

# CORPORATION OF THE TOWNSHIP OF MCKELLAR

January 9, 2024 – 6:30 p.m.

## AGENDA

Topic: Regular Meeting of Council

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

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

Join Zoom Meeting

<https://us06web.zoom.us/j/82639369981>

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

24-1  
2024-01

1<sup>st</sup> Resolution  
1<sup>st</sup> By-law

1. CALL TO ORDER
2. ROLL CALL
3. DECLARATIONS OF PECUNIARY AND/OR PERSONAL INTEREST AND GENERAL NATURE THEREOF
4. ADOPTION OF AGENDA
5. CLOSED SESSION
  - 5.1 Minutes of Closed Session – December 19, 2023 & December 21, 2023
  - 5.2 Acquisition or Disposition of Land; pursuant to Ontario Municipal Act, Section 239(2)(c) – Land Disposition
  - 5.3 Information supplied in confidence by a third party; pursuant to Section 239(2)(i) – Financial information regarding Pending Construction
  - 5.4 Litigation or Potential Litigation, Pursuant to Section 239(2)(e) – Litigation Re. Consent Application Appeal, Ontario Land Tribunal
6. CALL TO ORDER
7. RESPECT AND ACKNOWLEDGMENT DECLARATION

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

- 9. DECLARATIONS OF PECUNIARY AND/OR PERSONAL INTEREST AND GENERAL NATURE THEREOF**
- 10. PUBLIC MEETING**
- 11. DELEGATIONS AND PRESENTATIONS**
  - 11.1 West Parry Sound District Museum
- 12. COMMITTEE OF THE WHOLE**
- 13. MOTION TO REVIEW A PREVIOUS MOTION**
  - 13.1 Resolution No. 23-785 MPAC Data Sharing Services Agreement
- 14. ADOPTION OF MINUTES OF PREVIOUS MEETING(S)**
  - 14.1 December 19, 2023 Regular Meeting of Council and December 21, 2023 Special Meeting of Council
- 15. PLANNING MATTERS**
- 16. COMMITTEE/BOARD MINUTES WITH RECOMMENDATIONS FOR APPROVAL**
  - 16.1 Minutes of the November 9, 2023 and Draft Minutes of the December 14, 2023 Lake Stewardship & Environmental Committee Meetings
  - 16.2 Draft Minutes of December 13, 2023 meeting of the District of Parry Sound Municipal Association Executive
  - 16.3 Minutes of the November 23, 2023 Township of McKellar Recreation Committee
- 17. STAFF REPORTS WITH RECOMMENDATIONS FOR APPROVAL**
  - 17.1 Tender Award 23-17 McKellar Ballfield Rock Removal (Blasting)
  - 17.2 FD-2024-01 Month End Status Updates for December 2023
- 18. MAYOR'S REPORT**
- 19. CORRESPONDENCE FOR CONSIDERATION**
  - 19.1 Town of Parry Sound, Support for Rural Northern Immigration Pilot (RNIP) Program
  - 19.2 Updated Pricing for Transfer Station User Permit Cards
  - 19.3 Sanderson Monument, Columbarium Monuments
- 20. MOTION AND NOTICE OF MOTION**
  - 20.1 Surplus Funds to Reserves
  - 20.2 Letter of Recognition to the Township of McKellar 150<sup>th</sup> Committee

## **21. BY-LAWS**

- 21.1 By-law 2024-01 Being a By-law to Adopt a Conflict-of-Interest Policy for All Personnel and Employees of the Township of McKellar
- 21.2 By-law 2024-02 Being a By-law to Amend By-law 2022-42 Being a By-law to Establish and Regulate a Fire Department within the Township of McKellar
- 21.3 By-law 2024-03 Being a By-law to Adopt a Human Resources Policy and Procedure
- 21.4 By-law 2024-04 Being a By-law to Establish Policies for the Closure and Sale of Road Allowances
- 21.5 By-law 2024-05 Being a By-law to Authorize the Borrowing of Money to Meet Current Expenditures of the Council of the Township of McKellar
- 21.6 By-law 2024-06 Being a By-law to Levy Certain Interim Rates, Taxes and Charges for the Year 2024
- 21.7 By-law 2024-07 Being a By-law to Set Tax Ratios for Municipal Purposes for the Year 2024
- 21.8 By-law 2024-08 Being a By-law to Amend By-law 2018-20 Being a By-law to Adopt an Accessibility Plan and Procedure

## **22. UNFINISHED BUSINESS**

- 22.1 Unfinished Business as of January 9, 2024

## **23. NEW BUSINESS**

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

## **25. CONSENT AGENDA – CORRESPONDENCE**

- 25.1 NBPSDHU Letter to Premier, Intimate Partner Violence and Public Health Action
- 25.2 AMO Watchfiles – December 14, 2023 & December 21, 2023
- 25.3 City of Port Colbourne, Funding Grant Programs
- 25.4 Township of Clearview, Cemetery Administration Management Support
- 25.5 City of Stratford, CEBA Loan Businesses
- 25.6 Town of Aurora, Community Safety and Inciteful Speech
- 25.7 Town of Aurora, Homelessness Crisis in Ontario

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

## **27. CONFIRMING BY-LAW**

- 27.1 By-law 2024-09 - 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.

PLEASE PRINT

Form with handwritten entries: Name of Person to Appear: Nadine Hammond; Address: 17 George St. Parry Sound; Phone: 705 746 5365; Name of person requesting appearance: (blank); Name of Group or Person(s) being represented: West Parry Sound District Museum; Meeting Date requested: Dec. 6 or 20 or January; Subject Matter of Deputation: 2023 annual Report and 2024 funding request; Signature: Nadine Hammond; Date: Nov 25, 2023.

Barcode and technical markings at the bottom of the page.



The West Parry Sound District Museum  
17 George Street P.O. Box 337  
Parry Sound, ON P2A 2X4 Canada  
Phone: (705)746-5365

Friday, November 3, 2023

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

Re: 2024 Contribution to the West Parry Sound District Museum

Dear Mayor Moore and Council,

The West Parry Sound District Museum respectfully requests that the Township of McKellar contribute \$14,000 toward the continued operation of the West Parry Sound District Museum.

Last year, after being asked how we decided on how much to ask of each municipality, we decided to come up with a calculation so we are asking an equal contribution from each municipality in our catchment. After reviewing the 2021 financial statements of each municipality the WPSDM chose a percentage that was halfway between the lowest and highest contributions received last year.

If every municipality in the West Parry Sound District contributed 0.4% percentage of their property taxes the WPSDM would have a healthy starting point for an annual budget.

By starting point we mean, enough funds for one staff member, basic operational costs, and minimal upkeep of capital assets. From here the staff and board can leverage these funds to diversify revenue sources and stretch your contribution to create a heritage centre the community can be proud of.

Last year we refurbished our back deck and in 2024 we plan on renovating our old kitchen in order to diversify revenue and become more self-sufficient.

Museums play an important part in the health of any community. The wealth of information they store help communities and individuals learn from the past, they create a sense of unity, a sense of community pride and are an important part of a tourism economy.

Email: [info@museumontowerhill.com](mailto:info@museumontowerhill.com)  
[www.museumontowerhill.com](http://www.museumontowerhill.com)



The West Parry Sound District Museum  
17 George Street P.O. Box 337  
Parry Sound, ON P2A 2X4 Canada  
Phone: (705)746-5365

We do understand that we likely have more difficult years ahead and that you will continue to experience financial challenges. If a 0.4% contribution is not feasible, we'd like to hear what you consider a fair contribution is, and why.

Sincerely,  
Nadine Hammond

Email: [info@museumontowerhill.com](mailto:info@museumontowerhill.com)  
[www.museumontowerhill.com](http://www.museumontowerhill.com)



## Attendance

	YTD 2023	2022	2021
People through the door	5,418	3,858	1,870
Total Admission Revenue	\$10,598	\$6,162	Admission by Donation
Total Gift Shop Revenue	\$9,218	\$7,366	\$5,670
Total Rental Revenue	\$1,734	\$1,295	\$485

## Outreach, Marketing and social media

- Increased Facebook followers to 2,154, an increase of 149
- In November of 2022 the Museum began an Instagram Account and now has 410 followers, an increase of 281 followers since the start of the year.

## 2023 Exhibitions

**Farm Fresh Ontario:** borrowed from the Archives of Ontario, examines how farming has transformed the land and created communities, while exploring the process of how crops go from the ground to our tables. Supplemented with artifacts and information from the West Parry Sound District!

**Indigenous Ingenuity:** Travelling exhibition presented by Science North and Indigenous Tourism Ontario. Was on display this summer at the West Parry Sound District Museum. This exhibition presents a clever and novel mix of science and culture intended to stir a sense of pride among First Nation, Inuit and Métis communities and celebrate the diversity, interconnectedness, and resourceful ways of knowing and being, that Indigenous knowledge and innovations provide in the global community.

**Georgian Bay Wildflowers:** Georgian Bay Wildflowers, is an exhibition of artworks created by local artist, Bert Liverance. Each painting in the show depicts a three-dimensional, realistic and vibrantly colourful wildflower that can be found in the Georgian Bay area. An informational panel about the depicted wildflower will accompany each painting.

**E Roy Smith Gallery:** The WPSDM's permanent gallery featured a temporary exhibit on CIL and Avro Arrow plants in Nobel.



## 2023 Special Events/Projects

**Genealogy Club:** This lecture series features presenters with a variety of expertise ranging from linguistics, conservation, and archival research. Meetings are held on the second Wednesday of the month over zoom.

**Heritage YouTube Channel:** with the assistance of the Ontario Trillium Fund the WPSDM started a Heritage Channel. Currently posting videos discussing artifacts held in our collection once a month.

**Drawing Class:** Held over the summer to compliment the Georgian Bay Wildflower exhibit, Bert Liverance lead a class in the basics of sketching.

## Staff Development

Staff, Board Members and volunteers participated in a Cultural Competency Course through the Ontario Friendship Centre in January.

We welcomed two temporary staff members in the spring and summer to help with the summer rush. Both individuals were hired thanks to received employment grants.

In late October an NOHFC grant allowed the Museum to hire a Communications Intern for the next 52 weeks.

## Maintenance and Capital Expenses

**Deck:** Thanks to an Ontario Trillium Foundation Grant the Museum's back deck was refurbished and is now re-opened for public enjoyment.

**Replacement of Emergency Light Battery Back Up:** There was a short circuit in the 30 year old emergency light system. The faulty component was replaced with a more efficient battery backup.



# Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C6

Phone: (705) 389-2842

Fax: (705) 389-1244

## CORPORATION OF THE TOWNSHIP OF MCKELLAR

### DONATION/GRANT APPLICATION

- Date: Nov 25, 2023 2. Name of Organization: West Parry Sound District Museum
- Address: 17 George St. Parry Sound
- Please state the goals and objectives of your organization: To collect, preserve and share the history of the West Parry Sound District.
- Purpose of grant: Operational
- What are the primary reasons for undertaking the project/service? to preserve our shared history for future generations
- Will this be a one-time project/service or is it ongoing? ongoing
- Dates/Duration of project/services: Year Round
- Who will be responsible for the execution and successful completion of the project/service?  
Name: Nadine Hammond Telephone: 705 746 5365 Email: manager@museumontparryhill.com
- Describe the project funding:  
Total Budget: 300,000 Requested contribution from McKellar: \$14,000  
Amount of self-funded or fundraising: \$15,000 Other grants: NOHFC, OTF, 6 other Municipalities  
Admission fees: \$7,000
- Membership Fees: \$1,500 Current Year: \$1,500 Previous Year: \$1,500
- Other sources of funding: NOHFC, OTF, Self Generated Revenue.
- What is the basis for determining the requested McKellar donation amount? 0.4% of 2021 property Tax.
- Is there any other funding contingent upon receiving a grant from the Municipality? If yes, please explain: No
- Has your organization requested assistance from McKellar in the past?  Yes  No  
What year(s)? \_\_\_\_\_ Amount requested: \_\_\_\_\_ Purpose of previous grant: operational

### DONATION/GRANT APPLICATION

16. Who will benefit from the project and how will they benefit? all residents of McKellar will benefit from the conservation & interpretation of the heritage and culture of the District
17. What are the benefits to the Township of McKellar community? year round heritage prog programming + exhibition, accessible local history research materials-
18. The Township of McKellar requires a written summary report following the event. Failure to provide report will prohibit future donation/grant requests from your organization.

**Signature Required:** Nadine Turner

19. Any other information you wish to provide in support of this application? Please see attached information

20. Number of citizens that participate/benefit: please see attached Report.

21. Number of McKellar citizens that participate/benefit: Not tracked.

22. This grant application was authorized by a motion of the organization on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. (Please attach a copy of the resolution supporting this application)

23. Name and position if authorized Signing Officers:

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

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

24. Please attach a copy of your organization's most recent financial statement and a separate statement of current financial assets.

**West Parry Sound District Museum**  
**Financial Statements**  
**For the year ended December 31, 2022**

**West Parry Sound District Museum**  
**Financial Statements**  
For the year ended December 31, 2022

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# GINGRICH HARRIS COPELAND Chartered Professional Accountants

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Parry Sound ON  
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## Independent Auditors' Report

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### To the Board of Directors of West Parry Sound District Museum

#### Qualified Opinion

We have audited the accompanying financial statements of West Parry Sound District Museum (the "entity"), which comprise the statement of financial position as at December 31, 2022 and the statements of operations and fund balance and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the entity as at December 31, 2022, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### Basis for Qualified Opinion

In common with many not-for-profit organizations, the entity derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the entity. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended December 31, 2022 and December 31, 2021, current assets as at December 31, 2022 and December 31, 2021, and net assets as at January 1 and December 31 for both years. Our audit opinion on the financial statements for the year ended December 31, 2022 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

#### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

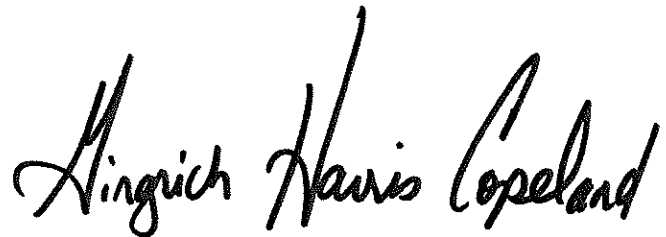
Those charged with governance are responsible for overseeing the entity's financial reporting process.

### **Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- \* Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- \* Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- \* Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- \* Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- \* Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Parry Sound, Ontario  
May 25, 2023

Chartered Professional Accountants  
Licensed Public Accountants



**West Parry Sound District Museum  
Statement of Financial Position**

December 31	2022	2021
<b>Assets</b>		
<b>Current</b>		
Bank (Note 5)	\$ 219,953	\$ 189,125
Accounts receivable (Note 3)	103,142	7,086
Gift shop inventory	9,578	8,199
Prepaid expenses	21,454	9,730
	354,127	214,140
<b>Capital assets (Note 4)</b>	<b>583,961</b>	<b>659,060</b>
<b>Collections</b>	<b>1</b>	<b>1</b>
	\$ 938,089	\$ 873,201

**Liabilities and Net Assets**

<b>Current</b>		
Accounts payable and accrued liabilities (Note 7)	\$ 107,114	\$ 34,905
Deferred contribution	29,806	25,705
	136,920	60,610
<b>Loan - Town of Parry Sound (1.1%, no fixed terms of repayment)</b>	<b>20,967</b>	<b>21,688</b>
<b>Deferred contributions for capital assets (Note 8)</b>	<b>546,675</b>	<b>600,451</b>
	704,562	682,749
<b>Net Assets</b>		
Net assets internally restricted	10,498	10,389
Unrestricted net assets	223,029	180,063
	233,527	190,452
	\$ 938,089	\$ 873,201

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

**West Parry Sound District Museum  
Statement of Changes in Net Assets**

<b>For the year ended December 31</b>	<b>Internally Restricted</b>		<b>Unrestricted</b>		<b>2022</b>	<b>2021</b>
<b>Balance, beginning of year</b>	<b>\$ 10,389</b>	<b>\$ 180,063</b>	<b>\$ 190,452</b>	<b>\$ 137,269</b>		
<b>Excess (deficiency) of revenue over expenses for the year</b>	<b>109</b>	<b>42,966</b>	<b>43,075</b>	<b>53,183</b>		
<b>Balance, end of year</b>	<b>\$ 10,498</b>	<b>\$ 223,029</b>	<b>\$ 233,527</b>	<b>\$ 190,452</b>		

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

## West Parry Sound District Museum Statement of Operations

<b>For the year ended December 31</b>	<b>Budget</b>	<b>2022</b>	<b>2021</b>
<b>Revenues</b>			
Grants (Note 9)	\$ 13,019	\$ 96,689	\$ 119,142
Contributions from municipalities	119,616	143,588	123,528
Memberships, sponsorships, etc.	1,200	2,000	2,458
Admissions - museum	2,000	6,163	2
Fundraising and donations	4,000	78,073	6,297
Gift shop	2,643	7,367	5,670
Rentals	1,000	1,295	485
Interest income	34	62	14
	143,512	335,237	257,596
Amortization of deferred contributions	-	55,227	54,835
Surcharge on membership for funds restricted for maintenance	-	109	102
	143,512	390,573	312,533
<b>Expenditures</b>			
Accounting and legal	7,400	7,079	6,209
Advertising and marketing	1,500	768	1,810
Curatorial and exhibition	1,800	7,223	17,341
Fundraising expenses	-	614	-
Gift shop purchases	1,500	3,958	2,650
Insurance	20,000	16,078	13,018
Interest and bank charges	500	719	318
Office and other	7,175	7,169	4,855
Repairs and maintenance - building	17,800	88,271	15,614
Repairs and maintenance - tower hill	3,000	4,170	3,636
Salaries, benefits and contract work	122,405	111,257	94,210
Telephone and communication	1,500	2,094	2,054
Utilities and rent (Note 10)	25,000	21,550	21,387
	209,580	270,950	183,102
Amortization of capital assets	-	76,548	76,248
	209,580	347,498	259,350
<b>Net Change in assets</b>	<b>\$ (66,068)</b>	<b>\$ 43,075</b>	<b>\$ 53,183</b>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

## West Parry Sound District Museum Statement of Cash Flows

For the year ended December 31	2022	2021
<b>Cash provided by (used in)</b>		
<b>Operating activities</b>		
Excess of revenues over expenditures	\$ 43,075	\$ 53,183
Items not involving cash		
Amortization of capital assets	76,548	76,248
Amortization of deferred contributions	(55,227)	(55,249)
	64,396	74,182
Changes in non-cash working capital balances		
Accounts receivable	(96,056)	54,106
Gift shop inventory	(1,379)	(438)
Prepaid expenses	(11,724)	(1,353)
Accounts payable and accrued liabilities	72,209	(1,511)
Deferred revenue	4,101	20,025
	(32,849)	70,829
<b>Investing activities and financing activities</b>		
Purchase of capital assets	(1,449)	(5,730)
Repayment of long-term debt	(721)	(878)
Deferred contributions received	1,451	3,172
	(719)	(3,436)
<b>Increase in cash during the year</b>	<b>30,828</b>	<b>141,575</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>189,125</b>	<b>47,550</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 219,953</b>	<b>\$ 189,125</b>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

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# West Parry Sound District Museum

## Notes to Financial Statements

December 31, 2022

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### 1. Nature and Purpose of Organization

West Parry Sound District Museum (the Museum) is incorporated under provincial letters patent as a not-for-profit organization and is a registered charity under the Income Tax Act. The organization operates a museum and related funding programs at its location on Tower Hill in Parry Sound, Ontario.

The Museum was created to collect, conserve, research, house, exhibit and interpret those objects that best serve to illustrate the history of the West Parry Sound District. Themes will relate to human history, settlement, industry, transportation, recreation and natural history.

The Museum will fulfil its obligation by providing special educational programs and exhibits for research and for the benefit of the present and future generations of the West Parry Sound District.

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### 2. Significant Accounting Policies

- a) Basis of Accounting** These financial statements have been prepared using Canadian accounting standards for not-for-profit organizations.
- b) Revenue Recognition** The Museum follows the deferral method of accounting for contributions. Under this method, restricted contributions are recognized as revenue in the year the corresponding expenditure is incurred.
- Unrestricted contributions are recognized as revenue when they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.
- Contributions restricted for the purchase of capital assets are recognized as revenue in the same manner that the corresponding assets are amortized.
- Gift shop sales are recognized as revenue when the goods are sold.
- Revenues from memberships, museum admissions, rental, research, and other activities are recognized when the related payment has been received.
- Interest income is recognized as it is earned.
- c) Deferred Revenue** Deferred revenues represent government grants which have been collected but for which the related expenditures have yet to be incurred. These amounts will be recognized as revenues in the fiscal year the services are performed or the purchases are made.

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## West Parry Sound District Museum Notes to Financial Statements

December 31, 2022

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**d) Contributed**

**Materials & Services**

The Board of Directors and volunteers contribute many hours and materials to assist the organization in carrying out its activities. Because of the difficulty of determining their fair value, contributed services and materials are not recognized in the financial statements.

**e) Financial Instruments**

*Measurement of financial instruments*

The entity initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The entity subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, and short-term loans.

*Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

*Transaction costs*

The entity recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

**f) Inventory**

Gift shop inventory is stated at the lower of cost and net realizable value. Cost is determined on a weighted average cost basis. Net realizable value is the estimated selling price in the ordinary course of business less the estimated costs necessary to make the sale.

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## West Parry Sound District Museum Notes to Financial Statements

December 31, 2022

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**g) Capital Assets**

Capital assets are recorded at cost. Amortization is allocated using the following rates per annum (1/2 the rate in the year of acquisition):

Building & landscaping	- 40	years, straight line basis
Geothermal equipment	- 10	years, straight line basis
Computer equipment	- 30	%, declining balance basis
Equipment & furnishing	- 20	%, declining balance basis

**h) Use of Estimates**

Management reviews the carrying amounts of items in the financial statements at each balance sheet date to assess the need for revision or any possibility of impairment. Management determines these estimates based on assumptions that reflect the most probable set of economic conditions and planned courses of action.

These estimates are reviewed periodically and adjustments are made to net income as appropriate in the year they become known.

Items subject to significant management estimates include accounts receivable, accrued liabilities, deferred revenues, and deferred contributions.

**i) Collections**

The Museum was created to collect, conserve, research, house, exhibit and interpret those objects that best serve to illustrate the history of West Parry Sound District. These objects comprise the Museum's permanent collection and relate to human history settlement, industry, transportation, recreation, and natural history.

The Museum's collections are capitalized in the statement of financial position at nominal value and are not subject to amortization. Contributions of collection items are recorded at a nominal value. For purchased items, the difference between the purchase price and nominal value is expensed in the period the items are acquired.

The cost of these objects is not determinable and accordingly is stated at a nominal value.



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## West Parry Sound District Museum Notes to Financial Statements

**December 31, 2022**

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### 3. Accounts Receivable

	2022	2021
Accounts receivable	\$ 70,226	\$ -
Grant funding receivable	9,382	-
HST recoverable	23,534	7,086
	\$ 103,142	\$ 7,086

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### 4. Capital Assets

	2022		2021	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Buildings	\$ 1,992,896	\$ 1,472,170	\$ 520,726	\$ 570,549
Equipment & furnishings	156,538	149,040	7,498	9,372
Geothermal equipment	230,567	179,743	50,824	73,881
Computer equipment	9,083	4,170	4,913	5,258
	\$ 2,389,084	\$ 1,805,123	\$ 583,961	\$ 659,060

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### 5. Bank

The organization's bank accounts are held at one credit union and earn interest at variable rates dependant on average monthly balances.

The Museum has an unused authorized line of credit through its credit union with a maximum draw of \$15,400 (2021 - \$15,400) bearing interest at the credit union's prime lending rate plus 1% and secured by a general security agreement. As at December 31, 2022, the amount being draw on this line of credit was \$NIL (2021 - \$NIL).

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### 6.

The Museum received 62% (2021 - 78%) of its revenue from grants and municipal contributions, and is dependent on this funding to operate.

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## West Parry Sound District Museum Notes to Financial Statements

**December 31, 2022**

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### 7. Accounts Payable and Accrued Liabilities

	2022	2021
Trade accounts payable	\$ 83,654	\$ 9,405
Accrued liabilities	6,505	10,266
Wages payable	2,663	-
Government remittances payable	14,292	15,234
	\$ 107,114	\$ 34,905

The carrying value of accounts payable and accrued liabilities approximates fair value because of the short maturity of these instruments and because they are subject to normal credit terms.

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### 8. Deferred Contributions for Capital Assets

Deferred contributions for capital assets represent grants received for capital asset purchases. The changes in the deferred contributions for capital assets are as follows:

	2022	2021
Beginning balance	\$ 600,451	\$ 652,528
Amounts recognized as revenue	(53,776)	(52,077)
Ending Balance	\$ 546,675	\$ 600,451

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### 9. Grant Revenue

The Museum received grant revenue from the following sources:

	2022	2021
Federal	\$ 57,711	\$ 44,028
Provincial	25,959	62,095
Canadian Museum Association	13,019	13,019
	\$ 96,689	\$ 119,142

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## West Parry Sound District Museum Notes to Financial Statements

December 31, 2022

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### 10. Commitment

The Museum leases its land from the Town of Parry Sound under a long-term lease, expiring October 2026, for a nominal annual rental amount.

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### 11. Financial Assets and Financial Liabilities

#### Liquidity risk

Liquidity risk is the risk that the Museum will not be able to meet its obligations associated with financial liabilities. Cash flow from operations provides a substantial portion of the Museum's cash requirements. Available operating line of credit provides flexibility in the short term to meet operational needs. The Company's borrowing arrangements are concentrated with a single Canadian financial institution. In the opinion of management, liquidity risk exposure is low and not material.

#### Credit risk

The Museum is exposed to credit risk in the event of non-performance by counterparties in connection with its accounts receivable which is comprised primarily of grants receivable. In the opinion of management, credit risk exposure is low and not material

#### Interest rate risk

The Museum's interest-bearing assets and liabilities include its operating line of credit and loans. In the opinion of management, interest rate risk exposure is low and not material

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**Moved by: Councillor Zulak**

**Seconded by: Councillor Kekkonen**

**23-785**      **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Municipal Property Assessment Corporation (MPAC) Data Sharing and Services Agreement; and

**FURTHER** authorize the Mayor and the Clerk/Administrator to sign the agreement prior to the deadline of December 22, 2023 under duress; and

**FURTHER** that Council objects to the apparent removal of existing access to MPAC data currently available to public users e.g. via West Parry Sound Geographical Network; and

**FURTHER** we formally request that this access be restored immediately; and

**FURTHER** a copy of this resolution is forwarded to Premier Doug Ford, MPP Graydon Smith and West Parry Sound Municipalities.

**Defeated**

**CORPORATION OF THE TOWNSHIP OF MCKELLAR****Council Meeting Minutes****December 19, 2023**

Mayor Moore called the meeting to order at 5:00 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 Haskim**  
**Seconded by: Councillor Ryeland**

**23-767** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Agenda for this Regular Meeting of Council, as amended to move Items 17.1 through 17.3 to follow Item 11.1 and precede Item 11.2.

**Carried**

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

**23-768** **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 5:01 p.m. to discuss the following items;

- 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

**Carried**

Finance Chair of the Belvedere Heights Board of Management, Don Carmichael entered the meeting at 5:01 p.m.; Board Chair, Pam Wing entered the meeting via telephone at 5:02 p.m.

Don Carmichael and Pam Wing left the meeting at 6:03 p.m.

Fire Chief, Robert Morrison and Treasurer, Roshan Kantiya entered the meeting at 6:03 p.m.

Fire Chief, Robert Morrison and Treasurer, Roshan Kantiya left the meeting at 6:26 p.m.

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

**23-769** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby reconvene into open session of Council at 6:32 p.m.

**Carried**

Mayor Moore called the meeting to order at 6:32 p.m.



## CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

December 19, 2023

### 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  
Fire Chief, Robert Morrison *for his respective items on the agenda*

### 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**

**23-770** **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 19, 2023.

**Carried**

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

**23-771** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the deputation from Township of Carling Fire Chief, Gord Harrison regarding the West Parry Sound Community Safety and Wellbeing Plan.

**Carried**

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

**23-772** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report FD-2023-20 E&R By-law Changes from Fire Chief Robert Morrison; and

**FURTHER THAT** amendments to By-law 2022-42 be presented at the next Regular Meeting of Council to reflect the update to services, training and skills of the Township of McKellar Volunteer Fire Department.

**Carried**

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

**23-773** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report FD-2023-21 Month End Status Updates for November 2023 from Fire Chief, Robert Morrison, for information purposes.

**Carried**



**CORPORATION OF THE TOWNSHIP OF MCKELLAR**

**Council Meeting Minutes**

**December 19, 2023**

**Moved by: Councillor Ryeland**

**Seconded by: Councillor Haskim**

**23-774 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the informal quotations for the development of a Fire Safety Plan for the Township of McKellar Community Centre; and

**FURTHER** direct the Clerk to retain the services of Firepoint to develop the plan as quoted in the amount of \$3,880.00 plus HST of \$504.50 for a total of \$4,384.40.

**Carried**

Fire Chief, Robert Morrison left the meeting.

**Moved by: Councillor Kekkonen**

**Seconded by: Councillor Zulak**

**23-775 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the deputation from Chair of the Lake Stewardship & Environmental Committee, Jennifer Ghent-Fuller and Member, Peter Duffey regarding the 'Protecting the Waters of McKellar Township' pamphlet and to present the Committee's draft 2024 Committee Budget; and

**FURTHER** approve of the 'Protecting the Waters of McKellar Township' pamphlet being mailed with the 2024 Interim Tax Bills; and

**FURTHER** that the cost to prepare the flyers be approved as part of the 2024 budget due to preparation time constraints.

**Carried**

**Moved by: Councillor Haskim**

**Seconded by: Councillor Ryeland**

**23-776 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby move into Committee of the Whole at 7:36 p.m. to discuss Transfer Station user permits for 2024.

**Carried**

**Committee of the Whole**

Deputy Clerk, Karlee Britton provided Council with an overview of Report PW-2023-12.

Councillor Kekkonen spoke in favour of Transfer Station permit cards, commenting the use of cards have been a successful practice for 30 years.

Councillor Ryeland did not speak for or against the static cling stickers. He commented that staff time needs to be considered if cards were implemented.

Clerk/Administrator, Ina Watkinson spoke to past practices distributing permit cards.

Councillor Ryeland commented on a rear-view card hanger as an alternative option.

Councillor Kekkonen commented that permit mailouts could be coordinated with the Lake Stewardship & Environmental Committee mailouts (3 mailouts proposed for 2024).

Jennifer Ghent-Fuller spoke in favour of the card system.

Peter Duffey spoke in favour of the static cling sticker.





**CORPORATION OF THE TOWNSHIP OF MCKELLAR**

**Council Meeting Minutes**

**December 19, 2023**

Mayor Moore commented that producing a permit at the Transfer Station is part of the Rules and Regulations at the Transfer Station.

Councillor Zulak commented that proof of McKellar residency must be presented at the Town of Parry Sound Transfer Station for Household Hazardous Waste depot.

**Moved by: Councillor Kekkonen**

**Seconded by: Councillor Zulak**

**23-777** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby rise and report from Committee of the Whole at 8:21 p.m.

**Carried**

**Moved by: Councillor Zulak**

**Seconded by: Councillor Kekkonen**

**23-778** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Minutes of the December 5, 2023 Regular Meeting of Council, as circulated.

**Carried**

**Moved by: Councillor Haskim**

**Seconded by: Councillor Ryeland**

**23-779** **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 Finance and Property Committee.

**Carried**

**Moved by: Councillor Zulak**

**Seconded by: Councillor Kekkonen**

**23-780** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Draft Minutes of the November 1, 2023 meeting of the Township of McKellar Historical Committee.

**Carried**

**Moved by: Councillor Ryeland**

**Seconded by: Councillor Haskim**

**23-781** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Minutes of the October 30, 2023 meeting of the Township of McKellar Public Library Board.

**Carried**

**Moved by: Councillor Kekkonen**

**Seconded by: Councillor Zulak**

**23-782** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Minutes of the October 25, 2023 meeting of the District of Parry Sound West (Belvedere Heights) Board of Management.

**Carried**

**Moved by: Councillor Zulak**

**Seconded by: Councillor Kekkonen**

**23-783** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the 2023 McKellar Market Year-End Report from Market Manager, Jan Gibson, for information purposes.

**Carried**



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

December 19, 2023

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

**23-784** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Accounts Payable Preliminary Cheque Run Report for November 2023 from Treasurer, Roshan Kantiya, for information purposes.

**Carried**

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

**23-785** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Municipal Property Assessment Corporation (MPAC) Data Sharing and Services Agreement; and

**FURTHER** authorize the Mayor and the Clerk/Administrator to sign the agreement prior to the deadline of December 22, 2023 under duress; and

**FURTHER** that Council objects to the apparent removal of existing access to MPAC data currently available to public users e.g. via West Parry Sound Geographical Network; and

**FURTHER** we formally request that this access be restored immediately; and

**FURTHER** a copy of this resolution is forwarded to Premier Doug Ford, MPP Graydon Smith and West Parry Sound Municipalities.

**Defeated**

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

**23-786** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby appoint Christopher Clayton to the Lake Stewardship and Environmental Committee.

**Carried**

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

**23-787** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-79, Being a By-law to Amend By-law 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, a First and Second reading;

**And further Read a Third time and Passed** in Open Council this 19<sup>th</sup> day of December, 2023.

**Carried**

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

**23-788** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-23, Being a By-law to Regulate Dogs in the Township, a First and Second reading;

**And further Read a Third time and Passed** in Open Council this 19<sup>th</sup> day of December, 2023.

**Deferred**



**CORPORATION OF THE TOWNSHIP OF MCKELLAR**

**Council Meeting Minutes**

**December 19, 2023**

**Moved by: Councillor Kekkonen**

**Seconded by: Councillor Zulak**

**23-789** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby agree to provide refreshments for the January 10, 2024 information session on the transition from CPAC to the Police Services Board, costs to not exceed five hundred dollars.

**Carried**

**Moved by: Councillor Kekkonen**

**Seconded by: Councillor Zulak**

**23-790** **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 Ryeland**

**Seconded by: Councillor Haskim**

**23-791** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-80, 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 19<sup>th</sup> day of December, 2023.

**Carried**

**Moved by: Councillor Kekkonen**

**Seconded by: Councillor Zulak**

**23-792** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar adjourn this meeting at 10:31 p.m. to meet again on December 21, 2023 for a Special Closed Meeting of Council; or at the call of the Mayor.

**Carried**

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David Moore, Mayor

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Ina Watkinson, Clerk/Administrator



**CORPORATION OF THE TOWNSHIP OF MCKELLAR**

**Special Council Meeting Minutes**

**December 21, 2023**

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

**ROLL CALL**

Mayor Moore took Roll Call.

- Present:** Mayor David Moore  
Councillors Morley Haskim, Mike Kekkonen, Nick Ryeland, Debbie Zulak
- Staff:** Deputy Clerk/Planning Assistant, Karlee Britton  
Clerk/Administrator, Ina Watkinson  
Director of Operations, Greg Gostick *for his respective items on the agenda*
- Guests:** Bob Hughes, R.H.H. Engineering *(entered the meeting at 1:00 p.m.)*  
Rebecca Elphick, J.L. Richards and Associates *(attended virtually at 2:30 p.m.)*  
David Welwood, J.L. Richards and Associates *(attended virtually at 2:30 p.m.)*  
John Jackson, Parry Sound Area Planning Board *(attended virtually at 2:30 p.m.)*  
*Guests present for their respective items on the agenda*

**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 Ryeland**  
**Seconded by: Councillor Haskim**

**23-793** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Agenda for this Special Closed Meeting of Council, as presented.

**Carried**

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

**23-794** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar, pursuant to the Municipal Act, S.O. 2001, as amended, move into closed session at 1:01 p.m. to discuss the following items:

- 5.1 Information supplied in confidence by a third party; pursuant to Section 239(2)(i) – Technical information regarding Pending Construction
- 5.2 Litigation or Potential Litigation, Pursuant to Section 239(2)(e) – Litigation Re. Consent Application Appeal, Ontario Land Tribunal
- 5.3 Advice Subject to Solicitor Client Privilege; pursuant to Section 239(2)(f) - Road Allowance Closure
- 5.4 Personal matters about an identifiable individual, including Municipal or local board employees, pursuant to Ontario Municipal Act, Section 239(2)(b) – Human Resources Policy

**Carried**

Director of Operations, Greg Gostick; Clerk/Administrator, Ina Watkinson and Bob Hughes left the meeting at 2:30 p.m.



**CORPORATION OF THE TOWNSHIP OF MCKELLAR**

**Special Council Meeting Minutes**

**December 21, 2023**

Rebecca Elphick, David Welwood and John Jackson entered the meeting at 2:30 p.m.

Rebecca Elphick, David Welwood and John Jackson left the meeting at 3:28 p.m.

**Moved by: Councillor Haskim**

**Seconded by: Councillor Ryeland**

**23-795** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby reconvene into regular open session of Council at 4:50 p.m.

**Carried**

**Moved by: Councillor Kekkonen**

**Seconded by: Councillor Zulak**

**23-796** **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 21, 2023.

**Carried**

**Moved by: Councillor Ryeland**

**Seconded by: Councillor Haskim**

**23-797** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-81, 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 21<sup>st</sup> day of December, 2023.

**Carried**

**Moved by: Councillor Zulak**

**Seconded by: Councillor Kekkonen**

**23-798** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar adjourn this meeting at 4:52 p.m. to meet again on January 9, 2024; or at the call of the Mayor.

**Carried**

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David Moore, Mayor

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Karlee Britton, Deputy Clerk

## LAKE STEWARDSHIP AND ENVIRONMENTAL COMMITTEE OF MCKELLAR TOWNSHIP\*

## Final Minutes

THURSDAY, November 9<sup>th</sup>, 2023

\*Educational resources posted by this committee are available on the Township of McKellar Website here:  
<https://www.mckellar.ca/en/township-services/resources/Links-to-YouTube-Videos.pdf>

Item	Time	<b>Please note: These are ongoing agenda items. Only items marked with an * will be discussed at the next meeting.</b>
1. *		<p><b>Land Acknowledgement:</b>            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.</p>
2. *		<p><b>Roll Call*:</b> Tony Best (Y); Ross Crockford (Y); Peter Duffey (Y); Jennifer Ghent-Fuller (Y) ; Melanie Jeffrey (Y) ; Axy Leighl (Y) ; Carl Mitchell (on LOA); Suzanne Poff (Y); Nick Ryeland (Y); Rick Speers (Y).</p> <p>We need 5 committee members to have a quorum (Y)            We had another round of introductions. This is the first meeting for Peter Duffey and Rick Speers.            Does anyone have a declaration of pecuniary and/or personal interest and general nature thereof? NO</p>
3.1 *		<p>Motion to accept the minutes of Oct 12th, 2023. (These will be sent Nov 8<sup>th</sup>).            Moved: Sue      Seconded: Nick      Approved: (Y )            Amendments: none</p>
3.2 *		<p>Motion to accept the Agenda as presented.            Moved: Peter      Seconded: Melanie      Amendments: none      Approved: (Y)</p>
3.3 *		<p>Nov 9. Strategic Planning – The November 2023 LSEC Achievement Assessment document was sent to committee members in the last week of October to review what this committee has accomplished in the past. We decided on the following topics which should have priority for our efforts for the upcoming year:</p> <ol style="list-style-type: none"> <li>1. Lead weights, lures and jigs (get the lead out)</li> <li>2. <b>Shoreline planning to protect the lake from excess runoff.</b></li> <li>3. What to do about leaves.</li> <li>4. MLCA newsletter updates.</li> <li>5. <b>Discourage the use of pesticides, herbicides and fertilizers.</b></li> <li>6. Turtle/animal road signs.</li> <li>7. <b>Recycling choices.</b></li> <li>8. Drinking water source protection.</li> <li>9. How to facilitate a cultural shift.</li> <li>10. Fish habitat.</li> <li>11. Fish stocking.</li> </ol>

		<p><b>12. Water testing design program subcommittee. (suggestion was made to include samplers on this committee).</b></p> <p>We need to decide on priorities and establish who will work on each topic. Jennifer will tabulate the votes for the top 3 or 4 priorities and send the results to committee members, as the poll function was not working on zoom. (initial results tabulated after the meeting are bolded).</p>
4. Goals		<p><b>General Updates on Current Issues.</b></p>
4.1		<p><b>Waterfront/ Shoreline protection – Oct 12, 2023.</b> New policy adopted.</p> <p><b>October 5, 2023</b> – Jennifer sent committee members a draft policy in the past few days for review.</p> <p>References used to write the amended policy include:</p> <ol style="list-style-type: none"> <li>1. Natural Shorelines and their Role in the Protection of Water Quality and Aquatic Habitat: State of the Science Report. Hutchinson Environmental Sciences Limited, Aug 18, 2021.</li> <li>2. The Science Behind Vegetated Shoreland Buffers: Why the Ribbon of Life Matters, Watersheds Canada, 2022.</li> <li>3. Shoreline Buffers and Water Quality, South Carolina Native Plant Society, 2020.</li> <li>4. Lakeshore Capacity Assessment Handbook: Protecting Water Quality in Inland Lakes, Ontario Government, retrieved October 10, 2022.</li> <li>5. A Shoreline Owner’s Guide to Healthy Waterfronts, Federation of Ontario Cottagers Association, 2019.</li> <li>6. Planning for our Shorelands, Watersheds Canada, 2022.</li> <li>7. Lake Protection Workbook: A Self-Assessment Tool for Shoreline Property Owners, Lake Links (Watersheds Canada) 2022.</li> <li>8. A Regulatory Guide to Achieving Environmental Net Gain at the Waterfront, Watersheds Canada, 2022.</li> </ol> <p>July 6, 2023 – Axy will send out a draft policy by July 17<sup>th</sup>. We will review it at our next meeting on August 10<sup>th</sup> and decide whether it is ready to share with Council at that time. Council members have expressed interest.</p>
4.2*		<p><b>Water Sampling</b></p> <p><b>Nov 9</b> – On Oct 17, the Lake Steward made a presentation to Council of the results of the water sampling program for 2023. The data has been forwarded to Council and placed online under Environment. The sampling program was under the budget set by LSEC. Data was also sent to DataStream for use by researchers as suggested by FOCA.</p> <p><b>Nov 9 Tony</b> proposed that we establish a study group to review surface water testing needs. The purpose would be to look at exactly what are the current desirable types and frequency for testing. This proposal was adopted as part of our strategic plan for 2024.</p> <p><b>October 5, 2023</b> Three rounds of sampling for E. coli and for Phosphorus and Calcium have been completed for the season. Profile data was also collected for 16 sites three times this summer. Data will be sent to the Township for posting. Sampling and profile data were collected for Manitouwabing, Armstrong, Grey Owl, Mary Jane, McKellar and Moffat Lakes.</p>



4.3*	<p><b>Septic Education –</b></p> <p><b>Nov 9</b> – Concern has been raised confidentially by a local resident about the condition of septic systems in Air B n B rental residences. Jennifer mentioned that she had laminated a copy of the “Help Your Septic System and our Lakes” flyer and placed it in the guest bathroom, and guests commented on it. Propose that we make laminated versions of this flyer available in the library for area residents. Moved: Sue. Seconded: Ross. Approved.</p> <p>July 6 – A flyer entitled “Help Your Septic System and Our Lakes” has been printed and delivered to the Township Office. The invoice has been submitted and paid to Aquagraphics. It was included in the tax mailing at the end of July.</p> <p>A question was raised about septic inspection by a member of the public. Jennifer has made a preliminary call to the North Bay Mattawa Conservation Association and will follow up, as will Nick. <i>(follow up indicated that no further action could be taken).</i></p> <p>A call was received in June from a McKellar Township resident who will be remaining anonymous. There was a release of raw sewage into Lake Manitouwabing from a burst septic tank on April 15 that was visible on the melting ice. The North Bay Mattawa Conservation Association (NBMCA) was contacted, but by the time they were called, the ice had melted and the sewage was gone so they were not able to take any further action. E coli tests were completed in the area in June. The site level was slightly elevated and was over the provincial standard of 200 CFU/100 ml downstream. There is no mandated septic inspection in McKellar Township. This committee investigated the possibility a few years ago, but the cost of acquiring each septic registration in the township from NBMCA, the cost of paying the salary of a septic inspector (even one shared by other area municipalities) and the process to set the system up was agreed to be beyond the capacity of the Township at that time. Discussion included the diesel spill in the spring at which the health department, the Ministry of the Environment and the police attended, and this was contrasted to the government response to the sewage spill. We also discussed the possibility of asking the Township if one of its employees could go out to witness a future sewage spill and report it on behalf of the Township as quickly as possible. Perhaps a hotline could be set up and/or the By-Law officer could be involved. Currently, individual residents are relied upon to do the reporting; they are assured of anonymity by the NBMCA, but that does not extend to a possible court case. Individuals may suffer from personal harassment for reporting a neighbour and this is not acceptable. The committee also discussed a need to devise/discover a reporting mechanism for 24/7 reporting and advertise this to residents.</p> <p>The main concern is that a majority of township residents draw household water from the lake and treat it with various methods before drinking it. Discussion was also had on the need to advertise free tap water testing by the health unit and the water testing, likely at a cost, by Water Depot in Parry Sound. <b>Nick</b> will investigate the service available from Water Depot. We have a video on water testing available online.</p>
4.4	<p><b>Presentations</b> - YouTube videos from this committee are posted here: <a href="https://www.mckellar.ca/en/township-services/resources/Links-to-YouTube-Videos.pdf">https://www.mckellar.ca/en/township-services/resources/Links-to-YouTube-Videos.pdf</a> along with other videos</p> <p>Our <b>postings</b> (listings and a table of contents) are uploaded on the township web page under “Residents/Environment.” Jennifer has been gradually updating the page with Mary Smith’s help. <a href="https://www.mckellar.ca/en/living-in-our-community/environment.aspx">https://www.mckellar.ca/en/living-in-our-community/environment.aspx</a></p>



4.5	<b>Microplastics/Microfibres/ Washing Machine Filters</b> – video on our YouTube channel posted
4.6	<p><b>Earth Day / Clean Up Our Lakes –</b></p> <p>October 5, 2023 – Melanie will let us know when she is ready to do a presentation on recycling.</p> <p>July 6 - The “Clean Up Our Lakes” sign is badly damaged.</p> <p><b>Recycling</b> was raised as an issue. There should be clear guidelines as to what plastics are successfully recycled and whether to remove labels etc in order to maximize the success of plastic recycling in our area. Melanie is an expert in this issue and offered to give a presentation at a future meeting. Request was made to record this session to be included in our resources.</p> <p>The Clean Up our Lakes campaign is scheduled annually for the end of April to end of May – suggestion was made to include roads and add it to the slogan – “Clean up our Lakes, Rivers and Roads” for publicity this spring.</p> <p>June 8, 2023 - Moved that We hold the Clean Up Our Lakes campaign in 2024 without ordering bins.  Moved: Tony    Seconded: Sue    approved</p>
4.7*	<p><b>Fishing / Wildlife –</b></p> <p>Nov 9 – Tony gave a brief update on the day long Watersheds Canada meeting in Perth that he attended. One speaker that he connected with there suggested that there may be a way to work with MNR on stocking, even though we have been initially refused (see <a href="#">FMZ-15-Draft-Management-Plan-Highlights-Summary-V3.pdf (mckellar.ca)</a> ). Tony also mentioned a campaign conducted in another area to “get the lead out” of fishing by using fish weights and lures that are made of other metals. These have proven especially toxic to loons. Melanie reported that they are also a danger to children. These suggestions will be considered as part of our strategic planning.</p> <p>Sept 14 – Lumber and some T bars have been given to this group by committee members in addition to their independent receipt of township funds.</p> <p>July 6 – Al requested help with <b>bird boxes for raptors</b> that are on the decline. Sue and Al will work together on this. Steve Bradley has built a bird nesting boxes for raptors in response to a request from Tianna Burke.</p> <p>Additionally, it would be a good idea to build <b>turtle nesting protection boxes</b>. Al will draw up a list of materials needed, and we will all draw on the stores in our garages to fulfill the needs. Tony will work with Al on this.</p> <p><b>Loon counts.</b> MLCA carried out a loon count over the July long weekend. Responses came in with loon sightings in various areas of the lake. Jennifer will be working with one of the respondents to summarize the input for this and for the next two long weekends. The plan is to submit information to Birds Canada and eBird. Loon counts will be carried out over the four long weekends between May and September in 2024.</p>
4.8	<p><b>Fish Catch reporting signs for Armstrong Lake</b> - are up at Armstrong Lake beach.  <b>June 1 2023</b> – sign is well back from the portable outhouse and visible.</p>

4.9	<p><b>Catch and Release Signs</b> are up at township launch sites. Copies of the Catch and Release sign are on the back of the Safe Boating flyer and were printed for distribution by the Township with the tax mailing to all households at the end of February 2023.</p>
4.10	<p><b>Benthic Study –</b>  <b>Sept 14<sup>th</sup></b> – The property at 85 Cole Point Trail, which has been used as a sampling site for the benthic studies for the past 4 years has been sold. Jennifer has spoken with Katrina at GBB and will write to the Clerk to inquire about the new owner to inquire whether they will allow GBB to continue to use that property as a sampling site. 2023 sampling has been completed and the report will be issued by GBB shortly.  May 11<sup>th</sup> – funding is included in the 2023 budget  March 9, 2023 Jennifer distributed an evaluation of the value of the 2022 Benthic report along with a suggestion that LSEC recommend to Council that this research be continued. Proviso: that the data from the Lake Manitouwabing studies be posted on an existing publicly available website at no extra charge to the township or the MLCA. We passed a resolution supporting the continuation of Benthic sampling by the GBB.</p>
4.11	<p><b>Pesticides/Fertilizers –</b>  July 6<sup>th</sup> – an example of a brochure that would include pesticides  Turtle nesting protection boxes. Built for people to use and store.  Committee members liked the idea of promoting the planting of rain gardens and filter strips mentioned in the brochure below = to decrease the amount of nutrients seeping into the lake.  <a href="https://www.skaneateleslake.org/CCE-Lawn-Care-for-Water-Quality-Brochure-2020.pdf">CCE Lawn Care for Water Quality Brochure 2020.pdf (skaneateleslake.org)</a></p> <p>Pesticides – we will fold a discussion of pesticide use on lawns into the work/education on waterfront vegetation. Melanie and Jennifer.</p>
4.12	<p><b>Invasive Species –</b>  Oct 12 – Chair has had discussion with Greg Gostick about the occurrence of phragmites beside Centre Rd at the previously identified spot.</p> <p><b>Sept 14<sup>th</sup></b> – Sampling was completed in August for detecting the presence of two invasive plants: European water chestnut and water soldier by eDNA, through the auspices of FOCA.</p> <p>July 6<sup>th</sup> - Al Last, assisted by Jeremy Sintzel, has been putting up the new Invasive Species signs from FOCA at the boat launches.</p> <p>June 8<sup>th</sup> – Council approved replacing the old Protect our Lakes from Invasive species signs and replacing them with the new signs from FOCA. We also need to map and list where the signs are placed in the township. Need someone to place signs again.</p>
4.13	<p><b>Dark Skies –</b>  From Oct 13/22 minutes on planning:  Sue and Jennifer will continue the work on Dark Skies.</p>
4.14	<p><b>Water Levels –</b> A paper detailing previous work on water levels is posted on our section of the web page. <a href="https://www.mckellar.ca/Water-Levels-on-Lake-Manitouwabing-JGF-Amended-July-2022.pdf">Water-Levels-on-Lake-Manitouwabing-JGF-Amended-July-2022.pdf (mckellar.ca)</a></p>
4.15	<p><b>Pollinator Patches / Gardens–</b>  <b>Oct 5<sup>th</sup></b> – Tony watched the geese to identify how they access Minerva Park and Jennifer has written to the Clerk and Deputy Clerk to request permission to plant low shrubs in those areas. Sue and Jennifer met with Greg Gostick to discuss locations for the plants and the buried power</p>



		<del>April 13<sup>th</sup></del> <del>May 11<sup>th</sup></del> <del>June 8<sup>th</sup></del>	<del>October 12<sup>th</sup></del> <del>November 9<sup>th</sup></del> <b>December 14<sup>th</sup></b>
7.*		Motion to adjourn. Moved: Peter    Seconded: Rick    Approved: Yes Time: 8:49 PM	

Re: Item 4.18 above

Deputation made Oct 17 2023 re: Changing the mode of septic approvals from North Bay-Mattawa Conservation Authority to local townships.

To: David Moore, Mayor of McKellar Township

From: Jennifer Ghent-Fuller, Chair, Lake Stewardship and Environmental Committee of McKellar Township; Lake Steward, Manitouwabing Lake Community Association.

October 17<sup>th</sup>, 2023

Dear Mayor Moore,

In regard to the proposal to look after septic approvals within the municipalities in West Parry Sound District as discussed in the letter from Graydon Smith, MPP, dated Wednesday October 11<sup>th</sup>, 2023 to the Mayors of area municipalities my concerns are the implications in delivering a different level of regulation than accepted best practices. This could result in greater expense and increased liability for the rate payers of the township.

For the vast majority of the population of Ontario, septic approvals go through the local Conservation Authority as part of their Drinking Water Source Protection Plans. The Source Protection areas include southern Ontario, starting at the southern edge of Georgian Bay and Muskoka townships and curving under Algonquin Park over to the Ottawa River and all points south and east. There are also pockets which include Sault Ste. Marie, Sudbury and North Bay-Mattawa. The latter includes part of East Parry Sound district. These Drinking Water Source Protection Plan areas are organized according to watershed areas.

A source protection plan protects the area around municipal wells and surface water intakes from activities that are, or would become, significant drinking water threats. This plan governs the location and handling of sewage, agricultural source material, pesticides, road salt, fuel, chemicals that assist in the de-icing of aircraft, land use for farm animals, activities that affect the recharging of an aquifer and pipelines.

These drinking water source protection plans were drawn up after the 2000 Walkerton drinking water contamination by E. coli in which seven people died and 2,300 became ill. Many of those people remain on dialysis today as a result. The Clean Water Act was passed in 2006 which established Source Protection Plans under the Ontario Building Code. The North Bay - Mattawa Source Protection Plan was approved 9 years ago in 2015.

The policy for vulnerable areas states that "for all future and existing septic systems that could be significant threats and that are subject to the requirements of the Ontario Building Code, a mandatory maintenance inspection program shall be implemented by the principal authority (the conservation authority responsible for the area's Source Protection Plan) as defined by the Ontario Building Code. By February 1st of each year, the principal authority defined by the Ontario Building Code shall prepare a progress report for the Source Protection Authority to, at minimum, confirm that the program is being implemented and report the number of any outstanding orders. The report may also include the numbers of inspections completed, failed systems identified, and new systems constructed either as a result of new construction or replaced as a result of a failed septic system in the subject areas.

Within the last 2 years, the provincial government responded to the pressure to cover areas not under a Drinking Water source protection plan and came up with the following guidelines:

“Learning about the physical characteristics of your area can help with your assessment of vulnerability. [There are] maps and resources [that] provide information about soil types, aquifers, and the steepness of the land. Through the Ministry of the Environment, Conservation and Parks, the Ministry of Natural Resources and Forestry and the Ministry of Energy, Northern Development and Mines’ OGSEarth website you can access:

- water well records and other borehole records
- quaternary geology and bedrock geology maps
- aquifer maps
- depth to water table maps
- maps of the thickness of the soil layers above aquifers
- geological cross-sections
- topographic surface and surface water feature maps (topographic maps show the locations of hills, mountains and valleys using lines, called contour lines, to represent different elevations)
- a professional geoscientist or engineer.
- You can also do some further assessment work to determine how vulnerable your source is to contamination if you need more information than the simple techniques presented above. A basic hydrogeological assessment or advanced modelling techniques can be used to determine the vulnerability of your drinking water source. Hydrogeology, or the study of water underground, is an area of geoscience. Geoscience is a regulated profession in Ontario under the Professional Geoscientists Act. Hire a Professional Geoscientist or Professional Engineer who is qualified to conduct hydrogeological assessments to do this work for you.
- Professionals can be found through local listings in your area. You can also view public registers of Professional Geoscientists on the Professional Geoscientists Ontario website and Professional Engineers on the Professional Engineers Ontario website.”

The Federation of Ontario Cottagers Associations (FOCA) has studied this issue carefully and there is a 2022 paper that concludes that although the voluntary guidelines are good for the population not included under a Drinking Water Source Protection Plan, they are not a substitute for the comprehensive and well-regulated process in the protection of drinking water according to watersheds set up in the Clean Water Act (2006).

The best practices in relation to drinking water source protection are well established and any process that would deliver a lower level of regulation may put the municipality at risk for the occurrence of another tragic incident like that which took place in Walkerton 23 years ago. Also, since agreement about best practices is so well known and established, the liability of any municipality that adopts a septic approval system that provides less protection would therefore be increased.

The Drinking Water Source Protection plans are the responsibility of the Ministry of the Environment which includes monetary responsibility. It is also possible that taking an independent route to Septic Approvals would result in considerably more cost to municipal taxpayers.

Since the area municipalities are coming together to discuss this proposal, perhaps they could consider a request to have the watersheds of the remainder of East Parry Sound District and West Parry Sound District included under the full services of the North Bay – Mattawa Drinking Water Source Protection Plan.

At the Oct. 12 meeting of the Lake Stewardship and Environmental Committee of McKellar Township, the following resolution received approval:

Resolved that the issue of septic inspection and permits in McKellar include the full breadth of Drinking Water Source Protection as defined under the Clean Water Act, 2006.

Many thanks for considering these comments.

Sincerely,

Jennifer Ghent-Fuller

**LAKE STEWARDSHIP AND ENVIRONMENTAL COMMITTEE OF MCKELLAR TOWNSHIP\***

**Draft Minutes**

**THURSDAY, December 14th, 2023**

\*Educational resources posted by this committee are available on the Township of McKellar Website here:

<https://www.mckellar.ca/en/township-services/resources/Links-to-YouTube-Videos.pdf>

Item	Time	<b>Please note: These are ongoing agenda items. Only items marked with an * will be discussed at the next meeting.</b>
1.		<p><b>Land Acknowledgement:</b>                      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.</p>
2.		<p><b>Roll Call*</b>: Tony Best (Y); Ross Crockford (Y); Peter Duffey (); Jennifer Ghent-Fuller (Y) ; Melanie Jeffrey (Y) ; Axy Leighl () ; Carl Mitchell (); Suzanne Poff (); Nick Ryeland (Y); Rick Speers ().                      We need 5 committee members to have a quorum (Y)                      Chris Clayton, a McKellar resident who is a retired landscape architect, has applied to join the LSEC. His application will go to the Township Council on December 19<sup>th</sup>.                      Does anyone have a declaration of pecuniary and/or personal interest and general nature thereof? No.                      Please note: Tony Best was requested to Chair the meeting.</p>
3.1		<p>Motion to accept the minutes of Nov 9th, 2023. (attached)                      Moved: Ross    Seconded: Jennifer    Approved: (Y)                      Amendments: none</p>
3.2		<p>Motion to accept the Agenda as presented.                      Moved: Jennifer    Seconded: Ross    Amendments: none                      Approved: (Y)</p>
3.3		<p><b>Dec 14.</b>  <b>The following subcommittees have been set up:</b></p> <ol style="list-style-type: none"> <li>1. Shoreline Planning Ross, Sue, Jennifer, Rick</li> <li>2. Discourage the use of pesticides, herbicides and fertilizers. Peter, Rick, Sue, Jennifer; Chris Clayton was invited to participate</li> <li>3. Recycling choices. Melanie, Tony, Ross, Jennifer</li> <li>4. Water testing program Tony, Carl, Peter, Jennifer</li> <li>5. How to facilitate a cultural shift. Axy, Nick</li> </ol> <p>Proposed subcommittee members were polled by email to ensure that they were in agreement with their subcommittee roles.</p> <p>The following subcommittees have met: Discouraging the use of Pesticides etc., Recycling Choices, Water Testing program. Also, Jennifer and Tony met to draw up the 2024 budget.</p>



	<p>Nov 9. Strategic Planning – The November 2023 LSEC Achievement Assessment document was sent to committee members in the last week of October to review what this committee has accomplished in the past. We decided on the following topics which should have priority for our efforts for the upcoming year:</p> <ol style="list-style-type: none"> <li>1. Lead weights, lures and jigs (get the lead out) Delay</li> <li>2. <b>Shoreline planning to protect the lake from excess runoff. –</b></li> <li>3. What to do about leaves. Delay</li> <li>4. MLCA newsletter updates. Ad Hoc as needed</li> <li>5. <b>Discourage the use of pesticides, herbicides and fertilizers.</b></li> <li>6. Turtle/animal road signs. Delay? (in the budget)</li> <li>7. <b>Recycling choices.</b></li> <li>8. Drinking water source protection. Delay?</li> <li>9. <b>How to facilitate a cultural shift.</b></li> <li>10. Fish habitat. Delay</li> <li>11. Fish stocking. Delay</li> <li>12. <b>Water Quality Monitoring Design program subcommittee. (suggestion was made to include samplers on this committee). (Tony, Carl, Jennifer, Peter)</b></li> </ol> <p>Jennifer tabulated the votes for the top 3 or 4 priorities and send the results to committee members, as the poll function was not working on zoom. (initial results tabulated after the meeting are bolded). We need to decide on priorities and establish who will work on each topic.</p>
4. Goals	<p><b>General Updates on Current Issues.</b></p>

4.1	2 min	<p><b>Waterfront/ Shoreline protection –</b></p> <p><b>Dec. 14 The new Shoreline Planning Subcommittee should meet in January.</b></p> <p><b>Nov. 21 – Jennifer presented the proposed new revised Tree Canopy and Naturalized Vegetation Policy to Council. Ina will consult with other townships and references (sent in by Jennifer).</b></p> <p><b>Oct 12, 2023.</b> New policy adopted.</p> <p><b>October 5, 2023 –</b> Jennifer sent committee members a draft policy in the past few days for review.</p> <p>References used to write the amended policy include:</p> <ol style="list-style-type: none"> <li>1. Natural Shorelines and their Role in the Protection of Water Quality and Aquatic Habitat: State of the Science Report. Hutchinson Environmental Sciences Limited, Aug 18, 2021.</li> <li>2. The Science Behind Vegetated Shoreland Buffers: Why the Ribbon of Life Matters, Watersheds Canada, 2022.</li> <li>3. Shoreline Buffers and Water Quality, South Carolina Native Plant Society, 2020.</li> <li>4. Lakeshore Capacity Assessment Handbook: Protecting Water Quality in Inland Lakes, Ontario Government, retrieved October 10, 2022.</li> <li>5. A Shoreline Owner’s Guide to Healthy Waterfronts, Federation of Ontario Cottagers Association, 2019.</li> <li>6. Planning for our Shorelands, Watersheds Canada, 2022.</li> <li>7. Lake Protection Workbook: A Self-Assessment Tool for Shoreline Property Owners, Lake Links (Watersheds Canada) 2022.</li> <li>8. A Regulatory Guide to Achieving Environmental Net Gain at the Waterfront, Watersheds Canada, 2022.</li> </ol> <p>July 6, 2023 – Axy will send out a draft policy by July 17<sup>th</sup>. We will review it at our next meeting on August 10<sup>th</sup> and decide whether it is ready to share with Council at that time. Council members have expressed interest.</p>
4.2		<p><b>Water Sampling</b></p> <p><b>Dec. 14 The new Water Quality Monitoring Design Program Subcommittee met to evaluate the water quality monitoring in McKellar Township.</b></p> <p><b>Tony read his report, as follows:</b></p> <p><b>Water testing 2024</b></p> <p>On December 7<sup>th</sup> 2023, a subcommittee met to review the McKellar water testing program.</p> <p>The goal was to do a complete due diligence review to ensure that the LSEC’s proposed water testing plan for 2024 is based on current scientific knowledge and is designed for the needs of the McKellar lakes.</p> <p>The meeting thoroughly reviewed each segment of water testing, Benthic, E. coli, and phosphorus and related deep-water tests. In each case the testing method, the frequency and the locations were examined.</p> <p>The validity and value of each type of testing were carefully reviewed.</p>

	<p>The committee greatly benefited from the expertise of committee member Dr Carl Mitchell, a professor at the U of Toronto and a limnologist and also a long-time property owner in the township.</p> <p>The subcommittee concluded that each of the 3 segments of the testing have substantial value in monitoring the water quality of the lakes in McKellar especially in the current climate warming trend. In particular, it was noted that dangerous Algae blooms are occurring at lower levels of phosphorus than has been the case in the recent past.</p> <p>The subcommittee recommends 1 fewer Benthic test for 2024. In addition, minor changes were suggested for the frequency and locations of E. coli and Phosphorus testing. As a result of the review there will be a small reduction in the water testing budget for 2024.</p> <p>The Township can now be assured that there has been a full and complete review and that the water testing program proposed for 2024 has been based on current needs and not a simple extrapolation of past practice.</p> <p>An informal estimate by Dr Mitchell suggested a dollar value of the volunteer contribution would be in excess of \$75,000. per annum. In addition, the Lake Association purchased \$8,000.00 in of water testing equipment in 2023.</p> <p><b>Nov 9</b> – On Oct 17, the Lake Steward made a presentation to Council of the results of the water sampling program for 2023. The data has been forwarded to Council and placed online under Environment. The sampling program was under the budget set by LSEC. Data was also sent to DataStream for use by researchers as suggested by FOCA.</p> <p><b>Nov 9</b> Tony proposed that we establish a study group to review surface water testing needs. The purpose would be to look at exactly what are the current desirable types and frequency for testing. This proposal was adopted as part of our strategic plan for 2024.</p> <p><b>October 5, 2023</b> Three rounds of sampling for E. coli and for Phosphorus and Calcium have been completed for the season. Profile data was also collected for 16 sites three times this summer. Data will be sent to the Township for posting. Sampling and profile data were collected for Manitouwabing, Armstrong, Grey Owl, Mary Jane, McKellar and Moffat Lakes.</p>
4.3	<p><b>Septic Education –</b></p> <p><b>Nov 9</b> – Concern has been raised confidentially by a local resident about the condition of septic systems in Air B n B rental residences. Jennifer mentioned that she had laminated a copy of the “Help Your Septic System and our Lakes” flyer and placed it in the guest bathroom, and guests commented on it. Propose that we make laminated versions of this flyer available in the library for area residents. Moved: Sue. Seconded: Ross. Approved.</p> <p>July 6 – A flyer entitled “Help Your Septic System and Our Lakes” has been printed and delivered to the Township Office. The invoice has been submitted and paid to Aquagraphics. It was included in the tax mailing at the end of July.</p>
4.4	<p><b>Presentations</b> - YouTube videos from this committee are posted here: <a href="https://www.mckellar.ca/en/township-services/resources/Links-to-YouTube-Videos.pdf">https://www.mckellar.ca/en/township-services/resources/Links-to-YouTube-Videos.pdf</a> along with other videos</p> <p>Our <b>postings</b> (listings and a table of contents) are uploaded on the township web page under “Residents/Environment.” Jennifer has been gradually updating the page with Mary Smith’s help. <a href="https://www.mckellar.ca/en/living-in-our-community/environment.aspx">https://www.mckellar.ca/en/living-in-our-community/environment.aspx</a></p>

4.5	<p><b>Microplastics/Microfibres/ Washing Machine Filters</b> – video on our YouTube channel posted</p>
4.6	<p><b>Earth Day / Clean Up Our Lakes / Adding RECYCLING here –</b></p> <p><b>Dec. 14</b> The new Recycling Subcommittee has met. From our discussion, Ross generated a list of questions which were the basis of a discussion Tony held this week with Karlee Britton, Deputy Clerk. The Township is preparing for the new recycling program to be initiated in the Township as of July 1, 2024, according to the provincial mandate. Staff have expressed an interest in LSEC collaborating with the staff on education for Township residents.</p> <p>October 5, 2023 – Melanie will let us know when she is ready to do a presentation on recycling.</p> <p>July 6 - The “Clean Up Our Lakes” sign is badly damaged.</p> <p><b>Recycling</b> was raised as an issue. There should be clear guidelines as to what plastics are successfully recycled and whether to remove labels etc in order to maximize the success of plastic recycling in our area. Melanie is an expert in this issue and offered to give a presentation at a future meeting. Request was made to record this session to be included in our resources.</p> <p>The Clean Up our Lakes campaign is scheduled annually for the end of April to end of May – suggestion was made to include roads and add it to the slogan – “Clean up our Lakes, Rivers and Roads” for publicity this spring.</p> <p>June 8, 2023 - Moved that We hold the Clean Up Our Lakes campaign in 2024 without ordering bins.  Moved: Tony    Seconded: Sue    approved</p>
4.7	<p><b>Fishing / Wildlife –</b></p> <p><b>December 14<sup>th</sup></b> – Jennifer, in her role of Lake Steward, has communicated with Tianna Burke about conducting a workshop on building Turtle boxes and generally how to assist Turtles. Lynne Campbell, McKellar Library has booked the Auditorium of the Community Centre for 10 AM on April 27<sup>th</sup>. We need help building kits.</p> <p><b>Dec 14.</b> Lake Map – Jennifer (and Patty Duffey) received a request from Cathy Jones of Birds Canada for the names of various areas in the lake. MLCA is working on this as well. Cathy and Patty have made some progress with this. Jennifer expressed the importance of using the names that have been used historically in the township, which may not be well-known. She will contact Vivian Moore, President of the McKellar Historical Society, in the new year.</p> <p>Nov 9 – Tony gave a brief update on the day long Watersheds Canada meeting in Perth that he attended. One speaker that he connected with there suggested that there may be a way to work with MNR on stocking, even though we have been initially refused (see <a href="#">FMZ-15-Draft-Management-Plan-Highlights-Summary-V3.pdf (mckellar.ca)</a> ). Tony also mentioned a campaign conducted in another area to <b>“get the lead out”</b> of fishing by using fish weights and lures that are made of other metals. These have proven especially toxic to loons. Melanie reported that they are also a danger to children. These suggestions will be considered as part of our strategic planning.</p> <p>Sept 14 – Lumber and some T bars have been given to this group by committee members in addition to their independent receipt of township funds.</p>

	<p>July 6 – Al requested help with <b>bird boxes for raptors</b> that are on the decline. Sue and Al will work together on this. Steve Bradley has built a bird nesting boxes for raptors in response to a request from Tianna Burke.</p> <p>Additionally, it would be a good idea to build <b>turtle nesting protection boxes</b>. Al will draw up a list of materials needed, and we will all draw on the stores in our garages to fulfill the needs. Tony will work with Al on this.</p> <p><b>Loon counts.</b> MLCA carried out a loon count over the July long weekend. Responses came in with loon sightings in various areas of the lake. Jennifer will be working with one of the respondents to summarize the input for this and for the next two long weekends. The plan is to submit information to Birds Canada and eBird. Loon counts will be carried out over the four long weekends between May and September in 2024.</p>
4.8	<p><b>Fish Catch reporting signs for Armstrong Lake</b> - are up at Armstrong Lake beach.  <b>June 1 2023</b> – sign is well back from the portable outhouse and visible.</p>
4.9	<p><b>Catch and Release Signs</b> are up at township launch sites. Copies of the Catch and Release sign are on the back of the Safe Boating flyer and were printed for distribution by the Township with the tax mailing to all households at the end of February 2023.</p>
4.10	<p><b>Benthic Study –</b>  <b>Dec 14<sup>th</sup> – see Water Quality</b>  <b>The report was sent by GBB in November</b>  <b>Sept 14<sup>th</sup> –</b> The property at 85 Cole Point Trail, which has been used as a sampling site for the benthic studies for the past 4 years has been sold. Jennifer has spoken with Katrina at GBB and will write to the Clerk to inquire about the new owner to inquire whether they will allow GBB to continue to use that property as a sampling site. 2023 sampling has been completed and the report will be issued by GBB shortly.  May 11<sup>th</sup> – funding is included in the 2023 budget  March 9, 2023 Jennifer distributed an evaluation of the value of the 2022 Benthic report along with a suggestion that LSEC recommend to Council that this research be continued. Proviso: that the data from the Lake Manitouwabing studies be posted on an existing publicly available website at no extra charge to the township or the MLCA. We passed a resolution supporting the continuation of Benthic sampling by the GBB.</p>
4.11	<p>Pesticides/Fertilizers –  Dec. 14 The new Discouraging the Use of Pesticides, Herbicides and Fertilizers Subcommittee has met and Peter Duffey has designed a brochure entitled Protecting the Waters of McKellar Township (attached), which the Subcommittee has approved (attached). We would like to send this to be printed in time for the February 2024 tax mailing.  <b>Resolution 2023 (# 7 )</b>  Moved: Jennifer Seconded: Tony to approve printing 2000 copies of the Pamphlet on Pesticides, Herbicides and Fertilizers, entitled Protecting the Waters of McKellar Township at a cost of no more than \$1000.00 and to deliver it to the Township office in time to be distributed with the February tax mailing. Approved.</p>
4.12	<p><b>Invasive Species –</b>  Oct 12 – Chair has had discussion with Greg Gostick about the occurrence of phragmites beside Centre Rd at the previously identified spot.    <b>Sept 14<sup>th</sup> –</b> Sampling was completed in August for detecting the presence of two invasive plants: European water chestnut and water soldier by eDNA, through the auspices of FOCA.</p>

		<p>July 6<sup>th</sup> - Al Last, assisted by Jeremy Sintzel, has been putting up the new Invasive Species signs from FOCA at the boat launches.</p> <p>June 8<sup>th</sup> – Council approved replacing the old Protect our Lakes from Invasive species signs and replacing them with the new signs from FOCA. We also need to map and list where the signs are placed in the township. Need someone to place signs again.</p>
4.13		<p><b>Dark Skies –</b> From Oct 13/22 minutes on planning: Sue and Jennifer will continue the work on Dark Skies.</p>
4.14		<p><b>Water Levels –</b> A paper detailing previous work on water levels is posted on our section of the web page. <a href="http://Water-Levels-on-Lake-Manitouwabing-JGF-Amended-July-2022.pdf">Water-Levels-on-Lake-Manitouwabing-JGF-Amended-July-2022.pdf</a> (<a href="http://mckellar.ca">mckellar.ca</a>)</p>
4.15		<p><b>Pollinator Patches / Gardens–</b> <b>Oct 5<sup>th</sup></b> – Tony watched the geese to identify how they access Minerva Park and Jennifer has written to the Clerk and Deputy Clerk to request permission to plant low shrubs in those areas. Sue and Jennifer met with Greg Gostick to discuss locations for the plants and the buried power cables. Planting took place Sept 28<sup>th</sup> at 0900. We had nine plants and will need to complete planting in the approved areas with more plants in the spring. Thanks to <b>Anna Michieli</b> for volunteering to help plant and weed!</p> <p>July 6<sup>th</sup> – The Pollinator Patch Garden at the Community Center has been reconditioned; GBB personnel were invited to come. They are now taking over the care and tending of this garden again. Sue received a request to do some clean up at the Minerva Park Garden. We wrote to the Township Clerk to say we would do this. We have funds to fill out the plants. We will book a day in September and advertise for volunteers to work on this garden in addition to removing some deadwood now. We need to be certain that no other organization has this responsibility.</p> <p>Resolution 2023 #6 Moved that we use the funds intended for the Butterfly Garden to make purchases to clean up and augment plants at the Minerva Park Garden. Sue and Jennifer wrote to the Clerk that we agreed to do it – all others welcome and we may post a notice to bring in Volunteers. Moved: Al            Seconded: Sue            Approved: Yes</p>
		<p><b>ICECAP –</b> This item removed. Council will communicate directly with GBB about this.</p>
4.16		<p><b>EV Chargers –</b></p>
4.17		<p><b>Organic Waste Planning</b> investigate the possibility of a processing facility shared with other townships in the future Dec 14 – Council received a presentation on the Food Cyler on December 5, 2023 and Tony attended to answer any questions arising. Tony attended the Council meeting. Discussion at this meeting was that the Food Cyclers work very well, and the company seems to have addressed the concern that the filters were not recyclable, the question of whether there would be financial savings to the Township as a result of subsidizing the price of a number of these units remains uncertain. May 11<sup>th</sup> Another company is coming to Council with a proposal on Food Cyclers (attached). There is also a brand called LOMI which is very similar. Food Cyler will sell reuseable filters to purchasers whose community participates.</p>

4.18	<p><b>Drinking Water Source Protection</b></p> <p><b>Dec 14</b> – Jennifer reported that she had discussed this briefly with MLCA and had been encouraged to take a presentation to other lake associations next summer.</p> <p>From Oct 13/22 minutes on planning:  <b>Nov 9</b> – A presentation was made to Council on this topic on Oct 17. (attached at the end of these minutes).  Sept 14<sup>th</sup> – There are new guidelines for communities <b>without</b> Drinking Water Source Protection under the Clean Water Act. Jennifer has been collecting links and information (attached in September mailings) for a future discussion on this topic. Mandatory septic inspection is included in the Drinking Water Source Protection Zones established under Ontario’s Clean Water Act.  <b>McKellar Township is not included in this program.</b></p> <p>Oct. 13/2022 Jennifer will start to research the background on <b>Drinking Water Source Protection</b> with a view to eventually having McKellar Township included in such a program. This will likely be a multi-year project as it involves working with other townships and communities in the local watersheds and finding a Conservation Association willing to manage the program.</p>												
5.	<p><b>Budget –</b></p> <p><b>Dec 14</b> – 2024 Budget (attached) (Jennifer)  Motion to accept the proposed budget for 2023  Moved (Ross) Seconded (Tony) Approved with amendments as attached (Y)  Jennifer will present the amended budget to Council on December 19<sup>th</sup>.</p> <p>Nov 9 – a proposed budget for 2024 will be sent out before the Dec 14<sup>th</sup> meeting.  Our revised budget for 2023 was accepted by Council in April 2023</p>												
6.	<p><b>It is proposed that LSEC continue to meet <i>usually</i> on the second Thursday evening of each month.</b></p> <p><b>Moved (Jennifer) Seconded (Ross) Approved (Y)</b></p> <p><b>Can we move the meetings to 7:00 pm?</b></p> <p><b>Moved (Melanie) Seconded (Jennifer) Approved(Y)</b></p> <p><b>Dates in 2024:</b></p> <table data-bbox="292 1365 1055 1596"> <tr> <td><b>January 11<sup>th</sup></b></td> <td><b>July 10<sup>th</sup></b></td> </tr> <tr> <td><b>February 8<sup>th</sup></b></td> <td><b>August 8<sup>th</sup></b></td> </tr> <tr> <td><b>March 7<sup>th</sup> (first Thursday)</b></td> <td><b>September 12<sup>th</sup></b></td> </tr> <tr> <td><b>April 11<sup>th</sup></b></td> <td><b>October 17<sup>th</sup> (3<sup>rd</sup> Thursday)</b></td> </tr> <tr> <td><b>May 9<sup>th</sup></b></td> <td><b>November 14<sup>th</sup></b></td> </tr> <tr> <td><b>June 9<sup>th</sup></b></td> <td><b>December 12<sup>th</sup></b></td> </tr> </table>	<b>January 11<sup>th</sup></b>	<b>July 10<sup>th</sup></b>	<b>February 8<sup>th</sup></b>	<b>August 8<sup>th</sup></b>	<b>March 7<sup>th</sup> (first Thursday)</b>	<b>September 12<sup>th</sup></b>	<b>April 11<sup>th</sup></b>	<b>October 17<sup>th</sup> (3<sup>rd</sup> Thursday)</b>	<b>May 9<sup>th</sup></b>	<b>November 14<sup>th</sup></b>	<b>June 9<sup>th</sup></b>	<b>December 12<sup>th</sup></b>
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<b>June 9<sup>th</sup></b>	<b>December 12<sup>th</sup></b>												
7.	<p>Motion to adjourn.  Moved: Melanie Seconded: Ross Approved: Yes  Time: 8:11 pm</p>												



**DISTRICT OF PARRY SOUND MUNICIPAL ASSOCIATION**

**EXECUTIVE MEETING MINUTES**

Wednesday, December 13, 2023  
1:00 pm  
Electronic Meeting Via Zoom

A meeting of the District of Parry Sound Municipal Association Executive was held Wednesday, December 13, 2023 and was called to order by President, Lynda Carleton at 1:04 p.m.

**In attendance:** President Lynda Carleton, Vice President Jordy Carr, Joe Beleskey, Ted Collins, Norm Hofstetter (*Past President*), Glenn Miller, Debbie Zulak

**Staff:** Karlee Britton, Secretary-Treasurer

No declarations of pecuniary interest were made.

**1. Minutes**

1.1 Executive Minutes of the August 17, 2023 Meeting

*Moved By: G. Miller      Seconded By: J. Beleskey*

The Executive approved the August 17, 2023 Executive Minutes as circulated.

**Carried**

**2. Old Business**

2.1 The Executive discussed the Fall 2023 Meeting.

**3. New Business**

3.1 Proposed AMCTO Parliamentary Procedures Course to be hosted by the DPSMA

*Moved by: J. Carr      Seconded by: D. Zulak*

**Be It Resolved That** the Executive members of the District of Parry Sound Municipal Association do hereby authorize the



Secretary-Treasurer to coordinate Parliamentary Procedures Training for the twenty-three member Municipalities on behalf of the DPSMA; and

**Further** authorize the Secretary-Treasurer to issue a cheque, payable to AMCTO, for 50% of the base fee, as a deposit required for securing the training to be held on April 12, 2024; and

**Further** that the Secretary-Treasurer bill Municipalities for the number of participants registered to attend the program; and

**Further** issue a cheque, payable to AMCTO, for the remaining 50% base fee plus any additional charges required for the training day.

**Carried**

3.2 Honourarium / Administrative Fees Review and Annual Membership Fee to Member Municipalities

*Moved by: J. Beleskey Seconded by: T. Collins*

**Be It Resolved That** the Executive members of the District of Parry Sound Municipal Association do hereby increase the DPSMA membership fee for member Municipalities to two hundred dollars (\$200.00) annually.

**Carried**

**4. Other Business / Correspondence:**

4.1 Next Executive Meeting to be held in February 2024 to discuss the Spring 2024 Meeting to be hosted by the Township of Perry.

**5. Adjourn**

The Meeting was adjourned at 1:27 p.m.

Karlee Britton  
Secretary-Treasurer

TOWNSHIP OF MCKELLAR  
RECREATION COMMITTEE – MINUTES

NOVEMBER 23, 2023, 3:30 p.m.  
McKellar Community Centre

**PRESENT:** Joyce Hopkins, Mel Hammond, Morley Haskim, Dinah Ryeland Brown, Phil Jefkins,  
Terry Lacey, Chris Bishop. **REGRETS:** Judy Ryeland, Rick Brear,

**CALLED TO ORDER:** 3:35 p.m.

**APPROVAL OF THE MINUTES:** Moved by Dinah Ryeland Brown and seconded by Phil Jefkins that the Recreation Committee of the Township of McKellar does hereby accept the minutes of the October 26, 2023, meeting. Motion Carried (23-38).

**APPROVAL OF THE AGENDA:** Moved by Terry Lacey and seconded by Mel Hammond that the Recreation Committee of the Township of McKellar does hereby accept the agenda for the November 23, 2023, meeting. Motion Carried (23-39).

**DECLARATION OF CONFLICT OF INTEREST:** None

**VISITORS:** None

**CORRESPONDENCE RECEIVED:** The Recreation Committee has received an e-mail from Helen Kohl expressing her interest in continuing the Yoga Program.

**REPORTS OF MEMBERS:**

1. Yoga Program: This program has proven to be a success with 10-12 participants attending. Those attending have given good reviews.

Motions Arising: Moved by Chris Bishop and seconded by Phil Jefkins that the Recreation Committee of the Township of McKellar does hereby agree to compensate Helen Kohl \$50.00 per class for an eight-week Yoga Program (one night per week). Participants can donate toward future children's activities. Motion Carried (23-40).

Moved by Dinah Ryeland Brown and seconded by Mel Hammond that the Recreation Committee of the Township of McKellar does hereby compensate Helen Kohl \$150.00 for the 6-week Yoga Program completing on Nov. 23, 2023. Motion Carried (23-41).

SEE PAGE 2

**REPORTS OF MEMBERS CONTINUED:**

2. Indoor Pickleball: This activity continues to be successful.
3. Badminton: Terry reported that this program is going well with 10-11 participants.
4. Expense Claim Forms: Morley reported that these claim forms can also be signed by the Vice- Chairperson if the Chairperson is unavailable.
5. Halloween Trick r Trunk: This event held on the Saturday prior to Halloween was an extreme success with approximately 90 Kids attending and many groups giving out treats. The Committee also discussed possible improvements for next year such as more lighting, activities and refreshments.
6. Movie Nights: Between 35-45 people attended this activity on November 3 and 18. One of the speakers for the sound system was malfunctioning. Phil has received a new cable from the office and Terry will investigate acquiring a back-up cable.

**NEW BUSINESS:**

Movie Nights: This activity will continue December 1<sup>st</sup> with the showing of the family movie Hugo.

Christmas Crafts and Movie: The Committee discussed the final details for this Friday, December 15, 5:30-7:15 event. It was decided to add the extra 15 minutes for crafts and Santa will arrive 15 minutes later with a walking cane. The movie to be shown is- The Grinch.

Saint Patrick Day Dance: The Committee has decided to hold this activity on Saturday, March 16, 2024. Phil will contact some bands and Joyce will contact the Legion.

Other Future Dates: The Ice Fish Derby will be held on Saturday, February 17, 11:00 a.m. to 2:00 p.m.  
The Snowmobile Trip date will be Saturday, March 2, 1:00 p.m. to 4:00 p.m.

**NEXT MEETING:** January 25, 2024, 3:30 p.m. or at the call of the chairperson.

**ADJOURNMENT:** Moved by Phil Jefkins and seconded by Dinah Ryeland Brown that the Recreation Committee of the Township of McKellar does hereby adjourn at 4:45 p.m. Motion Carried (23-42).



## Township of McKellar

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

Phone: (705) 389-2842

Fax: (705) 389-1244

### Tender Opening

### Tender 23-17

### McKellar Ballfield Rock Removal (Blasting)

Closing Date: December 20, 2023 2:00 p.m.

Vendor	Date/Time Rec'd	Subtotal	HST	Total
Precision Rock Blasting Inc.	Week of Dec. 11/23	\$ 43,585.00	\$ 5,666.05	\$ 49,251.05
Adams Brothers Construction	Dec. 19/23 4:02 pm	\$ 46,159.00	\$ 6,000.67	\$ 52,159.67
Rock Breakers 2007 Inc.	Dec. 20/23 9:05 am	\$ 73,900.00	\$ 9,607.00	\$ 83,507.00
Georgian Rock Company Ltd.	Dec. 20/23 11:02 am	\$ 62,739.84	\$ 8,156.18	\$ 70,896.02
Ed Seguin and Sons	Dec. 20/23 1:42 pm	\$ 174,000.00	\$ 22,620.00	\$ 196,620.00

**Karlee Britton**  
Deputy Clerk

**Mary Smith**  
Treasury Administrative Assistant



# Township of McKellar Staff Report

**Prepared for:** Mayor & Council

**Department:** Fire Department

**Agenda Date:** January 9, 2024

**Report No:** FD-2024-01

**Subject:** Month and Year End Status Updates for December 2023

For the year 2023, the Township of McKellar Fire Department responded to a total of 125 calls consisting of:

104 Medical calls  
21 Fire calls (Fire, MVC, Assistance)

McKellar Fire has completed a very busy and effective year, with the implementation of various new skills, new public outreach programs, new training platforms, programs and goals, and the celebration of our 150<sup>th</sup> and the events that went with it.

### **Apparatus and equipment:**

Apparatus health at the end of the year is good. We encountered a significant repair to Rescue 2 as a result of it's age, level of usage and past history. The budget for Rescue 2 will be increased for 2024 in order to account for the likelihood of another repair. Rescue 2 is next up on the list of apparatus due for replacement. Tankers 1 and 2 encountered minor repairs, but managed to stay within an acceptable range of their budgets. Rescue 3 was sold through GovDeals with relative ease following the failure to achieve it's yearly commercial certification, and subsequent agreement of council.

McKellar has applied for a \$50,000 grant through the province's emergency management program. Results of the application will be received at the end of February. The hope is to receive the full amount, and use it to install backup power units to power the Roads Garage, Fire Station 1 and Fire Station 2. All having been determined to be instrumental facilities in the event of a declared emergency (alternate EOC, Evacuation centers, etc...)

McKellar will be looking to increase the emergency management/fire budget for 2024 to cover the cost of radio tower rejuvenation as well as the upgrade of several portable radio's. Information regarding this was provided in the 5 year projection.

We are in the position of needing to cycle out some of our older hose which has reached its age date, thus new hose will be ordered for existing frontline hoses, and those will be moved into a spare capacity. Hose which has reached its date will be utilized in a training capacity to limit the wear and tear on frontline hose as much as possible.

## **Fire Prevention and Community Outreach:**

McKellar's Home Safe Home program since its introduction has been a recognized success. Our program has handed out materials and advice during every market at which the firefighters participated. Demonstrating extinguisher techniques and proper placement and maintenance of alarms. We have conducted 12 home visits based on community requests and have installed approx. 25 smoke and 9 co detectors for residents who for one reason or another were requiring assistance. Based on the feedback we receive the program appears to be a nice success. In the new year we will continue to attend the markets and continue to highlight the importance of home detectors. We will also be putting significant effort into fire safety for children (home escape plans, learn not to burn) and 72 hours emergency preparedness.

In December firefighters started distributing door hangers throughout the township to remind people coming north for the holidays to check their smoke and co alarms.

This year we began our Junior Firefighter program, and in November we had our first junior recruit. She is a very pleasant young lady who has an interest in a career in firefighting, having her participate on some of our training nights will add a different dimension to our Tuesday evenings.

## **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. We also look to do some painting on both the exterior and interior of stn 2 as a public building should maintain a certain image and state of repair. Something which has been missing from this building since it was built.

## **Training:**

McKellar had 6 recruits enter the West Parry Sound Recruit Training Program with other recruits from McDougall, Carling, Seguin and Parry Sound. We had 5 recruits stick with the program to the end and all 5 successfully passed the course, practical and written exams achieving their Firefighter 1 certificate from the Ontario Fire Marshall. For 2024 McKellar will be sending 1 recruit through the program. The rest of the department will be progressing with our in house training and testing with the expectation that we will be challenging the FF1 exam in the spring. In the fall of 2024 we will be beginning the FF2 curriculum from the OFM as we aim to have 90% of our department fully certified as interior firefighters, capable of responding to any calls for our community. We are also continuing on with the training and certification of some of our members as NFPA 1041 fire instructors, this certification will allow us to sign off our own staff in the future so that we can maintain the certification through the OFM that we are working towards.

## **Upcoming:**


Community Risk Assessment – Due July 1 2024  
OFM Department Certification – In progress, Due July 1 2026

**Chief's Notes Recap:**

- McKellar hosted it's 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.
- With the support of council we introduced the position of Acting Captain to the ranks of the McKellar Fire Department. This position will develop eventually into multiple positions in an effort to allow us to provide the most seamless level of service we can for our community.
- McKellar Fire presented it's apparatus succession plan to council in an effort to provide clarity and understanding of the future planning of our department. Meetings with department leadership to further develop this planning for apparatus, equipment and service capabilities were scheduled for the month of September.
- Yearly SCBA recertifications took place on Aug 30. All of our frontline and 2<sup>nd</sup> line air packs were successfully recertified. McKellar appears to be in good shape to fully extend the life of our packs to their 2028 service expiry.
- With the withdrawal of the month long MNR Restricted Fire Zone an examination of the Township bylaw identified a weakness in our ability to levy fines and enforce the bylaw in terms of restrictions. Through the efforts of our Deputy Clerk we were able to update the bylaw and create a structure which allows us to levy fines at the current MTO standards and recuperate costs associated with responding to these incidents which should never have occurred, and thus ease the financial burden of the township with respect to these incidents.
- McKellar entered into a partnership with Fire Marque, a cost recovery vehicle for the township allowing for the recovery of expenses in certain related incidents.

**Respectfully submitted by:**

**Reviewed by:**

  
Robert Morrison, CEMC/Fire Chief

  
Ina Watkinson, Clerk/Administrator

**Attachments:** None.



THE CORPORATION OF THE TOWN OF PARRY SOUND  
RESOLUTION IN COUNCIL

NO. 2023 - 183

DIVISION LIST


YES NO

DATE: December 19, 2023

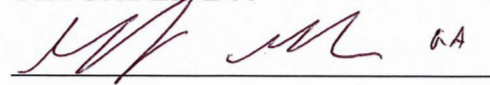
- Councillor **G. ASHFORD**
- Councillor **J. BELESKEY**
- Councillor **P. BORNEMAN**
- Councillor **B. KEITH**
- Councillor **D. McCANN**
- Councillor **C. McDONALD**
- Mayor **J. McGARVEY**

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MOVED BY:



SECONDED BY:



CARRIED:  DEFEATED:  Postponed to: \_\_\_\_\_

Whereas there is a shortage of skilled trades across Northern Ontario;

Whereas the Town of Parry Sound has been fortunate to attract a number of immigrants to the community and they are employed;

Whereas some immigrants have subsequently left the Parry Sound area for other provinces that have more liberal immigration policies;

Whereas the Town is supportive of encouraging continued immigration that can lead to permanent residency;

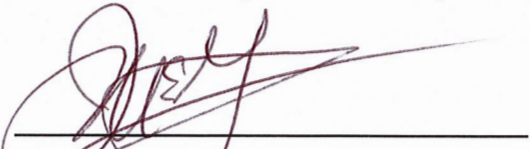
Whereas the federal government's Rural Northern Immigration Pilot (RNIP) program, which includes five (5) Northern Ontario cities will come to an end on February 1, 2024;

Now therefore be it resolved:

That the Town supports the RNIP program becoming a permanent program;

That the program be expanded to include all Northern Ontario; and

That this Resolution be forwarded to the Honorable Marc Miller, Minister of Immigration, Refugees and Citizenship, MP Scott Aitchison, The Honourable Graydon Smith, MPP and Minister of Natural Resources and Forestry, the Parry Sound Area Chamber of Commerce, the Downtown Business Association, Federation of Northern Ontario Municipalities, the municipalities of West Parry Sound and the Rotary Club of Parry Sound.

  
Mayor Jamie McGarvey





# **Township of McKellar**

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

Phone: (705) 389-2842

Fax: (705) 389-1244

January 9, 2024

The Honorable Marc Miller  
Minister of Immigration, Refugees and Citizenship  
House of Commons  
Ottawa, ON K1A 0A6

## **RE: Support for the Permanent Expansion of the Rural Northern Immigration Pilot (RNIP) Program**

Dear Minister Miller,

The Council of the Corporation of the Township of McKellar does hereby support the Town of Parry Sound's resolution aimed at addressing the shortage of skilled trades in Northern Ontario. Immigrants in our community have proven to be invaluable members, making significant contributions to the local workforce.

Some immigrants have departed for provinces with more generous immigration policies, including those designed for Northern and Rural Areas, underscoring the importance of creating an environment that encourages skilled individuals to choose the Parry Sound area for immigration. This initiative is vital to fostering permanent residency and economic growth specifically for our community.

While the Rural Northern Immigration Pilot (RNIP) program has played a crucial role for many areas, its scheduled conclusion on February 1, 2024, urgently calls for consideration of permanency and expansion throughout Northern Ontario. Council does hereby endorse the Town of Parry Sound's resolutions:

- Support the RNIP program becoming permanent;
- Expand the program to cover all of Northern Ontario.

Ensuring the permanency and extension of RNIP to the Parry Sound area will effectively address the skilled trades shortage, nurturing economic and social development. Council requests your dedicated consideration and efforts in supporting the program's expansion, confident in its positive impact and its potential to drive community growth.

Thank you for your attention to this vital matter. The Council of the Corporation of the Township of McKellar is hopeful for positive developments that will not only benefit Northern Ontario but also specifically contribute to the growth and prosperity of the Parry Sound area.

Sincerely,

{To be signed upon approval}

Karlee Britton  
Deputy Clerk, Township of McKellar  
[deputyclerk@mckellar.ca](mailto:deputyclerk@mckellar.ca)

cc:

MP Scott Aitchison  
The Honourable Graydon Smith, MPP and Minister of Natural Resources and Forestry  
Parry Sound Area Chamber of Commerce  
Downtown Business Association  
Federation of Northern Ontario Municipalities

DRAFT

**TRANSFER STATION PERMIT CARDS – UPDATED PRICING**

**CARDS – CARD STOCK (Heavy Paper)**

Qty: 2000  
\$835  
Addressing ADD \$150  
+ tax

**Rear View Hanger Option (diecut)**

**\$1,113.05**

**Wallet Card Option (no diecut)**

**\$1,000.05**

**CARDS – WATERPROOF AND TEAR RESISTANT (Plastic)**

QTY: 2000  
\$985  
Addressing ADD \$150  
+ tax

**\$1,282.55**

**\$1,169.55**

PRODUCTION: Please allow 5 – 7 full business days after signed off proof



**From:** Scott Sanderson <[REDACTED]> (+)  
**Reply-To:** Scott Sanderson <[REDACTED]> (+)  
**To:** "debbiezulak [REDACTED]" <[REDACTED]> (+)  
**Cc:** Gerald Bell <[REDACTED]> (+), David Woodall <[REDACTED]> (+)  
**Date:** 23 Nov 2023, 07:00:57 PM  
**Subject:** Rock of Ages - Full Perpetual Columbarium Warranty

HTML content follows

Hi Debbie,

I want to first off explain that Rock of Ages is one of the largest, if not the largest, manufacturer of granite memorials, markers, mausoleums and columbaria in Canada and the USA. They are our preferred supplier for columbaria.

Gerald Bell asked me to send you some information on the Rock of Ages Full Perpetual Columbarium Warranty (see attached). It is a pretty unique warranty where it is backed with a trust fund. This way, in the event that Rock of Ages is out of business there will always be funds available to repair the columbarium.

Rock of Ages extends this warranty to both large public columbarium and to small scale private family columbarium.

If you would like any further information, please do not hesitate to contact me.

Thank you.

Scott

## **SCOTT SANDERSON**

**Sanderson Monument, Creative Memorials,  
Morris Memorials, Peterborough Monument Works**

*33 Peter Street South, Box 2238 Orillia, ON L3V 6S1*

*Phone (705) 326-6131 Toll Free 1-800-461-0282*

*e-mail [ssanderson.sanderson@rogers.com](mailto:ssanderson.sanderson@rogers.com)*

Orillia (Head Office and Manufacturing) – Midland – Owen Sound – Huntsville – North Bay – Kirkland Lake - Lindsay – Ajax  
Creative Memorials (Milton) – Morris Memorials (Meaford) – Peterborough Monument Works

Attachment: application/pdf (application/pdf)

Attachment: application/pdf (application/pdf)

# FULL PERPETUAL MAUSOLEUM / COLUMBARIUM WARRANTY

ROCK OF AGES CANADA INC., STANSTEAD, QUEBEC

*Rock of Ages Canada Inc. hereby certifies that your Rock of Ages mausoleum or columbarium is made of Premium Granite selected by us for its outstanding natural color and grain. We further certify that any non-granite portion of your Rock of Ages mausoleum or columbarium is of the highest degree of quality and permanence compatible with our standards of manufacture.*

*Your mausoleum or columbarium has been manufactured, inspected and approved under the strictest mausoleum or columbarium quality standards in the granite industry.*


ROCK OF AGES CANADA INC. WILL REPLACE WITHOUT CHARGE ANY GRANITE PORTION OF YOUR ROCK OF AGES MAUSOLEUM OR COLUMBARIUM SHOULD THAT PORTION CRACK, CHECK OR PROVE DEFECTIVE IN ANY WAY ATTRIBUTABLE TO THE GRANITE OR WORKMANSHIP AND VERIFIABLE BY OUR FIELD INSPECTORS.

Such replacement and related costs, including material, labor, shipping and installation will be borne by us and/or our Authorized Retailers. This warranty in no way authorizes the party seeking warranty coverage to incur any expense toward replacement or related costs without prior written consent from Rock of Ages Canada Inc. In the event of a defect in the warranted mausoleum or columbarium, a claim must be made in writing and mailed to Customer Service Department, Rock of Ages Canada Inc., 4 Rock of Ages Street, Stanstead, Quebec, J0B 3E2.

Rock of Ages Canada Inc. further warrants that any replacement will be of a color, grain and grade of granite as nearly identical as possible to the original. Since granite is quarried natural stone, we cannot guarantee or warrant that the given color or grain will always be available. While every effort will be made to match the original granite, Rock of Ages Canada Inc. reserves the right to replace the defective portion with granite of a grade, color and grain marketed by Rock of Ages Canada Inc. at the time when this warranty may be honored which is comparable in all other respects of material, quality and workmanship as the original.

Rock of Ages Canada Inc. is not responsible under any circumstances for any damage to or staining of the mausoleum or columbarium resulting from acts or omissions of any kind other than acts or omissions of Rock of Ages Canada Inc. covered by this warranty. Without limiting the generality of the foregoing, Rock of Ages Canada Inc. is not responsible for cleaning accumulated dirt or other material coming in contact with the mausoleum or columbarium or their effects, vandalism, theft, war, flood or other acts of God, environmental or atmospheric conditions, or the act or omission of any party including the purchaser.

This full warranty extends to the original purchaser, the purchaser's heirs or assignees, and the cemetery where the Rock of Ages mausoleum or columbarium has been placed. This warranty is valid in perpetuity and becomes effective upon the date when the terms and conditions of the purchase agreement have been met between the purchaser and the Authorized Rock of Ages Retailer.

AS VISUAL EVIDENCE OF THIS WARRANTY, THIS ROCK OF AGES TRADEMARK SEAL  HAS BEEN PERMANENTLY ETCHED INTO THE MAUSOLEUM. ONLY MAUSOLEUMS OR COLUMBARIA BEARING THIS SEAL ARE GENUINE ROCK OF AGES MAUSOLEUMS OR COLUMBARIA COVERED BY THIS WARRANTY.

This Trademark Seal is protected under Canadian Registration No. 187267. Rock of Ages Canada Inc. disclaims any and all responsibility for any mausoleums or columbaria not bearing this genuine Trademark Seal applied by Rock of Ages Canada Inc. or for any certificates, guarantees or warranties which are not signed by the President of Rock of Ages Canada Inc.

This warranty is backed by the Rock of Ages Warranty Trust, an independent Trust funded by Rock of Ages Corporation and administered by an Independent Trustee. Only in the unlikely event that Rock of Ages Corporation ceases to exist (in which event Rock of Ages Corporation, as used herein, shall be deemed to mean the Rock of Ages Warranty Trust), a claim must be made in writing to the Rock of Ages Warranty Trust, Wilmington Trust Company, Rodney Square North, 1100 North Market Street, Wilmington, DE 19890-0001, Attn: Claims.



\_\_\_\_\_  
President, Rock of Ages Canada Inc.



### Regarding : Full Perpetual Warranty, Rock of Ages - Quick Overview

Not only does Rock of Ages supply granites and workmanship that are of the highest quality in the memorial industry, Rock of Ages also offers a Full Perpetual Warranty which in many ways is unique to the industry. Below is a quick summary of the warranty.

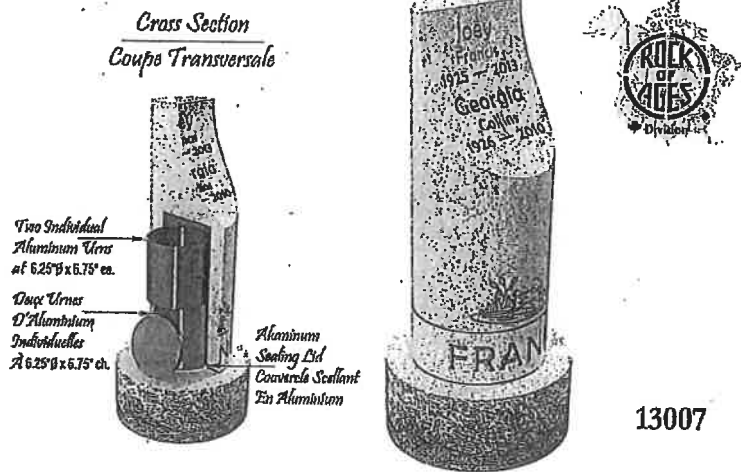
- **Coverage** - the warranty covers any granite portion of the memorial should it crack, chip, discolour or prove defective in anyway due to the granite or workmanship.
- **No Time Limit** - There is no time limit to the full perpetual warranty.
- **No Deductible** - There is no deductible, so repairs or replacements of the granite portions will be made at no additional charge.
- **Transferable** - The warranty is automatically transferred from the original purchaser to their heirs or assignees.
- **Trusted** - The Warranty is not just held by Rock of Ages. It is also backed by the Rock of Ages Warranty Trust, which is independent from Rock of Ages Corporation. A portion of the sale price is contributed to the trust fund, so that in the event that Rock of Ages Corporation ceases to exist, a claim can still be made through the trust company.

per Lot - (1. Burial & 4 Cremations)

Item 12.1

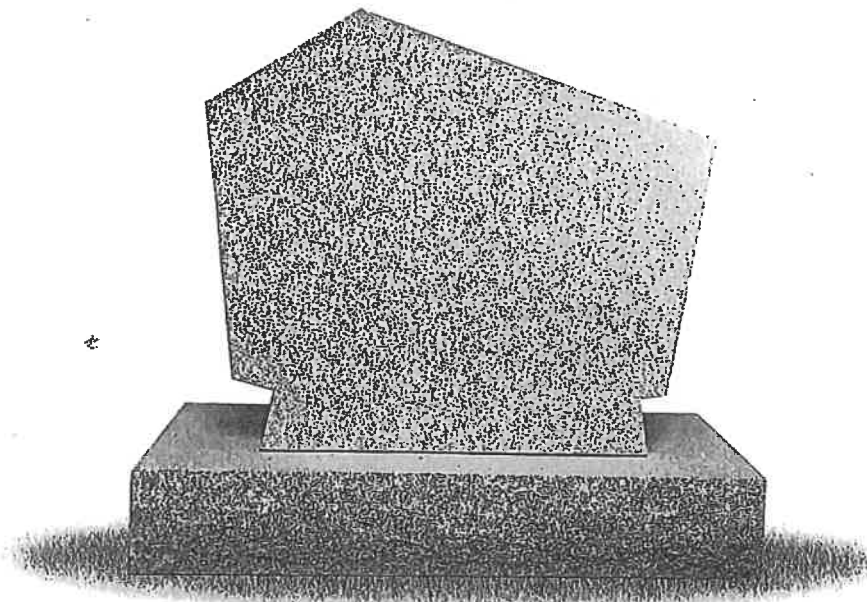
# SANDERSON MONUMENT COMPANY

2022 INVENTORY (February)



Inventory # 24 to 29

Barre 0-10 Diameter x 2-2 High All Steeled  
Stanstead 1-2 Diameter x 0-6 Steeled 1



Inventory # 30

Barre 2-6 x 0-6 x 2-2 Steeled 5  
Stanstead 3-0 x 1-0 x 0-8 Steeled 1

PINK

GEM MIST

RED

MULTI-COLOUR



## **Township of McKellar**

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

**Phone: (705) 389-2842**

**Fax: (705) 389-1244**

January 9, 2024

Dear Chair Joyce Hopkins and Members of the Sesquicentennial Committee,

This letter is to express the heartfelt appreciation and recognition for the outstanding events organized by the Sesquicentennial Committee in celebration of our community's 150th anniversary in 2023. The dedication and hard work of the committee members have truly made this milestone year a memorable and significant one for all who participated.

The events held throughout the year showcased the rich history, vibrant culture, and resilient spirit of our community. From historical exhibits/workshops, community dances, pancake breakfasts, the Grand Celebration, artisan displays, indigenous artwork and performances, cultural events and educational programs, each activity contributed to the success of the sesquicentennial celebration. The careful planning and attention to detail were evident in every aspect, creating a sense of unity and pride among residents and visitors alike.

Furthermore, the committee is to be recognized for fostering inclusivity and diversity in the events, ensuring that everyone in our community could participate and feel a sense of belonging. The outreach efforts and engagement with various community groups, indigenous communities and new Ukrainian residents added depth and meaning to the celebration, reflecting the true essence of our community spirit.

The impact of the sesquicentennial celebration will undoubtedly be felt for years to come, leaving a lasting legacy for future generations. The committee's commitment to preserving and honoring our history while looking toward the future has strengthened the bonds that hold our community together.

On behalf of the Council of the Township of McKellar and the entire community, we extend our sincere gratitude to Committee Chair Joyce Hopkins, Lynne Aylsworth, Mary Smith, Sheila Hardie, Cheryl Saunders, Ann Bradley, Kathy Spence, Elyse Graff, Marianne Henskens, Steve MacDonell and Councillor Morley Haskim for your tireless efforts, creativity, and passion. Your dedication has made a significant and positive impact, and we are truly fortunate to have such a committed group of individuals contributing to the well-being and vibrancy of our community.

Thank you for the memorable sesquicentennial celebrations in 2023!