

CORPORATION OF THE TOWNSHIP OF MCKELLAR

December 19, 2023 – 6:30 p.m.

AGENDA

Topic: Regular Council Meeting

Time: December 19, 2023 6:30 P.M. [Closed Session beginning at 5:00 p.m.]

Join Zoom Meeting

<https://us06web.zoom.us/j/83529023223>

Dial by your location

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23-767 1st resolution

2023-79 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 Information supplied in confidence by a third party; pursuant to Section 239(2)(i) – Belvedere Heights Life Lease Buyback
 - 5.2 Personal matters about an identifiable individual, including Municipal or local board employees, pursuant to Ontario Municipal Act, Section 239(2)(b) – Employee Remuneration & Committee Appointment
 - 5.3 Minutes of Closed Session – December 5, 2023
 - 5.4 Litigation or Potential Litigation, pursuant to Section 239(2)(e) – Litigation re. Consent Application Appeal, Ontario Land Tribunal
- 6. CALL TO ORDER – REGULAR SESSION 6:30pm (Public can join via Zoom)**
- 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

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

10. PUBLIC MEETING

11. DELEGATIONS AND PRESENTATIONS

11.1 Carling Fire Chief, Gord Harrison re. West Parry Sound Community Safety and Wellbeing Plan

11.2 Lake Stewardship & Environmental Committee

(i) 'Protecting the Waters of McKellar Township' Pamphlet

(ii) Draft 2024 Committee Budget

12. COMMITTEE OF THE WHOLE

12.1 Transfer Station User Permits

(i) PW-2023-12 Transfer Station User Permits 2024

13. MOTION TO REVIEW A PREVIOUS MOTION

14. ADOPTION OF MINUTES OF PREVIOUS MEETING(S)

14.1 Minutes of the December 5, 2023 Regular Meeting of Council

15. PLANNING MATTERS

16. COMMITTEE/BOARD MINUTES WITH RECOMMENDATIONS FOR APPROVAL

16.1 Board of Health Finance and Property Committee Minutes of the September 27, 2023 Meeting

16.2 Township of McKellar Historical Committee Draft Minutes of the November 1, 2023 Meeting

16.3 Township of McKellar Public Library Board Minutes of the October 30, 2023 Meeting

16.4 District of Parry Sound West (Belvedere Heights) Board of Management Minutes of the October 25, 2023 Meeting

17. STAFF REPORTS WITH RECOMMENDATIONS FOR APPROVAL

17.1 FD-2023-20 E&R By-law Changes

17.2 FD-2023-21 Month End Status Updates for November 2023

17.3 Community Centre Fire Safety Plan Informal Quotations

17.4 2023 McKellar Market Report

17.5 Accounts Payable Preliminary Cheque Run Report for November 2023

18. MAYOR'S REPORT

18.1 2023 Year-End Report from Council

19. CORRESPONDENCE FOR CONSIDERATION

19.1 MPAC Data Sharing and Services Agreement (DSSA)

(i) DSSA Fact Sheet

(ii) DSSA FAQs (Frequently Asked Questions)

20. MOTION AND NOTICE OF MOTION

20.1 Appointment to the Lake Stewardship & Environmental Committee

21. BY-LAWS

21.1 By-law 2023-79 Being a By-law to Amend By-law No. 2023-08, the Procedural By-law, a By-law to establish rules governing the proceedings of Council, the calling of Meetings and the conduct of Members, Staff and the Public

21.2 By-law 2023-23 Being a By-law to Regulate Dogs in the Township

22. UNFINISHED BUSINESS

22.1 Unfinished Business as of December 19, 2023

23. NEW BUSINESS

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

25. CONSENT AGENDA – CORRESPONDENCE

25.1 Municipal Engineers Association, New Board of Directors

25.2 AMO Watchfiles; November 30, 2023 & December 7, 2023

25.3 NBPSDHU, Modernizing Alcohol Marketplace & Product Sales

25.4 Town of Plympton-Wyoming, Revoke Strong Mayors Powers & Increase in the Leave to Construct Threshold

25.5 The Labour Market Group, October 2023 Job Report

25.6 The Labour Market Group, November 2023 Publication

25.7 FONOM Media Release – Bail Reform and Impacts of Property Damage

25.8 Township of Seguin, West Parry Sound Economic Development Collaborative

25.9 Township of Seguin, WPS Recreation & Cultural Centre Joint Municipal Services Board Agreement

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

27. CONFIRMING BY-LAW

27.1 By-law 2023-80 - Confirming the Proceedings of Council

28. ADJOURNMENT

Instructions for Joining the Council Meeting

1. Please try to sign in between 6:20 to 6:30 if possible; you are still welcome to sign in after 6:30 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: Gord Harrison
Address: 2 West Carling Bay Rd, CARLING ON
Phone: [REDACTED] 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) West Parry Sound Community Safety and Well-Being Committee
Meeting Date requested to appear before Council 12/19/23
Subject Matter of Deputation: <u>West Parry Sound Community and Safety and Well-Being Committee</u> Requested by McKellar Council _____
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: Gord Harrison <small>Digitally signed by Gord Harrison Date: 2023.11.22 13:48:59 -05'00'</small> Date: 11/22/23 _____

* Safety and Wellbeing Plan Included in November 21, 2023 Agenda, Item 19.3



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.



Township of McKellar

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

Phone: 705-389-2842

Fax: 705-389-1244

Request for Delegation/Deputation before Council

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PLEASE PRINT CLEARLY

Name of Person to Appear: 1. Peter Duffey 2. Jennifer Ghent-Fuller

Address: [REDACTED]

Phone: ~~Home~~: [REDACTED] Business: [REDACTED] Cell: _____

Name of Group or Person(s) being represented (if applicable): Lake Stewardship and Environmental Committee of McKellar Township

Meeting date requested to appear before Council: Tuesday December 19, 2023

Subject Matter of Deputation: 1. Peter will present our proposed pamphlet to encourage McKellar Township residents to avoid the use of fertilizers, pesticides and herbicides on their lawns and gardens entitled, "Protecting the Waters of McKellar Township," which we hope to have mailed out with the February tax mailing.

2. Jennifer will present the proposed 2024 budget for the Lake Stewardship and Environmental Committee.

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

Signature: Jennifer Ghent-Fuller Date: December 12, 2023

SCHEDULE "E"

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

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Protecting Our Natural Resources For Future Generations

We all know the township is growing in population and with it, the pressure on our watershed is increasing. The use of chemical-based pesticides, herbicides and fertilizers contributes to those pressures.

As the residents of McKellar, we all share a responsibility to protect our natural resources for generations to come. Why not consider some more natural alternatives?

Excess chemicals and fast release fertilizers are easily washed into our lakes and down into the aquifer during periods of heavy rainfall. That can have an adverse effect on the aquatic environment and in the case of phosphorus fertilizers entering lakes, it can contribute to the development of blue green algae blooms.

The more steps each of us take to reduce the use of chemicals around our community, the more we help preserve our ecosystem for future generations.

Together, we can all help reduce the threat herbicides, pesticides and fertilizer have on our watershed by using more organic and natural alternatives. In doing so, we will help ensure our watershed remains healthy for generations to come.



Produced by:

The Township of McKellar Lake Stewardship and Environmental Committee

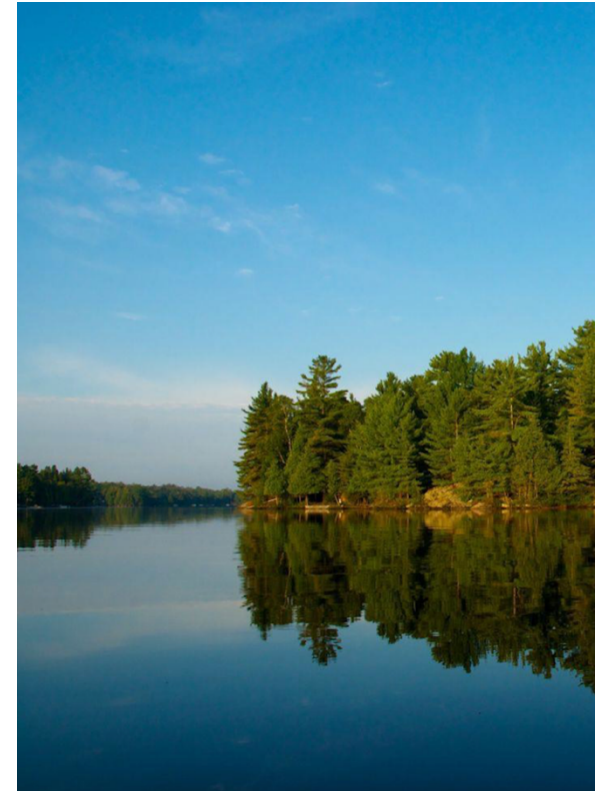
A committee created to pursue a mission of fostering environmental awareness, understanding and appreciation to protect and sustain our municipality's abundant natural resources, which enhance the quality of life for our residents and seasonal visitors.

For more information on what you can do to help protect our precious natural resources for future generations, go to:

www.McKellar.ca

and visit the Environment tab for residents.

PROTECTING THE WATERS OF MCKELLAR TOWNSHIP



GIVING CONSIDERATION TO THE USE OF ORGANIC CONTROL SOLUTIONS

A GOOD LOOKING LAWN

For many people, a good-looking green lawn is a source of pride and enjoyment. Synthetic fertilizers typically release their nutrients quickly and a heavy rainfall will see those chemicals washed into our lake, rivers and streams and possibly seep into our aquifer. It goes without saying that fish and other aquatic animals in our environment do not react favourably to these kinds of chemicals being released into our water. Let's also not forget many of us draw our drinking water from these same sources and our treatment systems may not be designed to remove these types of chemicals.

So how can you achieve a green healthy lawn without the use of chemicals?

- consider using organic fertilizer.
- create your own compost to spread on your lawn.
- allow grass clippings to sit on the lawn and decompose into natural fertilizer.
- Good mowing habits can be key:

- * mow every 5 days or so
- * keep your blades sharp
- * cut to a height of about 7cms
- * avoid mowing a wet lawn
- * avoid mowing during drought



WHAT ABOUT THOSE PESKY BUGS?



Whether it's the dreaded black fly or the legendary Canadian mosquito, biting bugs are not a welcome site for most residents and cottagers. Over the years, that has led to many people turning to chemical-based solutions to reduce bugs on their property including fogging the surrounding forest.

The problem with many chemical based solutions is that other bugs such as our vital pollinators and dragonflies can be affected. Not to mention birds like chickadees who need to bring their chicks 5000 to 9000 bugs as they raise them.

Instead of chemicals, consider:

- encouraging bats to roost by installing a bat house
- encourage dragonflies to visit your yard by planting native plants that attract them such as Black-eyed Susan. Dragonflies also love to bask on rocks to stay warm so having some spots available for them to perch will help attract them. Eliminating the use of pesticides will also help the dragonflies to flourish. A single dragonfly can eat hundreds of mosquitos a day.



PLANT NATIVE PERENIALS AND SHRUBS

One of the best ways to help protect the environment and our bodies of water in general is to plant native plants in our gardens and along shorelines. Native perennial plants will attract pollinators like butterflies and bees and they will help attract dragonflies. Also, being native plants, they require little to no maintenance getting most of their nutrient requirements naturally. These plants can enhance the beauty of your property by maintaining a natural look.

When planted along the shoreline, these native plants form a protective barrier between the land and the water. Properly selected plants will develop deep root systems that absorb excess water runoff and help remove many toxins before they ever reach the water. Additionally, a well rooted shoreline of native plants will help prevent erosion and deter geese from coming ashore.

There are many organizations available to help residents develop a naturalized shoreline plan and doing so is one of the most effective ways to help our watershed. Locally, the Manitowabing Lake Community Association (MLCA) offers such assistance. If you'd like help developing a shoreline plan, reach out to the MLCA at:

admin@mlca.ca

Lake Stewardship and Environmental Committee Budget – 2024 first draft

	Budget Estimate 2023	2023 April Budget Revision	2023 Actuals	2024 Budget Estimate
E. Coli Sampling	\$ 4,000.00	\$ 4,000.00	\$ 4,350.21	\$4,000.00
Phosphorus and calcium sampling	\$4,000.00	\$ 4,000.00	\$ 2,038.02	\$2,250.00
Microcystin	\$ 300.00	\$ 300.00	0	REMOVE
Standardizing solutions (q2yrs)	\$150	\$150	\$209.05	\$250.00
Benthic 4 sites	3 sites \$ 5,260	3 sites \$ 5,260	\$5,260	? two sites \$4,000
Educational Materials	\$ 2,000			
Signs (recycling, animal/turtle crossing)				\$200
200 copies of Septic Smart	\$1,985 + tax			\$2,243.00
Educational Materials <i>Consolidated (Flyers and other educational materials Presentations)</i>	\$1,500	\$2,500 (consolidated in April) (plus January costs already done)	All leaflet printing (3 – 2- sided, colour) \$3,328.30	\$3,500
Educational Materials	\$ 500			
Pamphlets	\$2000			
Honorariums for talks				\$900
Demonstration Pollinator Garden	\$ 2,500.00	\$500	0	
Sub Total	\$22,210.00			
PLUS GBB ICECAP	\$8,000*		0	Remove
Grand Total	\$ 30,210	\$16,710	\$15,185.28	\$13,878

Lake Stewardship and Environmental Committee Budget – 2024 final draft

	Budget Estimate 2023	2023 April Budget Revision	2023 Actuals	2024 Budget Detail	2024 Budget
E. Coli Sampling	\$ 4,000.00	\$ 4,000.00	\$ 4,350.21	\$4,500.00	
Phosphorus and calcium sampling	\$4,000.00	\$ 4,000.00	\$ 2,038.02	\$2,500.00	
Microcystin	\$ 300.00	\$ 300.00	0	REMOVE	
Standardizing solutions (q2yrs)	\$150	\$150	\$209.05	\$250.00	
Benthic 4 sites	3 sites \$ 5,260	3 sites \$ 5,260	\$5,260	two sites \$4,000	
Water Testing					\$11,250.00
Educational Materials	\$ 2,000				
Signs (recycling, animal/turtle crossing)				\$200	
200 copies of Septic Smart	\$1,985 + tax			\$2,243.00	
Educational Materials <i>Consolidated (Flyers and other educational materials Presentations)</i>	\$1,500	\$2,500 (consolidated in April) (plus January costs already done)	All leaflet printing (3 – 2- sided, colour) \$3,328.30	\$3,500	
Educational Materials	\$ 500				
Pamphlets	\$2000				
Honorariums for talks				\$900	
Demonstration Pollinator Garden	\$ 2,500.00	\$500	0		
Education Activities					\$6,843.00
Sub Total	\$22,210.00				
PLUS GBB ICECAP	\$8,000*		0	Remove	
Grand Total	\$ 30,210	\$16,710	\$15,185.28		\$18,093.00

and contact the Municipal office for a new one, where they would show the proper identification to verify their McKellar residency.

A common comment regarding the stickers was the colour of the sticker. For 2023, the stickers were white. It was recommended by the Transfer Station attendant that the colour be bright. In speaking with AquaGraphics, the bright colours (such as fluorescent yellow or green) fade very quickly on windshields. They suggested if a colour were to be chosen, that it be dark blue or black with white writing.

As for plastic cards, ratepayers were transitioned to using static cling stickers and may be confused with going back to cards. The TS attendant noted in at the May 16, 2023 meeting, many people no longer have their TS cards as they are easily lost or misplaced.

In any event where a user permit is not produced by the TS user, the TS attendant can ask for a piece of identification verifying their residency (driver's license, hydro bill, tax bill, etc.).

Static Cling Stickers	
PROS	CONS
Stays on vehicle	Ratepayer has more than two vehicles
Easily identifiable from afar for TS Attendant	Lost easily in tax bills/ thrown out
No replacement cost to ratepayer	Mail new sticker out every year (or 2-3 years) +cost
Plastic Cards	
PROS	CONS
Easy to find enclosed in tax bill	Easily Lost / Forgotten when attending TS
Can circulate new cards every 5-10 years	Cards can be circulated to non-ratepayers
	TS attendant must ask to see card, difficult during busy times
	Replacement cost for lost/damaged or additional cards (Whitestone charges \$15.00)

Financial:

In February 2023, 5,000 static cling stickers were ordered so that each property would have 2 stickers mailed. The extra stickers are for renters that did not receive them and new residents. The cost for producing the sticker was \$1,785.00 plus HST.

Aqua Graphics was asked to provide a quotation for 5,000 static cling sticker and 2,000 plastic cards. The most cost-effective option for the physical permit is the plastic card. Depending on the information required on the card, the cost will increase for staff time.

TRANSFER STATION WINDOW Static Cling – Coloured

Qty	Price	
2,000	\$790	
4,000	\$1449	
5,000	\$1582	all +HST

CARDS – WATERPROOF AND TEAR RESISTANT

SIDES PRINTED: 2

Qty	Price	
2,000	\$785	Artwork N/C
	+ tax	

Policies Affecting Proposal:

Transfer Station By-law 2023-55

Conclusion:

Staff would like to receive direction from Council as to which system will be implemented for 2024, the static cling sticker or plastic cards. Once decided, the user permits will be mailed in with the interim tax bill at the end of February 2024.

Respectfully submitted by:



Karlee Britton
Deputy Clerk

Reviewed by:



Greg Gostick
Director of Operations

Attachments: None.



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

December 5, 2023

Mayor Moore called the meeting to order at 5:31 p.m.

ROLL CALL

Mayor Moore took Roll Call.

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

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

There were no conflicts of interest declared.

Moved by: Councillor Ryeland
Seconded by: Councillor Haskim

23-746 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 Zulak
Seconded by: Councillor Kekkonen

23-747 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 5:32 p.m. to discuss the following items;

- 5.1 Minutes of Closed Session – November 21, 2023 & November 24, 2023
- 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 Litigation or Potential Litigation, pursuant to Section 239(2)(e) – Litigation re. Consent Application Appeal, Ontario Land Tribunal
- 5.4 Acquisition or Disposition of Land; pursuant to Ontario Municipal Act, Section 239(2)(c) – Land Acquisition

Carried

Moved by: Councillor Haskim
Seconded by: Councillor Ryeland

23-748 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby reconvene into open session of Council at 6:33 p.m.

Carried

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

ROLL CALL

Mayor Moore took Roll Call.

Present: Mayor David Moore
Councillors Morley Haskim, Mike Kekkonen, Nick Ryeland, Debbie Zulak
Staff: Clerk/Administrator, Ina Watkinson
Deputy Clerk/Planning Assistant, Karlee Britton
Director of Operations, Greg Gostick



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

December 5, 2023

RESPECT AND ACKNOWLEDGEMENT DECLARATION

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

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

There were no conflicts of interest declared.

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-749 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 December 5, 2023.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-750 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive the deputation from Jacob Hanlon, Municipal Program Coordinator with Food Cycle Science Corporation regarding the FoodCycler Municipal Food Waste Diversion Program.

Carried

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-751 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive the deputation from Dennis Baxter, Senior Structural Manager with GHD Engineering regarding the Township's 2023 Municipal Structure Inventory and Inspection Report.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-752 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby approve the Minutes of the November 21, 2023 Regular Meeting of Council and the November 24, 2023 Special Meeting of Council, as circulated.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-753 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive the Minutes of the September 27, 2023 meeting of the Board of Health.

Carried

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-754 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive the Targeted Fraud Risk Assessment and Forensic Review dated September 29, 2023, completed by KPMG Forensic Inc; and



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

December 5, 2023

FURTHER THAT the document be published on the Township's website.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-755 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby support the National Housing Accord's multi-sector approach to ending Canada's rental housing crisis, including their 10 recommendations; and

FURTHER THAT a copy of this Resolution be forwarded to Parry Sound-Muskoka MPP, Graydon Smith; Parry Sound-Muskoka MP Scott Aitchison; Minister of Finance, Chrystia Freeland and the Minister of Housing, Infrastructure and Communities, Sean Fraser.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-756 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby support the Town of Parry Sound's Resolution to support the Near North District School Board's call to the Ministry of Education not to exercise their authority granted by Bill 98 for the closure of rural elementary schools; and

FURTHER supports a study be undertaken to determine which of the two rural schools, being either McDougall Public School or Nobel Public School, is the most appropriate to stay open in the West Parry Sound District to serve the area's growing population and alleviate the need to add to the current JK-Grade 12 mega-school construction project; and

FURTHER this Resolution be forwarded to the Ontario Public School Board's Association, the Minister of Education Stephen Lecce and Parry Sound-Muskoka MPP Graydon Smith.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-757 **WHEREAS** the Near North Crime Stoppers (NNCS) serves the Districts of Nipissing and Parry Sound and is a registered charitable program that enhances community safety across the region; and

WHEREAS despite all the modern technology available to law enforcement agencies, one of the most cost-effective and successful methods to prevent or solve crime is when someone anonymously reports a TIP to Crime Stoppers through the TIPLINE or the website; and

WHEREAS Crime Stoppers does not subscribe to any call tracing technology, so tips remain confidential and are passed on to the appropriate law enforcement agency; and

WHEREAS to date, NNCS has received 22,468 calls from tipsters, contributing to the arrest of 1,786 individuals, and over \$4.3 million in property and cash having been recovered. Nearly \$58 million in drugs, destined for our communities, have been seized because of Crime Stoppers anonymous, valuable information; and

WHEREAS the success of Crime Stoppers rests heavily on community engagement through awareness and support of many partners, with municipalities being key



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

December 5, 2023

stakeholders. Recognizing and supporting Crime Stoppers helps municipalities to support their local *Community Safety and Well Being Plans* plan.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby declare January 2024 as Crime Stoppers Month.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-758 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the draft conditions met letter for Consent Application No. B02/2023 (Dyment); and

FURTHER direct staff to sign the letter and submit to the Parry Sound Area Planning Board.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-759 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give all permanent staff, including those named below, a \$100.00 Christmas bonus: Andy Ward, Jan Gibson, Robert Morrison and Tom Stoneman.

Carried

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-760 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report No. ADMIN-2023-19 St. Stephen's Church Renovation Tender Results for information and award RFP No. PW-2023-15 St. Stephen's Church Renovations to Northern View Construction in the amount of \$70,156.00 plus HST of \$9,120.28 for a total amount of \$79,276.28; and

FURTHER THAT a 10% contingency be added to the contract for any unforeseen structural repairs when removing the chimney, as recommended by the Chief Building Official.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-761 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby advertise the following Christmas hours:

Municipal Office: Closed December 25, 2023 to January 1, 2024 inclusive;

Waste Transfer Station: Closed December 25, 2023 and January 1, 2024;

Public Works: Closed December 25, 2023 to January 1, 2024 (weather permitting).

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-762 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-73, Being a By-law to Impose Charges on Property Owners in a Designated Area (Craigmore Subdivision) for the Provision of Road Upgrades by the Township, a Third reading;



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

December 5, 2023

And further Passed in Open Council this 5th day of December, 2023.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-763 **WHEREAS** the First and Second Readings of the By-law were given on October 3, 2023; and

WHEREAS a period of time was given so that the public may comment on changes to the By-law;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-66, Being a By-law to Regulate the Speed of Motor Vehicles on Certain Highways within the Municipality, a Third reading;

And further Passed in Open Council this 5th day of December, 2023.

Deferred

Director of Operations, Greg Gostick left the meeting.

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-764 **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 Kekkonen

Seconded by: Councillor Zulak

23-765 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-78, 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 5th day of December, 2023.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-766 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar adjourn this meeting at 8:24 p.m. to meet again on December 19, 2023; or at the call of the Mayor.

Carried

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH
MINUTES – FINANCE AND PROPERTY COMMITTEE, September 27, 2023
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee
Central Appointee
Eastern Appointee
Central Appointee
Western Appointee

Karen Cook
Sara Inch
Rick Champagne
Maurice Switzer
Jamie Restoule

Parry Sound District:

Northeastern Appointee
Southeastern Appointee
Western Appointee

Blair Flowers
Marianne Stickland (*Chairperson*)
Jamie McGarvey
Tim Sheppard
Catherine Still

Public Appointees:

ALSO IN ATTENDANCE:

Acting Medical Officer of Health/Executive Officer
Executive Director, Finance
Management Administrative Assistant

Dr. Carol Zimbalatti
Isabel Churcher
Shelly Maki

REGRETS:

Central Appointee
Central Appointee

Dave Wolfe
Jamie Lowery (*Vice -Chairperson*)

RECORDER:

Executive Assistant, Office of the MOH/EO

Nelly Bothelo

1.0 CALL TO ORDER

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

Marianne Stickland, Finance and Property Committee Chairperson, called the September 27, 2023, Finance and Property Committee meeting to order at 5.04 p.m.

Marianne Stickland introduced and welcomed new Board of Health Provincial Appointee Catherine Still.

2.0 APPROVAL OF THE AGENDA

The following motion regarding the September 27, 2023, Finance and Property Committee agenda was read:

Finance and Property Recommendation #FP/2023/09/01 *Champagne/Inch

Be It Resolved, that the Finance and Property Committee agenda, dated September 27, 2023, 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	A		
Karen Cook	X			Marianne Stickland	X		
Blair Flowers	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	R		
Jamie Lowery	R			Tim Sheppard	X		
Jamie McGarvey	X			Catherine Still	X		

"Carried"

3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

4.0 APPROVAL OF PREVIOUS MINUTES

4.1 Finance and Property Committee Minutes – June 28, 2023

The minutes from the June 28, 2023, Finance and Property Committee meeting were presented.

The following motion was read:

Finance and Property Recommendation #FP/2023/09/02 *Sheppard/McGarvey

Be It Resolved, that the minutes from the Finance and Property Committee meeting held on June 28, 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	A		
Sara Inch	X			Dave Wolfe	R		
Jamie Lowery	R			Tim Sheppard	X		
Jamie McGarvey	X			Catherine Still	A		

“Carried”

4.2 Finance and Property Committee In Camera Minutes – June 28, 2023

The minutes from the June 28, 2023, Finance and Property Committee in camera meeting were presented.

The following motion was read:

Finance and Property Recommendation #FP/2023/09/03 *Champagne/Cook

Be It Resolved, that the minutes from the in camera Finance and Property Committee meeting held on June 28, 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	A		
Sara Inch	X			Dave Wolfe	R		
Jamie Lowery	R			Tim Sheppard	X		
Jamie McGarvey	X			Catherine Still	A		

“Carried”

5.0 DATE OF NEXT MEETING

Date: November 29, 2023

Time: To be determined

Location: To be determined

6.0 BUSINESS ARISING

There was nothing brought forward under Business Arising.

7.0 NEW BUSINESS

7.1 Second Quarter Financial Statements – April 1 to June 30

The second quarter financial statements were presented. Comments and questions were taken and answered.

7.2 Second Quarter Medical Officer of Health Expenses – April 1 to June 30

The second quarter Medical Officer of Health expenses were presented. Comments and questions were taken and answered.

7.3 2024-2026 Funding – Strengthening Public Health

The following motion was read:

Finance and Property Recommendation #FP/2023/09/04 *Inch/Flowers

Whereas, on August 22, 2023, the Minister of Health, Sylvia Jones, presented Strengthening Public Health to the Association of Municipalities Annual Conference; and

Whereas, Strengthening Public Health includes temporary funding for voluntarily merging of health units, changes to the Ontario Public Health Standards after consultation with the field and the development of a new public health funding formula.

Therefore Be It Resolved, that the Finance and Property Committee recommends that the Board of Health for the North Bay Parry Sound District Health Unit support the Board Chair and the Acting Medical Officer of Health/ Executive Director to engage with northeastern and neighboring counterparts for further exploratory dialogue about voluntary mergers relating to Strengthening Public Health; and

Furthermore Be It Resolved, that the Finance and Property committee recommends that the Board of Health supports participation in all Ministry of Health consultations related to their Strengthening Public Health initiative

The recorded vote was as follows:

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

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

“Carried”

Discussion:

The Finance and Property Committee was advised that the Health Unit has received information regarding funding for 2024-2026. Furthermore, the Ministry of Health has outlined its “Strengthening Public Health” plans, which include reviewing the Ontario Public Health Standards, exploring voluntary mergers, and reviewing the public health funding model.

Dr. Zimbalatti recommended that we start engaging in dialogue with our northeastern and neighboring counterparts regarding mergers proactively. Board of Health members will be provided with regular updates on this subject.

7.4 Reconciled Budget – 2023

The following motion was read:

Finance and Property Recommendation #FP/2023/09/05 * McGarvey/Still

Whereas, the North Bay Parry Sound District Health Unit received funding for 2023 from the Ministry of Health (Ministry); and

Whereas, the Board of Health must approve all funding from the Ministry in order to receive the transfer payments; and

Whereas, amendments to the previously approved funding affect the Total Shareable Base.

Therefore Be It Resolved, that the Finance and Property Committee recommends that the Board of Health for the North Bay Parry Sound District Health Unit approve the reconciled 2023 Board of Health budget with Net Expenses for \$22,423,513; and

Furthermore Be It Resolved, that the Finance and Property Committee recommends to the Board of Health that any excess municipal contributions be put into the municipal reserve.

The recorded vote was as follows:

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

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

“Carried”

Discussion:

The Finance and Property Committee was advised that the Ministry of Health 2023 budget approval was significantly less than the Board of Health approved budget proposal that was initially submitted. The details and recommendations outlined in the attached briefing note were discussed.

8.0 IN CAMERA

There was no in camera session.

9.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Finance and Property Committee meeting at 5.51 p.m.

Original Signed by Rick Champagne

2023/11/29

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original Signed by Nelly Bothelo

2023/11/29

Nelly Bothelo, Recorder

Date (yyyy/mm/dd)

DRAFT

McKellar Historical Committee Minutes
Wednesday November 1, 2023

Call the meeting to order at 3:30 pm

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

REGRETS: None

VISITORS: None

DECLARATION OF CONFLICT OF INTEREST: None

Moved by: Carolyn Phillips

Seconded by: Joyce Hopkins

23-27 That the Agenda be Accepted as amended. Carried

Moved by: Joyce Hopkins

Seconded by: Carolyn Phillips

23-28 That the minutes of the October 4, 2023 Historical Committee meeting be approved as circulated. Carried

CORRESPONDENCE: None

REPORTS:

Joyce Hopkins reported that the Sunday October 29, 2023 (from 2-5 pm) cemetery bus tour was well attended with 38 tickets sold (\$15 each) and 42 passengers on the bus. Thank-you to Vivian Moore, Carolyn Phillips, Muriel Junck, Sheila Hardie, and Gord Stewart for providing the historical information at the following cemeteries: Lakeview, Hemlock, Broadbent, Hurdville, Thompson and United Church cemeteries. The goal is to continue this tour as an annual event, organized by the Historical Committee in the future. This year's event was organized by the McKellar 150 committee.

Joyce Hopkins reported that the Driving Tour Booklet continues to be a work in progress.

The November issue of Parry Sound Life has an article written by Andrew Hind

focussing on McKellar 150.

The Hemlock Church restoration project is under way. New windows have been installed, and new siding is currently being installed.

The St. Stephens Church restoration project, phase 1, new foundation and landscaping are nearing completion.

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

UNFINISHED BUSINESS:

The Christmas past event is scheduled to take place at the community center on Saturday December 2, 2023 from 2-4 pm. Final planning and preparation were discussed. The price of tickets will be \$15 each, two for \$25 and children \$5. This is a fundraising event for the Historical Committee and all are welcome to enjoy some Christmas treats and festive activities to honour the Pioneer Woman. The McKellar 150th Quilt will be revealed at this event. There will be approximately 10 quilts at this event and each one will be highlighted with a story told about it. There will also be weavers and wool spinners present, demonstrating some of the chores that the pioneer women were fulfilling in times past as part of their normal routine. There will also be Christmas tea and carol singing.

New Business

The Historical Committee requires a Vice Chair.

Moved by: Joyce Hopkins

Seconded by: Jeanette Clements

23-29 That the McKellar Historical Committee appoint Muriel Junck to the position of Vice Chair of the Committee. Carried

Moved by: Carolyn Phillips

Seconded By: Joyce Hopkins

23-30 Be it resolved that the Historical Committee meeting be adjourned. Meeting adjourned at 5:02 pm. Carried

Next meeting date scheduled for Wednesday December 6, 2023 at 3:30 pm.

Township of McKellar Public Library Board Meeting Minutes

October 30, 2023 @ 7:00 p.m. at Library

1. Welcome and roll call:

The meeting was called to order at 7:00 p.m..

PRESENT: Debbie Woods (Chair), Dianne Thompson (Vice-Chair),
Terri Short (CEO/Librarian/Treasurer), Lynne Aylsworth (Secretary),
Jeanette Clements, Debbie Zulak (Council)

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 #2023:120

That we the Township of McKellar Public Library Board move to accept the October 30, 2023 Agenda as circulated to all members prior to our meeting.

Moved by Jeanette Clements, Seconded by Dianne Thompson

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. The CEO attended virtual Conference and Regional CEO meeting and reported on the discussions that took place.

Donations of new and/or gently used children's books are welcome.

DID YOU KNOW? - You can sign out jigsaw puzzles with your library card – there is a variety to choose from. Donations of gently used puzzles and games are welcome. Tell your friends.

6. Council's Remarks/questions:

The Library Board Council representative advised that the library is now connected to Starlink through the Township Office.

7. Approval of the Consent Agenda:

Motion #2023:121

That we the Township of McKellar Public Library Board move to accept the October 30, 2023 Consent Agenda, as circulated to all members prior to our meeting.

Moved by Dianne Thompson, Seconded by Lynne Aylsworth

Carried

8. Business Arising from Minutes:

a. Review Action Items:

We reviewed the Action Item List to confirm which actions have been completed. Any new action items from today's meeting will be added and an updated list will be sent out to all board members.

b. Other:

There is no other business arising from the Minutes

9. Business:

a. Initial Discussion of Budget 2024:

An initial discussion took place regarding our and a separate meeting will be scheduled for further discussions.

b. Sesquicentennial discussion items:

The Sesquicentennial Report was circulated to all board members prior to the meeting with recent achievements discussed by the group. In addition, the 150th Committee is hosting a Dinner and Show on November 25th to welcome Ukrainians to McKellar. The Ukrainian Group will be serving up traditional Ukrainian food and entertaining the community. Tickets will be available at the Town Office.

Visit mckellar150.com and McKellar 150 Facebook for upcoming events each month until the end of the year.

c. Monitoring the progress of our Strategic Plan: Where are we on highlighted items?

We are happy with our progress to date and are waiting to hear whether we are the recipients of the L.E.A.F. The Commonwell grant, which will help us moving forward.

d. Policy Review/Update: FR-02 and FR-03

Policy FR-02 – Administration:

A revision was made to the section regarding charitable donation receipts. There are no other changes to be made, save and except for the date for year of next review.

Motion #2023:122

That we the Township of McKellar Public Library Board move to accept the above-noted revision to Policy FR-02 – Administration as per our discussion.

Moved by Jeanette Clements, Seconded by Debbie Zulak

Carried

Policy FR-03 – Partnership and Sponsorship

There are no changes to be made to Policy FR-03 – Partnership and Sponsorship, save and except for the date for year of next review.

e. Report on Board Members' Advocacy activities:

The Library is looking to recruit new board members. Our meetings are held on the last Monday of every month at the Library in the evening from 7:00 p.m. until 9:00 p.m..

Find out what is happening at your library and in the community on our website.

McKellar Public Library

We are also working with different groups and committees in our area to help bring the Community together.

f. Other Business:

The library is accepting donations of new and/or gently used games and puzzles to be lent out to patrons.

The board created an Adhoc Committee for Performance Review, which review is upcoming.

Motion #2023:123

That we the Township of McKellar Public Library Board move to appoint Debbie Woods, Jeanette Clements and Lynne Aylsworth to sit on the Adhoc Committee for Performance Review.

Moved by Lynne Aylsworth, Seconded by Jeanette Clements

Carried

10. Announcements

Remembrance Day Ceremony is November 5th at 1:45 p.m. at Minerva Park.

Jeanette joined the Historical Committee.

11. Next Meeting: Monday, November 27, 2023 at 7:00 p.m. in Council Chambers in person and/or via zoom.

12. Adjournment:

Motion #2023:124

That we the Township of McKellar Public Library Board move to adjourn this meeting at 8:40 p.m..

Moved by Dianne Thompson

Carried

Debbie Woods, Chair

Date Signed:

Lynne Aylsworth, Secretary

Date Signed:

Date Approved:

**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, October 25, 2023
via Zoom**

Directors Present (voting): Joe Beleskey
Paul Borneman, Vice Chair
Don Carmichael, Secretary/Treasurer
Gail Finnon
Pamela Wing, Chair
Debbie Zulak

Director Regrets: Cheryl Ward

Advisory Member Attending (non voting): Lynne Gregory

Advisory Member Regrets:

Staff Attending (non voting): Kami Johnson, Administrator

Staff Regrets:

Specially Invited (non voting): 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 9:02 a.m.

2.0 **Confirmation of Quorum:** A quorum was achieved.

3.0 **Conflict of Interest:** No conflicts were declared.

4.0 **Approval of Agenda:**

#BH-85/23

Moved by D. Carmichael, 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:** Deferred to the next meeting.

6.0 Approval of Minutes:

#BH-86/23

Moved by D. Carmichael, seconded by J. Beleskey that be it resolved that the minutes of the Board of Management meeting held September 27, be approved as amended: Municipal representatives noted as attending be deleted from the minutes. Moving forward municipal representatives who attend Board meetings will not be identified in the minutes.

Carried.

7.0 Matters Arising:

a) Seguin Township Resolution

#B-87/23

Moved by P. Borneman, seconded by D. Carmichael that Gail Finnson be the Township of Seguin voting representative on the Belvedere Heights Board of Management.

Carried.

8.0 New Business:

In accordance with the by-laws, the following motion was passed by the Board of Management:

#B-88/23

Moved by D. Zulak, seconded by P. Borneman that on the recommendation of the Board of Management:

- the Audited Financial Statements for The District of Parry Sound West (Belvedere Heights) dated December 31, 2022, be approved and referred to the Corporation for receipt.
- the Audited Financial Statements for The District of Parry Sound West (Belvedere Heights) – Community Support Services dated March 31, 2023, be approved and referred to the Corporation for receipt.
- the Corporation approve the Corporate By-Law with no changes.
- the firm of KPMG be retained as The District of Parry Sound West (Belvedere Heights) external auditor for the ensuing year with annual one-year appointments.

Carried.

Referred to the Corporation

The agenda and zoom link for the AIM has already been send to Board members and municipalities. The inforamtion will be specifically sent to municipal clerks once Board members send N. Murphy and email address.

Referred to Board Members

D. Sanderson confirmed that WPSHC will send out an email blast regarding the AIM.

Referred to D. Sanderson

1.0 Committee Reports:

9.1 Finance Committee – September 26, 2023 & October 23, 2023

Highlights were as follows:

- Monteith/McMurrich received a deputation. An open and closed session took place. The Township was aware of the AIM scheduled on November 2nd.
- A deputation is being held with McDougall Township on November 1st.
- A deputation is being held with Whitestone Township on November 9th.
- A deputation is being held with The Archipelago Township on November 17th.
- Belvedere Heights has an operating surplus of \$332K. This is primarily due to the staffing supplement received.
- Food costs have increased 13.5% over the past year. AdvantAge is advocating on behalf of Ontario long term care homes with the Ministry of Long-Term Care regarding this.
- Resident revenues are up \$162K over the last year.
- Agency staffing usage decreased in September and was only at \$10K! It was reminded that this could change at a moment's notice. K. Johnson was thanked for her retention and recruiting efforts.
- The financial position continues to increase month over month.

#BH-89/23

Moved by P. Borneman, seconded by J. Beleskey that the minutes of the Finance meetings held September 26, 2023 and October 23, 2023 be received.

Carried.

9.2 Governance and Partnerships Committee – October 11, 2023

Highlights were as follows:

- The committee continues their work on policies and procedures. It was noted that the handbook will contain many links to ensure that the most current information is acquired.
- WPSHC offered to develop a quarterly or biannual report for municipalities so that they all would receive consistent information. It was noted that closed session material would not be revealed in this report. It was thought that this was a good idea, but no direction was given.

The following motion was referred by the Governance and Partnerships Committee at their October 11th meeting, but the Board determined that was not necessary and it was not voted upon. The by-law will remain as is with the Annual Information Meeting to take place between April 1 and October 1. H. Stephenson confirmed the financial statements will be completed between April and May.

MOTION:

That on the recommendation of the Governance and Partnership Committee, the by-law be amended so that the Annual Information Meeting take place on the first Thursday of November.

#BH-90/23

Moved by D. Carmichael, seconded by G. Finnsen that the minutes of the Governance and Partnerships meeting held October 11, 2023, be received.

Carried.

9.3 Long Term Care Ad-hoc Advisory Committee

J. Hanna and P. Wing will connect and determine a date and time for the next meeting.

Referred to J. Hanna and P. Wing

10.0 Standing Items:

10.1 Fixing Long-Term Care Act, 2021 – no meeting was held.

11.0 Reports:

11.1 Board Chair Report

Highlights were as follows:

- A meeting with Life Lease residents took place yesterday.
- It was requested that residents compile a list of concerns and send it to the Board for review.
- P. Borneman was commended for Chairing the meeting.
- One of the main issues noted was the sale/resale of units.
- P. Borneman will circulate his notes from the Life Lease meeting to Board members.
Referred to P. Borneman
- It was suggested that a Life Lease Sub-Committee be formed to address Life Lease issues. The Chair will spearhead the development of a Sub-Committee.
Referred to the Chair

11.2 Administrator's Report – deferred to the next meeting.

12.0 Pending: none

13.0 Correspondence: none

14.0 In-Camera:

Staff and the specially invited remained in the meeting.

#BH-91/23

Moved by J. Beleskey, seconded by D. Zulak that the meeting move in-camera – 10:07 a.m.
Carried.

#BH-92/23

Moved by P. Borneman, seconded by G. Finnson that the meeting move ex-camera – 10:47 a.m.
Carried.

Direction from In-Camera session:

- A Special meeting of the Board of Management will be held, face-to-face, in L. Gregory's condo conference room, in the near future to discuss the future of Long Term Care in the Parry Sound area.

16.0 Conclusion of Meeting:

#BH-93/23

Moved by D. Carmichael, seconded by D. Zulak that there being no further business to conduct, the meeting concluded at 10:48 a.m.

Carried.

P. Wing, Chair



Amendment to E&R Bylaw 2022-42

To be amended:

B.1.19 Water and Ice Rescue Services:

- (a) *Water/Ice Rescue* – Service shall be provided in accordance with the level of training, provided the Township and the Department's SOG's and NFPA 1670 Chapter 9.3 Operations Level **excluding Swift Water**, *Standard for Operations and Training for Technical Search and Rescue Incidents*, and may include or be limited to, shore based, water entry, and craft rescue operations.
- iii. *Dive Rescue will not be provided by this department.*
 - iv. *Recovery services to retrieve property or human remains by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department.*
 - v. *Animal rescue/recovery will only be, a modified shore-based consisting of the talk, throw, reach tactics. Rescue/recovery services by entry into or onto a body of water, or onto ice over a body of water shall not be provided.*

To become:

B.1.19 Water and Ice Rescue Services:

(a) **Water/Ice Rescue** - Service shall be provided when adequate response by trained staff is available in accordance with the level of training, provided the Township and the Department's SOG's and NFPA 1670 Chapter 9.3 Operations/Technicians Level (excluding Swift Water and Diver), *Standard for Operations and Training for Technical Search and Rescue Incidents*, and may include or be limited to, shore based, water entry, and craft rescue operations, as determined by on scene leadership and trained staff availability, based on risk assessment.

- iii. **Dive Rescue/ Swift Water Rescue** will not be provided by this department.
- iv. **Recovery services** to retrieve property or human remains by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department.
- v. **Wild animal rescue/recovery** will only be, a modified shore-based consisting of throw, reach tactics.
- vi. **Family animal rescue/recovery services** by entry into or onto a body of water, or onto ice over a body of water shall only be provided with adequate response of trained personnel and at the sole discretion of leadership and staff based on the risk assessment.



Township of McKellar Staff Report

Prepared for: Mayor & Council

Department: Fire Department

Agenda Date: December 19, 2023

Report No: FD-2023-21

Subject: Month End Status Updates – November 2023

For the month of November 2023, the Township of McKellar Fire Department responded to a total of 11 calls at the time of writing this report consisting of:

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

We have now responded to 120 total calls this year. We have now surpassed any other recorded year for number of calls.

Apparatus and Equipment:

Rescue 3 has been sold, the final total to be collected for the sale was \$8600 which will help in the offset of some of our current costs. We are working with Gov Deals to set up electronic transfer of the funds, but as is the check should arrive within 4-6 weeks of the sale date.

Documents from the sale of the vehicle are attached.

All current apparatus have now completed their yearly certifications.

Preparations are being made to take advantage of some end of year savings on critical purchases such as the renewal of some of our hose inventory.

Personnel:

I have proposed the institution of mandatory minimums for attendance at calls and training to take place starting Jan 1, 2024. The proposal has been accepted by the firefighters and they support the reasoning behind it. This was an important step in ensuring that the members of the fire service understand the importance of training and response as we get closer to the timeline set out by the OFM for mandatory certification.

McKellar Fire has decided to re-open the recruitment process with the intention of bringing on 2-3 more volunteer firefighters to take the place of some long term absences and attrition. Council will be kept informed and new recruits will be brought to council for approval once the appropriate background checks and interviews have been completed. Social media will be used as well as word of mouth to fill these vacancies. At this time 1 candidate has been put forward to council and accepted. He was able to participate in the OFM fire trailer exercises in October and performed admirably. He has also accepted the recruit training schedule for next year.

Training:

Plans are underway for the next round of recruits to attend our Mutual Aid organized training. At present we only have 1 recruit who will be attending the program. Our recruits upon receiving a passing grade from the Ontario Fire College and Marshall testers will be remunerated for their efforts as discussed. ****Results were actually received during the writing of this report, I am proud to say that every one of McKellar's recruits passed their certification exam, this was not the case with every department**** Recruits and members of the department are now free to commence FF2 training using our R1 platform to continue their learning process and improve on their skills. Eventually all McKellar responders will be introduced to FF2 when the timing is appropriate. This is all in an effort to achieve the results necessary under the new OFM standards for fire departments by July 1 2026. The whole of the McKellar department which are currently training to FF1 standards are scheduled for testing in April of next year. Other steps toward achieving this goal which McKellar is taking are:

- Training of 1 to 2 more FF's to NFPA 1041 so that they can function as instructors with signing authority under the OFM.
- December 8,9,10 We will be hosting and Ice Rescue Operations certification, with attendees from other departments likely. We are currently looking at having 6 people trained from our department. This will be the first time McKellar will have been fully trained and certified to provide full Ice Rescue capabilities to our township

Buildings:

Cleanup of Stn 2 has continued with the goal of this fall having it operational as a higher quality training facility for our crews. We have begun the construction of new shelving systems at both stations in order to aid in the organization and cleanliness of the buildings.

Home Safe Home, Fire Prevention and Education:

As of the end of November the Home Safe Home program has been accessed by 8 individuals within the township. We have installed approx. 20 smoke and 7 CO detectors as well as distributed fire safety information to the public. Each visit we have is an opportunity for us to increase the safety of our community. The majority of the homes that we visit are owned by our older residents and they derive great comfort from having 2 firefighters visit their homes and ensure they are appropriately protected. McKellar Fire will continue to showcase fire prevention efforts and public education for smoke and co alarms. We will be also pushing Emergency Preparedness information out to the community, encouraging the creation of 72 hour kits in people's homes in the event of an extended emergency in our area.

In December, firefighters will conduct a door hanger campaign aimed at providing a subtle reminder for cottagers coming up for the winter break that it would be a good idea for them to check the functionality of their smoke and co detectors to help ensure that they have a safe and merry Christmas holiday.

Chief's Notes:

- McKellar hosted its EMPC yearly Emergency Planning exercise held with all mutual aid municipalities in late November. A new platform has been introduced to all members of the EMCG (Emergency Management Control Group) for the activation of our EOC (Emergency Operations Center) in the case of an emergency. A mock cyber attack was conducted on the township and together we were able to sufficiently assign roles, formulate a plan, and address the issue at hand. Some valuable information was learned during the exercise, and strategies for how to best protect McKellar and our private information were discussed.

- McKellar's Fire Chief would like to be included in the discussions regarding the apparent planned rehabilitation of the Lakeshore boat launch as this is an ideal location for the dry hydrant installation, and it is believed that it should be included in the overall plan for the job.

Respectfully submitted by:



Robert Morrison
CEMC/Fire Chief

Reviewed by:

[Original Signed]

Ina Watkinson
Clerk/Administrator

Attachments: Email notification of (Old) Rescue 3 Sale

From: ClientServices@GovDeals.com <ClientServices@GovDeals.com>

Date: Monday, November 20, 2023 at 2:20 PM


To: fire@mckellar.ca <fire@mckellar.ca>

Cc: roads@township.mckellar.on.ca <roads@township.mckellar.on.ca>, deputyclerk@mckellar.ca <deputyclerk@mckellar.ca>, fire@mckellar.ca <fire@mckellar.ca>

Subject: GovDeals Seller's Certificate: 15-1120231418-12113

Congratulations, McKellar Township, ON has sold another item on the GovDeals Auction Server.

BUYER (# [REDACTED])		SELLER (#12113)	
Name:	[REDACTED]	Agency:	McKellar Township, ON
Company:	na	Contact:	Robert Morrison
Title To:	[REDACTED]	Phone:	705-774-8010
Phone:	[REDACTED]	Email:	fire@mckellar.ca
Email:	[REDACTED]	Address:	676 Hwy 124 PO Box 69 McKellar, ON P0G 1C0 CAN
Address:	[REDACTED] [REDACTED] [REDACTED] Canada		

ITEM INFORMATION FOR ASSET ID: 15			
Item:	1998 Dodge Ram 3500		
Pick Up Location:	676 Hwy 124, PO Box 69, McKellar, ON P0G 1C0 CAN		
Inventory ID:	15	Account ID:	12113
Condition:	Used/See Description	Quantity:	1 each
Make/Brand:	Dodge	Model:	Ram 3500
VIN/Serial:	3B6MC3662WM271397	Model Year:	1998

Meter:	35,787 Kilometers	Title Restrictions:	Not Applicable
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Date	Item		Amount
20 Nov 2023 02:18 PM EDT	1998 Dodge Ram 3500		CAD \$8,600.00
	Buyer's Premium	6.00%	CAD \$516.00
	Taxes	Tax: 13.0000%	CAD \$1,118.00
		BP Tax: 13.0000%	CAD \$67.08
		Total	CAD \$10,301.08

Payment Instructions:

Wire Transfer is the only payment option for this item. The Wire Transfer Transaction Summary page will provide payment and account information. The Wire Transfer must be completed within 5 days unless otherwise specified below.

PAYMENT MUST BE MADE ONLINE To make online payment, log into your GovDeals account and select "My Bids". Please follow the instructions there. Payment in full is due not later than five (5) business days from the time and date of the close of the auction. Payment must be made electronically through the GovDeals Website. Payment Methods are listed above.

The HST will NOT be removed from this sale under any circumstance. Buyers wishing to reclaim their HST from this sale will need to fill out a [GST189 Form](#) and submit to the Canadian Government to be refunded. Neither the seller or GovDeals will assist in this procedure.

Removal Instructions:

Property may be removed by appointment only and appointments must be made at least 24 hours in advance. All items must be removed within ten (10) business days from the time and date of issuance of the Buyer's Certificate.

The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. No Assistance will be provided. A daily storage fee of \$10.00 may be charged for any item not removed within the 10 business days allowed and stated on the Buyer's Certificate.

Attention Bidders:

ALL assets are for pick up only - No shipping/freight assistance will be provided.

ALL pickups will be scheduled Monday to Friday during business hours. No weekend pickups are available.

The seller:

will not be held responsible for any damage to any items during removal.

will not be held responsible for any personal injury that occurs during, or as a result of the removal.

will not be responsible for damage to its property that occurs during the removal.

will not provide any labour assistance with removal.

will not sign any document for shipping.

will not recommend any shippers, freight forwarders, couriers or delivery services.

will not be responsible for any shipping, packaging, delivery, duties, import fees, taxes or any other charges.

will not supply any asset information required for customs.

will not be responsible for preparing any documentation foreign or domestic.

Special Instructions:

NOTICE: If you are the winning bidder and default by failing to adhere to this sellers terms and conditions your account with GovDeals WILL BE LOCKED.

Guaranty Waiver. All property is offered for sale 'AS IS, WHERE IS.' McKellar Township, ON makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. Please note that upon removal of the property, all sales are final.

Description Warranty. Seller warrants to the Buyer that the property offered for sale will conform to its description. Any claim for misdescription must be made prior to removal of the property. If Seller confirms that the property does not conform to the description, Seller will keep the property and refund any money paid. The liability of the seller shall not exceed the actual purchase price of the property.

Attention Non Canadian Bidders:

Please be aware that the seller cannot provide exporting or importing procedure assistance. You may visit the [Canadian Border Services](#) site for information on exporting from Canada. If importing into the US, you may visit the US Customs & Border Protection website at [U.S. Customs and Border Protection](#) for information about requirements. The seller also cannot provide import or export classifications.

For exporting procedures help, any reputable freight forwarder can provide valuable assistance, please

[Click here](#) to see list of freight forwarders for your convenience.

Description:

1998 Dodge Ram 3500 CHASSIS AND CAB, 5.9L L6 OHV 24V TURBO DIESEL.

The asset is being sold as is and as described. You are invited to place a bid with the information provided, if the information provided does not meet your satisfaction, we suggest you do not bid. The winning bidder will be required to transfer ownership before the vehicle can be removed from property.

Removed from service - July 2023

Condition when removed from service - Started & ran

Current condition - Starts with a boost

Reason for being auctioned - Scheduled for replacement

Maintenance Schedule (while in service) - As required (Annually maintained)

Fuel - Diesel

Transmission - Automatic

Drive-train - 2WD

Notable attachments - Rear Box

Notable body damage - Left and Right Fender rust issues

Notable / Details - None

Cracked glass - No

Mechanical/operational issues - Vehicle requires repairs, see attached estimate photos.

Recent major repairs (last 12 months) - None

Items seen in images or video NOT included with asset - TBA

Exterior - Scratches, dents, dings & rust are present

Exterior - Corporate decals have been (or) will be removed - Impressions may remain

This vehicle will be sold with a Bill of Sale and an ownership only.

If there is no picture of the emissions sticker, it could not be found.

The motor vehicle sold under this contract is being sold 'as is' and is not represented as being in road worthy condition, mechanically sound or maintained at any guaranteed level of quality. The vehicle may not be fit for use as a means of transportation and may require substantial repairs at the buyer's expense. It may not be possible to register the vehicle to be driven in its current condition. The winning bidder will be required to transfer ownership before the vehicle can be removed from property.

COMMUNITY CENTRE FIRE SAFETY PLAN – Informal Quotations

The Township Community Centre does not have a current or accessible Fire Safety Plan which is required for all buildings which have:

From the Ontario Fire Code:

SECTION 2.8 EMERGENCY PLANNING

Subsection 2.8.1. General

Application

2.8.1.1. (1) This Section applies to **buildings** containing

- (a) an **assembly occupancy**,
- (b) a **care occupancy**,
- (c) a **care and treatment occupancy**,
- (d) a **detention occupancy**,
- (e) a **residential occupancy** where the **occupant load** exceeds 10,
- (f) a **retirement home**,
- (g) a **business and personal services occupancy** where the **occupant load** exceeds 300,
- (h) a **mercantile occupancy** where the **occupant load** exceeds 300,
- (i) a **high hazard industrial occupancy** where the **occupant load** exceeds 25,
- (j) a **medium hazard industrial occupancy** where the **occupant load** exceeds 100, or
- (k) a **low hazard industrial occupancy** where the **occupant load** exceeds 300.

Measures in a fire safety plan

2.8.2.1. (1) A fire safety plan shall be prepared, **approved** and implemented in **buildings** and premises to which this Section applies.

(2) A fire safety plan shall

- (a) provide for the emergency procedures to be followed in case of fire, including
 - (i) sounding the fire alarm,
 - (ii) notifying the **fire department**,
 - (iii) instructing occupants on procedures to be followed when the fire alarm sounds,
 - (iv) evacuating occupants, including special provisions for persons requiring assistance,
 - (v) procedures for use of elevators, and
 - (vi) confining, controlling and extinguishing the fire,
 - (b) provide for the appointment and organization of **supervisory staff** to carry out fire safety duties,
 - (c) provide for the training of **supervisory staff** and the instruction of other occupants in their responsibilities for fire safety,
 - (d) include documents and diagrams showing the type, location and operation of the **building** fire emergency systems,
 - (e) provide for the holding of fire drills and set out fire drill procedures,
 - (f) provide for the control of fire hazards in the **building**,
 - (g) provide for the maintenance of **building** facilities provided for the safety of occupants, and
 - (h) provide for alternative measures to be provided for the safety of occupants during a shutdown of any or all fire protection equipment or systems.
- (3) The fire safety plan shall be kept in the **building** or premises in an **approved** location.

(4) The fire safety plan shall be reviewed as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use or other characteristics of the **building** or premises.

(5) Before **demolition** or construction, including hot surface applications, commences in or on the **building** or premises, the fire safety plan shall be revised to incorporate

(a) temporary alternative measures for the fire safety of the occupants during the **demolition** or construction, and

(b) temporary procedures to control fire hazards associated with the **demolition** or construction, including procedures to mitigate risks to adjacent **buildings**.

(6) The revised fire safety plan prepared under Sentence (4) or (5) shall be implemented.

(7) In the case of a **care occupancy, care and treatment occupancy** and **retirement home**, any training of **supervisory staff** carried out under a fire safety plan shall be recorded.

(8) The original or a copy of at least the most recent and the immediately preceding record referred to in Sentence (7) shall be retained in the **building** for a period of at least two years after being prepared and shall be made available to the **Chief Fire Official** for examination on request.

The Community Centre qualifies as an assembly occupancy.

Attached are the 2 quotes already received, and a screenshot of the third request made whom respectfully declined because the third vendor could not attain the appropriate insurance coverage to complete the work.



October 24, 2023

Mr. Robert Morrison
Township of McKellar
701 Highway 124
McKellar, ON P0G 1C0

**RE: McKellar Township Community Centre- 701 Highway 124, McKellar, ON
Fire Safety Plan**

Dear Mr. Morrison,

We are pleased to submit this proposal to provide our services for the development of a Fire Safety Plan for the McKellar Township Community Centre located at 701 Highway 124, in McKellar, Ontario.

SCOPE OF SERVICES

Our proposed Scope of Services shall include:

- Conduct one (1) site audit to gather information regarding building use, building resources, safety systems and hazardous materials & conditions. Unrestricted and unescorted access shall be provided during the site audit. Where ladders or lifts are required, they shall be provided by client.
- Develop a Fire Safety Plan to encompass applicable requirements of the Ontario Fire Code and Municipal requirements for the Occupancy. Document shall include building audit, fire emergency procedures, alternative fire protection measures and fire and life safety systems maintenance requirements.
- Prepare Fire Safety plan drawings for two (2) levels and a general site plan. AutoCAD drawings will be provided by client.
- Submit draft copy of plan to Client for review and incorporation of comments.
- Submit plan to the Municipal fire department for review and approval. *City fees to be paid by client directly or added to our fees as disbursement.*
- Liaison with municipality to rectify outstanding comments. An allowance of (1) one set of revisions to the documents has been included in this proposal to address any comments/concerns from client.
- Provide one (1) electronic copy and three (3) hard copies of the approved Fire Safety Plan to client.

ADDITIONAL SERVICES

Services that have not been included in this proposal and shall be treated as additional services include:

- Construction Fire Safety Plan
- Evacuation Drawings.
- Fire Safety Plan Box. Available in a) white finish b) stainless steel finish.
- Fire Code compliance review.
- Onsite training or presentations.
- On site meetings/reviews in addition to the allowance in this proposal.



- Site inspections which are beyond visual and non-destructive, unless specifically mentioned.

ABOUT Fire Cube

Fire Cube is a fire protection consulting firm which specializes in system design and code consulting. We pride ourselves in offering a unified solution package for fire protection and life safety. Our teams are tailored to each project's specific needs and objectives, which enable us to have an efficient and meaningful positive impact on our clients' projects.

At Fire Cube, we have the expertise to develop fire safety plans tailored to your facility and liaison with local Fire Departments to get approvals. Our plans are developed through consultation with the Owners/Operators to best suit their needs and are designed to be user friendly and informative. We have developed methods to conduct site reviews in a timely manner and get approvals from City officials without cumbersome revisions. Our expertise spans across small tenant units to multi-storey high rise with more complex fire and life safety systems.

APPLICABLE FEES

Fire Cube Inc. proposes to provide the scope of services described in this letter as a fixed fee, not including project related disbursements, with a sum of **\$3,500.00 plus city fees (if applicable)**.

If no CAD drawings please add \$400.00.

- HST is charged in addition to the fees specified.
- A deposit of 50% shall be payable upon acceptance of proposal.
- Final balance shall be paid upon completion of the draft fire safety plan.
- Municipal fees for fire plan approval to be paid by client directly or they will be added to our fees as a disbursement.
- Disbursements incurred will be charged with a 15% markup. Mileage \$0.75/km.

Our Terms of Engagement, which are applicable to this project, are attached. Please indicate your concurrence with this proposal, either by return email or by countersigning and returning this letter.

I look forward to working with you and your team.

Yours Truly,

Accepted By

Ramy Salama, P.Eng
Principal | Fire Cube Inc.

Date

Signature – **Client**

Name of Authorized Representative



1. GENERAL: Fire Cube Inc. shall render the Services, as specified in the attached Scope of Services, to the Client for this Project in accordance with the following terms of engagement. Fire Cube Inc. may, at its discretion and at any stage, engage sub-consultants to perform all or any part of the Services.

2. COMPENSATION: Charges for the Services rendered will be made in accordance with Fire Cube Inc.'s Schedule of Fees and disbursements in effect from time to time as the Services are rendered. Fire Cube Inc.'s current Schedule of Fees and Disbursements is attached or is included in Fire Cube Inc.'s fee estimate. Payments due under this agreement shall be made regardless of your contractual arrangements with others. Unless noted otherwise, charges shall be payable in Canadian Dollars. Invoices shall be due and payable by the Client within thirty (30) days of the date of the invoice without hold back. Interest on overdue accounts is 1.5% per month.

3. REPRESENTATIVES: Each party shall designate a representative who is authorized to act on behalf of that party and receive notices under this Agreement.

4. TERMINATION: Either party may terminate this engagement without cause upon seven (7) days' notice in writing. If either party breaches this engagement, the non-defaulting party may terminate this engagement after seven (7) days' notice to remedy the breach.

On termination by either party under this paragraph, the Client shall forthwith pay to Fire Cube Inc. its Charges for the Services performed, including expenses and other charges incurred by Fire Cube Inc. for this Project to the date of termination.

5. ENVIRONMENTAL: Fire Cube Inc.'s field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. Fire Cube Inc. will co-operate with the Client's environmental consultant during the field work phase of the investigation.

6. PROFESSIONAL RESPONSIBILITY: In performing the Services, Fire Cube Inc., and its employees, will exercise the care, skill and diligence customarily expected of professional engineers practicing in the same or similar engineering discipline as Fire Cube Inc.

7. LIMITATION OF LIABILITY: Fire Cube Inc. shall not be responsible for:

- a) the failure of a contractor, retained by the Client, to perform the work required for the Project,
- b) the design of or defects in equipment specified, supplied or provided by the Client for incorporation into the Project,
- c) cross-contamination resulting from subsurface investigations,
- d) damage to subsurface structures and utilities identified and located by the Client,

e) project decisions made by the Client if the decisions were made without Fire Cube Inc.'s advice,

f) consequential loss, injury or damages suffered by the Client, including but not limited to loss of use, earnings or business interruption, or

g) the unauthorized distribution of a confidential document or report prepared by or on behalf of Fire Cube Inc. for the exclusive use of the Client.

The total amount of claims the Client may have against Fire Cube Inc. or any present or former partner, executive officer, director, shareholder or employee thereof under this engagement, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to the amount of any professional liability insurance Fire Cube Inc. may have available for the payment of such claims.

No claim may be brought against Fire Cube Inc. in contract or tort more than two (2) years after the Services were completed or terminated under this engagement.

8. DISPUTE RESOLUTION: If requested in writing by either the Client or Fire Cube Inc., the Client and Fire Cube Inc. shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured nonbinding negotiations with the assistance of a mediator on a without prejudice basis.

The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar with the mediator, the dispute shall be referred to and finally resolved by arbitration through an arbitrator appointed by agreement of the parties or by reference to a Judge of the Ontario Court.

9. OWNERSHIP OF DOCUMENTS: The copyright in all documents including but not limited to drawings, reports, specifications, bills of quantities, calculations prepared or provided by Fire Cube Inc. in connection with the project belong to Fire Cube Inc. but the client shall have a non-exclusive, royalty-free licence to use the documents for the purpose of constructing the project.

The client shall not use the documents other than for the purpose of constructing the project without the engineer's prior written approval and upon such terms as may be agreed between the client and Fire Cube Inc.

With the consent of the client, Fire Cube Inc. may publish alone, or in conjunction with another person, articles, photographs, or other illustrations relating to the project. The client's consent for the publication of such materials shall not be unreasonably withheld, pursuant to the Arbitration Act, S.O. 1991, c.17, as may be amended from time to time.



Fire Safety Plan Agreement 887521R1
27 - 180 Wilkinson Road Brampton, Ontario L6T 4W8
Tel: 905-874-9400 Web: www.firepoint.ca Fax: 905-874-9479

Township of McKellar Municipal Office
PO Box 69,
701 Highway 124
McKellar, Ontario P0G 1C0

Robert Morrison
T: 705-774-8010
E: fire@mckellar.ca

October 27 2023
Agreement Valid 60 Days

With reference to the development of the fire safety plan for McKellar Township Community Centre at 701 Highway 124, McKellar, Ontario P0G 1C0; we are pleased to propose the following scope of work.

Scope of Work

- 1. We shall provide drafting services to ready the fire safety plan floor layout and site plan with the 911 notification alerts, the emergency evacuation procedures, and equipment legend, in preparation of the preliminary site audits commencement.
2. We shall conduct one (1) primary site assessment of the entire building only during the hours of 9:00 AM to 4:30 PM Monday through to Fridays, verifying the placement of the building fire and life safety equipment including but not limited to the extinguishers, emergency lighting, exit fixtures, fire detection devices, fire audible devices, fire alarm system, sprinklers, fire hoses, etc.
3. We shall provide drafting services to update and modify the floor plans based on our site assessment, and in addition verify and plot the main water domestic and fire lines shutdowns, streetscape identifying fire hydrants, first responder access routes, gas & power isolation valves, means of egress & key and the site property plan, and produce you are here evacuation maps (quantity to be determined after the completion of the site assessment)..
4. We shall upgrade the fire safety plan sectional contents to contain the provincial 2023 standard platform including fire drill schedules, monthly, semi-annual, and yearly preventative maintenance programs, evacuation procedures, alternative emergency measures, fire watch procedures, equipment shutdown measures, floor hazards log, emergency contacts, key holders after hours, supervisory staff procedures, fire department reporting measures.
5. We shall issue the client draft in 10 business days on completing the site assessment; we ask that the draft review version be returned within 7 days please.
6. We shall submit the fire safety plan with floor layout diagrams to the City Fire Department for examination on the client's behalf providing follow through to its point of approval.
7. We shall, upon the City Fire Department acceptance, supply & ship two (2) bound hard copies of the approved fire safety plan and one (1) usb memory stick of the PDF, DWG, editable DOC word file to allow property management to make in-house revisions accordingly and setup receipt of our monthly fire safety planning bulletin on implementing and maintaining the building fire safety plans.

Project Overview

- A) Expiry: Agreements not undersigned & returned on or before the above indicated expiry date are not valid & subject to a re-evaluation of the terms and prices.
B) Project Suspension: A fire safety plan submitted to the City Fire Department while open permits are present will likely suspend their review process until all building, electrical, fire system permits, etc. have been cleared. Please advise our office of any pending permit before project commencement.
C) Primary Site Assessment: Our auditors are not permitted to accept building access keys and rely on the escort provided during the site walkabout to cover all areas of the building to avoid return charges; it is mandatory for our auditor during the site audit to physically see the fire and life safety equipment and systems to verify their placement.
D) Secondary Site Assessments: A cost allowance for a secondary site assessment is not included in this agreement; to be quoted as an extra cost.
E) Fire & Life Safety Equipment: Firepoint Inc. personnel shall not be inspecting, testing, or confirming the sequence or operational features of the building's fire and life safety equipment including but not limited to the fire alarm, sprinkler, fire suppression systems, pressurization fans, and fire dampers during their site assessment, and are reliant on the information being provided from the building operator/agent/owner as being true and accurate, therefore, all inaccuracies, possible omissions or errors in contents that are entered into the fire safety plan shall not constitute a failure of Firepoint Inc. performing their scope of work including but not limited to a breach of this agreement or professional negligence concerning the contents within the draft or approved fire safety plan.
F) Dangerous Goods: Firepoint shall not be calculating the quantities of dangerous, flammable and combustible goods being stored in the building or spill kit inventory contents and will be reliant of the building operator to provide.
G) Building Dimensions: No physical measurements will be taken by our auditors during the site assessments, and all dimensions are based on the originals on file at our office; newly created drawings created by Firepoint Inc are not intended for a property survey, construction design, fire system and sprinkler installation permit purposes, measurements for exit passageway travel distances, or property boundary lines.
H) Exclusions: Supply fire department key lock box, fire safety plan boxes unless specified, provide on-site personnel training or staff orientations, complete fire drill scenarios or issue proof of occupant evacuation timelines certificate, fire safety plan implementation, supply/install of pull station 911, floor evac signage, or you are here evacuation maps, offer consulting services to confirm building fire code requirements, create fire safety plan training manuals, validation of fire and safety protection requirements, development of non-fire hose alternatives solutions, determining building occupant loads, calculation of exit capacities, fan pressurization evaluation functions, fire ratings of doors, frames, dampers, and separation, audibility levels of signaling devices, determining the compliance or placement of safety equipment including but not limited to extinguishers, fire detection devices, sprinklers, emergency lighting, exit fixtures, fire hoses placements, installation services thereof or provide equipment photos for inserting into the fire safety plan.

Client Section

- I) Licensing: We accept that Firepoint Inc. shall remain the original creators of the building documents and drawings according with this agreement and upon delivery of the final product Firepoint Inc. shall grant permission under License # 887521R1 to use the product for our intended purposes and make revisions. All third party agencies or contractors shall obtain written permission from Firepoint Inc. to make any modifications/revisions to the fire plan and floor layout drawings that bear Firepoint Inc's name.
J) Fire Department Review: We understand that the City Fire Department review and approve of our fire safety plan may encounter delays by 2+ months
K) Draft Fire Safety Plan Version: We understand Firepoint Inc shall not permit that the non-approved draft version of the fire safety plan which bears Firepoint Inc's name be placed and or implemented in or at the building until such time as the submitted copy has been approved, and regardless of any fire department orders or requests.
L) Fire Department Submission: We understand the fire safety plan is being submitted on our company's behalf, therefore, Firepoint Inc. is unable to predict when our fire safety plan shall be examined or accepted and we shall not suspend the payment terms of their invoice as per section (O).
M) Fire Department Approval: We understand that Firepoint Inc., its directors, officers, managers, and employees have no influence over the City Fire Department to stipulate and/or demand timetable provisions to review or approve of our fire safety plan and we understand Firepoint shall provide a maximum of 2 months follow-up support with the fire department; additional fees may be applicable thereafter on a month to month bases.
N) Emergency Planning: As the client, we understand the developed fire safety plan by Firepoint Inc will not contain guidelines or implementation procedures for emergency situations pertaining to floods, earthquakes, tornadoes, including by not limited to severe wind storms, snow or ice storms, severe extremes in temperatures (cold or hot), pandemic diseases, terrorist activities, explosions, loss of electrical power, water supply or communications, or data recovery methods.

To develop (1) fire safety plan for McKellar Township Community Centre at 701 Highway 124, McKellar, Ontario P0G 1C0, Cost @ \$3,880.00 plus HST.

Payment Policies: As the undersigning company representative with the authority to bind our company/corporation/firm/agency, we authorize Firepoint Inc., to commence with this project as described, and we hereby understand, agree and accept all the conditions listed, and we agree to Firepoint's payment terms of 30 days from the invoice date. HST is extra on all offered pricing.

Customer Name (Print) X Purchase Order X

Customer Name (Signature) X Date Authorized X

Insurance Liability: Firepoints Underwriter requires this fire safety plan agreement to be endorsed before the building entry occurs; please undersign and return this document via fax to 905-874-9479 or email to fsp@firepoint.ca Thank you, Patrick Cheung.

Hello Patrick,

As per our discussions, please provide a quote in writing for the service of:

- Conduct one (1) site audit to gather information regarding building use, building resources, safety systems and hazardous materials & conditions. Unrestricted access shall be provided during the site audit.
- Develop a Fire Safety Plan to encompass applicable requirements of the Ontario Fire Code and Municipal requirements for the Occupancy. Document shall include building audit, fire emergency procedures, alternative fire protection measures and fire and life safety systems maintenance requirements.
- Prepare Fire Safety plan drawings.
- Submit draft copy of plan to Client for review and incorporation of comments.
- Submit plan to the Municipal fire department for review and approval.
- Provide one (1) electronic copy and one (1) hard copy of the approved Fire Safety Plan to client.

If you have any questions regarding the request for pricing or parameters of the plan, please feel free to reach out.

Thank you,

Robert Morrison
Township of McKellar
CEMC/Fire Chief
705.774.8010
Instagram @mckellarfire

Email to third Vendor

*No quotation received as the contractor was unable to fulfill all of the requirements and withdrew option to quote.



Welcome to the 2023 Market Report

During National Volunteer Appreciation Week, the McKellar Market was invited by the McKellar 150th Committee to participate in the McKellar Firefighters Appreciation Dinner held on April 29th. McKellar Firefighters were celebrated with an evening of good food and big laughs. Personalized fire number cookies were presented to the Firefighters for volunteering at the market. **Week One, July 1st**, under blue skies, sparkling water, and visitors from far and wide joined in celebrating Canada Day at the season opening of the McKellar Market. Throngs of people were greeted with music, reusable bags donated by: Venezia Bakery, magazines of Parry Sound and area, Canada flags, stickers & tattoos. Visitors were urged to sign our guest book and place a sticker on the map of Ontario to mark their city/town. It was

great to see the map festooned with coloured stickers. McKellar Market welcomed visitors from as far away as: Australia, California, Chicago, Germany, Montreal, Newfoundland and Scotland! Everyone enjoyed their visit and went home arms laden with purchases from our awesome vendors. Smiles were free! A special thank you to Vicky Short and Terrie Burgoyne for hosting our Canada Day booth, Nick Ryeland, Council Representative, for opening remarks, McKellar Fire and McKellar Firefighters Association for assisting our vendors and parking lot control, Phil Jefkins and The Arbour's for live music, Rob Dreyer and Rob Gibson for traffic control. To the Moose On The Loose for the best food around and to our amazing customers and vendors for a memorable Canada Day celebration.



Reopening Canada Day weekend, Saturday, June 29th, 2024, Minerva Park, Thanksgiving Market, Saturday, October 12th, 2024, Minerva Park and the Christmas Merry & Bright Market, Saturday, November 16th, 2024 at the community centre.

Watch the township website @ www.mckellar.ca and Market Facebook/Instagram for market updates

Market Highlights



Week Two, July 8th, Ice Cream for Breakfast joined the market with their Soft Serve Ice Cream. Entertainment was provided by Phil Jefkins, The Arbour's, Phil Morgan and Brent Osborne. Vendors were thanked for their generous 150th RIBFEST silent auc-



tion donations. Minerva Park was filled with shoppers and vendors. The Russell sister's joined us for their yearly shopping trip.

Week Three, July 15th, was designated to "I Challenge Diabetes". Canvas by Cameo along with Grandma Showed Me How raised over \$500. towards the Diabetes Empowerment Fund. A big thank you to Michelle and Rob for stepping up to ensure the market ran smoothly.



Week Four, July 22nd, the talented Rogerson's family joined us in the pavilion with toe tapping tunes from yesteryear and today. Matthew at Wheelie Good Coffee introduced his mobile espresso bar. Visitors were lined up to taste Matthew's espressos, lattes and lemon ginger. Minerva Park was bustling with shoppers and vendors.

Week Five, July 29th, marked the Township of McKellar's 150th Grand Celebration weekend. Vendor, Larry Kilian Photography showcased his McKellar at 150 Book while musicians Scott & Samantha entertained everyone in the pavilion. The Dun-Ahmic Snow riders were kept busy selling 50/50 tickets while Josephine of the Wild Kernel Co. served up freshly flavoured popcorn and candy floss. Super busy Sesquicentennial market!



Week Six, August 5th, was a great day to be at McKellar Market with plenty of sunshine and smiling faces! There was a huge crowd of visitors! Our vendors were kept busy on their feet with all the activity at their stalls. Some selling out of products within hours. There were lots of familiar faces and new ones too. Some from as far away as: Mexico, Belgium, Cayman Islands, England, France, Australia, Poland, British Columbia, California, PEI, Minnesota, Yukon, and Florida! Guitarist/Singer John Davis entertained the crowd with hits from the 80's and 90's while Smokey and Sparky posed for photos. The last of the free Venezia Bakery shopping bags were handed out.

Week Seven, August 12th, Despite a significant downpour the market was well attended. Vicky Short kicked off the Back to School fundraiser for Parry Sound Salvation Army



and visitors were entertained by Phil, Janice, Jackie and Phil.

Week Eight, August 19th, what an awesome day at the McKellar Market with the sunshine, great vendors, visitors, and wonderful music to entertain the crowds. The generosity of vendors and visitors was overwhelming for the Fill a Backpack for School Campaign. \$379.55 was raised along with a table full of school supplies.

THANK YOU TO OUR VENDORS FOR A WONDERFUL SEASON!!

All Summerscapes Gardens and Gifts, Attilio's Fine Foods, Aligned Crystals + Wellness, Sugar Lake Rustic Furniture, Beckner Wood Products, Birch Farms, Carmal Candles, Carling Embroidery, Crafted In My Hands, CJ's Surf 'n Turf, Carole's Crystals, Cottage Country Crocheting, Susan and Terry Cole, Canvas By Cameo, Dellzines, Kim Duffy, Desmarais Art & Jewelry, Elle Zed Creations, Foster's Farm, Fizzies 'n' Wicks, For the Bees, Glassworks by Wendy, Sandy Harvey, Huggables, Baking by Brenda, Heart of Yolk, Happy Tummy, Judy's Butter Tarts, Katariina Crafts, Larry Kilian Photography, Liberation Tours, Lasting Impressions, McKellar 150th Committee, Muskoka Granola, Moon River Apothecary, Thom Morrissey Photography, Manitouwabing Lake Community Association, World Woodland Art, Crosswind Creations, LakLife Adventurists, Bruce Penny, Purple Owl Handmade, PJ's Meats, Market on the Move, Pete's Pens, River Made Farmstead, Rosewell Woodworking, Rural Root Apothecary, SunSkye Stitchery, Sandra's Sassy Stitches, Sunset Gourmet by Jessica, Spiral Stained Glass, Stamped Frosting, Custom Flies, The Wooden Window, Heather's 31 Gems, Temple Dog Rescue, David Thornborrow, Token of Virtue, Aaro Tonnis, Lakeside Sweets, Samantha's Homemade Signs, Wood + Heart Design Co., Yaycations, Yase Handmade, Moose On The Loose, Permafrost Snacks, A few of our favourite things, Chris Appleton, BEEng Me Essentials, BoHo Clay Designs, Cherry Top Bead Boutique, Doughlaney, Elisha's Jewelry Shoppe & DIY, Etchingworks, Fire & Folk Candle Co., Fawn & Doe Co., Michelle Greville, GMT Woodworks, Holidayze_lg, Lynn Holden, Ice Cream for Breakfast, Kathy Jo's Wool ReKreations, Little Cabin Creative Co., Makayla's Jewels, Mace Wood Crafts, North Paws, PSC Woodshop, Pillitteri Estates Winery, Ragz Incredibly Soft Pullovers, Sweet Time Bake Shoppe, Soeur Body and Candle, Sound Septic Service, Sister Seed, The Detour Co., Two Women and Their Waffles, Trinity Therapeutics, The Painted Fox, Tammy Coo Designs, Wild Kernel Co., Holly Dickson

**Visit our vendors on-line; through their Website,
Facebook and/or Instagram**

Week Nine, August 26th, The sun came out and so did the shoppers! Another busy market day in McKellar. Our wee visitors enjoyed making jewelry at Elisha's DIY jewelry booth. Thank you, Elisha, for introducing this fun activity to our market.

Week Ten, September 2nd, End of Season Finale, There was an incredible turn out of visitors to the McKellar Market and what a beautiful day to be there for our last summer market of the season. While the sun shone, everyone was entertained with lively music provided by our talented musicians. There were lots of familiar faces and new ones too. Visitors were from as far away as: Scotland, England, Upstate New York, and a shout out to the group visiting from Nova Scotia! Our vendors were certainly busy, as evident with folks laden with goodies & treasures. McKellar Fire & Parry Sound EMS held their food drive for Parry Sound Harvest Share. Visitors were generous with food and monetary donations. \$494.40 and 229lbs of food was collected. Thank you to all for your overwhelming generosity!



Market reopening Canada Day weekend Saturday, June 29th, 10am-1pm, Minerva Park

Thanksgiving Market

Minerva Park was beautifully decorated for the Thanksgiving Market with pumpkins, corn stalks, gourds, mums and filled to the brim with 60 + amazing vendors.

Rescue 2 raised 146lbs of non perishable items/ personal products, 30lbs of Macintosh Apples and \$959. in cash donations for Parry Sound Harvest Share— truly an amazing effort by everyone. The McKellar Volunteer Firefighters would like to thank everyone who stopped by. Once again, our Fall Photo Booth was busy capturing family memories.

Live music was enjoyed and provided by Phil Jefkins, Samantha and Scott and The Arbour's. The Moose on the Loose food did not disappoint!!

Thanksgiving Market cont.

Thank you Brian, Shannon, Kathy and Don for accepting our invitation to supply the market with an abundance of delicious food options this year.

During the Thanksgiving Market, the Dun-Ahmic Snow riders pulled the winning 50/50 draw ticket.

Congratulations to Rick Cain. Rick took home \$9,050. Winning ticket #1650. Total ticket sales \$18,100.

Thank you to everyone for purchasing tickets and to the members of the club for keeping the trails in top notch shape.



Christmas Market

The Merry & Bright Indoor/Outdoor Christmas Market was held November 18th at the community centre with over forty-five vendors showcasing their wares. Our festive bonfire was manned by McKellar Firefighter's and S'mores were enjoyed by everyone. Thank you Nick for supplying the Solo Bonfire. It was great to see so many people from far and wide come out and enjoy the day with us. A special thank you to the Moose on the Loose family for dishing up delicious food and a humongous thank you to our friends at the McKellar Library for co-hosting and welcoming us into their space. If you're interested in obtaining Library services, contact the Library at 705.389.2611– they will be happy to hear from you! Lastly, a HUGE thank you to our volunteers: Ralph and Anita, Carole, Terry and Nick for generously offering to help us setup and make sure the market operated smoothly. Thank you for shopping local.



Serving our community at Minerva Park since 2009

Contact Us:

701 Hwy.124,
Box 69,
McKellar, ON
POG 1C0
Phone:
705.773.9578
Email: rjgibson2217@gmail.com
Website: www.mckellar.ca

*The McKellar Market is where
amazing products are bought and
great friendships are made!
Follow us on*



Closing Remarks

As we say goodbye to 2023, we would like to thank our dedicated volunteers, customers, community members, vendors and musicians for a memorable season.

Mark your calendar– Summer 2024 market will reopen Canada Day weekend, Saturday June 29th to Labour Day, 10am-1pm at Minerva Park, Thanksgiving Market, Thanksgiving weekend 10am-1pm at Minerva Park and the Christmas “Merry & Bright” Market Saturday, November 16th, 10am-1pm at the community centre.

From all of us at The McKellar Market, we thank you for your patronage and look forward to serving you in 2024. Be sure to follow our vendors online.

Happy Holidays!

Respectfully submitted by

Jan Gibson December 2023

