and Property Recommendation #FP/2024/03/03 *Wolfe/Still

Be It Resolved, that the Finance and Property Committee agenda, dated March 6, 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			Marianne Stickland	X		
Blair Flowers	X			Maurice Switzer		R	
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		
Jamie McGarvey	X			Catherine Still	X		

“Carried”

4.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

5.0 PRESENTATION: AUDIT PLANNING REPORT

Mr. Derek D’Angelo from KPMG LLP joined the meeting to provide a presentation to Finance and Property Committee members related to the upcoming audit for the year 2024.

Areas covered in the audit planning presentation included audit quality, scope of the audit. Other areas highlighted were the audit strategy, risk assessment, key milestones and deliverables, independence and audit strategy.

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

Derek D’Angelo was thanked for the presentation and signed out of the meeting at 5:27 p.m.

6.0 APPROVAL OF PREVIOUS MINUTES

6.1 Finance and Property Committee Minutes – November 29, 2023

The minutes from the November 29, 2023, Finance and Property Committee meeting were presented.

The following motion was read:

Finance and Property Recommendation #FP/2024/03/04 *McGarvey/Champagne

Be It Resolved, that the minutes from the Finance and Property Committee meeting held on November 29, 2023, 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	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		
Jamie McGarvey	X			Catherine Still	X		

“Carried”

7.0 DATE OF NEXT MEETING

Date: April 24, 2024

Time: To be determined

Location: To be determined

8.0 BUSINESS ARISING

There was nothing brought forward under Business Arising.

9.0 NEW BUSINESS

9.1 Fourth Quarter Income Statements - December 31, 2023

The 2023 fourth quarter income statements report was provided for information purposes.

There were no questions or concerns noted.

9.2 Fourth Quarter Medical Officer of Health Expenses - September 1 to December 31, 2023

There were no questions or concerns noted.

10.0 IN CAMERA

There was nothing brought forward requiring a closed session.

11.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Finance and Property Committee meeting at 5.32 p.m.

Original signed by Marianne Stickland

2024/04/24

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original signed by Nelly Bothelo

2024/04/24

Nelly Bothelo, Recorder

Date (yyyy/mm/dd)

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
PERSONNEL POLICY, LABOUR/EMPLOYEE RELATIONS COMMITTEE OF THE BOARD OF HEALTH
MINUTES – August 16, 2023
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee	Karen Cook
Central Appointee	Jamie Lowery (<i>Chairperson</i>)
Central Appointee	Dave Wolfe
Eastern Appointee	Rick Champagne
Central Appointee	Maurice Switzer
Western Appointee	Jamie Restoule

Parry Sound District:

Northeastern Appointee	Blair Flowers
Western Appointee	Jamie McGarvey (<i>Vice-Chairperson</i>)

Public Appointees:

Tim Sheppard

ALSO IN ATTENDANCE:

Acting Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Human Resources	Josée Goulet
Management Administrative Assistant	Shelly Maki

REGRETS:

Central Appointee	Sara Inch
Southeastern Appointee	Marianne Stickland

RECORDER:

Executive Assistant, Office of the MOH/EO	Nelly Bothelo
---	---------------

1.0 CALL TO ORDER

The Personnel Policy, Labour/Employee Relations 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.

Jamie Lowery, Personal Policy, Labour/Employee Relations Committee, called the August 16, 2023, Personnel Policy, Labour/Employee Relations Committee meeting to order at 5:02 p.m.

Land acknowledgment given.

2.0 APPROVAL OF THE AGENDA

The following motion regarding the August 16, 2023, Personnel Policy, Labour/Employee Relations Committee agenda was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/08/01 * Champagne/Wolfe

Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee agenda for August 16, 2023, be approved.

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	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	A		
Tim Sheppard	X			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X						

“Carried”

3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

4.0 APPROVAL OF PREVIOUS MINUTES

4.1 Personnel Policy, Labour/Employee Relations Committee – June 28, 2023

The minutes from the June 28, 2023, Personnel Policy, Labour/Employee Relations Committee meeting were presented.

The following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/08/02 *Flowers/Cook

Be It Resolved, that the minutes from the Personnel Policy, Labour/Employee Relations Committee meeting held on June 28, 2023 be approved as presented.

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	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	A		
Tim Sheppard	X			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X						

"Carried"

4.2 Personnel Policy, Labour/Employee Relations Committee – June 28, 2023 – In Camera

The minutes from the June 28, 2023, Personnel Policy, Labour/Employee Relations Committee in camera meeting were presented.

The following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/08/03 *Cook/Champagne

Be It Resolved, that the minutes from the Personnel Policy, Labour/Employee Relations Committee in camera meeting held on June 28, 2023, be approved as presented.

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	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	A		
Tim Sheppard	X			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X						

"Carried"

5.0 DATE OF NEXT MEETING

Date: To be determined

Time: To be determined

Location: To be determined

6.0 BUSINESS ARISING

There were no agenda items under Business Arising.

7.0 IN CAMERA

7.1 Personal Matter About an Identifiable Individual

Dr. Zimbalatti left the meeting at 5:08 p.m.

The following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation **#PPLER/2023/08/04 *Wolfe/Switzer**

Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee move in camera at 5:07 p.m. to discuss agenda item 7.1, Personal Matter About an Identifiable Individual.

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	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	A		
Tim Sheppard	X			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X						

“Carried”

Personnel Policy, Labour/Employee Relations Committee Recommendation **#PPLER/2023/08/05 *Champagne/Switzer**

Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee rise and report at 5:51 p.m.

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

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

“Carried”

Dr. Zimbalatti returned to the meeting at 5:53 p.m.

Upon rising and reporting, the following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/08/06 *Wolfe/Flowers

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 at the Board of Health meeting held on April 26, 2023, and

Whereas, An Employment Contract needs to be negotiated between the Health Unit and Dr. Carol Zimbalatti in the position of Medical Officer of Health/Executive Officer, and

Whereas, The ad hoc committee of the Board of Health called "Employment Contract Negotiations - Medical Officer of Health/Executive Officer" was created to negotiate an Employment Contract between the Health Unit and Dr. Carol Zimbalatti.

Therefore Be it Resolved, That the Personnel Policy, Labour/Employee Relations Committee recommends that the Board of Health approves the Employment Contract between the Health Unit and Dr. Carol Zimbalatti including an amendment in Article 18.

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

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

"Carried"

8.0 NEW BUSINESS

There was nothing brought forward under New Business.

9.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Personnel Policy, Labour/Employee Relations Committee meeting at 5:55 p.m.

Original signed by Jamie Lowery

2024/04/24

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original signed by Nelly Bothelo

2024/04/24

Nelly Bothelo, Recorder

Date (yyyy/mm/dd)

Township of McKellar Public Library Board Meeting Minutes

March 25, 2024 @ 7:00 p.m. via Zoom

1. Welcome and roll call:

The meeting was called to order at 7:02 p.m. and our Secretary took attendance.

PRESENT: Debbie Woods (Chair), Terri Short (CEO/Librarian/Treasurer) (via zoom), Debbie Zulak (Council), Lynne Aylsworth (Secretary), Jeanette Clements

REGRETS: Dianne Thompson

GUEST(S): Saira Manek

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: NONE

4. Approval of the Agenda:

Motion #2024:24

That we the Township of McKellar Public Library Board move to approve and accept the March 25, 2024 Agenda as circulated to all members prior to our meeting.

Moved by Jeanette Clements, Seconded by Debbie Zulak

Carried

5. 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 and upcoming training sessions for social media platforms.

The CEO advised that Jansz Interiors will be renovating the kitchen in the Community Centre.

The kitchen will be closed from April 13, 2024 until May 27, 2024 and the cooking classes that are scheduled will have to be cancelled and rescheduled.

6. Council's Remarks/questions:

Debbie Zulak, Councillor also confirmed that the kitchen will be renovated by Jansz Interiors and renovations commence on April 13, 2024.

The Council's second budget meeting is on Thursday, March 28, 2024.

We were also informed that we would be allowed to install a bulletin board next to the one that hangs in the hall going to the Evelyn Watkins Moore Heritage Museum and Post Office in order for the library to advertise all upcoming events.

Debbie also advised the Mayor and Council to advise the library if they hear of anyone who would like to hold a workshop.

7. Consent Agenda:

Motion #2024:25

That we the Township of McKellar Public Library Board move to approve and accept the March 25, 2024 Consent Agenda, as circulated to all board members prior to this meeting.

Moved by Jeanette Clements, Seconded by Debbie Zulak ***Carried***

8. Business arising from the minutes:

a. 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 to all board members.

b. Other – Library Hours

The CEO presented the board with the new hours for the library to be open and the board held a discussion regarding same and we all agreed to change the hours.

These new hours will commence on April 1, 2024 and will be posted on the Library's website and the electronic sign outside on the boulevard near Hwy. 124. New signs will also be ordered and posted at the library.

Motion #2024:26

That we the Township of McKellar Public Library Board move to approve and accept the new library hours as proposed to us by the CEO.

Moved by Lynne Aylsworth, Seconded by Jeanette Clements

Carried

9. Business:

a. Monitoring the progress of our Strategic Plan: Reno update:

The Chair shared our Strategic Plan for our guest to see and explained what we have been doing and how much we have accomplished to date.

A discussion took place regarding our collections and expanding our e-book collections.

We have received the Cricut for our new Makerspace and we discussed different ideas about holding workshop(s) for this new crafting machine.

We also discussed hiring Jansz Interiors to make our countertop for the new Makerspace and it should be completed in a couple of weeks.

The Chair also created a letter addressed to the local libraries from Sundridge to Sequin to inquire as to whether they would be interested in a Library Tour. Our Board is arranging a date to go together and visit these libraries to see what they are offering to their communities.

Motion #2024:27

That we the Township of McKellar Public Library Board move to authorize our Chair to send the letter to the CEO 's of the Libraries located in Sundridge, Burks Falls, Magnetawan, Whitestone, Parry Sound and Sequin to ask if they are interested in a Library Tour.

Moved by Lynne Aylsworth, Seconded by Debbie Zulak

Carried

Motion #2024:28

That we the Township of McKellar Public Library Board move to hire Jansz Interiors to make our countertops for the Makerspace at a cost of \$750.00.

Moved by Debbie Zulak, Seconded by Jeanette Clements

Carried

A discussion took place with respect to the cost of purchasing a new bookcase to hold our S.T.E.A.M. Kits and new tables for the computers that will fit better in our library space and we will still be within our budget.

We also discussed gifting the old children's table and chairs to the Lynne Campbell, Assistant Librarian. Our board will inquire with our OLS Consultant to confirm that this is acceptable within the library by-laws.

Motion #2024:29

That we the Township of McKellar Public Library Board move to gift the discarded children’s table and chairs to our Assistant Librarian, Lynne Campbell, , pending confirmation from Jesse Roberts, our OLS Consultant.

Moved by Debbie Zulak, Seconded by Jeanette Clements

Carried

b. Policy Review/Update: GOV-08 – Board CEO Partnership and GOV-09 – Board Evaluation

A discussion took place with respect to both of the above-noted Policies and there are no changes to be made, except for the last review and next year of review dates.

c. Report on Board Members’ Advocacy activities:

Ideas for Agricultural Society partnership:

Our Chair sent a letter to a member of the Agricultural Society and is waiting for their response.

A discussion took place regarding our Grand Revitalization Opening Party, which will be held on Saturday, June 29, 2024 from 10:00 a.m. until 2:00 p.m..

We have scheduled a separate board meeting to be held on Monday, April 8, 2024 at 10:00 a.m. to discuss our plans and share ideas for our party.

d. Other Business: NONE

10. Announcements: NONE

11. Next Meetings:

“Special Extra Meeting” – Discussion about Library Renovations and Grand Opening Party:

Monday, April 8, 2024 at 10:00 a.m. in Library

Regular Board Meeting:

Monday, April 29, 2024 – 7:00 p.m. until 9:00 p.m. – Library

We chatted with our guest to give her an understanding as to how the Board works and how our meetings are typically run each month and how she would apply to be a board member if she was interested in joining before adjourning our meeting.

We thanked her for attending and advised that she is more than welcome to attend our next regular board meeting to sit in and listen again.

12. Adjournment:

Motion #2024:30

That we the Township of McKellar Public Library Board move to adjourn this meeting at 8:43 p.m..

Moved by Lynne Aylsworth

Carried

Debbie Woods, Chair

Date Signed:

Date Approved:

Lynne Aylsworth, Secretary

Date Signed:

“CREATING OUR FUTURE TOGETHER”
Township of McKellar Public Library Board Meeting Minutes
“Special Extra Meeting” – Library Revitalization and Grand Opening Party
April 8, 2024 @ 10:00 a.m. at McKellar Public Library

1. Welcome and roll call:

The meeting was called to order at 10:05 a.m. and attendance was taken.

PRESENT: Debbie Woods (Chair), Terri Short (CEO/Librarian/Treasurer), Dianne Thompson (Vice-President), Debbie Zulak (Council), Lynne Aylsworth (Secretary)
Jeanette Clements (arrived at 10:27 a.m.)

REGRETS: NONE

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: NONE

4. Approval of the Agenda:

Motion #2024:31

That we the Township of McKellar Public Library Board move to approve and accept the April 8, 2024 Agenda as circulated to all members prior to our meeting.

Moved by Lynne Aylsworth, Seconded by Debbie Zulak

Carried

5. Business:

a. Planning our Grand Re-Opening:

**Please join us in Celebrating
McKellar Public Library’s Revitalization “Grand Re-Opening”
Saturday, June 29, 2024
10:00 a.m. until 2:00 p.m.**

Tell anyone and everyone to “Save the Date”.

We discussed our Celebration plans, including the usual party details of decorating, refreshments but mainly focusing on how to highlight the Library’s array of new items for everyone. The event will feature speeches, a ribbon cutting ceremony, a demonstration of our cutting-edge Cricut crafting machines, as well as engaging craft activities for children and more.

Our invitation will soon be available for pick up at the Library, posted on our website, Facebook page, displayed on the Community bulletin boards around the Township and emailed to our approved contact list.

Our discussion also included the different workshops that will be offered in the future.

b. Policy Review/Update: OP-18 – Procurement of goods and services

Our Chair provided us with an updated copy of OP-18 highlighting the changes in red prior to our meeting and a discussion took place regarding the new updates.

Our Chair provided us with an updated copy of OP-18 highlighting the changes in red prior to our meeting and a discussion took place regarding the new updates.

Motion #2024:32

That we the Township of McKellar Public Library Board move to accept and adopt the revisions to Policy OP-18 – Procurement of Goods and Services as per our discussion.

Moved by Dianne Thompson, Seconded by Jeanette Clements

Carried

c. The Cricut!

The brand new cutting-edge Cricut crafting machine was delivered and we all unpacked our new purchase together. We also purchased some great accessories/crafting tools. We are excited to be able to offer this new crafting machine to our community and we look forward to our workshops and see the beautiful creations that are made.

d. Other Business:

We reached out to local businesses to ask if they would display our Newsletters to help promote the Library and let the community know what events are taking place. We will get an update at our next meeting.

6. Announcements: NONE

7. Next Regular Meeting:

Monday, April 29, 2024 at 7:00 p.m. in Library

8. Adjournment:

Motion #2024:33

That we the Township of McKellar Public Library Board move to adjourn this meeting at 11:19 a.m..

Moved by Debbie Zulak

Carried

Debbie Woods, Chair

Date Signed:

Date Approved:

Lynne Aylsworth, Secretary

Date Signed:



Township of McKellar Staff Report

Prepared for: Mayor & Council

Department: Fire Department

Agenda Date: May 7, 2024

Report No: FD-2024-08

Subject: Month End Status Updates April 2024

For the month of April 2024, the Township of McKellar Fire Department responded to a total of 7 calls consisting of:

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

Apparatus and Equipment:

Rescue 2 has had a battery issue requiring the replacement of the auxiliary battery system, this is a maintenance which can be handled in house and is being looked after. Rescue 1 is in que for repairs at Buchan's, the costs of which are fully covered by the at fault insurance. As referenced in a memo to council, all efforts are being made to minimize the potential impacts to service by losing our busiest response vehicle for a short period of time.

Personnel and Training:

Our single firefighter taking part in this years West Parry Sound Recruit Training Program will be completing his final exam on May 4, the entire fire department would like to thank him for his efforts and praise his commitment for the success he has had to date. We are very confident that he will come out of this successful and ready to tackle the FireFighter 2 training we will be putting all of our recruits from the past 2 years through in the fall. This is a continuation of our commitment to provide the best service for our residents tax dollars and achieve our stated goal of providing Interior firefighting services with technical rescue by the provincial certification deadline.

In April we held interviews with four individuals from our department applying for the role of Deputy Chief. It cannot be stated any other way, except to say that the quality of talent that has come through the door for this opportunity was absolutely fantastic. Every candidate would be capable of helping to lead this townships fire services in a direction that provides a very positive, professional volunteer service for our ratepayers. Final decisions on the successful candidate are being made as we speak and we look forward to introducing them at a council meeting in the near future.

Firefighter recruitment has been slow, but 2 individuals have come forward expressing interest in joining our ranks. They will be hopefully following through on their stated interest and be proceeding with the application process. McKellar Fire is actively looking for interested individuals who would like to help protect their community and make some great friends and memories in the process. Recruitment is often difficult, but we hope that over the next warmer

months we will be able to increase our public exposure and drum up some more interest from those interested in potentially joining the department.

Health and Safety:

McKellar Fire is proud to announce a proactive partnership with the Whitestone Nursing Station to the benefit of our valued responders. Firefighters risk of being diagnosed with cancers, even in the volunteer forces, is 9% higher than that of the general population, and their risk of dying from it is 14% greater than that of the general population. Exposures don't only have to come from the calls that we respond to, but also the gear that we use to protect ourselves. While nothing is available at this time to address the risks of PFAS exposure in bunker gear, efforts can be made to limit exposure (use of coveralls for some calls instead of always wearing bunker gear, and proper cleaning of persons and equipment). The proactive partnership will offer the ability for our firefighters who do not have a family physician the opportunity to book a "Firefighter Physical" with staff at the nursing center, and undergo a prescribed battery of tests including ECG, blood work, and physical exam all identified by the province and professional fire associations as instrumental in the early detection and treatment of the long list of cancers included in the firefighter presumptive cancer legislation (see attached). Responders who do have a family physician will have full access to all of our supporting information to present to their own health care provider. This program has been enacted to support our exposure reporting and tracking documentation which we introduced last year. We rely a lot on our responders here in McKellar, and this is an important way that we can help to protect our protectors. (There is no charge for this service)

Fire Prevention:

New FDR signs have been received and plans have been made for the placement of the four new signs at key areas of exposure in the township. These signs have undergone a slight redesign from the established version to include reference to the location of our burning bylaw.

The electronic permit issuing and communication platform is no longer being pursued by McKellar fire. A reexamination of available platforms will be looked at periodically should a more desirable system become available.

A new Facebook page has been launched in an effort to increase the availability of fire safety, prevention, and bylaw information. This will hopefully give us a more effective podium with which to accurately disseminate public safety information, increasing reach and availability. It will also increase our ability to showcase our responders, their commitment to skills and public service. Another convenient feature of our Facebook page is that residents will have the ability to book Home Safe Home McKellar appointments directly by pushing the "Book Now" button, and selecting a time to take advantage of this fantastic public safety service which we make available to them.

Buildings and other assets:

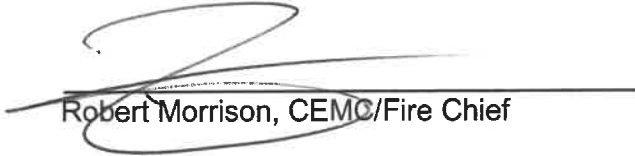
With councils blessing, an RFP has been prepared for release to address the rejuvenation of the exterior of Fire Station 2. The proposed goal is to have the contract awarded at the first council meeting in June.

A new to us program of using a procurement service is currently being researched for its potential benefits, a full report to council will be forthcoming should the research find positive results.

As promised, the draft McKellar CRA was delivered to council for comment. The intention is to have any requested edits in place and have council adopt the document at the May 21 meeting. Post adoption, the Fire Chief will begin the work of delivering a Community Risk Reduction Plan, as well as a 10 year Fire Master Plan (including asset management), enabling council the ability to forecast future budgetary commitments and service level decisions they wish to make for the township. These documents will be delivered in 2025.

Respectfully submitted by:

Reviewed by:



Robert Morrison, CEMC/Fire Chief



Ina Watkinson, Clerk/Administrator

Attachments: Appendix B – Fire Fighter Medical Examination



APPENDIX B FIRE FIGHTER MEDICAL EXAMINATION

Dear Medical Provider,

The following medical examination is based on the unique risks and adverse working environments that fire fighters face daily. It allows for early detection of diseases and illnesses associated with the occupation of firefighting. There have been varying recommendations on the intervals of medical assessments usually based on an individual's age. However, the value of providing annual medical assessments for uniformed personnel within a high-risk occupation has been determined to be medically significant. It is cost-effective based on a history of saving members' lives through early intervention. An appropriate annual medical assessment for a fire fighter should include:

MEDICAL HISTORY QUESTIONNAIRE

A medical history questionnaire to establish a baseline before starting work as a fire fighter and/or a periodic medical history to provide follow-up information and identify changes in health status must be completed during each medical assessment.

HANDS-ON PHYSICAL EXAMINATION

- Vital Signs** — Height, weight, blood pressure, temperature, heart rate and respiratory rate
- HEENT** — Head, Eyes, Ears, Nose, and Throat
- Neck** — Major vessels, lymph nodes, abnormal masses, gland enlargement
- Cardiovascular** — Inspection, auscultation
- Pulmonary** — Inspection, auscultation
- Gastrointestinal** — Inspection, auscultation, percussion and palpation
- Genitourinary** — Hernia exam and, as indicated, testicular or gyn exam
- Lymph Nodes**
- Neurological** — General mental status, cranial nerve, peripheral nerves, motor, sensory, reflexes
- Mental Status Exam** — orientation, memory, and judgement
- Musculoskeletal** — Overall assessment of range of motion (ROM) of all joints
- Skin** — Inspect for color, vascularity, lesions, and edema

BODY COMPOSITION

Excess body fat increases the workload and amplifies heat stress by preventing the efficient dissipation of heat when a person exercises. In addition, added body fat elevates the energy cost of weight-dependent tasks such as climbing ladders and walking up stairs, also contributing to injuries and an increased risk of many chronic diseases.

- Body Fat Percentage**— skinfold measurement
- Body Fat Distribution**— waist circumference

BLOOD ANALYSIS

Blood and urine testing should be conducted at baseline and at a minimum of every three years to the age of 40 and annually thereafter. Prior to age 40, this testing should be performed more frequently as a function of age, disease, risk factors and specific occupational exposures. Follow-up abnormal lab results as clinically appropriate. The following are components of the blood analysis. At a minimum, laboratory services must provide these components in their automated chemistry panel (aka SMA-C 20) and complete blood count (CBC) protocols.

- CBC with Differential**
- Liver Enzymes and Function Tests**
 - SGOT/AST
 - SGPT/ALT
 - LDH
 - Alkaline Phosphatase
 - Bilirubin
 - Albumin
- Glucose**
- Creatinine**
- Glomerular Filtration Rate (eGFR)**
- Blood Urea Nitrogen**
- Sodium**
- Potassium**
- Carbon Dioxide (bicarbonate)**
- Total Protein**
- Calcium**
- Cholesterol**

- Total Cholesterol
- Low Density Lipoprotein (LDL—C)
- High Density Lipoprotein (HDL—C)
- Total Cholesterol/HDL Ratio
- Triglycerides

HEAVY METAL AND SPECIAL EXPOSURE SCREENING

Baseline testing for heavy metals and special exposures may be performed under special circumstances and as indicated by regulations and OSHA standards. Examples include:

- Urine screen for arsenic, mercury and cadmium
- Blood screen for lead and zinc protoporphyrin

URINALYSIS

- Dip stick and microscopic

VISION TESTS

Assessment of vision must include evaluation of distance, near, peripheral, and color vision using color plates. Evaluate both corrected and uncorrected vision and each eye separately. Evaluate for common visual disorders.

HEARING EVALUATION

Uniformed personnel are at increased risk for noise-induced hearing impairment at an earlier age. A pure tone audiometric exam should be performed; hearing aids cannot be worn during the exam. For the purposes of data collection, the following frequencies are tested: 500 Hz, 1000 Hz, 2000 Hz, 3000 Hz, 4000 Hz, 6000 Hz and 8000 Hz.

PULMONARY EVALUATION (SPIROMETRY)

FVC, FEV₁, FEV₁/FVC Ratio

CHEST X-RAY

A baseline chest X-ray is required.

AEROBIC/CARDIOVASCULAR EVALUATION

A resting 12-lead ECG shall be performed at baseline,

annually starting at age forty, and when clinically indicated. Before the age of 40, annual resting ECG testing for coronary artery disease and other cardiovascular diseases is of limited value (AHA & USPSTF guidelines); however, when evaluating a symptomatic fire fighter, a recent ECG for comparison is useful.

Asymptomatic uniformed personnel ≥ 40 years of age with no atherosclerotic cardiovascular disease (ASCVD) shall be assessed annually using the 10-year Heart Risk Calculator created by the American College of Cardiology/American Heart Association (ACC/AHA) (<http://tools.acc.org/ascvd-risk-estimator/>) and the Framingham heart risk table for 2 year risk (<https://www.framinghamheartstudy.org/risk-functions/coronary-heart-disease/2-year-risk.php>).

Those personnel assessed as having intermediate risk (defined as 2 to < 4 percent risk of ASCVD over the next 2 years or 10 < 20% risk of ASCVD over the next 10 years) should be evaluated with symptom-limiting exercise stress testing to at least 12 METs, with or without imaging, using a validated exercise testing protocol.

Asymptomatic fire fighters younger than 40 years of age known to be at high risk for ASCVD should also be assessed for coronary artery disease.

Testing may be done with or without imaging. When selecting imaging options, physicians should be aware of the large prevalence of left ventricular hypertrophy in fire fighters who experience on-duty cardiovascular deaths. Given that left ventricular hypertrophy is of greater concern in younger fire fighters and ischemic heart disease is of greater concern in older fire fighters, when stress imaging is ordered, consideration should be given to echocardiography stress testing in younger fire fighters and nuclear stress testing in older fire fighters.

Negative stress tests should be repeated at least every 2 to 5 years or as clinically indicated.

Those uniformed personnel assessed as being at high risk (defined as ≥ 4 percent risk over the next 2 years or ≥ 20 percent risk over the next 10 years) should be referred to a cardiologist for further evaluation and treatment.

ONCOLOGY SCREENING ELEMENTS

- Lung cancer— low-dose computed tomography (LDCT) annually on fire fighters over the age of 55 who have a 30 pack-year smoking history and currently smoke or have quit within the past 15 years
- Skin cancer— skin exam
- Breast cancer— mammogram every two years after age 40 and annually after age 50

- ❑ Cervical Cancer — pap smear every 3 years for ages 21 to 65 or, in those ages 30 to 65 who want to lengthen the screening interval, a pap smear with HPV testing every 5 years.
- ❑ Testicular cancer — testicular exam at baseline by a healthcare provider followed by routine self — examination
- ❑ Prostate cancer — male uniformed personnel shall be offered a discussion regarding Prostate Specific Antigen (PSA) testing at age 50. Male uniformed personnel who are considered to be at increased risk for prostate cancer shall be offered a discussion regarding PSA testing starting at age 40.
- ❑ Colorectal cancer — health care providers should discuss the possible increased risk of colorectal cancer resulting from occupational exposures along with the risks and benefits of initiating screening at age 40 in fire fighters. If the fire fighter decides to start screening at age 40, fecal occult blood testing (FOBT) is the method recommended for use as it has the lowest risk for adverse patient events and is the most cost effective. For ages 50–75, any of the following may be used:
 - ❑ Annual screening with high-sensitivity fecal occult blood testing
 - ❑ Sigmoidoscopy every 5 years, with high sensitivity fecal occult blood testing every 3 years
 - ❑ Screening colonoscopy every 10 years
- ❑ Bladder Cancer — monitor for hematuria during annual urine testing.
- ❑ Thyroid cancer — annual exam for palpable nodules
- ❑ Oral Cancer — annual mouth and throat exam

SLEEP DISTURBANCE

Screening for sleep disorders in the fire fighters' annual medical evaluation using a validated questionnaire such as the Berlin sleep questionnaire, Epworth Sleepiness Scale or BME. Fire fighters with a high index of suspicion should be referred to a specialist for diagnostic sleep studies.

IMMUNIZATIONS AND INFECTIOUS DISEASE SCREENING

- ❑ Uniformed personnel should receive or have documentation of having received the following vaccinations:
 - ❑ Hepatitis A Virus (HAV)
 - ❑ Hepatitis B Virus (HBV)

- ❑ Tetanus/Diphtheria/Pertussis (Tdap)/Tetanus/Diphtheria (Td) — Substitute Tdap for Td once, then Td booster every 10 years
- ❑ Influenza (annual)
- ❑ Measles, Mumps, Rubella (MMR) — two doses if serum titers are negative
- ❑ Polio
- ❑ Human Papilloma Virus (HPV) — up to age 26
- ❑ Varicella

Screenings

- ❑ Hepatitis C Virus
- ❑ Tuberculosis (TB)
- ❑ Human Immune Deficiency Virus (HIV)

OCCUPATIONAL STRESS AWARENESS CONSULTATION

An assessment for the heightened risks of stress associated with occupational exposures related to fire fighting and emergency medical services work using a validated questionnaire to assess for occupational stress such as the Primary Care PTSD Screen for DSM-5 (PC-PTSD-5) for post-traumatic stress, the Primary Care Evaluation of Mental Disorders Patient Health Questionnaire (PRIME-MD PHQ2 and PHQ 9) for depressive disorders, and the CAGE-AID questionnaire to capture symptoms of potential alcohol and substance abuse. Fire fighters with a high index of suspicion must be referred to a licensed behavioral health specialist trained to recognize and treat stress-related and/or behavioral health disorders in fire fighters and first responders as indicated.

INDIVIDUALIZED HEALTH RISK APPRAISAL

Written feedback to uniformed personnel concerning health risks and health status is required following the annual examination. Reporting findings and risks and suggesting plans for modifying risks improves the physician—patient relationship and helps uniformed personnel claim ownership of their health status. Individualized health risk appraisals also must include questions that attempt to accurately measure the uniformed personnel's perception of their health. Health perception can be a useful indicator of potential problems.



Township of McKellar

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

Phone: (705) 389-2842

Fax: (705) 389-1244

Addendum 1

April 19, 2024

Request for Quotation

The Township of McKellar is requesting quotations for the following culverts and couplers. Please email your quotation to clerk@mckellar.ca by **Tuesday, April 30, 2024 at 1:00 p.m.**

Quantity	Thickness	Diameter	Length	Price
Couplers				
16		375mm	300mm	W/C
4		400mm	300mm	N/C
Total (excluding applicable taxes)				
Plastic HDPE, smooth interior wall, 320kPa (Boss 2000 or approved equal)				
20		375mm	6m	7152.00
4		450mm	6m	2037.84
Total (excluding applicable taxes)				9189.84
Delivery Charge				INCLUDED
TOTAL (excluding applicable taxes)				10,384.52

If you have any questions, please contact Clerk/Administrator, Ina Watkinson.

From

Company:

ARMTEC LTD

Telephone:

705-692-7007

Authorized by:

DANNY GAUTHIER
(print name)

Signature:

Danny Gauthier

Sincerely,

Ina Watkinson
Clerk/Administrator
(705) 389-2842
clerk@mckellar.ca



TERMS AND CONDITIONS OF SALE

Between Armtec (the "Seller") and Purchaser or Dealer, Builder or Buyer specified on the front hereof (the "Buyer") in connection with the sale of the Seller's material, product and services (collectively, the "Goods"). All orders with the Seller are subjected to the following terms and conditions (the "Terms and Conditions") as may be amended by the Seller from time to time in its sole discretion. By placing an order with the Seller the Buyer will be deemed to have accepted and agreed to be bound by the Terms and Conditions.

ACCEPTANCE. These Terms and Conditions shall govern the Seller's furnishing of all Goods identified in the applicable Quotation of the Seller ("Quotation") issued to the Buyer. While the Seller may acknowledge receipt of a purchase order or any other form or purchase documentation issued by a Buyer by signing and returning it, any terms and conditions in any specific order or purchase documentation used or provided by the Buyer, pre-printed or otherwise, shall be inapplicable and shall not modify these Terms and Conditions.

QUOTATIONS AND PRICES. A Quotation shall expire at the end of the period identified in the Quotation or, if none is stated the Quotation shall expire thirty (30) days from the date of issuance. The Seller's prices exclude, and the Buyer shall pay, in addition to the price of any Goods purchased from the Seller, any and all taxes or like charges which may be imposed by Canadian federal, provincial or municipal authorities on the sale or purchase of such Goods. The terms of payment are as determined by the Seller's Credit Department and as set out on the order acknowledgment.

LIMITED WARRANTIES. The Seller warrants that it can convey good title to the Goods sold under this Quotation and that such Goods are free of liens and encumbrances. The Seller warrants that any Goods sold under a Quotation that are manufactured by the Seller shall be free from any defect due to materials or workmanship for a period of one (1) year after the date of delivery. The Seller does not make, and expressly disclaims, any warranties, expressed or implied, with respect to Goods sold hereunder which are misused, abused, incorrectly unloaded or incorrectly installed. In no event will the Seller be liable or responsible for any defect in the Goods caused by improper installation or poor site conditions (e.g. dents, scrapes, coating damage, misalignment of pipe, deflection, localized bucking) on the part of the Buyer.

THE SELLER DOES NOT MAKE, AND EXPRESSLY DISCLAIMS, WITHOUT LIMITATION, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED UNDER ANY "SALE OF GOODS" LEGISLATION OR OTHERWISE, OF ANY KIND, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, AND THOSE WARRANTIES ALLEGEDLY ARISING FROM ANY TRADE USAGE OR FROM ANY COURSE OF DEALING OR PERFORMANCE, ETC.

BUYER REPRESENTATION AND WARRANTY. The Buyer warrants that it has not relied on any representation made by the Seller which has not been stated expressly in writing or upon any descriptions, illustration or specifications contained in any marketing or other publicity material produced by the Seller. Further, the Buyer acknowledges that to the extent the Seller has made any representation which is not otherwise expressly stated in writing, the Buyer has been provided with an opportunity to independently verify the accuracy of any such representation.

LIMITATION OF LIABILITY. The Seller's sole liability to the Buyer shall be, in the sole discretion of the Seller, to REPAIR or REPLACE such part(s) in respect of the Goods that are shown to satisfaction of the Seller to be defective in material, quality or workmanship in accordance with these Terms and Conditions, or, to allow credit to the Buyer at the sole option of the Seller.

IN NO EVENT SHALL THE SELLER BE LIABLE TO THE BUYER FOR ANY BODILY INJURY OR PROPERTY DAMAGE, OR ANY OTHER LOSS, DAMAGE, COST OF REPAIRS OR REPLACEMENT, OR INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL, CONSEQUENTIAL OR LIQUIDATED DAMAGES INCURRED BY THE BUYER, INCLUDING WITHOUT

LIMITATION, DAMAGES FOR LOST BUSINESS OR PROFITS, WHETHER BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), INDEMNITY, CONTRIBUTION, STRICT LIABILITY OR ANY OTHER CAUSE OF ACTION, ARISING OUT OF OR IN CONNECTION WITH THE DESIGN, MANUFACTURE, SALE, TRANSPORTATION, INSTALLATION, USE OR REPAIR OF THE GOODS SOLD BY THE SELLER. THE SELLER'S TOTAL LIABILITY, IF ANY, ARISING OUT OF OR IN CONNECTION WITH THE GOODS SOLD UNDER THESE TERMS AND CONDITIONS, FOR CLAIM(S) OF ANY NATURE, SHALL IN NO EVENT EXCEED THE PURCHASE PRICE OF THE GOODS RELATED TO THE CLAIM. THE LIMITATION OR EXCLUSION OF WARRANTIES, REMEDIES, DAMAGES OR LIABILITIES SET FORTH ABOVE ARE INTENDED TO APPLY TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.

LIMITATION OF BUYER'S REMEDIES AND SELLER'S LIABILITY FOR FAILURE OR DELAY IN DELIVERY. NO DELIVERY DATES ARE GUARANTEED BY THE SELLER. All promises as to the date of shipment and delivery are made in good faith by the Seller and as an estimate only. THE BUYER'S SOLE AND EXCLUSIVE REMEDIES AND SELLER'S ONLY LIABILITY FOR ANY DELAY IN DELIVERY SHALL BE LIMITED AS SET FORTH IN THESE TERMS AND CONDITIONS.

CLAIMS AND HOLDBACKS. Under no circumstances will the Seller accept back charges, claims and holdbacks unless otherwise authorized in writing by the Seller in advance.

FORCE MAJEURE Notwithstanding any provision herein to the contrary, the Seller shall not be deemed to have defaulted under or breached these Terms and Conditions for failure or delay in fulfilling or performing any term or provision of these Terms and Conditions when such failure or delay is caused by any of the following: fire; flood; accident; explosion; equipment or machinery breakdown not related to the Seller's negligence; sabotage; strike or any labor disturbance (regardless of the reasonableness of the demands of labor); civil commotions; riots; invasions; wars (present or future); epidemics or pandemics (present or future); acts, restraints, requisitions, regulations or directions of any Governmental authority, including without limitation, any bulletin, notice or public health communication related to any disease, virus or other biological or physical agent which may be detrimental to human health in any way; voluntary or mandatory compliance by the Seller with any request of any Governmental authority; shortage of labor, fuel, power or raw materials; inability to obtain supplies; failures of normal sources of supplies; inability to obtain or delays of transportation facilities; any act of God; any act or omission of the Purchaser/Buyer (insofar as the Seller or the transactions or arrangements contemplated by these Terms and Conditions are concerned); or any other cause or circumstance beyond the Seller's reasonable control, whether similar or dissimilar to any of the foregoing. Any such causes of delay even though existing on the date of order or on the date of starting of manufacture shall extend the time of the Seller's performance by the length of delays occasioned thereby, including delays reasonably incidental to the resumption of normal procedures.

BUYER'S CANCELLATION. Upon written notice, the Buyer has the right to terminate the agreement formed by the Buyer's acceptance of a Quotation (an "Agreement") in whole or in part. In the event of cancellation, the Seller shall cease work upon receipt of written notice from the Buyer and the Buyer shall be liable for all completed work to that date at the price specified in the particular Quotation. Any partially completed work by the Seller, including raw material, shall be payable by the Buyer to the Seller at a reasonable rate and profit to be determined by the Seller in its discretion, but in no event shall exceed the applicable

Quotation price.

SELLER'S CANCELLATION OR DELAYED SHIPPING. Upon written notice to the Buyer, the Seller has the right to terminate an Agreement outright or to delay the shipping of any Goods forthwith, at the Seller's sole option, if the Buyer's account with the Seller is in arrears.

DESIGN & STANDARDS. It is the Buyer's sole responsibility to ensure that any Goods commissioned by the Buyer are independently designed and verified by a qualified engineer and are suitable for the Buyer's intended application. The Buyer represents, warrants and confirms to the Seller that it has not relied in any aspect of any written or oral statements from Seller in connection with the design, installation, or use of the Goods. If the Seller provides any design and installation guidelines or any specifications whatsoever in respect of the Goods, all Goods supplied by the Seller in connection therewith shall conform to the specifications and parameters requested by the Buyer; any onsite modifications, changes in site conditions, changes in design requirements or specifications are done at the sole risk of the Buyer. Unless otherwise expressly agreed upon in writing by the Seller, all Goods shall be subject to the Seller's standard specifications, manufacturing variations, and tolerances.

Without limiting the foregoing, for MultiPlate and BridgePlate structure Goods, whether purchased from or designed by the Seller or parties other than the Seller, it is the Buyer's responsibility to ensure that all components of any MultiPlate and BridgePlate structures purchased fit together and can be assembled by the Buyer on site based on the combination of thickness, radius and shape of the components ("Constructible"). For certainty, the Seller is not responsible for ensuring that the MultiPlate and BridgePlate structures purchased by the Buyer are Constructible and shall not be liable for any MultiPlate or BridgePlate structures which are not Constructible.

INSURANCE. The Buyer shall maintain, at its sole cost, such insurance and in such amounts as is normally required in the applicable industry including, without limitation, comprehensive general liability insurance and builders' risk insurance (covering the Seller). The Buyer hereby agrees to indemnify the Seller, its servants, representatives and agents against any liability, claims, suits, costs, damages, losses, expenses or otherwise arising out of any injury (including death or total destruction) to any person or property which arises out of or results from the Buyers installation or use of goods supplied hereunder.

The Seller shall maintain the following insurance over the duration of an Agreement: (i) COMMERCIAL GENERAL LIABILITY INSURANCE, including product liability, with a limit not less than three million (\$3,000,000) per occurrence and not less than three million (\$3,000,000) dollars in the aggregate; (ii) AUTOMOBILE LIABILITY COVERAGE, with a limit not less than two million (\$2,000,000) dollars per occurrence and not less than two million (\$2,000,000) dollars in the aggregate; (iii) WORKERS COMPENSATION INSURANCE, which coverage shall be maintained by Seller in respect of all employees in accordance with the applicable statutory requirements having jurisdiction over such employees. Upon request, Seller shall provide written confirmation in respect of the above-listed policies to the Buyer.

INTELLECTUAL PROPERTY RIGHTS AND PATENTS. The Buyer shall indemnify and hold harmless the Seller for any legal fees, costs, expenses or other damages, for any claim or other legal action for the breach or alleged breach of any intellectual property rights in respect of any Goods made by



TERMS AND CONDITIONS OF SALE

the Seller in accordance with the Buyer's drawings, designs, or other specifications whatsoever.

CONFIDENTIALITY. These Terms and Conditions and any Agreement shall be confidential between the Buyer and Seller. The Seller will not publish or disclose any details, scope of work, drawings or specifications governed by these Terms and Conditions without the prior written consent of Buyer. These obligations shall survive the termination of this contract for a period of not less than one (1) year from date of any Quotation. Both the Seller and the Buyer shall keep confidential and prevent the unauthorized disclosure of information

disclosed by the other party which is confidential by its nature including, without limitation, technical, commercial, financial, operational or strategic information relating to the business of a party, on any verbal, visual or written medium, whether it is marked confidential or restricted or not. The receiving party shall protect such confidential information from third parties using the same degree that it uses for its own confidential information.

INSPECTIONS AND RETURNS. The Buyer acknowledges that it is the **Buyer's responsibility** to count and inspect the shipped Goods and that the Buyer shall be responsible for inspection upon delivery. The Buyer shall notify the Seller within one (1) day of receipt of goods, and before the Goods are covered or put out of sight, of any deficiencies, shortages, or defects and provide the Seller with reasonable opportunity to inspect these deficiencies. The Seller will not be liable for any deficiencies, shortages or defects alleged with respect to the Goods after the expiry of the one (1) day period.

The Buyer shall not return any Goods without obtaining prior written authorization from the Seller. Upon such authorization, the Seller can arrange for a carrier to pick-up the Goods for return at the Buyer's sole expense. The Seller's standard return policy for STANDARD GOODS is twenty-five (25%) percent of the Invoice purchase price plus any additional freight cost incurred by the Seller. It is at the Seller's sole discretion to accept the return of any CUSTOM GOODS OR ENGINEERED PRODUCTS. The Seller shall under no circumstances be liable for any costs incurred by the Buyer in returning Goods to the Seller.

INSPECTION AND AUDIT. Upon reasonable notice, the Buyer or their third party Representative shall have the right to inspect their Goods in fabrication or storage at the Seller's property. At all reasonable times the Seller will provide the Buyer with safe and convenient access to the Goods for inspection. The Buyer must follow all of the Seller's Health and Safety Practices while on property. Inspection by the Buyer shall not constitute acceptance of the applicable Goods, including any finished or work in process. The Buyer's representative may not be a direct or indirect competitor of the Seller. Upon reasonable notice, the Buyer shall have the right to audit all quality control records, production documentation and steel certification as it pertains to their Goods. Notwithstanding that the Seller may be on site during the unloading, installation or assembly of the Goods, the Buyer shall be solely responsible and the Seller shall have no responsibility or liability whatsoever for, any installation and assembly of Goods in accordance with contract documents or specifications.

QUALITY ASSURANCE/QUALITY CONTROL. The Seller agrees to maintain a Quality Control ("QC") Program. Upon reasonable request, the Seller shall provide the Buyer with details in respect of the QC Program as it pertains to their Goods.

WHERE PURCHASE PRICE NOT PAID IN FULL. Seller shall retain a purchase money security interest (PMSI) in the Goods sold to the applicant everywhere in Canada, except for Quebec where it will have a moveable hypothec in the amount of the Invoice purchase price plus any applicable

interest, until the full Invoice purchase price shall have been paid to the Seller.

TITLE AND RISK OF LOSS. Unless otherwise specified in the applicable Quotation, title to the Goods and risk of loss shall pass to the Buyer, the Buyer's representative, or Buyer's common carrier, as applicable, upon loading of the Goods at Seller's location. Seller shall have no responsibility for any damages or losses attributable to Buyer, or Buyer's carrier transporting the Goods or otherwise from that point. In the event a Quotation specifies F.C.A. jobsite, the risk of loss shall pass to the Buyer at the time of arrival of the Goods at the specified jobsite and prior to unloading of the Goods.

TERMS OF PAYMENT. The standard terms of payment under an Agreement are as determined by the Seller's Credit Department and as set out on the Seller's order acknowledgement. Shipment and deliveries of any Goods shall at all times be subject to the approval of the Credit Department of the Seller. The Seller reserves the right to obtain satisfactory security, full or partial payment, and copies of any material bonds prior to shipping Goods to ensure performance of an Agreement. The Seller shall retain a purchase money security interest (PMSI) in all Goods and the proceeds thereof until the Buyer has made payment in full to the Seller of all sums due, including processing and late charges and any collection costs. The Buyer agrees to complete Seller's Application for Credit and provide financial information or such other documents requested by the Seller as may be reasonably necessary to perfect such security interest. Interest on any outstanding amount payable by the Buyer to the Seller shall be charged by the Seller to the Buyer at the rate of 1.5% per month (19.6% per annum) on any Invoices past due.

DELIVERY AND FREIGHT CONDITIONS. Unless otherwise specified in the applicable Quotation or subsequent written agreement between the parties, terms of delivery shall be F.C.A. the Seller point of manufacture (i.e. the Seller shall be responsible for loading the Goods on to the delivery vehicle and after the loading has been completed, the Goods shall be at the risk of the Buyer). If transportation charges are incorporated in the price quoted on the Quotation, such charges are freight prepaid unless otherwise specified. The Seller is authorized to ship any Goods in installments as may be considered appropriate by the Seller in its sole discretion.

SEVERABILITY. If any provision of the Terms and Conditions is held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision hereof is invalid or unenforceable but, that by limiting such provision it would become valid or enforceable, then such provision shall be deemed to be written, construed and enforced to be so limited.

NON-WAIVER. The waiver by the Seller of any breach of any provision contained herein shall not be deemed to be a waiver of such provision on any subsequent breach of the same or any other provision contained herein.

NOTICE. Any notices required or permitted to be given to the Seller pursuant to these Terms and Conditions shall be in writing and acknowledged by Seller.

ASSIGNMENT. The Buyer shall not assign its rights nor delegate its duties under these Terms and Conditions without the prior written consent of the Seller and any attempted assignment without such consent will be void. However, the Seller may assign or otherwise transfer its rights or delegate its duties under these Terms and Conditions, in whole or in part and subject to these Terms and Conditions, to a subsidiary or affiliate, or a purchase or transferee of substantially all of the assets used by such party in its business to which these Terms and Conditions

relates or in the event of a merger, acquisition, corporate restructuring or change in control, upon written notice of same to the Buyer.

HEADINGS. Headings used in these Terms and Conditions are for ease of reference only and will not be used to interpret any part of these Terms and Conditions.

CURRENCY. Unless expressly stated otherwise in a Quotation (on a case-by-case basis) or a subsequent agreement in writing between the Seller and the Buyer, all references to currency herein shall be in Canadian dollars.

CONFLICTING PROVISIONS OFFERED BY BUYER. FOR ABSOLUTE CERTAINTY, any terms and conditions of any form, purchase order or other purchase or order documentation whatsoever issued by the Buyer, in connection with a Quotation, which purport to be a modification of, in addition to or inconsistent with the Terms and Conditions express herein, shall not be binding on the Seller nor will such terms modify, add to, or detract from the Terms and Conditions or to any matter to which the Terms and Conditions applies in any way whatsoever.

GOVERNING LAW AND DISPUTE RESOLUTION. This Agreement shall be governed in all respects by the laws of the Province of Manitoba and the federal laws of Canada applicable therein, without regard to conflict of laws principles. The Buyer and Seller specifically agree that any claim, proceeding, legal action or dispute resolution relating to this contract shall be brought in Winnipeg, Manitoba.

ENTIRE AGREEMENT. These Terms and Conditions, in addition to the applicable Quotation, contain the complete and exclusive statement of the terms of agreement with the parties with respect to the subject matter and supersede all prior and contemporaneous understandings, representations and warranties, written and oral.



Township of McKellar

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

Phone: (705) 389-2842

Fax: (705) 389-1244

Addendum 1

April 19, 2024

Request for Quotation

The Township of McKellar is requesting quotations for the following culverts and couplers. Please email your quotation to clerk@mckellar.ca by Tuesday, April 30, 2024 at 1:00 p.m.

Quantity	Thickness	Diameter	Length	Price
Couplers				
16		375mm	300mm	\$ 380.00
4		400mm	300mm	\$ 126.00
Total (excluding applicable taxes)				
Plastic HDPE, smooth interior wall, 320kPa (Boss 2000 or approved equal)				
20		375mm	6m	\$ 5,650.00
4		450mm	6m	\$ 1,540.00
Total (excluding applicable taxes)				

Delivery Charge	Confirmed no delivery charge (KB)
TOTAL (excluding applicable taxes)	Confirmed Total is \$7,696.00 (KB)

If you have any questions, please contact Clerk/Administrator, Ina Watkinson.

From

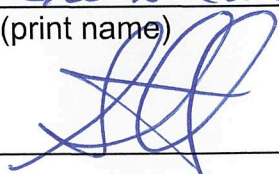
Company: Devron Sales Ltd.

Telephone: 905-788-1120

Sincerely,

Ina Watkinson
Clerk/Administrator
(705) 389-2842
clerk@mckellar.ca

Authorized by: Glenn Cooke
(print name)

Signature: 



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0
 Phone: (705) 389-2842
 Fax: (705) 389-1244


Tender Opening Request for Proposal 2024-09 Asset Management Plan (Phase III)

Closing Date: May 2, 2024 2:00 p.m.

Vendor	Date/Time Rec'd	Subtotal	HST	Total
Infrastructure Solutions Inc.	May 2, 2024 1:43 pm	\$24,000.00	\$3,120.00	\$27,120.00
Green P.I.	May 2, 2024 8:56 am	\$100,000.00	\$13,000.00	\$113,000.00
PSD Citywide Inc.	May 2, 2024 10:14 am	\$34,000.00	\$4,420.00	\$38,420.00

Request for proposals opened at the Municipal Office at 2:03 p.m. by:


 Karlee Britton
 Deputy Clerk


 Roshan Kantiya
 Treasurer

Roshan Kantiya

From: paul-anndra@infrasol.ca
Sent: May 2, 2024 4:22 PM
To: 'Roshan Kantiya'
Cc: 'Karlee Britton'
Subject: RE: Asset Management Plan Phase III RFP No. 2024-09

Good Afternoon,

Yes, the proposal cost without the software would be \$10,000 plus HST.

We included our DOT™ software as an added service option.

Best,



Paul-Anndra McMorris | Client Success Representative

Infrastructure Solutions Inc. | 25 Kingsbridge Garden Circle #1117 | Mississauga, ON L5R 4B1

DOT-US | 1525 S. Sixth St. | Springfield, IL 62703

W: (289) 334-0849 | C: (365) 338-1892

Linkedin | [bettercapitalplanning.com](https://www.linkedin.com/company/bettercapitalplanning.com) | [infrasolglobal.com](https://www.infrasolglobal.com)



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Tread lightly... please consider the environment before printing this e-mail

From: Roshan Kantiya <Treasurer@mckellar.ca>
Sent: Thursday, May 2, 2024 4:12 PM
To: paul-anndra@infrasol.ca
Cc: Karlee Britton <deputyclerk@mckellar.ca>
Subject: RE: Asset Management Plan Phase III RFP No. 2024-09

Good Afternoon,

Thank you for submitting your proposal in response to RFP 2024-09. While reviewing the proposal, I noticed that the quote includes software installation costs. However, if we only require an AMP report without software installation, would the cost be \$10,000 plus HST? Can you please confirm this?
Best regards,

Roshan Kantiya
Treasurer
Township of McKellar
701 Hwy 124, P.O. Box 69
McKellar, ON P0G 1C0
P: 705-389-2842 Ext:3
Email :Treasurer@McKellar.ca



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From: paul-anndra@infrasol.ca <paul-anndra@infrasol.ca>
Sent: May 2, 2024 1:43 PM
To: deputyclerk@mckellar.ca; Treasurer@mckellar.ca
Subject: RE: Asset Management Plan Phase III RFP No. 2024-09

Dear Township of McKellar,

We are pleased to submit our proposal in response to the Asset Management Plan Phase III RFP No. 2024-09 for the Township of McKellar. Our team has carefully reviewed the specifications, and we believe that our expertise, experience, and commitment to the task make us an ideal partner for this project.

Should you require any additional information or have any questions, please do not hesitate to reach out to us.

Once again, we appreciate the opportunity to present our proposal.

Thank you for your time and consideration.

Kind Regards,



Paul-Anndra McMorris | Client Success Representative

Infrastructure Solutions Inc. | 25 Kingsbridge Garden Circle #1117 | Mississauga, ON L5R 4B1

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24 April 2024

**BELVEDERE HEIGHTS BOARD OF MANAGEMENT REQUEST FOR MUNICIPAL SUPPORT
TO DEVELOP THE 24 BED ALLOCATION AT BELVEDERE**

Belvedere Heights (BH) received the attached letter from Ministry of Long-Term Care (MLTC) asking if we intend to proceed with the 24-bed addition to the first floor at BH (that was allocated in spring 2021).

The timing of this letter allows us to apply for a time limited enhanced construction funding subsidy, part of the Provincial effort to accelerate development of new LTC capacity. The board of management is optimistic that this additional funding will ensure that the 24 new beds are fully funded and not require additional funding from Belvedere's eight participating municipalities.

The MLTC has a condensed submission timetable with an initial milestone date of April 30th, 2024, followed by a series of deadlines with final submission due on November 8th, 2024. The MLTC has made the commitment to issue construction approvals by the end of November 2024.

To comply with the MLTC approval process, on April 24, 2024 the board of management authorized that the application proceed for the 24 beds. The MLTC also requires that each of the eight (8) municipalities pass a resolution supporting the 24-bed addition to Belvedere Heights. The MLTC will be looking for the **eight municipal resolutions by the end of June 2024**.

As updated information becomes available from the project team, board of management members will be providing a complete cost analysis to owner municipalities.

It is crucial that we seek approval to construct these 24 new beds. This may be the only opportunity for many years to increase our long-term care bed capacity in West Parry Sound that is so needed to provide better access for our seniors currently waiting as long as two years for a long-term care bed.

Please contact your municipality's board of management representative or me if you have additional questions at any time. We look forward to your support and participation as we work together to improve the care being provided for our communities.

Pamela Wing, Carling Councillor
Chair, Belvedere Heights Board of Management

April 5, 2024

Ms. Pam Wing
Board Chair
Board of Management for Parry Sound West
21 Belvedere Avenue
Parry Sound ON P2A 2A2

Dear Ms. Wing:

Further to continued conversations between your organization and the ministry on alternative options to maintain capacity in Parry Sound we are writing to confirm the current status and necessary next steps for the Board of Management for the District of Parry Sound West (“BoM”).

Conversations were initiated in response to the August 30, 2021 letter to the Minister of Long-Term Care from the BoM regarding the surrender of the Approval for 101 beds at Belvedere Heights (the “Home”) subject to West Parry Sound Health Centre (“WPSHC”) receiving an allocation to develop beds at the Health Centre site.

The existing 101 Belvedere Heights beds are not eligible for Ministry funding should they be redeveloped elsewhere. As such, the ministry is unable to accept the surrender of the Approval that is contingent on the existing 101 beds being redeveloped.

As a next step, the ministry is requesting that the BoM identify their intentions regarding the continued operation of Belvedere Manor and the allocation of 24 additional beds.

Should the BoM decide to pursue the 24-bed expansion of Belvedere Heights at its current location, the Ministry requests the Board of Management to proceed with the following steps in addition to the previously stated licensing requirements:

- A written confirmation from Board of Management for the District of Parry Sound West to proceed as described; and
- Advance work related to design development and confirm sources of project financing.

Should the BoM decide to close Belvedere Heights and return the Approval for the 101-beds please note the following:

- The BoM is subject to the Notice and closure requirements outlined in Ontario Regulation 246/22 s. 359 to s.365.
- In particular, please notice the requirement for a 5-year notice period under s.359(4)(b) which would be provided to the Director, Capital Planning Branch.

Ms. Pam Wing

- Also s.365 should be reviewed as the notice must be accompanied with certified copies of the by-laws agreeing to the closure passed by a majority of municipalities in the territorial district.

The submission of such a closure notice and ministry approval for the same would result in the withdrawal of the allocation of 24 additional beds to Belvedere Heights.

Should you have any questions please contact Margaret Allore, Manager, Licensing Unit via email at Margaret.Allore@ontario.ca. We look forward to receiving correspondence regarding your intentions.

Sincerely,



Hindy Ross
Director, Capital Planning Branch



Andrea Barton
Director, Capital Program Management Branch

- c: James Stewart, Interim Assistant Deputy Minister, Long-Term Care Capital Development, Ministry of Long-Term Care (MLTC)
Margaret Allore, Manager, Capital Planning Branch (CPB), MLTC
Rashmi Sharma, Manager, Capital Program Management Branch (CPMB), MLTC
Weifang Dong, Team Lead, CPMB, MLTC
Navleen Madan, Team Lead, CPB, MLTC
Edlyn Gonsalves, Project Manager, CPMB, MLTC
Kyle Daya, Licensing Program, Coordinator, CPB, MLTC

Medical Officer of Health: Report to The Board of Health

Prepared by Dr. Carol Zimbalatti
Medical Officer of Health/Executive Officer

April 24, 2024

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Medical Officer of Health Update

Ontario Budget 2024

The 2024 Ontario budget was tabled on March 26, 2024. There was only one direct mention of public health, relating to investing in Indigenous and northern public health programs and supporting women's and children's health in Indigenous and remote communities.

Certain budget items, however, will have indirect but potentially significant impacts on public health. Most notably there were several measures in this budget related to alcohol sales that are concerning from a public health standpoint. These include freezing of the beer basic tax indexation and LCBO mark-up rates for another two years and potentially ending the 6.1 percent onsite wine basic tax. The government's efforts to promote a more competitive alcohol marketplace in Ontario risk driving up alcohol consumption and the direct impacts of alcohol.

A more competitive alcohol marketplace will also be encouraged by the province's plan to allow 8,500 more retail outlets to sell alcoholic beverages such as beer and wine. The push to increase access and reduce the cost of alcohol runs contrary to the recommendations in the [Chief Medical Officer of Health's Annual Report](#) which was released in March 2024. This report focuses on tobacco/vaping products, cannabis, alcohol, and opioids. Dr. Moore highlights the health impacts and social and financial costs to society related to substance use. He quotes a direct attributable cost related to alcohol consumption in Ontario at \$7.11 billion, almost triple that for opioids in Ontario.

Parry Sound Office Open House

An open house for the new office at 90 Bowes Street in Parry Sound was held on April 10, 2024. The office opened to clients in October 2023, and signage went up in March. The event was well attended by media, current and former Board of Health members, and representatives from community partners including the Canadian Mental Health Association, West Parry Sound Health Centre, and Wasausking First Nation. Board of Health Chairperson, Rick Champagne; Board of Health member and Mayor of the Town of Parry Sound, Jamie McGarvey; and James King, from the constituency office of MPP Graydon Smith were also present to provide welcoming remarks. The event included a ribbon cutting ceremony and self-guided tours of the office with plenty of Parry Sound Office staff and management on hand, eager to answer questions.

The new office is welcoming, functional, and contemporary; with a similar look and feel to the North Bay office. It provides a 35% increase in square footage over our previous location in Parry Sound. This allowed for the construction of two dental operatories to enable the Health Unit to see Parry Sound Oral Health clients close to home.



Programs and Services Updates

Corporate Services

Communications

- Relayed Ministry of Health messaging to the public around solar eclipse safety.
- Communications led the planning of the Parry Sound office Open House on April 10.
- Planned proactive communications in the event of a measles case in the district.
- Worked with internal programs and committees to prepare messaging for national weeks of public health significance this spring, including Canadian Public Health Week,

Earth Week, National Immunization Awareness Week and Emergency Preparedness Week.

- Guided nursing students at the Health Unit through a social media content creation project, allowing them a creative outlet to demonstrate their new knowledge of public health topics and understand what goes into crafting a targeted message.
- Worked with Sexual Health to plan a targeted syphilis awareness campaign.
- Supported Healthy Living with a well-being campaign to promote volunteerism among older adults in the community, as well as a campaign to highlight Canada's Low Risk Alcohol Drinking Guidelines.

Facilities Operations

North Bay

- Cleaned first floor exterior windows.
- Reupholstered two wheelchairs to make them IPAC compliant.

Parry Sound

- Signage installed on the exterior and interior of the building.
- Installed main floor access readers for ease of access for staff.

Covid 19

- Weekly monitoring of Personal Protective Equipment cleaning supplies for Covid 19 (sanitizer and disinfectant).

Information Technology

- Launched our new Policies, Procedures, and Medical Directive SharePoint site.
- Sexual Health refresh laptops ordered.
- Launched Viva Engage Communities to support streamlined communication across the organization.
- Completed routine network firmware upgrades on switches and access points.
- Collaborated with our Healthy Schools and VPD programs to launch our HealthEdConnect SharePoint site in partnership with our local school boards.

Planning and Evaluation

Population Health Assessment

- An analysis of potential impacts on the de-fluoridation of community water sources in the Town of Parry Sound and Township of McDougall are in progress. This analysis will compare school oral health screening outcomes as performed by Oral Health program staff on an annual basis prior to and after de-fluoridation was initiated in 2016. Analysis will be compared to a controlled population that had access to fluoridated community water across the same time periods.

Health Equity

- As per recommendations generated from the Health Unit's 2023 Health Equity Needs Assessment, the Health Unit has formed a new committee called the Health Equity Hive. This committee's purpose is to coordinate a strategic, centralized, and collective organizational impact on health equity. Members have been selected from nominations made to the Executive Team to represent corporate, community and clinical services; members vary in their role, relationship to and unique perspectives on health equity and community needs. The first meeting will be held in Spring 2024.

Effective Public Health Practice

- A manuscript entitled "COVID-19 outbreak at a residential apartment building in Northern Ontario, Canada" was recently accepted for publication by the journal *Epidemiology and Infection*. The final version of the article is now available [online](#). This article was the result of a collaboration between two Health Unit staff as co-authors (within Planning and Evaluation and the Communicable Disease Control program), and three co-authors from external agencies including the Public Health Agency of Canada, and the Public Health Ontario Laboratory. This investigation was supported by staff across various Health Unit programs including Communicable Disease Control, Planning & Evaluation, Vaccine Preventable Diseases, and Environmental Health.
- The middle of March marked the end of the Understanding Phase (i.e. data collection) of the strategic planning process and the start of the Direction Phase. In this phase, draft priorities were set in a two-day planning retreat in mid-April with the Strategic Plan Advisory Committee (SPAC) and Executive Team (ET), facilitated by Platinum Leadership. As part of this phase, internal and external stakeholders will have the opportunity to provide input on the draft priorities.

Quality Assurance

Policies and Procedures

- A total of 62 policies, procedures, and associated documents were processed between February 7, 2024, and March 22, 2024: 29 documents issued, 16 new document numbers assigned, and 17 documents archived.

Quality Issue Reports (QIR)

Quarter 1 Data

- A total of 21 QIRs were completed (closed) in the first quarter of 2024 (January 1 to March 31, 2024). Three were level 0 (near miss, no harm, loss, or damage), 13 were level 1 (incident did occur but no harm, loss, or damage), and 5 were level 2 (temporary or minor harm, loss, or damage – recovery in days/weeks). There were no level 3 issues (permanent or semi-permanent harm, loss, or damage – recovery within 1 year) completed.

- One of the QIRs was classified as related to resources, one was classified as related to people, and 19 were classified as related to professional/organizational standards.

Clinical Services

Communicable Disease Control

Measles

Measles is a highly contagious respiratory virus. Symptoms of measles include fever, cough, runny nose, white spots in the mouth followed by a red blotchy rash. Measles cases are contagious from four days before the rash appears until four days after the appearance of the rash.

In Ontario, measles has been rare, owing to the high vaccination rates. As a result, most measles cases are travel-related. Due to an increase in measles activity globally and lower vaccination rates Ontario has started to see more cases of measles.

As of April 10, 2024, eleven confirmed cases have been reported in Ontario in 2024. The cases occurred in seven different Public Health Units. A case previously reported in the Simcoe Muskoka District Health Unit was confirmed as a false positive on March 26, 2024. There have been no confirmed cases in the NBPSDHU. Ten cases were associated with travel outside of Canada and one case occurred in an individual with no known source of exposure.

The CDC team is preparing in the event a case is reported locally. CDC is collaborating with Healthy Schools and the Vaccine Preventable Disease program to respond if a case is reported in a school setting. Public Health Bulletins have been circulated to Health Care Providers alerting them to the increase in cases and providing updated provincial guidance documents.

Influenza

Since the beginning of the 2023-2024 season, there have been a total of 338 lab-confirmed cases of influenza reported in the district. As of April 16, there is sporadic influenza activity in the district, meaning we have identified some cases but there are no institutional outbreaks.

Outbreak Activity

From February 1, 2024, to March 31, 2024, the CDC program managed 19 outbreaks in long-term care homes, retirement homes, other high-risk congregate living settings and childcare settings. This included 5 COVID-19 outbreaks, 4 outbreaks caused by an unknown respiratory illness, 3 outbreaks of Influenza A, 1 outbreak of pertussis, 1 outbreak of food poisoning and 5 outbreaks caused by an unknown enteric illness.

Professional Practice

Over the past few months, Professional Practice has been engaged in consultation activities, primarily focusing on providing guidance to staff on various professional practice matters. This includes addressing inquiries from staff regarding professional practice, privacy concerns, and updates to medical directives. Additionally, there has been involvement in larger project-based consultations, such as assisting in improving the efficiency of processes for school suspensions for students who are lacking in mandated vaccines.

Professional Practice has been actively involved in evaluating the feasibility of implementing RN prescribing within our practice environment. Furthermore, professional practice has been contributing to consultation and review efforts regarding updates to the Public Health Agency of Canada Core Competencies for public health professionals and sections of the Ontario Public Health Standards.

Oral Health and Vision Screening

We have secured permanent full-time positions for a Certified Dental Assistant and a Registered Dental Hygienist in our Parry Sound office. These positions will be responsible for school screenings, clinical treatment, and community outreach. We are still actively seeking a dentist for our Parry Sound office.

We are now starting to see clients in the new Parry Sound space. During the months of January and February 2024, the following preventive appointments took place:

- 6 Healthy Smiles Ontario clients
- 8 Ontario Seniors Dental Care Program clients
- 1 Health Unit Adult client

In the North Bay office, a total of 447 restorative and preventive appointments occurred:

- 192 Healthy Smiles Ontario clients
- 163 Ontario Seniors Dental Care clients
- 92 Health Unit Adult clients

Sexual Health/Clinical Information

The Health Unit continues to respond to new cases of syphilis within the North Bay Parry Sound district, adapting to emerging trends with a shift in the focus population for our public health interventions. The internal Syphilis Response Group continues to evaluate the situation and implement interventions from a health promotion and case and contact management lens.

With Public Health Nurses reintegrated back into school settings since September, the number of students seen in-school is steadily increasing. In school settings, Public Health Nurses provide access to a range of sexual health services to students during the school day.

Enhanced Harm Reduction (EHR) & Needle Syringe Program (NSP)

Harm Reduction

Last month, a public health bulletin and a community warning poster were distributed to healthcare, social and community service providers, informing them of the increased drug toxicities attributed to a new illicit drug (medetomidine/dexmedetomidine) supply in Ontario. In March 2024, the Ontario Harm Reduction Distribution Program announced that fentanyl testing strips would be provided to Health Units with one-time funding, in addition to other harm reduction supplies already provided and distributed to core NSP sites.

We continue to work to increase access to NSP and naloxone for individuals who use drugs/substances through community collaboration. We supported onboarding The Gathering

Place's warming center as they became a satellite naloxone distributing site while operating during the Winter months.

Surveillance

Information collected through the Overdose / Negative Drug Reaction Reporting System was sent to more than 160 community partners in weekly email updates and through the Health Unit's interactive surveillance dashboard. From February 1, 2024, to March 27, 2024, within the Health Unit district, there were 31 overdoses / negative drug reactions reported with three resulting in death.

Vaccine Preventable Diseases

School Suspension Process

VPD is at the tail end of the elementary school suspension process. Students who did not meet the requirements of the Immunization School Pupils Act were suspended on March 6 and March 20, 2024. In all, 1155 suspension orders were mailed out. As of April 10, 22 students remain on suspension. One area of concern includes the number of non-medical exemptions (affidavits) received from parents/guardians. This number has increased dramatically from 19 in 2022 to 136 in 2023 and 179 from January to March of 2024. While this is a trend mirrored at the provincial level, it is concerning as it does impact overall vaccine coverage rates which can be a contributing factor to outbreaks of vaccine preventable diseases.

Measles Preparedness

With measles cases on the rise provincially and worldwide, VPD has been working collaboratively with the Communicable Disease Control team and the Healthy Schools team to update our emergency response processes. This includes ensuring emergency plans are in place, website communication and fact sheets are up to date. We are ready to assist with vaccine record assessments, case and contact management, provision of information and guidance to partners and the public, and to mobilize with post exposure prophylaxis (PEP) measures.

Hepatitis B (HB) and Human Papilloma Virus (HPV) School Clinics

April and May mark the second round of HB and HPV vaccines series completion in grade 7/8 schools. VPD staff will provide vaccine clinics in all 42 schools across the district.

Respiratory Syncytial Virus (RSV) Vaccine Campaign

The RSV vaccine campaign has officially ended. In all, the Health Unit distributed 1250 doses of RSV vaccine to eligible community partners. It is anticipated that this vaccine campaign will resume in the Fall of 2024.

Community Services

Environmental Health

The Office of the Auditor General of Ontario (OAGO) is conducting a 2024 performance audit on non-municipal drinking water programs (including small drinking water systems and private drinking well water), for which local public health units are responsible. The audit is currently in the planning phase and the OAGO has requested data and documentation from the Health Unit on inspected systems over the past 5 years. Requests for information are being made to help determine the scope and objectives for the audit. It is not yet known if the Health Unit will be selected as an audit site.

Healthy Families

Positive Parenting

Positive early relationships set the stage for healthy development, emphasizing the importance of supportive caregiving from the start. Positive parenting is identified as a key focus area within the OPHS Healthy Growth and Development guideline. Together with community partners the Health Unit promotes early relational health to build resilience in children, families, and communities, and to address inequities/social determinants of health that contribute to childhood adversity. Parents and caregivers are responsible for meeting the basic needs of their children, growing their active minds, and helping them to feel safe, secure, and loved.

Healthy Families is continuing to implement a parenting strategy that includes client-facing programs and services as well as population-based initiatives:

- Family Health Information Line - a phone line staffed by PHNs that supports expecting, new, and current parents with questions and challenges related to parenting.
- Triple P Online for parents to learn skills and confidence needed to raise healthy children and build stronger family relationships.
- HBHC Program - home visiting service to support parents who are dealing with additional challenges to gain life skills and confidence and knowledge as a parent.
- Creation and dissemination of a Positive Parenting Framework to ground and enhance internal programs.
- Currently exploring other evidence-based parenting programs to adopt and deliver.
- Ongoing collaboration with community partners through the Comprehensive Approach to Positive Parenting (CAPP) and the Muskoka Nipissing Parry Sound Children and Youth Planning Table (CYPT).
- Participating in provincial parenting community of practice groups

Adverse Childhood Experiences¹ (ACEs) are potentially traumatic events that occur in childhood and may include things like experiencing violence, abuse, neglect or witnessing violence in the home. It may also include growing up in a household with significant dysfunction such as substance use issues or poor parental mental health. Evidence suggests that safe, stable, and nurturing relationships are instrumental in the development of resilience (Canadian Paediatric Society, Early Years Task Force).

Due to the complexity of addressing the impact ACEs on children and families, there is a need for universal and targeted strategies. No single intervention or program can address all aspects of positive parenting.



Figure 1. Adverse and Positive Childhood Experiences

In 2020, the Health Unit with community partners participated in a health promotion campaign to increase knowledge of positive parenting strategies among parents throughout the district.

Four key messages were used to achieve this goal:

1. Listen, respond, and connect with your child
2. Help your child recognize their emotions
3. Let your child play
4. Take care of yourself

These messages continue to align with our best evidence and continue to be promoted to raise public awareness and provide education throughout the year. Over the month of April there will be several Positive Parenting posts on the Health Unit Corporate Facebook page.

Muskoka Nipissing Parry Sound Children and Youth Planning Table (CYPT)

¹Ellis, W.R. & Dietz, W.H. (2017). A new framework for addressing adverse childhood and community experiences: The building community resilience model. *Academic Pediatrics*, 17(7s), S86-S93.

The purpose of Muskoka Nipissing Parry Sound Children and Youth Planning Table (CYPT) is to improve the health and wellbeing of children and youth (birth to age 18) in the Districts of Muskoka, Nipissing, and Parry Sound by using a collaborative community-based planning approach and evidence-informed actions. CYPT membership includes senior-level leaders and decision-makers from child and youth serving agencies from across these districts. In 2023 the CYPT identified Impact and Foundational priorities:

- Positive Parenting
- Preventing and mitigating the impact of adverse childhood experiences
- Youth mental health promotion and substance use prevention
- Framework for measuring the wellbeing of children and youth
- Community-wide continuums of care

Two members of the Healthy Families program have been designated leads within the CYPT Positive Parenting Priority area. Public Health's role is to facilitate the community planning, implementation, and evaluation process. The inaugural meeting of this group will occur later this month.

Healthy Living

North Bay and Area Food Security Network

The Healthy Living Team continues to support the facilitation of a network of food programs and social service agencies in the North Bay area involved with responding to food insecurity. The primary goals of the group include acting as a platform for sharing and networking between programs and organizations, identifying collaborative ways to support mutual clients, and engaging in raising awareness and ongoing advocacy about food insecurity in the North Bay area. Emergency food programs often support clients with social supports beyond food provision, and thus, a focal point for participating organizations has been the valuable networking and gaining an understanding of the scope of services provided by other organizations within the social service sector.

The group is in the final stages of developing their Terms of Reference and two co-chairs have been recruited from participating community organizations. A survey of emergency food programs is currently underway, aiming to capture the scale of resources being put toward emergency food provision in the community, as well as the needs from this sector, and concrete ideas related to collaboration moving forward. The network was successful in updating the North Bay Food Program Schedule, which is now posted on the City of North Bay website and is being widely distributed. A supplementary resource summarizing income supports available for low-income households in the community is also under development, acknowledging food insecurity is a symptom of low income, and households struggling to pay for food also struggle to pay for the other costs of living.

Ontario Resource Centre for Climate Adaptation Partnership

The Healthy Living Team is working with the Ontario Resource Centre for Climate Adaptation (ORCCA) and project partners to initiate the development of a local climate change community

of practice (COP). This COP will bring together partners from across the Health Unit service area with a focus on climate change adaptation. Preliminary research and community conversations are underway to learn more about how a regional climate change committee can best support community needs and priorities. These early discussions will help identify opportunities to leverage resources and reduce duplication, while informing the structure, function, and values of the committee. Next steps include plans for broader outreach and engagement.

Healthy Schools

Collaboration Across Teams

This summary highlights a collaborative opportunity identified between the Healthy Schools Team, IT Team, Vaccine Preventable Disease Team, and Communicable Disease Team. Leveraging insights from the Continuous Quality Improvement internal study, which examined the teams' external interactions with schools and boards, significant opportunities for enhancing service delivery and fostering collaboration have emerged.

The collaborative opportunity identified presents a promising avenue for enhancing our service delivery and strengthening our relationships with schools and boards. By leveraging the insights gained from the Continuous Quality Improvement study and embracing a culture of collaboration and innovation, we are poised to achieve meaningful improvements in our operations.

Key Findings:

1. **Enhanced Collaboration:** The study revealed areas where improved collaboration among the teams could streamline processes and enhance overall service delivery to our stakeholders.
2. **Continuous Quality Improvement (CQI) Framework:** By aligning with the principles of CQI, we are committed to identifying and implementing strategies that optimize efficiency and effectiveness in our operations.
3. **Immunization Suspension Process:** One specific area of focus is the enhancement of the immunization suspension process, particularly in its external communication with our school partners. Recognizing the importance of privacy and data security, measures have been devised to ensure safe sharing of information, with the support of the IT Team, while reaching our partners via technology in a more effective way. This update to process also allows us to support potential outbreaks that may affect school age youth.

Measures of Success:

1. **Cross-Team Collaboration:** Foster a culture of collaboration and knowledge-sharing among the Healthy Schools Team, IT Team, Vaccine Preventable Disease Team, and Communicable Disease Team to capitalize on synergies and improve service delivery.
2. **Technology Integration:** Utilize IT resources to implement secure and efficient mechanisms for sharing information related to the immunization suspension process

with external stakeholders, ensuring compliance with privacy regulations and safeguarding sensitive data.

3. **Training and Development:** Provide training and resources to staff members to facilitate the seamless adoption of new processes and technologies, ensuring alignment with organizational goals and objectives.

Planet Youth Nipissing (Icelandic Prevention Model)

- The Planet Youth Nipissing project (based on the Icelandic Prevention Model) is underway.
- The communities piloting this work are the Municipality of West Nipissing and City of North Bay.
- Developing and strengthening the coalition is ongoing to ensure relevant partners and community voices are included.
- Funding is being sourced through memoranda of understanding (MOUs) with participating agencies. This funding will allow for sustainability of the approach over the course of the 5-year guidance program.
- Preparing for data collection in secondary schools this April/May is the current focus. This preparation includes finalizing the Planet Youth survey questions and adapting them to French, planning survey dates with schools, communicating with school staff, parents, students and the broader community, and training staff who will be administering the survey.
- Data dissemination, goal setting and action planning will follow into the Fall season.

Finance

The auditors conducted an audit of the process for conversion of data for NAV 2016 to Dynamics Cloud 365. The year end audit took place, and the audited statements will be presented at the April 24th meeting.

The Annual Service Plan and Budget Submission was submitted on time on April 2. No one time funding requests were allowed in 2024. The funding requested was unchanged from the Operation Plan approved by the Board in November.

Notice was sent from the Office of the Chief Medical Officer that we will receive Infection Prevention & Control Hub funding for 2024-25 and subsequent years. The amount has not yet been confirmed. This funding is to support Long Term Care and other congregate care settings to maintain adequate infection prevention and control strategies, policies and procedures by assisting with best practise guidance and training.

Human Resources

Compensation

Following year-end activities, the auditors have completed their review of 2023 payroll.

The negotiated salary increase was effective April 1, 2024, have been implemented.

Employee & Labour Relations

A Joint OPSEU/ONA/Management committee meeting was held on March 18, 2024, where we welcomed the following new committee members: John Mitchell, Chantal Pannell and Ashley Lawson. Since the decision related to the potential merger with Renfrew County and District Health Unit had not been confirmed yet, there was little discussion about employee concerns related to the merger. The next meeting will be held on June 17, 2024.

Occupational Health and Safety

Occupational Health and Safety procedures to be reviewed in the second quarter of the year include Safety While Working Alone, Managing Occupational Exposures to Blood or Body Fluids, Personnel Sun Protection, Incident and Hazard Reporting, Work Refusal, and Personnel Immunization and Tuberculin Skin Testing. The latter will include an assessment of immunization records currently on file for staff.

On March 5, 2024, a Town Hall meeting for all staff was held to present the results from the Internal Mental Health Staff Survey and to provide an overview of the strategy. In April 2024, a subset of members from the Internal Mental Health Working Group will review the activities outlined in the logic model and begin the process of prioritizing activities for mobilization.

Due to the number of Your Health Space training sessions provided to our staff, the Health Unit has received a digital badge from the Canadian Mental Health Association Ontario for display on our website and social media outlets. This badge recognizes the organization's commitment to supporting workplace mental health.



Professional Development

Internal professional development sessions recently coordinated by Human Resources since the last report include:

Professional Development Session	Date	Number of Participants
De-Escalation Training	February 8, 2024	3
De-Escalation Training	February 13, 2024	5
De-Escalation Training	February 23, 2024	6
De-Escalation Training	February 28, 2024	5
Airway and Oxygen Management Training	March 14, 2024	1
De-Escalation Training	March 18, 2024	7

Staffing

The following temporary positions were recently filled. These vacancies were created because of backfilling employees assigned to temporary job assignments, an internal transfer, and to work on projects that have been partially funded by other organizations/agencies:

- Mental Health Coordinator, Healthy Living (1.00 FTE) from February 15, 2024 to February 14, 2025
- Clinical Coordinator, Oral Health and Vision Screening (1.00 FTE) from March 5, 2024 to December 31, 2024
- Public Health Nurse, Communicable Disease Control (1.00 FTE) from March 8, 2024 to December 31, 2024
- Community Development Coordinator, Healthy Schools (1.00 FTE) from March 18, 2024 to March 20, 2026

The following permanent positions were recently filled. These vacancies were created because of a resignation, a transfer of a position from one program to another and a new position as outlined in the Operational Plan and Financial Budget Proposal:

- Community Health Promoter, Sexual Health and Clinical Information (1.00 FTE) effective February 20, 2024 (transfer from Healthy Living program)
- Public Health Nurse, Communicable Disease Control (1.00 FTE) effective March 1, 2024
- Human Resources Coordinator, Abilities and Wellness, Human Resources (1.00 FTE) effective March 11, 2024

The recruitment of the following permanent and temporary positions is currently under way:

- Registered Dental Hygienist, Oral Health and Clinical Information (1.00 FTE)
- Human Resources Assistant, Human Resources (0.70 FTE)
- Public Health Nurse, Communicable Disease Control (1.00 FTE)
- Community Health Promoter, Healthy Living (1.00 FTE)
- Health Promotion Specialist, Healthy Living (1.00 FTE)
- Community Health Promoter, Sexual Health and Clinical Information (1.00 FTE)
- Public Health Inspector, Environmental Health (1.00 FTE)
- Student Public Health Inspector, Environmental Health (1.00 FTE)
- Public Health Nurse, Healthy Families (0.80 FTE)
- Executive Assistant, Office of the Medical Officer of Health/Executive Officer (1.00 FTE)
- Data Analysis, Planning and Evaluation (1.00 FTE)

We continue our efforts to recruit a permanent Accounts Payable Clerk, Finance and two Clinic Dentists in Oral Health.

There has been no net increase in permanent positions, however there were some positions eliminated and new positions created as outlined in the Operational Plan and Financial Budget Proposal 2024.

Approved by

Carol Zimbalatti, M.D., CCFP, MPH
Medical Officer of Health/Executive Officer
North Bay Parry Sound District Health Unit



Township of McKellar

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

Phone: (705) 389-2842

Fax: (705) 389-1244

[Date]

[Volunteer's Name]

[Volunteer's Address]

Dear [Volunteer's Name],

On behalf of the Council of the Corporation of the Township of McKellar, I want to extend our heartfelt thanks to you for your dedicated service as a volunteer. Your commitment, hard work, and passion have made a meaningful difference in our community, and we are deeply grateful for your contributions.

Volunteers like you play a crucial role in making the Township of McKellar a vibrant and thriving place to live. Your efforts have touched the lives of many, and your dedication has not gone unnoticed.

While we understand and respect your decision to step down from your volunteer role on the [Township Committee], we want you to know that your impact will be felt long after your departure. Your legacy of service will continue to inspire others to get involved and make a positive impact in our community.

We sincerely appreciate the time, energy, and expertise you have generously given to the Township of McKellar. Your dedication has helped us achieve our goals and fulfill our mission, and for that, we are truly grateful.

Thank you once again for your invaluable service. We wish you all the best in your future endeavors.

Warm regards,

[Township Staff Contact Name]

[Role/Title]

[Contact Information]

McKellar Town Council,

For the past few years, the bird droppings in the outdoor arena have been a health hazard to all that use the arena. We have many different sports that use the arena such as Pickleball, Tennis Ball Hockey, basketball, soccer and just families wanting to get out of the sun. If a town employee mops the bird dropping in the morning by noon it should be done again. If the rink is power washed first thing in the morning it cannot be used for a day or two or however long it takes to evaporate. If an employee does not work Saturday or Sunday the arena would be in terrible shape. I am hoping that the council will look into enclosing the arena rafters with bird netting which I believe would save the town money and free up an employee for other work.

Thank You for your time and hope you will consider this and if so it can be done as soon as possible.

*I understand Parry Sound just had Kinsman Arena done with bird netting.

McKellar Rec Committee

T. Jacey
Dinah Ryeland-Burn
[Signature]
Phil J...
JL Ryeland



THIS LETTER OF UNDERSTANDING (“LOU”) is made as of the _____ day of May 2024 (the “Effective Date”).

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF MCKELLAR
(hereafter, “McKellar”)

AND:

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN
(hereinafter, “Magnetawan”)

WHEREAS Magnetawan did not renew the Mutual and Automatic Aid Plan and Program with the South-West Parry Sound District in April 2020; and

WHEREAS McKellar and Magnetawan share a substantial Municipal border and have no current agreement for mutual aid; and

WHEREAS Magnetawan is replacing the Orange Valley Bridge in 2024 requiring a full road closure of arterial roads that could dramatically impact emergency response vehicle times; and

WHEREAS a similar LOU was signed in May of 2023 when McKellar replaced the Inholmes Bridge; and

WHEREAS both Municipalities are entering into this LOU to ensure standard response times are within the allowable limits, in addition to outlining the details of the responsibility and liability of the Municipalities;

NOW THEREFORE, in consideration of the previous mutual covenants and agreements contained herein, hereby acknowledged by the parties, the parties hereto agree as follows:

1. **THAT** this LOU shall commence on the effective date and expire on December 31, 2024 with the understanding that a new agreement shall be executed in the future;
2. **THAT** the responsibility and liability of each Municipality are outlined in the attached Schedule ‘A’ “Mutual and Automatic Aid Plan and Program for the South-West Parry Sound District Issued: 2015” that forms a part of this LOU.

IN WITNESS WHEREOF, the parties have entered into this LOU as of the Effective Date.

THE CORPORATION OF THE TOWNSHIP OF MCKELLAR

Per: _____

[]

Acting Clerk/Administrator

Per: _____

David Moore

Mayor

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

Per: _____

Kerstin Vroom

CAO/Clerk

Per: _____

Sam Dunnett

Mayor



**Schedule "A" to the LOU between
McKellar and Magnetawan**

**Mutual and Automatic Aid Plan and Program for the South-West Parry Sound District
Issued: 2015**

DRAFT



Office of the Fire Marshal

Mutual and Automatic Aid Plan and Program

for the

South-West Parry Sound District

Fire Co-ordinator Brian Leduc
McDougall Fire Department

Assistant Fire Co-ordinator Dave Thompson
Parry Sound Fire Department

Issue Date: 2015

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Foreword

This attached mutual aid plan and program and accompanying appendices were developed by the Office of the Fire Marshal in consultation with fire co-ordinators appointed by the Fire Marshal for the Province of Ontario to develop and coordinate county, district and region plans appropriate to local needs and circumstances.

Local county, district and region mutual aid systems will adopt the content of the plan as presented here. It will, however, be necessary for the participants to determine locally if the county, district or region mutual aid plan will include the automatic aid, hazardous materials and/or extrication program in the base document. In such cases it will be necessary to identify, within the plan, the participants in the various programs.

The local fire co-ordinator will be responsible for completing the running assignments, summary of contact information and list of local resources portions of the plan and submitting them to the Office of the Fire Marshal annually or as significant changes to the plan occur. Examples of significant changes include additions and deletions of major apparatus and equipment, staffing changes with the potential to affect emergency response, changes in senior officers and changes to emergency, business and personal telephone numbers of senior officers. The Office of the Fire Marshal will maintain a central inventory of all current mutual aid plans.

Local county, district and region mutual aid plans may adopt any or all of the appendices attached to this document based on local needs and circumstances. The appendices are intended to provide a local county, district or region with the ability to attach additional information to the base document that they will assist local participants in the day-to-day application and use of the plan. There is no requirement to submit the appendices to the Office of the Fire Marshal.

Mutual Aid Associations may be in place in county, district and regions. It is clearly understood that they do not have any authority relating to the operation of municipal fire departments or the mutual aid plan.

Purpose of the Mutual Aid Plan

- To provide authority and general direction to *fire co-ordinators* for the co-ordination of *mutual aid systems* and associated *fire protection services* activated within the local county, district or region, as well as with neighbouring counties, districts or regions, inter-provincially and internationally.
- To provide clarification to municipalities of the roles and responsibilities of *fire co-ordinators* within the *mutual aid system*.
- To provide other emergency management agencies with an understanding of the *fire co-ordinators* role within the *mutual aid system*.

Authority

Fire department personnel appointed by the Fire Marshal as *fire co-ordinators* shall fulfill the duties and responsibilities as instructed by the Fire Marshal (Fire Protection and Prevention Act 1997, Section 7).

Fire co-ordinators

7. (1) *The Fire Marshal may appoint fire co-ordinators for such areas as may be designated in the appointment. 1997, c. 4, s. 7 (1).*

Duties

(2) *A fire co-ordinator shall, subject to the instructions of the Fire Marshal,*

(a) establish and maintain a mutual aid plan under which the fire departments that serve the designated area agree to assist each other in the event of an emergency; and

(b) perform such other duties as may be assigned by the Fire Marshal. 1997, c. 4, s. 7 (2); 2002, c. 18, Sched. N, s. 1

Definitions

In this document,

Acceptable - means acceptable to the *fire co-ordinator* and participating *fire chiefs* in consultation with the Office of the Fire Marshal.

Alternate Fire Co-ordinator - means the person appointed by the Fire Marshal, under the authority of the Fire Protection and Prevention Act, 1997 to act in absence of the *fire co-ordinator*.

Automatic Aid - means any agreement under which a *municipality* agrees to provide an initial response to fires, rescues and emergencies that may occur in a part of another *municipality* where a *fire department* in the *municipality* is capable of responding more quickly than any *fire department* situated in the other *municipality*; or a *municipality* agrees to provide a supplemental response to fires, rescues and emergencies that may occur in a part of another *municipality* where a *fire department* in the *municipality* is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of another *municipality*

Company – means a complement of personnel operating one or more pieces of apparatus under the control of a supervisor.

Council - means the *council* of a *municipality* participating in the *mutual aid plan*.

Cover - means the *fire department* that is available to provide back-up coverage to another *fire department* that is providing *help* to another *fire department* in the event of a *mutual aid plan* activation

Fire Chief - means the person appointed by a *participant* in the *mutual aid plan* as the head of the *fire department*

Fire Co-ordinator - means the person appointed by the Fire Marshal, under the authority of the Fire Protection and Prevention Act, 1997 to co-ordinate the *mutual aid plan*, or the person appointed by the Fire Marshal to act in absence of the *fire co-ordinator*

Fire Department - means a group of firefighters authorized to provide *fire protection services* by a *municipality*, group of municipalities or by an agreement made under section 3 of the Fire Protection and Prevention Act.

Fire Protection Adviser - means a person employed by the Office of the Fire Marshal, Field Fire Protection Services section, to provide advice and assistance to municipalities and *fire departments*

Fire Protection Services - includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in provision of *fire protection services*, rescue and emergency services and the delivery of all those services

First Nation Community - means a band as defined in the *Indian Act* (Canada)

Help Call - means the *fire department* that is called to assist another *fire department* in the event of a *mutual aid plan* activation

Home Fire Chief - means the *fire chief* of the *municipality*, community or area experiencing a *major emergency*

Home Fire Department - means the *fire department* of the *municipality*, community or area experiencing a *major emergency*

Incident Management System – means the program used by the county/district/region to establish a standard approach to incident management, priorities, action planning, and resource utilisation.

Major Emergency - means a situation that, in the opinion of the local *fire chief*, constitutes a danger of major proportions to life, property and/or the environment and that exceeds the capability of the local *fire department*.

Municipality – means local municipality as defined in the Municipal Act

Mutual Aid - means a program to provide/receive assistance in the case of a *major emergency* in a *municipality*, community or area.

Mutual Aid Plan or System - means the *mutual aid plan* developed under the authority of the Fire Protection and Prevention Act, 1997 and direction of the Fire Marshal to facilitate provision of *fire protection services* to the residents of a county, district or region under a co-ordinated and co-operative system.

Participant - means an organization, approved by the Fire Marshal, or a *municipality* which operates or manages a *fire department* that meets and maintains the requirements for participation in the *mutual aid plan*

Regional Operations Manager – means the person appointed by the Office of the Fire Marshal to manage a defined region within the Fire Protection Services Section under the direction of the Assistant Deputy Fire Marshal

Significant Event – means a *mutual aid activation requiring the assistance of two or more fire departments*.

Unorganized Territory - means a geographic area without municipal organization

Zone Fire Co-ordinator - means the person appointed by the Fire Marshal, under the authority of the Fire Protection and Prevention Act, 1997 to co-ordinate a geographic portion of the county, district or region *mutual aid plan* under the direction of the county, district or region *fire coordinator*.

The Principles of Operation of Mutual Aid Plans in Ontario

- To promote adequate and coordinated efforts to minimize loss of life and property and damage to the environment through efficient utilization of fire department and other resources in the event of a *mutual aid* activation during times of natural or man-made emergencies.
- To provide the organizational framework necessary to effectively manage *mutual aid* resources within a unified *incident management system*.

Mutual Aid System Components

This *mutual aid plan* embodies the action to be taken by *participants* to engage in the following program components.

1. Activate *mutual aid* during a *major emergency* where the *home fire department* is committed and/or the situation cannot be contained or controlled with available resources.
2. Activate the provincial CBRN or HUSAR response system.
3. (Optional) Activate a county, district or region *automatic aid* program.
4. (Optional) Activate a county, district or region hazardous materials support response.
5. (Optional) Activate a county, district or region extrication support response.
6. (Optional) Activate a county, district or region specialized rescue support response.

Mutual Conditions for Participation in Programs

1. Mutual Aid

- A. A request for *help* or *cover* by any other *participant* in the *mutual aid plan* takes priority over any other agreements entered into by another *participant*.
- B. The *fire chief*, or designate, may refuse to supply the requested response to occurrences if such response personnel, apparatus or equipment are required to provide *fire protection services* in the local *municipality*. Similarly, the fire chief, or designate, may order the return of such apparatus, equipment or personnel that is responding to, or is at, the scene of a *mutual aid* activation if it is required to provide *fire protection services* in the local *municipality*. In such cases the *fire chief* must notify the *fire co-ordinator* or designate of his/her actions.
- C. The participating *fire department* must be established and regulated by a municipal by-law.

Note: Where unorganized territories, First Nation communities, or federal properties form part of the mutual aid plan, alternative authorization may be accepted.

- D. Council must confirm the *fire chief* of a municipal *fire department*, by by-law or a similar method of authorization. The Office of the Fire Marshal must appoint the *fire chief* of a *fire department* established for an *unorganized territory*.
- E. A by-law must be passed by *council* authorizing its *fire department's* participation in the *mutual aid plan*. *Fire departments* serving *unorganized territories* must be authorized to participate through an agreement signed by the Office of the Fire Marshal.
- F. A participating *fire department* must have adequate resources to handle day-to-day emergencies in its own jurisdiction.
- G. A participating *fire department* must be *acceptable* to:
- the *fire chief(s)* of the *fire department(s)* to be its first response for *mutual aid* assistance;
 - the *fire chief(s)* of the *fire department(s)* it will be first response to for *mutual aid* assistance; and,
 - the *fire co-ordinator*
- H. Triple combination pumpers and water tank trucks are the basic vehicles intended to be used for response. Where the *fire co-ordinator* and the *participating fire chiefs* agree rescue vehicles, aerial ladder trucks, and other specialized vehicles and/or services may be included.
- Note: This does not mean a municipality with an aerial ladder truck is obligated to make it available to a municipality that does not have one to reciprocate the service.*
- I. Home fire department personnel will be in overall command of the *mutual aid* activation and will be responsible for co-ordination of local resources and those of the responding *fire department(s)*.
- J. *Participants* in the *mutual aid* system will have adopted and implement an approved *incident management system*.
- K. *Fire chiefs* shall notify the *fire co-ordinator* of all significant changes as they occur, regarding stations, personnel, apparatus and/or equipment.
- L. Radio communication procedures shall be in accordance with principles and policies agreed upon by the participating *fire chiefs*.
- M. Minimum requirements of the Occupational Health and Safety Act must be met as it pertains to *fire departments*.
- N. *Fire chiefs* shall provide copies of agreements for fire protection to the *fire co-ordinator*, if requested by the *fire co-ordinator*.

- O. An applicant to participate in *mutual aid* that fails to meet the criteria as agreed to by the participating *fire chiefs* of the area, in conjunction with the *fire co-ordinator* and approved by the OFM *regional operations manager*, will not be accepted as a member of the *mutual aid plan*.
- P. The *fire co-ordinator* will consult with the OFM *regional operations manager* when a *participant* fails to maintain the established criteria for participation in the *mutual aid plan*. The *participant* will be given a written notice by the *fire co-ordinator* to have the deficiencies corrected. Failure to maintain the established criteria to the satisfaction of the *fire co-ordinator* and the *regional operations manager* shall result in removal from the system.
- Q. *Mutual aid* assistance is to be provided to *participants* on a reciprocal basis i.e. no costs involved.
- R. *Mutual aid* is not immediately available for areas that receive fire protection under a fire protection agreement. The *municipality, unorganized territory* or *First Nations community* purchasing fire protection is responsible for arranging an *acceptable* response for back-up¹ *fire protection services*. In those cases where the emergency requirements exceed those available through the purchase agreement **and** the back-up service provider the *mutual aid plan* can be activated for the agreement area.

2. Provincial CBRN and HUSAR Resources

The Province operates a system to provide response support for chemical, biological, radiological, nuclear and explosion (CBRNE) and heavy urban search and rescue (HUSAR) incidents, to local communities. The system operates under the following conditions.

- Initial response to CBRNE and HUSAR emergencies are a local responsibility. More advanced support may be available locally through the *mutual aid* system or a contracted service provider, which includes contracted support from another *municipality* through a fire protection services agreement or an *automatic aid* agreement and contracted support from a commercial provider.
- It is intended that CBRNE teams and a HUSAR team strategically located in designated cities, and operating under a memorandum of understanding with the Province of Ontario will also be available to support local responders.
- The expectations and capabilities of responding CBRNE Teams shall be based on the National Fire Protection Association Standard 472: Professional Competence of Responders to Hazardous Materials Incidents. That standard provides for the following levels.
 - Level 1: Awareness of what constitutes a hazardous materials incident
 - Level 2: Capacity to carry out limited response activities

¹ Back-up fire protection service could be in the form of a first response agreement or automatic aid.

- Level 3: Capacity to mitigate hazardous materials incidents
- The expectations and capabilities of the responding HUSAR team shall be based on the National Fire Protection Association Standard 1670: Operations and Training for Technical Rescue Incidents. That standard provides for the following levels.
 - Level 1: Awareness of what constitutes a technical rescue incident
 - Level 2: Capacity to carry out limited response activities
 - Level 3: Capacity to mitigate technical rescue incidents

Activation of resources:

- A. It is anticipated that a *municipality* requiring the assistance of a CBRNE or HUSAR team will have initiated, or be in the process of declaring, an emergency, pursuant to the Emergency Management Act, R.S.O. 1990, c. E-9.
- B. All requests for assistance from a CBRNE or HUSAR team will be received and co-ordinated through the Emergency Management Ontario Provincial Emergency Operations Centre (PEOC). 1-866-314-0472
- C. Should an emergency occur in a locality that in the opinion of the *fire co-ordinator*, or his/her designate, cannot be addressed through the resources of the local *fire department*, the *mutual aid* system or contracted service providers, he/she shall consider requests from local communities and contact the PEOC to request the response of a CBRNE or HUSAR team.
- D. The decision to activate one or more of the teams as part of the provincial response to an emergency will be approved by the appropriate Ministry of Community Safety and Correctional Services representative through the PEOC.
- E. The PEOC, in conjunction with the Office of the Fire Marshal (Fire Protection Services – Emergency Planning & Strategic Development) will be responsible for overall coordination and direction of the response, and the PEOC will be responsible for coordinating any necessary funding to support the activation of a CBRNE or HUSAR team.
- G. Local personnel will be in overall command of the emergency situation and will be responsible for coordination of local resources and those of the responding *fire department(s)*.
- H. The individual activities of a CBRNE or HUSAR team will be under the command of the officer-in-charge of the CBRNE or HUSAR team.
- I. The CBRNE response teams are not intended to fight fires involving hazardous materials. When *fire departments* respond to hazardous material fires, the normal method of activating *mutual aid* is to be followed for additional fire suppression assistance.
- J. The CBRNE or HUSAR team will not respond outside its home *municipality* as part of the memorandum of understanding unless deployed by the PEOC, in consultation with the OFM. When the CBRNE or HUSAR team is mistakenly

called directly by agencies or persons other than the *fire co-ordinator*, the CBRNE or HUSAR team will immediately notify the local *fire department* to respond and shall stand by to respond if required.

- K. Nothing in the memorandums of understanding with the province prevents the CBRNE or HUSAR teams from responding outside their home municipalities under a fire protection services agreement or *automatic aid* agreement or like agreement or arrangement between the team's *municipality* and another *participant*.

3. Automatic Aid

Improvements may be made to the overall effectiveness of the *mutual aid* system by implementing an *automatic aid* program within the *mutual aid* system. Potential improvements include:

- The quickest available fire station immediately responds to a call for service, regardless of municipal boundaries;
- The assembly time of an adequate fire attack team may be reduced (the fire attack team may be made up of personnel and equipment from more than one *fire department*);
- Equipment and personnel may be made available, particularly at the outer extremities of municipalities, which are neither practical nor reasonable for municipalities to provide for themselves due to the financial demands inherent with their provision.

Program Participation

- A. A *participant* in an *automatic aid* program that forms part of the *mutual aid plan* must meet and maintain the requirements for participation in the *mutual aid plan*.
- B. *Fire departments* entering into *automatic aid agreements* must notify the affected *fire co-ordinator(s)*.
- C. Supplying *fire departments* must ensure sufficient resources remain available in their own *municipality* or area to provide initial responses to emergency calls.
- D. Communications systems should be in place to support the simultaneous and coordinated response of required *fire departments*.
- E. First arriving companies will initiate an *incident management system* in accordance with those agreed to in the *mutual aid plan*. The *home fire department* shall assume command of the incident after arrival at the scene.
- F. Activation of additional apparatus, equipment and personnel in the home *municipality* is not *automatic aid*. Such a response is expected and should be ordered into action whenever necessary.

- G. Where a *municipality* purchases *fire protection services*, for a fee or any other consideration, for its jurisdiction or any part of it, *automatic aid* may be activated. In the event that the first call for additional assistance is required in an area where *fire protection services* are usually purchased from a neighbouring *municipality*, the responding *fire department* may charge for its service; these are not *mutual aid plan* responses.
- H. A request for *mutual aid plan* response has priority over any requests such as *automatic aid*. *Automatic aid* responses are secondary to *mutual aid* obligations.
- I. *Automatic aid*, unlike mutual aid, is not intended to be provided to the receiving *municipality* at no charge. A request for day-to-day assistance, as opposed to a request for help at a major fire or other emergency, should be on a cost recovery basis.

4. South-West Parry Sound District Extrication Response Support

Improvements may be made to the overall effectiveness of the *mutual aid system* by implementing an auto extrication response support program within the *mutual aid system*. Potential improvements include:

- The closest available specialized assistance immediately responds to a call for service, regardless of municipal boundaries.
- The Britt; Seguin; Carling; and McDougall *Fire Departments* are trained and equipped to provide auto extrication response support and has/have agreed to respond and provide assistance throughout the county, district or region when requested by participating *fire departments*

Program Participation

- A. The requesting *fire department* will communicate directly with the *fire department* closest to the scene with the apparatus, equipment and personnel that is required.
- B. The *home fire department* must respond, assume command and remain in attendance for the duration of the incident.
- C. The *home fire department* will supply apparatus, equipment and personnel for fire suppression, as well as basic extrication and additional support for the extrication support team, as required.
- D. When the *home fire department* arrives at the scene first, it will:
- contact the extrication support team by radio, as soon as possible;
 - give updates relevant to the nature and extent of the incident;
 - give best routes and where to locate at the incident or staging area; and,

- identify the sector (or person) the support team should report to upon arrival.
- E. Responses by the extrication support units to municipalities or areas purchasing *fire protection* may be charged directly to that *municipality* or area as though the response was a *fire department* receiving a call for fire suppression assistance.

5. South-West Parry Sound District Specialized High Angle Rescue Support Program

Improvements may be made to the overall effectiveness of the *mutual aid system* by implementing a specialized rescue support program within the *mutual aid system*. Services provided within the program include High Angle Rescue Potential improvements include:

- The closest available specialized assistance immediately responds to a call for service, regardless of municipal boundaries.
- The High Angle Rescue Team Members are trained and equipped to provide High Angle Rescue response support and have agreed to respond and provide assistance throughout the South-West Parry Sound District when requested by participating *fire departments*.

Program Participation

- A. The requesting *fire department* will communicate directly with the *fire department* closest to the scene with the apparatus, equipment and personnel that is required.
- B. The *home fire department* must respond, assume command and remain in attendance for the duration of the incident.
- C. The *home fire department* will supply apparatus, equipment and personnel for fire suppression, as well as basic support for the High Angle Rescue Team, as required.
- D. When the *home fire department* arrives at the scene first, it will:
- contact the High Angle Rescue Team by radio, as soon as possible;
 - give updates relevant to the nature and extent of the incident;
 - give best routes and where to locate at the incident or staging area; and,
 - identify the sector (or person) the support team should report to upon arrival.
- E. Responses by the High Angle Rescue Team to municipalities or areas purchasing *fire protection* may be charged directly to that *municipality* or area as though the response was a *fire department* receiving a call for fire suppression assistance.

6. South West Parry Sound District Specialized Rescue Support Program

Improvements may be made to the overall effectiveness of the *mutual aid system* by implementing a specialized rescue support program within the *mutual aid system*. Services provided within the program include Ice Water Rescue and Snowmobile Response Units

Potential improvements include:

- The closest available specialized assistance immediately responds to a call for service, regardless of municipal boundaries.
- The Seguin, McDougall and Britt Fire Departments are trained and equipped to provide Ice Water Rescue and Snowmobile Response support and have agreed to respond and provide assistance throughout the district when requested by participating *fire departments*

Program Participation

- A. The requesting *fire department* will communicate directly with the *fire department* closest to the scene with the apparatus, equipment and personnel that is required.
- B. The *home fire department* must respond, assume command and remain in attendance for the duration of the incident.
- C. The *home fire department* will supply apparatus, equipment and personnel for fire suppression, as well as basic support for the Ice Water Rescue or Snowmobile Response team, as required.
- D. When the *home fire department* arrives at the scene first, it will:
 - contact the Ice Water Rescue or Snowmobile Response team by radio, as soon as possible;
 - give updates relevant to the nature and extent of the incident;
 - give best routes and where to locate at the incident or staging area; and,
 - identify the sector (or person) the support team should report to upon arrival.
- E. Responses by the Ice Water Rescue or Snowmobile Response units to municipalities or areas purchasing *fire protection* may be charged directly to that *municipality* or area as though the response was a *fire department* receiving a call for fire suppression assistance.

Activation of Mutual Aid Plan

Requesting Fire Department

The incident commander, or the communications facility currently serving the incident commander, will communicate directly with the first *help* call.

- A. Identify who you are and give any code word required.
- B. Briefly describe the nature of the incident.
- C. Give the location of the incident.
- D. Provide information on any Automatic Aid activations initiated.
- E. Be specific about resources required.
- F. Provide directions and travel route to the scene as required.
- G. Advise who, and on what radio frequency or talk group, to contact for assignment and/or staging location. If common radio frequencies or talk groups are not available direct the responding *mutual aid* companies to a specific location and advise them whom to contact on arrival.

First Help Call Fire Department

- A. Dispatch required assistance.
- B. Notify the *fire co-ordinator*, or the *fire co-ordinator's* communications facility, of the incident and your response and the information provided regarding Automatic Aid responses if any.
- C. Notify appropriate *fire co-ordinator(s)*, or their communications facility, where the response involves cross county/region/district activation.

Fire Co-ordinator

- A. Arrange for cover for home and assisting departments as required.
- B. Receive all additional calls for assistance after the *first help call*.

Note: Inter-county (or district, or region) mutual aid is treated as any other activation. There should be no boundaries when considering mutual aid assistance.

Termination of the Incident

- A. The incident commander will determine when assisting resources are no longer required.
- B. The incident commander will release resources as soon as possible.
- C. The incident commander will notify the *fire co-ordinator*, or the *fire co-ordinator's* communications facility, that assisting resources are no longer required and are being released.
- D. Assisting *fire department(s)* will notify the *fire co-ordinator*, or the *fire co-ordinator's* communications facility, when they have returned to their station(s)

and are in service. Assisting includes response to the emergency scene and providing cover at other *fire departments*.

Criteria for Appointment as Fire Co-ordinator or Alternate

- A. *Fire chief*, deputy fire chief or senior officer with the necessary training and experience to co-ordinate the system
- B. Willingness of proposed *fire co-ordinator* or *alternate(s)* to fill the role.
- C. Agreement of employer for *fire co-ordinator* or *alternate(s)* to fill the role
- D. Capability to monitor, receive and transfer radio communications within the county, district or region and between other counties, districts and/or regions.
- E. Familiarity and continuity within the system.
- F. Where possible and where practicable of attainment the *fire co-ordinator* and *alternate* come from the same department.
- G. Agreeable to the roles and responsibilities as defined in the *mutual aid plan*.

Appointment Process for Coordinators and Alternates

- A. At his/her earliest convenience, the *fire co-ordinator* notifies the local *fire protection adviser* or the *regional operations manager* of pending resignation or vacating of position and completes Appendix “F” – Request for Replacement.
- B. The *fire co-ordinator* makes a recommendation for replacement, based on selection criteria. If possible the *fire co-ordinator* obtains a letter from the candidate’s CAO or *council* approving the recommended person for the position.
- C. The *regional operations manager* reviews the recommendation in consultation with the local *fire protection adviser*
- D. Local *fire protection adviser* confirms with CAO and/or *council* approval of the recommended person if not submitted by the *fire co-ordinator* in the original application.
- E. *Regional operations manager* forwards the recommendation to the Fire Marshal, or designate, for appointment.
- F. Fire Marshal (or designate) makes appointment.
- G. Access is provided to the OFM *fire co-ordinators* website
- H. Local *fire protection adviser* delivers the appointment letter, identification card and wallet badge.
- I. *Fire protection adviser* reviews the roles and responsibilities with the newly appointed *fire co-ordinator*

- J. *Fire protection adviser* provides latest copy of the *fire co-ordinators' Mutual Aid Plan and Program* manual and accompanying Appendices
- K. *Fire protection adviser (s)* inform local *fire departments* of the appointment (where required).

Roles and Responsibilities

1. Office of the Fire Marshal

- A. Develop and approve the *mutual and automatic aid plan* and appendices in consultation with *fire co-ordinators*
- B. Review and approve *mutual aid plans*
- C. Maintain a centralized inventory of current *mutual aid plans*
- D. Provide support through specialized resources and equipment, as available
- E. Appoint the *fire chief* of a *fire department* established for an unincorporated area that is to participate in the *mutual aid plan*.
- F. Authorize *fire departments* serving unincorporated areas to participate in the *mutual aid plan* through an agreement signed by the Office of the Fire Marshal.
- G. Monitor activations of the *mutual aid system*.
- H. Maintain the *fire co-ordinators* website and provide regular communications and updates to the *fire co-ordinators*.
- I. Organize and conduct the annual *fire co-ordinators' conference*.
- J. Review the operations and performance of the *mutual aid system*.

2. Participants

Participants in the *mutual aid plan* are responsible for passing a by-law, agreement or alternative *acceptable* authorization to:

- A. Establish and regulate a *fire department*,
- B. Appoint the *fire chief* of the *fire department*, and,
- C. Authorize participation in the *mutual aid plan*.

3. Fire Co-ordinator

Fire department personnel appointed by the Fire Marshal as *fire co-ordinators* shall fulfill the duties and responsibilities as instructed by the Fire Marshal (Fire Protection and Prevention Act 1997, Section 7).

Roles and responsibilities of the fire co-ordinator and in the absence of the fire co-ordinator the alternate co-ordinator for the purposes of this *mutual aid plan* include:

- A. Develop, review and maintain an up-to-date *mutual aid plan*, under the instructions of the Fire Marshal of Ontario, and in cooperation with the area *fire chiefs*.
- B. Submit the plan to the Office of the Fire Marshal (OFM) *regional operations manager* for approval
- C. Review the *mutual aid plan* annually, or more often if required, with the participating *fire chiefs* and the local *fire protection adviser(s)*.
- D. Coordinate activations of the *mutual aid plan*.
- E. Consider requests and recommend to the PEOC the deployment of provincial CBRNE and HUSAR teams.
- F. Provide advice and assistance to the Fire Marshal upon request.
- G. May assist and support *participants* by providing information and guidance during *mutual aid* activations.
- H. Within 7 days forward by email to FPSDAR@ontario.ca a synopsis of any significant events within their area.
- I. In cooperation with the local *fire protection adviser*, review equipment and apparatus covered by the plan when deemed necessary by the *fire co-ordinator* or the *fire protection adviser*.
- J. Attend the annual *fire co-ordinators'* conferences and such other meetings as may be convened from time to time by the OFM.
- K. Submit expense accounts to the OFM *regional operations manager* for approval twice yearly, and more frequently if required, and before March 31st of each year.
- L. Encourage county, district or regional training, and submit requests to the Office of the Fire Marshal for specialized courses.
- M. Other duties as may be assigned by the Fire Marshal.

Roles and responsibilities of the *fire co-ordinator* for the purposes of this *mutual aid plan* do not include:

- A. In an *unorganized territory* where there are no agreements made pursuant to the Fire Protection and Prevention Act, 1997 to provide *fire protection services*, there is ordinarily no role for the *fire co-ordinator* to play. The role of the *fire co-ordinator* is to coordinate *mutual aid plans* and to perform related duties. *Mutual*

aid plans are plans developed between *fire departments*. *Fire departments* exist only in municipalities, or pursuant to an agreement in an *unorganized territory*.

4. Participating Fire Chiefs

- A. Familiarize members of the *fire department* with contents of the *mutual aid plan*.
- B. Implement the local components of the *mutual aid plan*.
- C. Submit the relevant Standard Incident or Casualty Reports for all incidents directly to the Office of the Fire Marshal.
- D. Notify the *fire co-ordinator* of all significant changes as they occur, regarding stations, personnel, apparatus and/or equipment and contact information.
- E. Provide copies of agreements for fire protection to the *fire co-ordinator*, if requested by the *fire co-ordinator*.
- F. Attend *mutual aid system* meetings as called by the *fire co-ordinator*.
- G. Advise the *fire co-ordinator* of any municipal re-alignments or amalgamations.
- H. Provide a copy of the *mutual aid plan* to the municipal *council*.

Fire Co-ordinator's Protection from Personal Liability and Indemnification

The Fire Protection and Prevention Act, 1997 addresses the issue of protection from personal liability and indemnification for *fire co-ordinators*.

74. (1) No action or other proceeding for damages shall be instituted against a firefighter, a fire co-ordinator, a community fire safety officer, a member or employee of the Fire Safety Commission, an assistant to the Fire Marshal, the Deputy Fire Marshal, the Fire Marshal, or a person acting under his or her authority, for any act done in good faith in the execution or intended execution of his or her power or duty for any alleged neglect or default in the execution in good faith of his or her power or duty.

75. (1) A firefighter, a fire co-ordinator, a community fire safety officer, a member or employee of the Fire Safety Commission, an assistant to the Fire Marshal, the Deputy Fire Marshal, the Fire Marshal or a person acting under his or her authority shall be indemnified for reasonable legal costs incurred,

(a) in the defence of a civil action, if the person is not found to be liable;

(b) in the defence of a criminal prosecution, if the person is found not guilty;

- (c) *in respect of any other proceeding in which the person's execution of his or her duties is an issue, if the person acted in good faith.*

Municipal Liability and Immunity

The Municipal Act addresses the issues of immunity protection for *councils* and members of *fire departments* participating in the *mutual aid plan*.

Liability re: fire service

467. *Despite the repeal of the old Act, clause (e) of paragraph 31 of section 210 and paragraph 32 of section 210 of that Act continue to apply for the purpose of protecting a municipality from liability with respect to agreements entered into and emergency fire service plans adopted prior to January 1, 2003. 2001, c. 25, s. 467.*

Immunity

448. (1) *No proceeding for damages or otherwise shall be commenced against a member of council or an officer, employee or agent of a municipality or a person acting under the instructions of the officer, employee or agent for any act done in good faith in the performance or intended performance of a duty or authority under this Act or a by-law passed under it or for any alleged neglect or default in the performance in good faith of the duty or authority. 2001, c. 25, s. 448 (1).*

Policy decisions

450. *No proceeding based on negligence in connection with the exercise or non-exercise of a discretionary power or the performance or non-performance of a discretionary function, if the action or inaction results from a policy decision of a municipality or local board made in a good faith exercise of the discretion, shall be commenced against,*

- (a) *a municipality or local board;*
- (b) *a member of a municipal council or of a local board; or*
- (c) *an officer, employee or agent of a municipality or local board. 2001, c. 25, s. 450.*

Related Programs

Fire Co-ordinators' Conferences and Meetings

Each year a *fire co-ordinators'* conference is organized and conducted by the Office of the Fire Marshal. New developments in *mutual aid* are discussed, as well as current issues or problems in *mutual aid* operations. From time to time exercises will be conducted at the *fire co-ordinators'* conferences. *Fire co-ordinators* in regional areas of the province may meet from time to time to discuss local issues with OFM staff and others. In addition, *fire co-ordinators* are expected to convene regular meetings with *fire chiefs*, or their representatives, within their jurisdictions.

Contacting the Office of the Fire Marshal:

The Regional Operations Managers are the point of contact for Fire Co-ordinators to forward:

- current copies of mutual aid plans
- updates to mutual aid plan resources and contact lists, and
- original copies of expense claims – faxed copies not acceptable for approved government procedures

Original copies of the above are to be mailed to:

Office of the Fire Marshal
(Southwest or Southeast Regional Manager)
2284 Nursery Road
Midhurst, ON
LOL 1X0

Office of the Fire Marshal
(Northwest or Northeast Regional Manager)
3767 Highway 69 South, Suite 6
Sudbury, ON
P3E 4N1

In those instances when a *fire co-ordinator* or *alternate fire co-ordinator* has a question about the expected roles and responsibilities he/she may contact the local *fire protection adviser* or the appropriate *regional operations manager* of the Office of the Fire Marshal.

During non-business hours contact may be arranged through the Provincial Emergency Operations Centre by calling 1-866-314-0472 and asking to be put in contact with the on-call manager for Fire Protection Services who will address the concern directly and/or put you in contact with the appropriate *regional operations manager*.

During major emergencies with provincial interests OFM staff members will typically be assigned to the Provincial Emergency Operations Centre (PEOC) and/or at the Ministry Emergency Operations Group (MEOG). These staff members may be in contact with *fire co-ordinators* dependent on the location and type of situation. *Fire co-ordinators* will be

provided with an appropriate contact number(s) for continued contact throughout the emergency.

Running Card Assignments

Requests for Assistance and Cover:

The location of *participants* identified as “*help*” or “*cover*” is not limited to the local South-West Parry Sound District. However, in those instances when the identified “*help*” or “*cover*” comes from another district, or from another province or state, the affected *fire co-ordinator* and *fire chief(s)* shall be informed of the *participant’s* inclusion in the local *mutual aid plan*.

The order of activation will be determining by selecting the department with the quickest ability to provide the requested assistance.

Britt Fire Department

Help call	Carling Township	Argyle	Alban-French River
Cover	McDougall Township	Not Required	Noelville

Carling Fire Department

Help Call	McDougall Township	Parry Sound	Seguin Township
Cover	Not Required	Not Required	Not Required

Whitestone Fire Department

Help Call	McKellar Twp	Magnetewan Township	McDougall Township
Cover	McDougall Twp	Parry Sound	Not Required

Seguin Fire Department

Help call	(North West) Parry Sound	(North East – Blackwater) McKellar Twp. (North East – Hwy. 518) McMurrich/ Montieth	(South East) (Mutual-Aid) Muskoka Lakes (Minett)	(South West) (Mutual-Aid) Muskoka Lakes (Footes Bay)	Extrication (North) McDougall (South) Footes Bay
Cover	Not Required	Not Required	Not Required	Not Required	Not Required

McKellar Fire Department

Help Call	McDougall Township	Whitestone	Seguin
Cover	Parry Sound	Magnetawan	Not Required

Parry Sound Fire Department

Help Call	McDougall Township	Seguin Township	McDougall Township
Cover	Not Required	Not Required	McKellar Township

McDougall Fire Department (Station #1)

Help Call	McDougall Township (Station 2)	Parry Sound	Carling Township
Cover	Seguin Township	McKellar Township	Not Required

McDougall Fire Department (Station #2)

Help Call	McDougall Township (Station 1)	McKellar Township (Station 1 or 2)	McKellar Township (Station 1 or 2)
Cover	McKellar Township	Whitestone	Whitestone

Magnetawan Fire Department

Help Call	Whitestone Twp. or Sundridge/Strong Or Burks Falls	Sundridge/Strong Twp. Or Whitestone Or Burks Falls	Burks Falls or Whitestone Twp or South River/Machar
Cover	McKellar Twp or South River/Machar or Perry Twp.	South River/Machar or McKellar Twp. Or Perry Twp	Perry Twp. Or McKellar Twp. Or South River/Machar

Emergency Contact Information
South-West Parry Sound District

Fire Department	Contact Position/ Name	Phone Numbers		Radio Call Sign & Frequency(s)
Britt Fire Department	Fire Chief Larry Olds	Emerg	383-2411	Call sign OFM freq 154.070 C/D/R freq 165.930
		Cell	(705) 773-2570	
		Pager		
		Fax	(705) 383-0177	
		Email	brittfd@personainternet.com	
Carling Fire Department	Fire Chief Gord Harrison	Emerg	9-1-1 (Dispatch 746-7416)	Call sign XJL 813 OFM freq 154.070 C/D/R freq 154.710 160.005
		Cell	705-938-1491	
		Pager		
		Fax	(705) 342-9527	
		Email	fire@carlingtownship.ca	
McDougall Fire Department	Fire Chief Brian Leduc Fire Co-ordinator	Emerg	9-1-1 (Dispatch 746-7416)	Call sign XLQ 326 OFM freq 154.070 C/D/R freq 167.325 168.120
		Cell	(705) 746-1857	
		Pager		
		Fax	(705) 342-5573	
		Email	bleduc@mcdougall.ca	
McKellar Fire Department	Fire Chief Robert Morrison	Emerg	9-1-1 (Dispatch 746-7416)	Call sign XJO 620 OFM freq 154.070 C/D/R freq 154.460 155.520
		Cell		
		Pager		
		Fax	(705) 389-9633	
		Email	fire@township.mckellar.on.ca	
Parry Sound Fire Department	Fire Chief Dave Thompson Also Fire Co-ordinator Assistant	Emerg	9-1-1 (Dispatch 746-7416)	Call sign XLQ 714 OFM freq 154.070 C/D/R freq 155.055 159.435
		Cell	(705) 774-0600	
		Pager		
		Fax	(705) 746-2377	
		Email	dthompson@townofparrysound.com	
Seguin Fire Department	Fire Chief Don Hood	Emerg	9-1-1 (Dispatch 746-7416)	Call sign XJI 992 OFM freq 154.070 C/D/R freq 154.070 159.855
		Cell	(705) 746-3261	
		Pager		
		Fax	(705) 732-6347	
		Email	dhood@seguin.ca	

Whitestone Fire Department	Fire Chief Bob Whitman	Emerg	9-1-1 (Dispatch 746-7416)	Call sign XLQ 879 OFM freq 154.070 C/D/R freq 154.920 158.475
		Cell	(705) 774-1967	
		Pager		
		Fax	(705) 389-3824	
		Email	fire.department@whitestone.ca	
Georgian Bay Fire Department	Fire Chief Tony Vandamn	Emerg	9-1-1 (Dispatch 645-5000)	Call sign OFM freq 154.070 C/D/R freq
		Cell		
		Pager		
		Fax	(705) 538-1328	
		Email	tvandamn@gbtownship.ca	
Magnetawan Fire Department	Fire Chief Derek Young	Emerg	9-1-1 (Dispatch 746-7416)	Call sign OFM freq 154.070 C/D/R freq
		Cell	(705) 773-8477	
		Pager		
		Fax	(705) 387-0148	
		Email	hindlek@vianet.ca	

Summary of Equipment

In addition to the identified resources *participants* in the plan may add other pages that provide more detail about locally available equipment and specialized resources not normally included in the plan that could be used in other areas of the county/ district/ region or province during a *major emergency*, ex. a mobile command post. Any additional cost for using this specialized equipment outside the local county, district or region should be identified. (electronic copies of these forms are available on the fire coordinators website in Excel format.)

See attached Fire Dept. Asset Reports