

CORPORATION OF THE TOWNSHIP OF MCKELLAR

July 18, 2023 – 5:00 p.m.

AGENDA

Topic: Regular Council Meeting

Time: July 18, 2023 5:00 P.M.

Join Zoom Meeting

<https://us06web.zoom.us/j/85158957814>

Dial by your location

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23-480 1st resolution

2023-53 1st by-law

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DECLARATIONS OF PECUNIARY AND/OR PERSONAL INTEREST AND GENERAL NATURE THEREOF**
- 4. ADOPTION OF AGENDA**
- 5. CLOSED SESSION**
 - 5.1 Minutes of Closed Session – June 28, 2023 and July 4, 2023
 - 5.2 Advice Subject to Solicitor-Client Privilege; pursuant to Ontario Municipal Act, Section 239(2)(f) – Waiver Agreement for Lakeshore Road Docks on Municipal Property
 - 5.3 Acquisition or Disposition of Land; pursuant to Ontario Municipal Act, Section 239(2)(c) – Land Acquisition
 - 5.4 Personal matters about an identifiable individual, including Municipal or local board employees, pursuant to Ontario Municipal Act, Section 239(2)(b) – By-law Enforcement Recruitment
- 6. CALL TO ORDER – REGULAR SESSION (6:30pm)**
- 7. RESPECT AND ACKNOWLEDGMENT DECLARATION**

In the spirit of reconciliation and co-operation, we wish to acknowledge that the land on which we gather is the traditional territory of the Anishinaabe and Mississauga people. Its boundaries fall within the Robinson-Huron Treaty of 1850 and the Williams Treaty of 1923. We are grateful to live here and we thank all the generations of people who have taken care of this land for thousands of years. To honour the suffering of Indigenous people and the love and wisdom

they have carried for thousands of years, we pledge to work in community and harmony with each other and the environment we inhabit and work towards Truth and Reconciliation.

8. ROLL CALL

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

10. PUBLIC MEETING

11. DELEGATIONS AND PRESENTATIONS

12. COMMITTEE OF THE WHOLE

13. MOTION TO REVIEW A PREVIOUS MOTION

14. ADOPTION OF MINUTES OF PREVIOUS MEETING(S)

14.1 July 4, 2023 Regular Meeting of Council

15. PLANNING MATTERS

16. COMMITTEE/BOARD MINUTES WITH RECOMMENDATIONS FOR APPROVAL

16.1 February 22, 2023; March 22, 2023; April 26, 2023 and May 24, 2023 Minutes of the District of Parry Sound West (Belvedere Heights) Board of Management Meetings

16.2 May 29, 2023 and June 26, 2023 Minutes of the Township of McKellar Public Library Board Meetings

16.3 April 26, 2023 Minutes of the North Bay Parry Sound District Health Unit Board of Health Meeting, Finance and Property Committee Meeting and Personnel Policy, Labour/Employee Relations Committee Meeting

16.4 March 27, 2023 and May 29, 2023 Minutes of the Parry Sound Area Planning Board

17. STAFF REPORTS WITH RECOMMENDATIONS FOR APPROVAL

17.1 Accounts Payable Preliminary Cheque Run Report for June 2023

18. MAYOR'S REPORT

19. CORRESPONDENCE FOR CONSIDERATION

19.1 AMCTO Advocacy Update: Strong Mayors Implementation & Education Act Consultation Opportunity

19.2 Town of Bradford West Gwillimbury Support Letter re. The Right-to-Repair-Movement

19.3 Town of Halton Hills Support Letter re. Reducing Municipal Insurance Costs

20. MOTION AND NOTICE OF MOTION

- 20.1 Wifi Options at Minerva Park
- 20.2 Letter of Consent for Outdoor Alcohol Consumption at the Art Show to be Held Sunday August 6th at the Community Centre

21. BY-LAWS

- 21.1 By-law 2023-53 to Amend By-law 2019-24 Being a By-law to Prescribe Times for Setting Fires and Precautions / Restrictions for Burning
- 21.2 By-law 2023-54 Being a By-law to adopt a Code of Conduct for Members of Council, Employees, and Public Office Holders of the Township of McKellar
- 21.3 By-law 2023-55 to Amend By-law No. 2008-25, as amended by By-law No. 2010-05 a By-law to Regulate the Use and Operation of the Township Transfer Station (First & Second Readings)

22. UNFINISHED BUSINESS

- 22.1 Unfinished Business as of July 18, 2023

23. NEW BUSINESS

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

25. CONSENT AGENDA – CORRESPONDENCE

- 25.1 The Friends Summer 2023 Publication
- 25.2 AMO Watchfile – June 29, 2023
- 25.3 AMO Watchfile – July 6, 2023
- 25.4 Ministry of Agriculture, Food and Rural Affairs, Implementing Provincial Policy and Guidance on Permitted Uses in Prime Agricultural Areas
- 25.5 Municipality of Grey Highlands, AMO's Call to Strengthen Municipal Code of Conduct and Compliance
- 25.6 Email from Susan Penman re. Speed Enforcement Signs on Hurdville Road
- 25.7 Email dated July 1, 2023 from Jim Wood re. Accessibility at Hemlock Church

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

27. CONFIRMING BY-LAW

- 27.1 By-law 2023-56 - 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.



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

July 4, 2023

Mayor Moore called the meeting to order at 6:00 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

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

23-446 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Agenda for this Regular Meeting of Council as presented.

Carried

Moved by: Councillor Ryeland
Seconded by: Councillor Haskim

23-447 **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 6:01 p.m. to discuss the following items;

- 5.1 Minutes of Closed Session – June 20, 2023
- 5.2 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; pursuant to Ontario Municipal Act, Section 239(2)(e) – Land Acquisitions

Carried

Deputy Clerk/Planning Assistant, Karlee Britton entered the meeting.

Moved by: Councillor Zulak
Seconded by: Councillor Kekkonen

23-448 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby reconvene into open session of Council at 6:37 p.m.

Carried

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

ROLL CALL

Mayor Moore took Roll Call.

Present: Mayor David Moore
Councillors Morley Haskim, Mike Kekkonen, Nick Ryeland, Debbie Zulak
Staff: Clerk/Administrator, Ina Watkinson
Deputy Clerk/Planning Assistant, Karlee Britton
Director of Operations, Greg Gostick *for his respective item on the agenda*



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

July 4, 2023

RESPECT AND ACKNOWLEDGEMENT DECLARATION

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

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

There were no conflicts of interest declared.

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-449 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby accept the reports, recommendations and directions arising from the closed session held July 4, 2023.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-450 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive the deputation from Don Sneyd in regards to Fire Route 160.

Carried

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-451 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby move into Committee of the Whole at 7:29 p.m. to discuss Public Works updates with Director of Operations, Greg Gostick.

Carried

Deputy Clerk/Planning Assistant, Karlee Britton left the meeting.

COMMITTEE OF THE WHOLE

Director of Operations, Greg Gostick answered questions from Council regarding Public Works activities and projects.

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-452 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 8:35 p.m. and reconvene into regular session.

Carried

Director of Operations, Greg Gostick left the meeting.

Deputy Clerk/Planning Assistant, Karlee Britton re-entered the meeting.



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

July 4, 2023

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-453 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Minutes of the June 20, 2023 Regular Meeting of Council and the June 28, 2023 Special Closed Meeting of Council; as circulated.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-454 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the draft letter dated July 4, 2023 addressed to the Parry Sound Area Planning Board stating all of the conditions have been met in Consent Applications No. B42/2022 (Hardie); and

FURTHER THAT Council authorizes staff to sign the letter and send to the Parry Sound Area Planning Board.

Carried

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-455 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Minutes of the March 9, 2023, April 13, 2023, and May 11, 2023, meetings of the District of Parry Sound Social Services Administration Board.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-456 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Minutes of the April 24, 2023, meeting of the Township of McKellar Public Library Board.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-457 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Draft Minutes of the June 8, 2023, meeting of the Lake Stewardship and Environmental Committee.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-458 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report No. FD-2023-11 Monthly End Status Updates for June 2023, from Fire Chief, Robert Morrison, for information purposes.

Carried

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-459 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report No. BYLAW-2023-05 Monthly By-law Updates for June 2023, from By-law Enforcement Officer, Chris Everitt, for information purposes.

Carried



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

July 4, 2023

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-460

WHEREAS the Federal and Provincial Governments need to support their most vulnerable households, the ones who are or are at risk of becoming homeless. Overall, housing and services for low-income, vulnerable, or marginalized people should be a primary consideration moving forward so we help those who need it the most; and

WHEREAS the Township of McKellar understands every community across Ontario is impacted by a need for affordable housing and support for people at risk of homelessness. Municipal governments are working in collaboration with all orders of government to invest in permanent solutions to the housing and homelessness crisis in Ontario; and

WHEREAS the Township of McKellar understands that the Federal National Housing Strategy allocation formula to provinces and territories for jointly funded housing initiatives, roughly follows their share of the national population. This approach leaves Ontario underfunded because, as per the 2021 Census figures, the number of Ontario households in Community Housing Network as a share of the national total is 44.1 percent, which is well above the provincial share of the national population at 38.5 percent. This is also by far the highest share of national Community Housing Network relative to every other province and territories; and

WHEREAS receiving a by-population allocation from the federal government hampers Ontario's ability to reach more of those households in need that require assistance with housing; and

WHEREAS the lack of ongoing federal operating funding for National Housing Strategy initiatives leads to significant underfunding for subsidized housing projects and can undermine the physical and financial viability of the community housing stock; and

WHEREAS a similar situation occurs with federal homelessness funding to Ontario through Reaching Home, where the share allocated to Ontario is also below the provincial share of Community Housing Network nationally; and

WHEREAS there is an inequitable distribution of Reaching Home funding in Ontario as only 25 of 47 Service Managers have designated communities receiving funding under the program, despite the prevalence of need across the entire Province; and

WHEREAS the Township of McKellar understand the federal government takes the position that its role is to provide capital funding while Provinces and Territories are to fund operating expenses, but this approach does not create an equitable sharing of the burden of funding long-term operating costs, which continue for the life of a project; and

WHEREAS taken altogether, the underfunding to Ontario for housing and homelessness relative to its share of national Canadian Housing Network amounts to approximately \$480 million over the term of the Federal National Housing Strategy; and

WHEREAS the federal government previously provided leadership in ensuring the long-term financial and physical viability of the social housing stock under the Social Housing Agreement for several decades through federal social housing operating agreements that provided funding for both mortgages and operating costs; and

WHEREAS without some flexibility on the part of the federal government, Ontario and its municipalities will be poorly positioned to take advantage of this funding, and this



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

July 4, 2023

will turn into a significant missed opportunity, leading to a further deterioration in the long-term physical and financial sustainability of the community housing stock;

NOW THEREFORE, BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar also supports the provincial ask for federal operating funding for National Housing Strategy initiatives;

THEREFORE, BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar would appreciate the federal effort to repurpose this funding quickly from the main National Housing Co-Investment Fund program line, Service Managers across the province have indicated their challenges with meeting the terms of the federal proposal, particularly as they relate to cost matching and meeting the requirements for greenhouse gas emissions, energy efficiency and accessibility;

THEREFORE, BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar would like need-driven indicators incorporated into the funding allocation formulas for all federal programs;

THEREFORE, BE IT RESOLVED THAT FONOM appreciates the federal government's commitment to end chronic homelessness and wishes this to be inclusive across all areas of our province by expanding Reaching Home funding to all Service Managers;

THEREFORE, BE IT RESOLVED, FONOM also supports the provincial position in relation to the provinces and territories Repair Fund under the National Housing Co-Investment Fund;

THEREFORE, BE IT RESOLVED, FONOM supports the Province of Ontario position on the application-based \$4 billion federal Housing Accelerator Fund. We wish to emphasize the importance of providing municipalities with maximum support in preparing applications to the HAF, understanding that some rural and northern municipalities may face capacity challenges in applying to this program on the anticipated tight timelines;

THEREFORE, BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar wish to request that Canadian Mortgage and Housing Corporation consider actions taken by municipalities under the province's Housing Supply Action Plans into account when assessing municipal applications, recognizing that these initiatives have the potential to significantly increase the supply of housing in our communities;

THEREFORE, BE IT RESOLVED, the Council of the Corporation of the Township of McKellar believes the lack of ongoing federal operating funding for National Housing Strategy initiatives leads to significant underfunding for subsidized housing projects and can undermine the physical and financial viability of the community housing stock;

THEREFORE, BE IT RESOLVED, the Council of the Corporation of the Township of McKellar believe the federal government should heed the precedent of the Social Housing Agreement and recommit itself to funding operating costs that often stretch out over decades for the lifetime of a housing project. As an example, the Rapid Housing Initiative's 20-year affordability requirement and lack of federal operating dollars will very likely result in housing providers asking Service Managers and the provincial government to fund operating expenses to ensure the long-term affordability of units given housing providers' limited revenue-raising capacity;



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

July 4, 2023

THEREFORE, BE IT RESOLVED This lack of ongoing federal operating funding for National Housing Strategy initiatives leads to significant underfunding for subsidized housing projects and can undermine the physical and financial viability of the community housing stock;

THEREFORE, BE IT RESOLVED, the Council of the Corporation of the Township of McKellar urges the Federal Government provide additional funding for Ontario so that we can deal with our shortages of safe and affordable housing and at the same time build safer and healthier communities for all our residents;

FURTHER BE IT RESOLVED THAT a Copy of this Resolution be forwarded to the individuals listed below for consideration and support: Prime Minister Trudeau, Minister Ahmed Hussen, Parry Sound-Muskoka MP Scott Aitchison, Premier Ford, Minister Clark, Parry Sound-Muskoka MPP Graydon Smith, Leaders of the Federal and Provincial Opposition Parties, the Association of Municipalities of Ontario (AMO), and the Federation of Northern Ontario Municipalities.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-461

WHEREAS all Ontarians deserve and expect a safe and respectful workplace; and

WHEREAS municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse; and

WHEREAS several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils; and

WHEREAS these incidents seriously and negatively affect the people involved and lower public perceptions of local governments; and

WHEREAS municipal Codes of Conduct are helpful tools to set expectations of council member behaviour; and

WHEREAS municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments; and

FURTHER BE IT RESOLVED THAT the legislation encompass the Association of Municipalities of Ontario's recommendations for:

Updating municipal Codes of Conduct to account for workplace safety and harassment creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario;

Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province;

Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner;



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

July 4, 2023

Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-462

WHEREAS Council of the Corporation of the Township of McKellar recognizes that challenges of mental health, addictions, specifically opioids, and homelessness are complex issues that have a significant and detrimental impact on the residents of McKellar; and

WHEREAS addressing and responding to these issues has placed extreme stress on all levels of municipal and non-municipal programs and services, including various not-for profit organizations and provincially funded health services within Parry Sound and surrounding communities; and

WHEREAS mental health, opioids and homelessness trends are, in recent years, at an all-time high and such prevalence is impacting the overall wellbeing of the people of McKellar and the surrounding communities; and

WHEREAS Council of the Corporation of the Township of McKellar acknowledges that approaches to addressing and responding must include diverse and inclusive approaches to these issues, and should not be viewed as a single solution response; and

WHEREAS Council of the Corporation of the Township of McKellar accepts that the responsibility to address these challenges rests with community stakeholders, partners, residents, as well as federal and provincial government and agencies;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of McKellar calls upon the provincial and federal governments for additional resources to combat the opioid crisis, mental health issue and homelessness; and

THAT Council of the Corporation of the Township of McKellar recommends to the North Bay Parry Sound District Health Unit that a regional coalition of public health, relevant community agencies and others as appropriate be established in order to amplify regional concerns and investigate potential strategies and resources, and

THAT this resolution be forwarded to the North Bay Parry Sound District Health Unit, First Nations communities within Parry Sound District, MP Scott Aitchison, MPP Graydon Smith, Federation of Northern Ontario Municipalities (FONOM), and the Association of Municipalities of Ontario (AMO).

Carried

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-463

BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive the District of Parry Sound Social Services Administration Board Housing and Homelessness Annual Report 2022-2023, for information.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-464

BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive the District of Parry Sound Social Services Administration Board CAO Reports for May and June 2023.

Carried



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

July 4, 2023

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-465 **WHEREAS** speeding on our roads is a major concern in our community; and
WHEREAS speeding can occur in all areas of our community; and
WHEREAS barriers and delays to enforcement pose a danger to our community; and
WHEREAS our municipality has limited resources to implement speed mitigation road design and re-design; and
WHEREAS our local police service has limited resources to undertake speed enforcement; and
WHEREAS s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones;
NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of the Township of McKellar request that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones; and
FURTHER THAT a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, Parry Sound-Muskoka MPP, Graydon Smith, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-466 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the email from Susan Montgomery dated June 26, 2023, regarding goose excrement in Minerva Park.

Carried

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-467 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the email from Susan Montgomery dated June 26, 2023 regarding the patch of poison ivy on McKellar Lake Road; and
FURTHER THAT after inspection of the plants by Township staff, it was identified as large-leaved aster and not hazardous to pedestrian and/or recreational traffic in the area.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-468 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the letter from Reg Moore dated June 27, 2023 in regards to discussions held at the June 20, 2023, regular meeting of Council with respect to Consent Application No. B02/2021 (2792311 Ontario Ltd.).

Carried



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

July 4, 2023

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-469 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby name the private right of way over lands described as Part of Lots 24 and 25 Concession 9, McKellar, "Salway Lane".

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-470 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby rename Hart Road, formerly Fire Route 306, to Pine Tree Lane.

Deferred

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-471 **WHEREAS** J.T. Masons was awarded RFP No. PW-2023-08 for the replacement/installation of a new foundation for St. Stephen's Church; and

WHEREAS Council passed Resolution No. 23-399 to add a 10% contingency for possible cost overruns that cannot be verified by a site visit such as floor joist replacement and chimney removal for the foundation work on St. Stephen's Church; and

WHEREAS J.T. Masons requires a deposit of \$40,000.00 on start up to cover the deposit to the sub-contractor who is lifting the building; and

WHEREAS the Township does not provide an initial deposit for liability reasons and invoices are based on progress reports or milestones after inspection by the CBO; and

WHEREAS RFP No. PW-2023-08 stated that "proponents agree to prepare and submit bids at their own cost. The Township of McKellar is not obligated in any way to pay costs of any kind or nature whatsoever that may be incurred by a Proponent or any third parties in the bid process relating to the RFP. All such costs shall be the Proponent's sole responsibility."; and

WHEREAS Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby decline the request of an initial deposit of \$40,000 and ask the contractor to adhere to original agreement terms and conditions.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-472 **WHEREAS** section 253 of the *Municipal Act, 2001* provides a right to inspect the records of the municipality Including records considered at a meeting, except those records considered during that part of a meeting that was closed to the public; and

WHEREAS section 224 of the *Municipal Act, 2001* sets out the role of council:

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

July 4, 2023

- (c) to determine which services the municipality provides;
- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of council under this or any other Act; and

WHEREAS Council has determined that to carry out its role effectively it wishes access to records considered in closed session by council between 2019-2022; and

WHEREAS Council is subject to the Council Code of Conduct in everything it does, including accessing corporate records;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar hereby directs that during the period July 4, 2023 to December 31, 2023 any member of council may arrange with the Clerk to view these closed session records.

DIVISION VOTE

YEAS	Councillors Haskim, Kekkonen, Ryeland, Zulak, Mayor Moore.
NAYS	None.
ABSTAIN	None.
ABSENT	None.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-473 **WHEREAS** one in six homes have been found to be food insecure in the North Bay Parry Sound District Health Unit report titled, "The 2022 Cost of Eating Well"; and

WHEREAS one in 5 children in Ontario live in a food insecure household; and

WHEREAS the Town of Parry Sound has encouraged the West Parry Sound Area Municipalities to match their donation of \$1,000.00;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby approve a discretionary donation of \$ \$250.00 to Parry Sound High School towards the food nutrition program.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-474 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Noise Exemption for Ribfest 2023 to be held on Sunday July 9, 2023 from 4 p.m. to 8 p.m.as applied for by Axy Leighl and as recommended by By-law Enforcement Officer, Chris Everitt; and

FURTHER THAT neighbouring properties within 150 metres of 701 Hwy 124 are to be notified by written notice as they may be impacted by the noise.

Carried



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

July 4, 2023

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-475 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive the draft letter of consent dated July 4, 2023, addressed to Bill Church, Bar Steward for the Royal Canadian Legion Branch 394 to consent to the consumption of alcohol outdoors at the Ribfest Event to be held on Sunday July 9, 2023, from 4:00 p.m. to 8:00 p.m. under Liquor License No. 44565 issued to the RCL Branch 394 at 701 Hwy 124, McKellar, ON; and

FURTHER THAT Council authorizes staff to sign the letter and send to Mr. Church so he may provide it to the Legion's insurance company and the Alcohol and Gaming Commission of Ontario.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-476 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-50, being a by-law to Stop Up, Close and Sell Part of the Original Road Allowance Between Plan 275 Block A and Con 6 Lot 29, a First and Second reading;

And further Read a Third time and Passed in Open Council this 4th day of July, 2023.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-477 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.

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-478 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-51, 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 4th day of July, 2023.

Carried

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-479 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar adjourn this meeting at 10:13 p.m. to meet again on July 18, 2023; or at the call of the Mayor.

Carried

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, February 22, 2023
via Zoom**

Directors Present (voting): Joe Beleskey
Paul Borneman, Vice Chair
Don Carmichael, Secretary/Treasurer
Art Coles, Chair
Cheryl Ward
Pamela Wing
Debbie Zulak

Director Regrets:

Guests Attending (non voting):

Guest Regrets: Gail Finnson

Staff Attending (non voting): Kami Johnson, Administrator

Specially Invited (non voting): Jim Hanna, West Parry Sound Health Centre
Donald Sanderson, West Parry Sound Health Centre
Heidi Stephenson, West Parry Sound Health Centre
Linda Taylor, Community Support Services
Janie Wallace, West Parry Sound Health Centre

1.0 **Call to Order:** The Board Chair called the meeting to order at 9:01 a.m.

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

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

4.0 **Approval of Agenda:**

#BH-17/23

The agenda was amended to include the matter of the boiler repair discussed at the Finance Committee meeting on February 21, 2023 (10.1).
Moved by C. Ward, seconded by P. Borneman that be it resolved that the Board of Management accepts the agenda, as amended.

Carried.

5.0 **Voice of the Resident** – K. Johnson provided the Voice of the Resident and presented on current fundraising efforts to purchase an Obie Magic Table for the residents of Belvedere Heights.

6.0 Approval of Minutes:

#BH-18/23

Moved by D. Carmichael, seconded by D. Zulak that be it resolved that the minutes of the Board of Management meetings held January 25, 2023 be approved.

Carried.

7.0 Matters Arising:

7.1 Order in Council Appointment for D. Carmichael

It was reported that the Minister of Long-Term Care has signed D. Carmichael's reappointment, although the official document has not yet been received. It is not known whether the reappointment is for a one-year or a three-year period.

8.0 New Business:

9.0 Ancillary Reports:

9.1 Community Support Services

A Community Support Services report by L. Taylor was included in the agenda package for perusal. CSS is in the process of recruiting one FTE for transportation and one PTE for Meals on Wheels. There is no update on the new vehicle at this time.

10.0 Committee Reports:

10.1 Finance Committee – February 21, 2023

H. Stephenson provided a financial update. There is a current deficit of \$79K, though it was noted that this is not significant considering Belvedere's \$10M total budget. The use of agency staff continues to be a challenge. During January, another Life Lease unit was purchased, and the mortgage was also paid off. Both a boiler and a compressor are in need of repairs/replacement (quotes attached). The approximate \$62K cost of the repairs would be funded out of the existing budget.

#BH-19/23

Moved by C. Ward, seconded by J. Beleskey that the Board of Management approves the estimated cost to replace and repair the boiler and compressor units as per the quotes provided by the Environmental Services Manager.

Carried.

10.2 Governance Committee – February 15, 2023

The first meeting of the Governance and Partnerships Committee was a great success. The Terms of Reference are in the process of being finalized for Board approval.

#BH-20/23

Moved by C. Ward, seconded by P. Borneman that, on the recommendation of the Governance and Partnerships Committee, Lynne Gregory be appointed a non-voting, advisory individual to the Board of Directors for the ensuing year.

Carried.

It was noted that non-voting Board of Management members now have the right to vote at Committee meetings.

10.3 Long Term Care Ad-hoc Advisory Committee - No meetings have been held of late.

A meeting was held with the municipal CAOs in regard to the purchase of Life Lease units. There are meetings scheduled with several municipalities in the near future for briefings.

11.0 Standing Items:

11.1 Fixing Long-Term Care Act, 2021

K. Johnson reported on the proposals within Phase 2, which would come into effect in April 2023. Amendments to staff roles were discussed. This would include hiring individuals with appropriate experience in place of identified training requirements and increasing the scope of work in certain positions.

There are clear requirements on air conditioning in resident rooms which can result in up to \$25K if not met; Belvedere currently meets these requirements.

D. Sanderson will send a reminder to those Board who members have not yet completed the declaration and police record check that is necessary for compliance with legislation.

12.0 Reports:

12.1 Board Chair Report

- A. Coles attended a Chamber of Commerce meeting on February 2 with Graydon Smith, M.P.P.

12.2 Administrator's Report

K. Johnson reported the following:

- There were five Critical Incidents in January. These included the RSV Outbreak of January 4–16, a controlled substance measuring concern, two resident falls, and an abuse allegation (found not substantiated).
- There was an enteric outbreak from February 12-21, affecting 7 residents.
- There are 15 students enrolled in the PSW program with the NNDSB. This program will also be taking place in the Fall.
- The initial meetings with CUPE are scheduled for May 2023.
- There are a number of new programs being implemented with the goal of quality improvement for residents.
- There will be a cat coming to the Oak home next month.

13.0 Pending: None

14.0 Correspondence: The following correspondence was received for information purposes.

14.1 Township of McKellar

14.2 McMurrich/Monteith

15.0 New Board Member

J. Beleskey and P. Wing were welcomed to the Board of Management.

16.0 In-Camera:

#BH-21/23

Moved by D. Carmichael, seconded by C. Ward that the meeting move in-camera at 9:55 a.m.
Carried.

#BH-22/23

Moved by A. Coles, seconded by C. Ward that the meeting move ex-camera at 10:26 a.m.
Carried.

Direction resulting from the in-camera session:

- 1) The Board of Management is to direct Leadership to request clarification from the MOLTC on the required components of an MOU. This will then be referred to the Ad Hoc Committee.

17.0 Conclusion of Meeting:

#BH-23/23

Moved by D. Zulak, seconded by D. Carmichael that there being no further business to conduct, the meeting concluded at 10:30 a.m.
Carried.

Art Coles, Chair /jw

District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, March 22, 2023 *minutes*
via Zoom

Directors Present (voting): Joe Beleskey
Paul Borneman, Vice Chair
Don Carmichael, Secretary/Treasurer
Art Coles, Chair
Cheryl Ward
Pamela Wing
Debbie Zulak

Director Regrets:

Guests Attending (non voting):

Guest Regrets: Gail Finnsen

Staff Attending (non voting): Kami Johnson, Administrator

Specially Invited (non voting): Jim Hanna, West Parry Sound Health Centre
Nicole Murphy, West Parry Sound Health Centre
Donald Sanderson, West Parry Sound Health Centre
Heidi Stephenson, West Parry Sound Health Centre
Linda Taylor, Community Support Services

1.0 **Call to Order:** The Board Chair called the meeting to order at 9:02 a.m.

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

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

4.0 **Approval of Agenda:**

#BH-24/23

Moved by C. Ward, seconded by P. Borneman that be it resolved that the Board of Management accepts the agenda, as amended: addition of Quality Improvement Plan, LSAA and MSAA.

Carried.

5.0 **Voice of the Resident** – K. Johnson provided the Voice of the Resident and presented on the Resident and Family Satisfaction surveys. 43 residents completed the survey in comparison to 35 in 2022. 11 family members submitted the family satisfaction survey in 2023 which was the same in 2022. Individual questions

11.2 Governance and Partnerships Committee – March 15, 2023

#BH-27/23

Moved by A. Coles, seconded by D. Carmichael that on the recommendation of the Governance and Partnerships Committee, the Terms of Reference be approved.

Carried.

#BH-28/23

Moved by D. Carmichael, seconded by A. Coles that on the recommendation of the Governance and Partnerships Committee, the current Strategic Plan be extended from 2018-2022 to 2023-2027.

Carried.

#BH-29/23

Moved by C. Ward, seconded by D. Zulak that the minutes of the Governance and Partnerships meeting held March 8, 2023, be received.

Carried.

12.0 Standing Items:

12.1 Fixing Long-Term Care Act, 2021

Deferred to the next meeting.

13.0 Reports:

13.1 Board Chair Report

- A. Coles and D. Carmichael continue to make deputations upon request to municipalities regarding Life Lease.

13.2 Administrator's Report

K. Johnson reported the following:

- A COVID-19 outbreak was declared on Oak Home. Seven residents were affected.
- Critical incidences were reviewed. Overall, Belvedere Heights received a very good Ministry inspection report.

14.0 Pending: None

15.0 Correspondence: The following correspondence was received for information purposes.

- Executive Council of Ontario Order in Council Appointment for Bruce Donald Carmichael effective March 4, 2023 for a period not exceeding three years (March 4, 2026).

16.0 LSAA

The Long-Term Care Home Service Accountability Agreement from April 1, 2023 to March 31, 2024 was briefly reviewed.

#BH-30/23

Moved by J. Beleskey, seconded by P. Borneman that the Board of Management approves the Administrator and Board Chair signing and submitting the Long-Term Care Home Service Accountability Agreement to the Ministry by March 31, 2023.

Carried.

MSAA

The Multi-sector Service Accountability Agreement April 1, 2023 to March 31, 2024 was briefly reviewed.

#BH-31/23

Moved by D. Zulak, seconded by P. Wing that the Board of Management approves the Administrator and Board Chair signing and submitting the Multi-sector Service Accountability Agreement to the Ministry by March 31, 2023.

Carried.

17.0 In-Camera:

#BH-32/23

Moved by P. Borneman, seconded by C. Ward that the meeting move in-camera at 11:13 a.m.

Carried.

#BH-33/23

Moved by D. Zulak, seconded by P. Borneman that the meeting move ex-camera at 11:17 a.m.

Carried.

#BH-34/23

Moved by P. Borneman, seconded by C. Ward that the Board of Management ratifies the ONA agreement.

Carried.

18.0 Conclusion of Meeting:

#BH-35/23

Moved by J. Beleskey, seconded by D. Carmichael that there being no further business to conduct, the meeting concluded at 11:18 a.m.

Carried.

Art Coles, Chair

**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, April 26, 2023
via Zoom**

minutes

Directors Present (voting): Joe Beleskey
Paul Borneman, Vice Chair
Don Carmichael, Secretary/Treasurer
Art Coles, Chair
Cheryl Ward
Pamela Wing
Debbie Zulak

Director Regrets:

Guests Attending (non voting): Gail Finnson

Guest Regrets:

Staff Attending (non voting):

Staff Regrets: Kami Johnson, Administrator

Specially Invited (non voting): Jim Hanna, West Parry Sound Health Centre
Nicole Murphy, West Parry Sound Health Centre
Donald Sanderson, West Parry Sound Health Centre
Heidi Stephenson, West Parry Sound Health Centre
Linda Taylor, Community Support Services

1.0 **Call to Order:** The Board Chair called the meeting to order at 9:00 a.m.

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

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

4.0 **Approval of Agenda:**

#BH-38/23

Moved by P. Borneman, seconded by J. Beleskey that be it resolved that the Board of Management accepts the agenda, as amended: 1) move Community Support Services report to #6, 2) addition of public attending Board meetings and 3) buy-back Life Lease.

Carried.

5.0 Audited Financial Statements

O. Poloni of KPMG presented the unqualified audited financial statements for 2022. The presentation provided by O. Poloni will be appended to the minutes.

#BH-39/23

Moved by C. Ward, seconded by D. Carmichael that the Board of Management approves the audited financial statements as presented.

Carried.

Referred to the Corporation

6.0 Ancillary Reports:

6.1 Community Support Services

A Community Support Services report by L. Taylor was included in the agenda package for perusal. L. Taylor exited the meeting.

7.0 **Voice of the Resident** – D. Sanderson reported that the Ontario government is investing \$66,861.76 in Belvedere Heights for the purchase of bariatric equipment and the expansion of support services to reduce the number of avoidable emergency department visits. The MPP attended Belvedere Heights Home for the Aged on April 14th to make this announcement. The Board Chair and CEO were also in attendance.

8.0 Approval of Minutes:

#BH-40/23

Moved by D. Carmichael, seconded by D. Zulak that be it resolved that the minutes of the Board of Management meeting held March 22, 2023, and April 5, 2023, be approved.

Carried.

9.0 Matters Arising: none

10.0 New Business:

10.1 Public attending Board meetings.

In accordance with by-law 8.11, Board meetings are open to the public.

8.11 Meetings Open to Public – except as provided in this procedure, all meetings shall be open to the public.

#B-41/23

Moved by D. Zulak, seconded by P. Wing that all future Board meeting Zoom invitations and approved Board minutes be forwarded to the eight municipalities for them to post on their websites for public access.

Carried.

Referred to N. Murphy

11.0 Committee Reports:

11.1 Finance Committee – April 24, 2023

D. Carmichael reported that representatives met with the bank and do not support a line of credit for capital. The bank will follow up in writing.

The question was raised as to whether the Board is allowed to have a building fund. H. Stephenson will investigate and report back at the next meeting.

#BH-42/23

Moved by D. Carmichael, seconded by P. Borneman that the minutes of the Finance Committee meeting held April 24, 2023, be received.

Carried.

11.2 Governance and Partnerships Committee – April 12, 2023

11.3 The Board was asked for a representative to attend on an on-going basis the Quality Improvement Committee meetings. The next one is scheduled June 12th at 1:00 p.m. Either A. Coles or L. Gregory will attend, or both.

#BH-43/23

Moved by D. Zulak, seconded by C. Ward that the minutes of the Governance and Partnerships meeting held April 12, 2023, be received.

Carried.

11.4 Long Term Ad-Hoc Advisory Committee

D. Sanderson and H. Stephenson recently met with ADM Brian Pollard. Further discussion will take place in-camera.

12.0 Standing Items:

12.1 Fixing Long-Term Care Act, 2021

Included in the Administrator's Report

13.0 Reports:

13.1 Board Chair Report

- no report

13.2 Administrator's Report

K. Johnson provided a detailed report in the agenda package.

14.0 Pending: None

15.0 Correspondence:

Ministry of Long-Term Care correspondence re Don Carmichael - dated April 11, 2023 re Order in Council was received for information.

16.0 In-Camera:

L. Gregory exited the meeting – 9:55 a.m.

#BH-44/23

Moved by C. Ward, seconded by P. Wing that the meeting move in-camera at 9:56 a.m.
Carried.

- The future of long term care in Parry Sound was discussed along with the meeting held with Brian Pollard.
- A Life Lease unit buy-back was discussed.

#BH-45/23

Moved by C. Ward, seconded by P. Wing that the meeting move ex-camera at 10:19 a.m.
Carried.

A recorded vote was requested.

#BH-46/23

Moved by C. Ward, seconded by C. Carmichael that the Board of Management approves the buy-back of Life Lease unit 113 in accordance with the buy-back policy.

Yea

P. Wing

C. Ward

D. Zulak

P. Borneman

D. Carmichael

A. Coles

Carried.

In-Camera:

H. Stephenson and N. Murphy exited the meeting.

BH-47/23

Moved by C. Ward, seconded by P. Wing that the meeting move in-camera at 10:21 a.m.
Carried.

#BH-48/23

Moved by P. Borneman, seconded by P. Wing that the meeting move ex-camera at 10:43 a.m.
Carried.

Direction to CEO:

- 1) A Long Term Care Ad-hoc Advisory Committee meeting be struck to discuss strategy to move long term care redevelopment forward.
- 2) Governance information will be sent to the Governance and Partnership Committee.

17.0 Conclusion of Meeting:

#BH-49/23

Moved by C. Ward, seconded by P. Borneman that there being no further business to conduct, the meeting concluded at 10:45 a.m.

Carried.

Art Coles, Chair

District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, May 24, 2023 *minutes*
via Zoom

- Directors Present (voting):** Joe Beleskey
Paul Borneman, Acting Chair
Don Carmichael, Secretary/Treasurer
Cheryl Ward
Pamela Wing
Debbie Zulak
- Director Regrets:** Art Coles
- Guests Attending (non voting):**
- Guest Regrets:** Gail Finnsen
- Staff Attending (non voting):** Kami Johnson, Administrator
- Staff Regrets:**
- Specially Invited (non voting):** Jim Hanna, West Parry Sound Health Centre
Nicole Murphy, West Parry Sound Health Centre
Donald Sanderson, West Parry Sound Health Centre

1.0 **Call to Order:** The Board Chair called the meeting to order at 10:15 a.m.

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

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

4.0 **Approval of Agenda:**

#BH-50/23

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

Carried.

5.0 **Voice of the Resident**

K. Johnson presented information on a new activity at Belvedere Heights where newly crocheted blankets are presented as a warm welcome to all new residents.

A recent Mother's Day ceremony was held for residents. Money raised will go to the Alzheimer's Society.

6.0 Approval of Minutes:

#BH-51/23

Moved by D. Carmichael, seconded by J. Beleskey that be it resolved that the minutes of the Board of Management meeting held April 26, 2023, be approved.

Carried.

7.0 Matters Arising: none

8.0 New Business:

a) AdvantAge Ontario Program Membership

Prior to this meeting, Board members participated in an AdvantAge Ontario webcast regarding a new program which provides comprehensive training for people who sit on long term care Boards and committees of management. The program contains 20 modules, and it costs individual organizations \$3500. The Board agreed that it is a worthwhile program and the following motion ensued:

#BH-52/23

Moved by C. Ward, seconded by P. Wing that the Belvedere Heights Board of Management purchase the LTC Board Governance and Leadership education program from AdvantAge Ontario, subject to funding availability.

Carried.

b) Summer Board Meeting Calendar

The Board determined that there will be no scheduled Board meetings in July and August. A meeting may be called by the Chair if an urgent matter arises.

9.0 Committee Reports:

9.1 Finance Committee – May 23, 2023

D. Carmichael reported that Belvedere Heights is currently running a surplus. This is due to having a full compliment of RNs and therefore not having to utilize agency staff.

H. Stephenson will investigate with the Auditor whether Belvedere Heights can maintain a building reserve fund. If the answer is yes, all municipalities will have to be consulted. It was noted that a capital reserve fund does currently exist with no restrictions on it.

Referred to H. Stephenson

Board representatives have not yet heard back from the Bank of Nova Scotia regarding the line of credit/mortgage to buy back the Life Lease units.

A question was raised from the list of disbursements regarding an OR table as it was listed twice. D. Carmicheal will investigate.

Referred to D. Carmichael

#BH-53/23

Moved by J. Beleskey, seconded by C. Ward that the minutes of the Finance Committee meeting held May 23, 2023, be received.

Carried.

9.2 Governance and Partnerships Committee – May 10, 2023

#BH-54/23

Moved by D. Zulak, seconded by J. Beleskey that the minutes of the Governance and Partnerships meeting held May 10, 2023, be received.

Carried.

9.3 Long Term Ad-Hoc Advisory Committee – no meeting was held.

10.0 Standing Items:

10.1 Fixing Long-Term Care Act, 2021 – no new information was presented.

11.0 Reports:

11.1 Board Chair Report - no report was given.

11.2 Administrator's Report

K. Johnson provided a report. Highlights were as follows:

- Leonardo DiCatrio is fitting in well with the residents and is fully engaged, and excited to be a participant in the pet therapy program.
- CUPE negotiations continue.
- Two critical incidences were reported in the month of May. One was not substantiated. One is being addressed with education sessions and a performance improvement plan.
- A luncheon was held yesterday with MPP Graydon Smith and the Minister of Long-Term Care. The CEO and both long term care Administrators were in attendance. Pressures facing long term care homes was discussed, for example the use of agency staff and challenges surrounding Medical Directors in homes.

120 **Pending:** none

13.0 **Correspondence:** none

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

15.0 **Conclusion of Meeting:**

#BH-55/23

Moved by C. Ward, seconded by J. Beleskey that there being no further business to conduct, the meeting concluded at 11:08 a.m.

Carried.

Township of McKellar Public Library Board Meeting Minutes

May 29, 2023 @ 10:00 a.m. at Library

1. Welcome and roll call:

The meeting was called to order at 9:58 a.m. and roll call was completed by Lynne Aylsworth

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

REGRETS: NONE

We have quorum for this meeting.

2. "The Respect and Acknowledgement of Lands" was read.

"In the spirit of reconciliation and co-operation, we wish to acknowledge that the land on which we gather is the traditional territory of the Anishinaabe and Mississauga people. Its boundaries fall within the Robinson-Huron Treaty of 1850 and the Williams Treaty of 1923. We are grateful to live here and we thank all the generations of people who have taken care of this land for thousands of years.

To honour the suffering of Indigenous people and the love and wisdom they have carried for thousands of years, we pledge to work in community and harmony with each other and the environment we inhabit and work towards Truth and Reconciliation."

3. Declaration of any Conflicts of Interest: NONE

4. Approval of the Agenda:

Motion #2023:96

That we the Township of McKellar Public Library Board move to accept the May 29, 2023 Agenda as circulated to all members prior to our meeting.

Moved by Dianne Thompson, Seconded by Jeanette Clements

Carried

5. Librarian's Remarks/questions:

The Librarian's Report was circulated to all board members prior to the meeting. In addition, the CEO noted the following:

- The spring 2023 Network meeting on May 24th was well attended and a report will be sent to all board members

- OLS Conference Schedule – September 27, 2023 for Staff and September 28, 2023 for board members
- CELA (Centre for Equitable Library Access) offers free training for staff, volunteers and board members and a Certificate will be provided for participating and will advise her staff as to what CELA has to offer
- The Library will be receiving memory care kits for memory loss from the Alzheimer Society
- The Library has signed up for Overdrive practices and the CEO will decide whether we buy as many hard copies of books since our e-circulation is greater
- The May 23rd workshop – Spiller, Thriller, Filler Workshop was a great success
- Two more upcoming workshops are on August 1st – “Fairy Garden with Succulents” and November (date tbd) – “Creating an Evergreen Arrangement”
- The computer program “Publisher” will be ordered and installed on the computer

6. Council’s Remarks/questions:

- Star link is working well
- microphones that clip to lapel are on order, which will help with audio issues
- The budget is complete and the library’s request was approved;
- Roshan Kantiya applied for the Ontario Trillium Foundation for an accessibility grant to renovate the Township’s public washroom

7. Approval of the Consent Agenda:

Motion #2023:97

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

Moved by Lynne Aylsworth, Seconded by Debbie Zulak

Carried

8. Business Arising from Minutes:

a. Review Action Items:

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

Policy HR-11 – Professional Development Performance

Debbie Woods created a Performance Review Procedures form to be attached as an Appendix to HR-11 and was circulated to all board members prior to today’s meeting for review.

A discussion took place and there are no changes to be made.

MOTION #2023:98

That we the Township of McKellar Public Library Board move to accept and adopt the Performance Review Procedures form to be attached as Appendix "A" to HR-11 – Performance Review Procedures.

Moved by Dianne Thompson, Seconded by Jeanette Clements

Carried

b. Other:

There is no other business arising from the April 24, 2023 Minutes.

9. Business:

a. Monitoring the progress of our Strategic Plan:

i. Sesquicentennial Report:

- The McKellar Stories book of local stories is almost complete. If you would like to purchase a copy, please contact the Library and have your name added to the list
- Our Library has 150th Raffle/Lottery Tickets, 150th Flags and 150th Calendars for sale

ii. Other Strategic Plan Items

Our free little libraries were built and we will let the community know where you can find these to take/leave a book. You will also be able to pick up our Calendar of Events and Newsletter at these locations.

Our monthly E-Newsletter is now quarterly. If you would like to receive our E-Newsletter, please contact the Library to provide them with your email information.

The Library Board is looking for new board members. If you are interested in making a difference in your community, then what better place than the McKellar Public Library. The information is posted on our Facebook page and the Township of McKellar's website.

We are happy we with our progress in keeping up with our goals in our Strategic Plan to date.

b. Policy Review/Update:

Policy OP-01 – Privacy, Access to Information & Electronic messages under CASL

We made a couple of minor changes to Policy OP-01 with respect to the wording to coincide with the dynamics of our library. We also discussed following up with patrons for overdue materials, if any. The CEO explained what the process is for obtaining overdue items from patrons.

MOTION #2023:99

That we the Township of McKellar Public Library Board move to accept and adopt the changes as discussed to Policy OP-01 – Privacy, Access to Information & Electronic Messages under CASL.

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

Policy OP-17 – Records Retention

A discussion took place and there were no changes to be made to this Policy.

Policy OP-04 – Collection Development

We made a minor change to Policy OP-04 to correct the grammatical structure.

MOTION #2023:100

That we the Township of McKellar Public Library Board move to accept and adopt the changes as discussed to Policy OP-04 – Collection Development.

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

c. Report on Board Members' Advocacy activities:

There were no updated reports to be given.

d. Other Business: Performance Review

Motion #2023:101

That we the Township of McKellar Public Library Board move into an “in camera” session to discuss the CEO/Librarian/Treasurer’s performance review.

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

Motion #2023:102

That we the Township of McKellar Public Library Board move back into an “open meeting” session at 11:41 a.m..

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

Motion #2023:103

That we the Township of McKellar Public Library Board move to accept and deliver the performance letter to the CEO/Librarian/Treasurer.

Moved by Debbie Zulak, Seconded by Lynne Aylsworth **Carried**

10. **Announcements - NONE**

11. **Next Meeting:** Monday, June 26, 2023

12. **Adjournment:**

Motion #2023:104

That we the Township of McKellar Public Library Board move to adjourn this meeting at 11:45 a.m..

Moved by Dianne Thompson

Carried

Debbie Woods, Chair

Date Signed:

Lynne Aylsworth, Secretary

Date Signed:

Date Approved:

Township of McKellar Public Library Board Meeting Minutes

June 26, 2023 @ 10:00 a.m. at Library

1. Welcome and roll call:

The meeting was called to order at 10:00 a.m. and roll call was completed by Lynne Aylsworth

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

REGRETS: NONE

We have quorum for this meeting.

2. "The Respect and Acknowledgement of Lands" was read.

"In the spirit of reconciliation and co-operation, we wish to acknowledge that the land on which we gather is the traditional territory of the Anishinaabe and Mississauga people. Its boundaries fall within the Robinson-Huron Treaty of 1850 and the Williams Treaty of 1923. We are grateful to live here and we thank all the generations of people who have taken care of this land for thousands of years.

To honour the suffering of Indigenous people and the love and wisdom they have carried for thousands of years, we pledge to work in community and harmony with each other and the environment we inhabit and work towards Truth and Reconciliation."

3. Declaration of any Conflicts of Interest: NONE

4. Approval of the Agenda:

The Sesquicentennial Report was added as item 9. B. under Business.

The Consent Agenda was revised to include the Sesquicentennial Report, together with attachments, Librarian's Report and the Assistant Librarian's report.

Motion #2023:105

That we the Township of McKellar Public Library Board move to accept the June 26, 2023 Agenda as circulated to all members prior to our meeting and revised as noted above.

Moved by Dianne Thompson, Seconded by Jeanette Clements

Carried

5. Librarian's Remarks/questions:

The Librarian's Report was circulated to all board members prior to the meeting. In addition, the CEO noted the following:

- Our CEO/Librarian attended a zoom meeting through the “OLA” with other CEO’s which was hosted by Jesse Roberts, Steven Kraus and Peggy Malcolm; it was a roundtable discussion about budgets, Governance 101 training, board rules, etc. – very informative
- “Craft Time for Kids” (all ages) will be starting up on Tuesdays from 3:30 p.m. until 5:00 p.m. commencing Tuesday, July 4, 2023; no registration is required just bring your children to be creative and have some fun
- “Fairy Garden Workshop” – August 1, 2023 at 5:00 p.m. is being held by Suzanne Poff; \$45.00 per fairy garden; sign up at library
- Keep an eye out for our workshop in November (date tbd) – “Creating an Evergreen Arrangement”
- Keep an eye out for the McKellar Little Libraries, which were beautifully handcrafted by Ken Thompson from McKellar; these will be installed on Blackwater Road (4 corners) near the mailboxes in September – Thank you Ken – Great Job!

6. Council’s Remarks/questions:

- The Town accepted the Library’s budget and we received a cheque as per our request – Thank you Council
- The Town is still waiting to hear back as to whether they were accepted for the Ontario Trillium Grant to help with the renovations for the accessible washroom
- Repairs on the “Inholmes Bridge” is complete and it will be reopening on June 27, 2023

7. Approval of the Consent Agenda:

Motion #2023:106

That we the Township of McKellar Public Library Board move to accept the Consent Agenda, as circulated to all members prior to our meeting and revised as noted above.

Moved by Dianne Thompson, Seconded by Debbie Zulak

Carried

8. Business Arising from Minutes:

a. Review Action Items:

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

A discussion took place about purchasing digitizing video equipment in order that patrons can transfer movies off of VHS tapes to an external hard drive.

Motion #2023:107

That we the Township of McKellar Public Library Board agree to purchase digitizing video equipment to be used at the library.

Moved by Lynne Aylsworth, Seconded by Jeanette Clements

Carried

b. Other:

The final copy of the "Appendix – Performance Review Procedures Form" to be attached to Policy HR-11 – Professional Development Performance was circulated to all board members prior to our meeting for our files.

There is no other business from the Minutes.

9. Business:

a. Monitoring the progress of our Strategic Plan:

Library to advertise – reaching out to see if anyone (volunteers) would like to hold a workshop; Crafting and Knitting Clubs will continue through the summer; Book Club is on hold for the summer

If you would like to receive our quarterly E-Newsletter, please contact the Library to provide your email information

The Library Board is looking for new board members. If you are interested in making a difference in your community, then what better place than the McKellar Public Library. The information is posted on our Facebook page and the Township of McKellar's website.

b. Sesquicentennial Report:

The Sesquicentennial Report was circulated to all board members prior to the meeting.

In

addition, please note the following:

- Tickets are on sale for the Variety Show on July 29, 2023 from 7:00 p.m. until 10:00 p.m. at the Township Office and the library
- If you would like to purchase a copy of the "McKellar Stories" book, please contact the Library and have your name added to the list
- Our Library has 150th Raffle/Lottery Tickets, 150th Flags and 150th Calendars for sale
- The McKellar Garden Tour is on July 9th from 12:00 p.m. until 4:00 p.m. – pay \$10.00 to obtain your map
- Maps can be picked up at McKellar Community Hall or Hurdville Community Hall between 11:30 a.m. and 2:00 p.m.

c. Policy Review/Update: OP-07, OP-09

Policy OP-07 – Internet Services and Technology

We made a couple of minor changes to Policy OP-07 and Appendix A to correct the grammatical structure and revised Section 1, Number 3 to "one (1)" computer. The initial policy approval date will also be amended.

Motion #2023:108

That we the Township of McKellar Public Library Board move to accept and adopt the changes as discussed to Policy OP-07 – Internet Services and Technology.

Moved by Dianne Thompson, Seconded by Lynne Aylsworth

Carried

Policy OP-09 – Community Information

A discussion took place and there were no changes to be made to this Policy.

d. Report on Board Members’ Advocacy activities:

We discussed how to recruit new board members and whether we should hold our meetings in the evening. This may help to recruit board members that cannot attend daytime meetings. A further discussion will take place when we return on August 28, 2023.

e. Other Business:

The Library would like to obtain magazines that can be circulated to patrons and in particular the “Fun in the Sun” and “Parry Sound Life”. The board members will try to pick up some copies in Parry Sound if they are available.

If anyone has any other magazines (in good condition) that may interest patrons the library will gladly accept them.

The library is also accepting donations of games and puzzles to be lent out to patrons.

10. Announcements

Tickets are on sale for McKellar’s 150th Grand Celebration Variety Show on July 29, 2023

11. Next Meeting: Monday, August 28, 2023

12. Adjournment:

Motion #2023:109

That we the Township of McKellar Public Library Board move to adjourn this meeting at 11:05 a.m..

Moved by Lynne Aylsworth

Carried

Debbie Woods, Chair
Date Signed:

Lynne Aylsworth, Secretary
Date Signed:

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, April 26, 2023, via teleconference. The meeting was open to the public and live streaming of the proceedings was provided for the media and public through a link on the Health Unit's website.

PRESENT:

Nipissing District:

Central Appointee

Sara Inch

Central Appointee

Jamie Lowery

Central Appointee

Maurice Switzer

Central Appointee

Dave Wolfe

Eastern Appointee

Rick Champagne (*Chairperson*)

Parry Sound District:

Northeastern Appointee

Blair Flowers

Southeastern Appointee

Marianne Stickland

Western Appointee

Jamie McGarvey (*Vice-Chairperson*)

Public Appointees:

Gary Guenther

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer

Dr. Chirico

Associate Medical Officer of Health

Dr. Carol Zimbalatti

Executive Director, Community Services

Louise Gagné

Program Manager, Healthy Living

Chris Bowes

Management Administrative Assistant, Quality Assurance

Shelly Maki

Management Administrative Assistant, Building and

Amanda Horn

Maintenance and Information Technology

REGRETS:

Central Appointee

Karen Cook

Western Appointee

Jamie Restoule

RECORDER:

Management Administrative Assistant

Sheri Beaulieu

1.0 CALL TO ORDER

The Board of Health members joined the meeting via Teams app.

Rick Champagne, Board of Health Chairperson, called the meeting to order at 7:38 p.m.

2.0 APPROVAL OF THE AGENDA

The agenda for the April 26, 2023, Board of Health meeting was reviewed, and the following motion was read:

Board of Health Resolution #BOH/2023/04/01 *Lowery/Wolfe

Be It Resolved, that the Board of Health Agenda, dated April 26, 2023, be approved.

The recorded vote was as follows:

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

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

“Carried”

3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

4.0 APPROVAL OF PREVIOUS MINUTES

4.1 Board of Health Minutes – February 22, 2023

The minutes from the Board of Health meeting held on February 22, 2023, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2023/04/02 *Guenther/Stickland

Be It Resolved, that the minutes from the Board of Health meeting held on February 22, 2023, be approved as presented.

The recorded vote was as follows:

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

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	R			Jamie Restoule	R		
Blair Flowers	X			Marianne Stickland	X		

Gary Guenther	X	Maurice Switzer	X
Sara Inch	X	Dave Wolfe	X
Jamie Lowery	X		

"Carried"

5.0 DATE OF NEXT MEETING

Date: June 28, 2023
Time: To be determined
Location: To be determined

6.0 BUSINESS ARISING

There was nothing under Business Arising.

7.0 REPORT OF THE MEDICAL OFFICER OF HEALTH

The Report of the Medical Officer of Health for the [April 26, 2023](#), meeting was presented to the Board of Health for information purposes.

Comments and questions were taken and answered.

8.0 BOARD COMMITTEE REPORTS

8.1 Personnel Policy, Labour/Employee Relations Committee

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

The following motion was read:

Board of Health Resolution #BOH/2023/04/03 *Inch/Switzer

Whereas, The Medical Officer of Health/Executive Officer (MOH/EO), Dr. Jim Chirico, has provided notice to the Board of Health (Board) for the North Bay Parry Sound District Health Unit (Health Unit) of their retirement, effective July 11, 2023, and

Whereas, The Board is required to appoint a full-time MOH/EO for the Health Unit (Health Protection and Promotion Act (HPPA) 1990; 62 (1a)); and

Whereas, The Board has two options when appointing a MOH/EO for the Health Unit:

- A. Appoint the Associate Medical Officer of Health (AMOH) as MOH/EO; or*
- B. Post the position of MOH/EO for Competition; and*

Whereas, The Board approved MOH/EO appointee will be referred to as the Acting MOH/EO until officially appointed as the MOH/EO for the Health Unit by the Minister of Health (HPPA 1990; 64 (c)); and

Whereas, Approximately, 24% (8) of the 34 health units currently do not have a MOH due to unfilled vacancies; and

Whereas, Succession planning for the MOH/EO position is an integral part of the Health Unit's continuity of business framework; and

Whereas, Dr. Carol Zimbalatti:

- Was recruited for the purpose of succession planning; and
- Was appointed as the AMOH for the Health Unit in 2022; and
- Was successfully employed as a temporary Public Health Physician (PHP) at the Health Unit since January 11, 2021; and
- Completed a Master of Public Health degree in 2021 over a 4-year period in addition to working full-time as a physician; and
- Completed a Master of Public Health mentorship program as a PHP at the Health Unit under Dr. Chirico's supervision; and
- Worked as a medical practitioner at the Health Unit to provide remunerated services in the Sexual Health Clinic commencing in 2017; and
- Has all the requisite qualifications to be MOH/EO as outlined in the HPPA 64 (a)(b) and R.R.O. 1990, REGULATION 566; and
- Has been Acting MOH/EO during Dr. Chirico's vacation absences and while on-call; and
- Has gained invaluable experience working with Health Unit staff in all programs and services in varying capacities; and
- Is a valued member of the Executive Team; and

Whereas, Option A is that the Board of Health for the North Bay Parry Sound District Health Unit appoint Dr. Carol Zimbalatti as full-time Medical Officer of Health/Executive Officer for the North Bay Parry Sound District Health Unit effective July 11, 2023; or

Whereas, Option B is that the Board of Health for the North Bay Parry Sound District Health Unit post the position of Medical Officer of Health/Executive Officer for competition and form a Selection Committee comprised of;

- Chairperson of the Board,
- Chairperson of the Personnel Policy, Labour/Employee Relations Committee, or the Chairperson of the Finance and Property Committee,
- MOH/EO, and
- Executive Director of Human Resources.

Therefore Be it Resolved, that on recommendation of the Personnel Policy, Labour/Employee Relations Committee that the Board of Health for the North Bay Parry Sound District Health Unit chooses to proceed with Option A as outlined above.

The recorded vote was as follows:

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

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

“Carried”

8.2 Finance and Property Committee

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

The following motions were read:

Board of Health Resolution #BOH/2023/04/04 *Flowers/Lowery

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

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

Whereas, on April 26, 2023, the Finance and Property Committee of the Board of Health reviewed the North Bay Parry Sound District Health Unit draft annual audited financial statements for the year-ended December 31, 2022.

Now Therefore Be It Resolved, that on the recommendation of the Finance and Property Committee, that the Board of Health for the North Bay Parry Sound District Health Unit approve the transfer of funds from the Health Unit general account to the municipal reserve in the amount of \$160,620; and

Furthermore Be It Resolved, that the Board of Health approve the North Bay Parry Sound District Health Unit audited financial statements for the year-ended December 31, 2022; and

Furthermore Be It Resolved, that the annual audited financial statements for the North Bay Parry Sound District Health Unit, which include a note outlining the transactions of the

municipal reserve fund for the year-ended December 31, 2022, be forwarded for member municipalities.

The recorded vote was as follows:

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

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

“Carried”

Board of Health Resolution #BOH/2023/04/05 *Wolfe/Guenther

Whereas, the lease for the Parry Sound branch office location, that has been serving clients since 2006, expires August 31, 2023; and

Whereas, the existing location is dated and no longer meets the current requirements including the expansion of dental services; and

Whereas, the search for an alternate location, conducted in consultation with real estate firms, community partners, and with input from others, resulted in successfully finding a suitable site; and

Whereas, upon approval from the Executive Team, a Parry Sound programs and services collaborative working group was tasked to work on preliminary space design and lease costs for this location to provide programs and services in the community; and

Whereas, the Board of Health approved proceeding with negotiations with the landlord of the proposed facility to finalize the design, construction, and long-term lease of the space at the September 28, 2022, Board of Health meeting (resolution #BOH/2022/09/06); and

Whereas, the draft lease agreement for 90 Bowes Street, Parry Sound, Ontario, has been reviewed by the Health Unit’s executive and management personnel, legal counsel, insurance provider, the Chairperson of the Board of Health, and the Chairperson of the Finance and Property Committee.

Therefore Be It Resolved, that on the recommendation of the Finance and Property Committee the Board of Health for the North Bay Parry Sound District Health Unit approve the 15-year lease agreement between 2043012 Ontario Limited (landlord) and the North Bay Parry Sound District Health Unit, at the current annual rate of \$216,262 with a “Space Delivery Date” of July 1, 2023.

The recorded vote was as follows:

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

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

“Carried”

9.0 CORRESPONDENCE

Board of Health correspondence listed for the April 26, 2023, meeting is made available for review by Board members in the Board of Health online portal.

10.0 NEW BUSINESS

10.1 North Bay Parry Sound District Health Unit Quit Clinic

A briefing note was presented to the Board related to the Health Unit’s Quit Clinic. The discussion was as follows:

Louise Gagné, Executive Director, Community Services, provided a brief background and description of the Quit Clinic which has been providing individual cessation counseling and access to low-cost Nicotine Replacement Therapy (NRT) products to clients since May 2012.

Recent evaluation of the program identified a need to reassess the Health Unit’s provision of this service in the context of balancing the budget and the Health Unit’s focus on prevention, protection, and promotion, not provision of individual treatment, and the improved access to supports for quitting smoking through other local organizations. To that end, the Health Unit will discontinue new client intake to the Quit Clinic and provision of individual cessation services as of June 9, 2023. Existing clients will complete the six-month program, and the Quit Clinic will close at the end of 2023.

The Health Unit will need to be strategic with available resources and is looking at a more comprehensive approach to substance use that focuses on more upstream work. No comments or questions were received following the presentation.

10.2 Association of Local Public Health Agencies (alPHA) 2023 Annual General Meeting and Conference

Board members were provided with notice of the upcoming alPHa Annual General Meeting and Conference from June 12 to 14, 2023.

The following motion was read:

Board of Health Resolution #BOH/2023/04/06 *Stickland/Wolfe

Be It Resolved, that the Board of Health authorizes 3 Board member(s) to attend the Association of Local Public Health Agencies (alPHa) 2023 Annual General Meeting and Conference to be held June 12 - 14 at the Dalla Lana School of Public Health in Toronto, ON; and

Furthermore Be It Resolved, that expenses related to attending the alPHa 2023 Annual General Meeting and Conference be paid in accordance with the Board of Health Remuneration Policy #B-F-004.

The recorded vote was as follows:

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

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

“Carried”

11.0 IN CAMERA

There was no in camera session.

12.0 ADJOURNMENT

Having no further business, the Board of Health Chairperson adjourned the Board of Health meeting at 8:13 p.m.

Original signed by Rick Champagne

2023-06-28

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original signed by Shelly Maki

2023-06-28

for Sheri Beaulieu, Recorder

Date (yyyy/mm/dd)

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH
MINUTES – FINANCE AND PROPERTY COMMITTEE, APRIL 26, 2023
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee

Sara Inch

Central Appointee

Jamie Lowery (*Vice-Chairperson*)

Central Appointee

Maurice Switzer

Central Appointee

Dave Wolfe

Eastern Appointee

Rick Champagne

Western Appointee

Jamie Restoule

Parry Sound District:

Northeastern Appointee

Blair Flowers

Southeastern Appointee

Marianne Stickland (*Chairperson*)

Western Appointee

Jamie McGarvey

Public Appointees:

Gary Guenther

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer

Dr. Chirico

Associate Medical Officer of Health

Dr. Zimbalatti

Executive Director, Finance

Isabel Churcher

CPA, CA, LPA, Partner, KPMG LLP

Derek D'Angelo

Management Administrative Assistant, Building and

Amanda Horn

Maintenance and Information Technology

Management Administrative Assistant, Quality Assurance

Shelly Maki

REGRETS:

Central Appointee

Karen Cook

RECORDER:

Management Administrative Assistant

Sheri Beaulieu

1.0 CALL TO ORDER

The Finance and Property Committee members joined the meeting via Teams video conference. The meeting was open to the public and live streaming of the meeting was available to the media and public through a link provided on the Health Unit's website.

Marianne Stickland, Finance and Property Committee Chairperson, called the April 26, 2023, Finance and Property Committee meeting to order at 5:01 p.m.

Land acknowledgment given.

2.0 APPROVAL OF THE AGENDA

The following motion regarding the April 26, 2023, Finance and Property Committee agenda was read:

Finance and Property Recommendation #FP/2023/04/01 *Lowery/Wolfe

Be It Resolved, that the Finance and Property Committee agenda, dated April 26, 2023, be approved.

The recorded vote was as follows:

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

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

“Carried”

3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

4.0 PRESENTATION: AUDIT REPORT

Mr. Derek D’Angelo from KPMG LLP joined the meeting to provide a presentation to Board members related to the audit for the year-ended December 31, 2022.

Mr. D’Angelo began by reviewing the Audit Findings Report.

Highlights in the Audit Findings Report included the following:

- Audit is complete with the exception of certain end-of-process procedures including the management representation letter.
- No audits risks, uncorrected audit misstatements, significant unusual transactions, internal control deficiencies, or matters related to accounting policies and practices, or other financial reporting matters were identified.
- Additionally, there were no concerns identified regarding the application of new accounting pronouncements or significant qualitative aspects of financial statement presentation and disclosure.

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

Mr. D'Angelo then reviewed the financial statements in some detail and answered questions from Board members.

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

Derek D'Angelo signed off the Finance and Property Committee meeting at 5:51 p.m.

5.0 APPROVAL OF PREVIOUS MINUTES

5.1 Finance and Property Committee Minutes – February 22, 2023

The minutes from the February 22, 2023, Finance and Property Committee meeting were presented.

The following motion was read:

Finance and Property Recommendation #FP/2023/04/02 *McGarvey/Champagne

Be It Resolved, that the minutes from the Finance and Property Committee meeting held on February 22, 2023, be approved as presented.

The recorded vote was as follows:

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

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

"Carried"

6.0 DATE OF NEXT MEETING

Date: June 28, 2023

Time: To be determined

Location: To be determined

7.0 BUSINESS ARISING

There was nothing brought forward under Business Arising.

8.0 NEW BUSINESS

8.1 2022 Year-End Audit

There was no additional discussion following the 2022 year-end audit report presentation provided at the start of the meeting.

The following motion was read:

Finance and Property Recommendation #FP/2023/04/03 *Restoule/Guenther

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

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

Whereas, on April 26, 2023, the Finance and Property Committee of the Board of Health reviewed the North Bay Parry Sound District Health Unit draft annual audited financial statements for the year-ended December 31, 2022.

Now Therefore Be It Resolved, that the Finance and Property Committee recommends that the Board of Health for the North Bay Parry Sound District Health Unit approve the transfer of funds from the Health Unit general account to the municipal reserve in the amount of \$160,620; and

Furthermore Be It Resolved, that the Finance and Property Committee recommends that the Board of Health approve the North Bay Parry Sound District Health Unit audited financial statements for the year-ended December 31, 2022; and

Furthermore Be It Resolved, that the annual audited financial statements for the North Bay Parry Sound District Health Unit, which includes a note outlining the transactions of the municipal reserve fund for the year-ended December 31, 2022, be forwarded for member municipalities.

The recorded vote was as follows:

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

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	R			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		

Sara Inch	X	Dave Wolfe	X
Jamie Lowery	X		

“Carried”

9.0 IN CAMERA

9.1 The Security of the Property of the Board

The following motion was read:

Finance and Property Recommendation #FP/2023/04/04 *McGarvey/Wolfe

Now Therefore Be It Resolved, that the Finance and Property Committee move in camera at 5:57 p.m. to discuss agenda item 9.1, The Security of the Property of the Board.

The recorded vote was as follows:

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

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

“Carried”

The following motion was read:

Finance and Property Recommendation #FP/2023/04/05 *McGarvey/Lowery

Now Therefore Be It Resolved, that the Finance and Property Committee rise and report at 6:11 p.m.

The recorded vote was as follows:

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

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

“Carried”

Upon rising and reporting, the following motion was read:

Finance and Property Recommendation #FP/2023/04/06 *McGarvey/Lowery

Whereas, the lease for the Parry Sound branch office location, that has been serving clients since 2006, expires August 31, 2023; and

Whereas, the existing location is dated and no longer meets the current requirements including the expansion of dental services; and

Whereas, the search for an alternate location, conducted in consultation with real estate firms, community partners, and with input from others, resulted in successfully finding a suitable site; and

Whereas, upon approval from the Executive Team, a Parry Sound programs and services collaborative working group was tasked to work on preliminary space design and lease costs for this location to provide programs and services in the community; and

Whereas, the Board of Health approved proceeding with negotiations with the landlord of the proposed facility to finalize the design, construction, and long-term lease of the space at the September 28, 2022, Board of Health meeting (resolution #BOH/2022/09/06); and

Whereas, the draft lease agreement for 90 Bowes Street, Parry Sound, Ontario, has been reviewed by the Health Unit’s executive and management personnel, legal counsel, insurance provider, the Chairperson of the Board of Health, and the Chairperson of the Finance and Property Committee.

Therefore Be It Resolved, that the Finance and Property Committee recommends that the Board of Health for the North Bay Parry Sound District Health Unit approve the 15-year lease agreement between 2043012 Ontario Limited (landlord) and the North Bay Parry Sound District Health Unit, at the current annual rate of \$216,262 with a “Space Delivery Date” of July 1, 2023.

The recorded vote was as follows:

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

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

“Carried”

10.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Finance and Property Committee meeting at 6:16 p.m.

Original signed by Marianne Stickland

2023-06-28

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original signed by Shelly Maki

2023-06-28

for Sheri Beaulieu, Recorder

Date (yyyy/mm/dd)

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
PERSONNEL POLICY, LABOUR/EMPLOYEE RELATIONS COMMITTEE OF THE BOARD OF HEALTH
MINUTES – APRIL 26, 2023
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

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

Parry Sound District:

Northeastern Appointee	Blair Flowers
Southeastern Appointee	Marianne Stickland
Western Appointee	Jamie McGarvey (<i>Vice-Chairperson</i>)
Public Appointees:	Gary Guenther

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer	Dr. Chirico
Associate Medical Officer of Health	Dr. Zimbalatti
Executive Director, Human Resources	Josée Goulet
Management Administrative Assistant, Building and Maintenance and Information Technology	Amanda Horn
Management Administrative Assistant, Quality Assurance	Shelly Maki

REGRETS:

Central Appointee	Karen Cook
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RECORDER:

Management Administrative Assistant	Sheri Beaulieu
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1.0 CALL TO ORDER

The Personnel Policy, Labour/Employee Relations Committee members joined the meeting via the Teams meeting link. The meeting was open to the public and live streaming of the meeting was available to the media and public through a link provided on the Health Unit's website. Rick Champagne, Board of Health Chairperson, called the April 26, 2023, Personnel Policy, Labour/Employee Relations Committee meeting to order at 6:16 p.m.

2.0 ELECTIONS

Nominations for Chairperson and Vice-Chairperson of the Personnel Policy, Labour/Employee Relations Committee were requested prior to the start of the meeting.

2.1 Election of Chairperson

Nominations received prior to the meeting were noted and final call for nominations was requested. There was only one nomination standing; the following motion read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/0401/ Wolfe/Inch*

Be It Resolved, that Jamie Lowery be elected Chairperson for the Personnel Policy, Labour/Employee Relations Committee for the year 2023.

The recorded vote was as follows:

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

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

“Carried”

2.2 Election of Vice-Chairperson

Jamie Lowery assumed the role of Chairperson. Nominations were noted and a final call for nominations was requested. The following motion read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/04/02 *Wolfe/Champagne

Be It Resolved, that Jamie McGarvey be elected Vice-Chairperson for the Personnel Policy, Labour/Employee Relations Committee for the year 2023.

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

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

“Carried”

3.0 APPROVAL OF THE AGENDA

The motion regarding the April 26, 2023, Personnel Policy, Labour/Employee Relations Committee agenda was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/04/03 *Switzer/Inch

Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee agenda for April 26, 2023, be approved.

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

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

“Carried”

4.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

5.0 APPROVAL OF PREVIOUS MINUTES

5.1 Personnel Policy, Labour/Employee Relations Committee – September 28, 2022

The minutes from the September 28, 2022, Personnel Policy, Labour/Employee Relations Committee meeting were presented.

The following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/04/04 *Stickland/McGarvey

Be It Resolved, that the minutes from the Personnel Policy, Labour/Employee Relations Committee meeting held on September 28, 2022, be approved as presented.

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

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

“Carried”

5.2 Personnel Policy, Labour/Employee Relations Committee – September 28, 2022 – In Camera

The minutes from the September 28, 2022, Personnel Policy, Labour/Employee Relations Committee in camera meeting were presented.

The following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/04/05 *Inch/Guenther

Be It Resolved, that the minutes from the Personnel Policy, Labour/Employee Relations Committee in camera meeting held on September 28, 2022, be approved as presented.

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

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

“Carried”

6.0 DATE OF NEXT MEETING

Date: June 28, 2023

Time: To be determined

Location: To be determined

7.0 BUSINESS ARISING

There were no agenda items under Business Arising.

IN CAMERA

7.1 Personal Matter About an Identifiable Individual

The following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/04/06 *Champagne/Switzer

Now Therefore Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee move in camera at 6:32 p.m. to discuss agenda item 8.1, Personal Matter About an Identifiable Individual.

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

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

“Carried”

At the end of the closed session, the following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/04/07 *Switzer/Stickland

Now Therefore Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee rise and report at 7:19 p.m.

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

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

“Carried”

Upon rising and reporting, the following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation

#PPLER/2023/04/08 *Champagne/McGarvey

Whereas, The Medical Officer of Health/Executive Officer (MOH/EO), Dr. Jim Chirico, has provided notice to the Board of Health (Board) for the North Bay Parry Sound District Health Unit (Health Unit) of their retirement, effective July 11, 2023, and

Whereas, The Board is required to appoint a full-time MOH/EO for the Health Unit (Health Protection and Promotion Act (HPPA) 1990; 62 (1a)); and

Whereas, The Board has two options when appointing a MOH/EO for the Health Unit:

- A. Appoint the Associate Medical Officer of Health (AMOH) as MOH/EO; or
- B. Post the position of MOH/EO for Competition; and

Whereas, The Board approved MOH/EO appointee will be referred to as the Acting MOH/EO until officially appointed as the MOH/EO for the Health Unit by the Minister of Health (HPPA 1990; 64 (c)); and

Whereas, Approximately, 24% (8) of the 34 health units currently do not have a MOH due to unfilled vacancies; and

Whereas, Succession planning for the MOH/EO position is an integral part of the Health Unit’s continuity of business framework; and

Whereas, Dr. Carol Zimbalatti:

- Was recruited for the purpose of succession planning; and
- Was appointed as the AMOH for the Health Unit in 2022; and
- Was successfully employed as a temporary Public Health Physician (PHP) at the Health Unit since January 11, 2021; and
- Completed a Master of Public Health degree in 2021 over a 4-year period in addition to working full-time as a physician; and

- Completed a Master of Public Health mentorship program as a PHP at the Health Unit under Dr. Chirico’s supervision; and
- Worked as a medical practitioner at the Health Unit to provide remunerated services in the Sexual Health Clinic commencing in 2017; and
- Has all the requisite qualifications to be MOH/EO as outlined in the HPPA 64 (a)(b) and R.R.O. 1990, REGULATION 566; and
- Has been Acting MOH/EO during Dr. Chirico’s vacation absences and while on-call; and
- Has gained invaluable experience working with Health Unit staff in all programs and services in varying capacities; and
- Is a valued member of the Executive Team; and

Whereas, Option A is that the Board of Health for the North Bay Parry Sound District Health Unit appoint Dr. Carol Zimbalatti as full-time Medical Officer of Health/Executive Officer for the North Bay Parry Sound District Health Unit effective July 11, 2023; or

Whereas, Option B is that the Board of Health for the North Bay Parry Sound District Health Unit post the position of Medical Officer of Health/Executive Officer for competition and form a Selection Committee comprised of;

- Chairperson of the Board,
- Chairperson of the Personnel Policy, Labour/Employee Relations Committee, or the Chairperson of the Finance and Property Committee,
- MOH/EO, and
- Executive Director of Human Resources.

Therefore Be it Resolved, that the Personnel Policy, Labour/Employee Relations Committee recommends that the Board of Health for the North Bay Parry Sound District Health Unit chooses to proceed with Option A as outlined above.

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

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

“Carried”

8.0 NEW BUSINESS

There was nothing brought forward under New Business.

9.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Personnel Policy, Labour/Employee Relations Committee meeting at 7:32 p.m.

Original signed by Jamie Lowery

2023-06-28

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original signed by Shelly Maki

2023-06-28

for Sheri Beaulieu, Recorder

Date (yyyy/mm/dd)

Parry Sound Area Planning Board Meeting Minutes

Date: Monday, March 27, 2023

Time: 7:00 p.m.

Location: Zoom Electronic Web Meeting

Members Present: JJ Blower, Kathy Hamer, Scott Nash, Joe Lamb, David Moore, Morley Haskim, Lisa Cook

Regrets: Pam Wing,

Staff Present: John Jackson, Patrick Christie

Agenda

1.1. Additions to Agenda

Insurance Policy

Representative from Brokerlink Insurance (Noah McVey) To explain the Board's insurance policy.

1.1.1 Appointments

1.2. Prioritization of Agenda

1.3. Disclosure of Pecuniary Interest and the General Nature Thereof

1.4. Minutes and Matters Arising From Minutes

2. Adoption of Minutes

Resolution 2023-21
Moved By: David Moore
Seconded By: Morley Haskim

That the minutes of a meeting held February 27, 2023 be adopted.

"Carried"

3. B56/2022(McK) – Jamieson

Resolution 2023-22
Moved By: Scott Nash
Seconded By: Morley Haskim

That application B56/2022(McK) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the creation of two new Rural Residential lots on Grey Owl Road as applied for by Joseph Jamieson in Consent No. B56/2022(McK) be approved subject to the following conditions:

Planning Board Requirements

1) That the applicant provides the Secretary-Treasurer with:

From Lawyer

- a) the original executed transfer (deed), a duplicate original and one photocopy;
- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.

2) Payment of all applicable planning fees.

Municipal Compliance Letter Requirements

- 1) Rezoning the lands proposed to be severed Rural Residential (RR);
- 2) Conveying the 20 metre road allowance that incorporates Grey Owl Road through the subject lands;
- 3) Transfer of lands north and west of Grey Owl Road to the Township as Parkland dedication;
- 4) 911 addressing (at the time of an entrance or building permit application);
- 5) Payment of any applicable planning fees; and
- 6) Verification from the Director of Operations that each new lot can accommodate an entrance onto Grey Owl Road.

“Carried”

4. B01/2023(W) – Moffat

Resolution 2023-23
Moved By: Kathy Hamer
Seconded By: Morley Haskim

David Moffatt was in attendance but did not speak.

“Michael” (Neighbour) spoke asking if we knew who the lots will be transferred to. We do not know this information.

That application B01/2023(W) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the creation of three new lots on Balsam Road and Irwins Road as applied for by Christopher Moffatt in application No. B01/2023(W) be approved subject to the following conditions:

Planning Board Requirements

1) That the applicant provides the Secretary-Treasurer with:

From Lawyer

- a) the original executed transfer (deed), a duplicate original and one photocopy;
- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.

2) Payment of all applicable planning fees.

Municipal Compliance Letter Requirements

- 1) Payment of parkland dedication fee be made in accordance with the current Municipal fees and charges by-law;
- 2) The new lots receive 911 Addressing; and
- 3) Payment of all applicable planning fees be paid to the Municipality of Whitestone.

“Carried”

5. B02/2023(McK) – Dyment

Resolution 2023-24
Moved By: David Moore
Seconded By: Morley Haskim

Kathy Hamer spoke asking when an application should be a subdivision.

Scott Nash asked how many lots have historically been created by consent.

That application B02/2023(McK) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the creation of two new Rural lots on Hurdville Road as applied for by April Dyment in application No. B02/2023(McK) be approved subject to the following conditions:

Planning Board Requirements

1) That the applicant provides the Secretary-Treasurer with:

From Lawyer

- a) the original executed transfer (deed), a duplicate original and one photocopy;
- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.

- 2) Payment of all applicable planning fees.

Municipal Compliance Letter Requirements

- 1) Payment of a Parkland Fee in accordance with the Township's fees By-Law;
- 2) Verification from the Director of Operations that lot 2 can accommodate an entrance onto Hurdville Road and Lot 1 can accommodate an entrance onto Hurdville Road and/or Burnett's Road;
- 3) 911 addressing (at the time of an entrance or building permit application); and
- 4) Payment of any applicable planning fees.

"Carried"

6. Correspondence

7. Closed

8. Reports & Enquiries

8.1. Enquiries

8.2. Accounts Payable

Resolution 2023-25
Moved By: JJ Blower
Seconded By: Kathy Hamer

That the accounts for February 2023 be paid in the amount of **\$12,879.54**

"Carried"

8.3. Accounts

8.4. Administration

9. Adjournment

Resolution 2023-26
Moved By: Lisa Cook
Seconded By: JJ Blower

That we do now adjourn at 7:58 pm.

"Carried"

Parry Sound Area Planning Board

Meeting Minutes

Date: Monday, May 29, 2023

Time: 7:00 p.m.

Location: Zoom Electronic Web Meeting

Members Present: JJ Blower, Kathy Hamer, Scott Nash, Joe Lamb, David Moore, Morley Haskim, Lisa Cook, Pam Wing

Regrets:

Staff Present: John Jackson, Patrick Christie

Agenda

1.1. Additions to Agenda

1.1.1 Appointments

1.2. Prioritization of Agenda

1.3. Disclosure of Pecuniary Interest and the General Nature Thereof

1.4. Minutes and Matters Arising From Minutes

2. Adoption of Minutes

Resolution 2023-27
Moved By: David Moore
Seconded By: Kathy Hamer

That the minutes of a meeting held March 27, 2023 be adopted.

“Carried”

3. B33/2021(C) – McCarthy

Resolution 2023-28
Moved By Morley Haskim
Seconded By Lisa Cook

That application be re-approved by adding the following condition.

7. That the applicant agrees to offer an easement to Bell Canada as an added condition of consent approval so long as the easement is registered within the two (2) year expiry period. Bell Canada will be responsible for all costs associated with the easement.

“Carried”

4. B22/2022(McD) – 3744515 Canada Inc.

Resolution 2023-29
Moved By Kathy Hamer
Seconded By JJ Blower

Vanessa Archer of TD Consulting was in attendance to answer any questions.

That application B22/2022(McD) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the creation of two new Residential lots as applied for in Consent Application No. B22/2022(McD) be approved subject to the following conditions:

Planning Board Requirements

1) That the applicant provides the Secretary-Treasurer with:

From Lawyer

- a) the original executed transfer (deed), a duplicate original and one photocopy;
- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.

Municipal Compliance Letter Requirements

- 1) Payment of Parkland dedication fees satisfactory to the Municipality;
- 2) Conveying any portion of Long Lake Estates Road from the centre of the travelled road controlled by the applicant to the Municipality;
- 3) Approval of driveway location to the satisfaction of the Municipality's Director of Operations;
- 4) Receiving adequate 911 addressing for the new lot; and
- 5) Payment of any applicable planning fees.

"Carried"

5. B58/2022(McD) – Premium Dock

Resolution 2023-30
Moved By JJ Blower
Seconded By Kathy Hamer

That application B58/2022(McD) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the creation of one new Rural Residential (RR) lot off Hammel Ave as applied for by 2328928 Ontario Ltd. (Premium Docks) in application No. B58/2022(McD) be approved subject to the following conditions:

Planning Board Requirements

- 1) That the applicant provides the Secretary-Treasurer with:

From Lawyer

- a) the original executed transfer (deed), a duplicate original and one photocopy;
- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.

- 2) Rezoning the subject lands to Multiple Residential (MR);
- 3) Amending the official plan to permit a 4 unit residence; and
- 4) Preserving a tree screen between the existing M1 use and the proposed residence.

Municipal Compliance Letter Requirements

- 1) Payment of a fee in lieu of parkland dedication in accordance with the Municipality's fee by-law;
- 2) That the proposed new lot be connected to the Nobel water system;
- 3) That the severed lands be rezoned to a residential zone;
- 4) That any portion of Hammel Ave that encroaches 10 metres from the centre line of the road on the applicant's lands be conveyed to the Municipality;
- 5) That the applicant receive approval for a residential driveway off Hammel Avenue, in a location to the satisfaction of the Municipality's Director of Operations;
- 6) That the commercial entrance off of Hammel Avenue for the retained lands be removed, and the entrance be located off of Avro Arrow Road;
- 7) That the Hydro One utility line be recognized by easement to confirm building location;
- 8) That the severed lot obtain 911 addressing; and
- 9) That the applicant be responsible for payment of all applicable panning fees.

"Carried"

6. B59/2022(McD) – Hidden Lakes

Resolution 2023-31
Moved By JJ Blower
Seconded By Kathy Hamer

That application B59/2022(McD) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the creation of three (3) new waterfront lots on Lake as applied for by Hidden Lakes Property

Developments Limited in application No. B59/2022(McD) be approved subject to the following conditions:

Planning Board Requirements

1) That the applicant provides the Secretary-Treasurer with:

From Lawyer

- a) the original executed transfer (deed), a duplicate original and one photocopy;
- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.

Municipal Compliance Letter Requirements

- 1) That the lots be subject subject to a 51 (26) consent agreement to be registered on title to recognize the private road status of the access road; that it be constructed to the Municipality's private road standards and that the Municipality is to be indemnified for any responsibility or liability for the repair or maintenance of the private road;
- 2) Payment of a fee in lieu of Parkland in accordance with the Municipality's fee By-Law;
- 3) That the applicant obtain authority to cross the road allowance between lots 26 and 25, Concession 8 in the Township of McDougall;
- 4) Acquiring adequate 911 addressing; and
- 5) Payment of any applicable planning fees.

"Carried"

7. B03/2023(McD) – Miles

Resolution 2023-32

Moved By David Moore

Seconded By Lisa Cook

That application B03/2023(McD) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the creation of one new Rural lot as applied for by Alan Miles in application No. B03/2023(McD) be approved subject to the following conditions:

Planning Board Requirements

1) That the applicant provides the Secretary-Treasurer with:

From Lawyer

- a) the original executed transfer (deed), a duplicate original and one photocopy;

- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.

Municipal Compliance Letter Requirements

- 1) That the applicant pays a fee in lieu of parkland in accordance with the Municipality's fee By-law;
- 2) That the applicant offers a right-of-way through the severed lands to the neighbour to the east subject to the neighbour paying all legal and survey fees;
- 3) 911 Addressing; and
- 4) Payment of any applicable planning fees.

"Carried"

8. B05/2023(McK) – Seto

Resolution 2023-33

Moved By Morley Haskim

Seconded By Pam Wing

That application B05/2023(McK) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the creation of two new Rural lots on each of two parcels of land owned by Logina Seto as applied for in Consent application No. B05/2023(McK) be approved subject to the following conditions:

Planning Board Requirements

- 1) That the applicant provides the Secretary-Treasurer with:

From Lawyer

- a) the original executed transfer (deed), a duplicate original and one photocopy;
- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.

Municipal Compliance Letter Requirements

- 1) Payment of a fee in lieu of Parkland dedication;
- 2) Confirmation from the Director of Operations that each new lot can accommodate an entrance onto Burnett's Road'
- 3) 911 addressing at the time of submitting an entrance or building permit;
- 4) Payment of any applicable planning fees.

“Carried”

9. B06/2023(McD) – Mallory

Resolution 2023-34
Moved By JJ Blower
Seconded By Lisa Cook

Lindsay Drake Nightingale spoke asking if each lot would have the right-of-way added to their deed.

That application B06/2023(McD) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant a right-of way to the water access lots along the eastern shore of Mill Lake and the separation of a 100 acre parcel as applied for by Steve Mallory in application No. B06/2023(McD) be approved subject to the following conditions:

Planning Board Requirements

- 1) That the applicant provides the Secretary-Treasurer with:

From Lawyer

- a) the original executed transfer (deed), a duplicate original and one photocopy;
- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.

Municipal Compliance Letter Requirements

- 1) Entering into a 51(26) Consent Agreement to recognize the private road status and to indemnify the Municipality from any liability or responsibility for the road;
- 2) Obtaining 911 Addressing for each of the lots to the satisfaction of the Municipality;
- 3) Payment of a fee in lieu of parkland dedication in accordance with the Municipality’s fee By-law; and
- 4) Payment of any applicable planning fees.

“Carried”

10. B07/2023(McD) – Mercier/Fox

Resolution 2023-35
Moved By Kathy Hamer
Seconded By Pam Cook

That application B07/2023(McD) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the exchange of lot additions for 32/34 Ryder Drive as applied for by Ryan Mercier and Bruce Fox in application No. B07/2023(McD) be approved subject to the following conditions:

Planning Board Requirements

1) That the applicant provides the Secretary-Treasurer with:

From Lawyer

- a) the original executed transfer (deed), a duplicate original and one photocopy;
- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.

Municipal Compliance Letter Requirements

- 1) That the lot owned by Bruce and Joelle Fox obtain a right-of-way for the existing driveway off Ryder Lane from Nobel Landing Strip Corp. (OTT); and
- 2) Payment of all applicable planning fees.

“Carried”

11. B08/2023(McK) – Herr

Resolution 2023-36
Moved By Morley Haskim
Seconded By David Moore

That application B08/2023(McK) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the creation of one new Rural lot at the southwest corner of Holly’s Road and Centre Road as applied for by Alex Herr in application No. B08/2023(McK) be approved subject to the following conditions:

Planning Board Requirements

1) That the applicant provides the Secretary-Treasurer with:

From Lawyer

- a) the original executed transfer (deed), a duplicate original and one photocopy;
- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.

Municipal Compliance Letter Requirements

- 1) Payment of a fee in lieu of Parkland dedication;
- 2) Confirmation from the Director of Operations that the existing driveways of the retained and severed lots are suitable; and the severed lot can accommodate an additional entrance onto Centre Road if required;
- 3) 911 addressing at the time of submitting an entrance or building permit;
- 4) Payment of any applicable planning fees.

“Carried”

12. B10/2023(W) – Pasago

Resolution 2023-37
Moved By Kathy Hamer
Seconded By Scott Nash

That application B10/2023(W) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the proposed consent for a right-of-way to a parking and docking access area as applied for by Jeff Fischer in application No. B10/2023(W) be approved subject to the following conditions:

Planning Board Requirements

- 1) That the applicant provides the Secretary-Treasurer with:

From Lawyer

- a) the original executed transfer (deed), a duplicate original and one photocopy;
- b) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.

Municipal Compliance Letter Requirements

- 1) The preparation of the necessary transfer documents; and
- 2) Payment of any applicable planning fees.

“Carried”

13. Correspondence

- a) Notice of passing of a zoning by-law – McDougall
- b) Notice of a public hearing. Application for a Minor Variance - Carling

14. Closed

15. Reports & Enquiries

Resolution 2023-38
Moved By Pam Wing
Seconded By David Moore

- a) John Jackson Succession Plan
- b) Planning Act – Timeline of Consents
- c) Municipal Insurance Group – New insurance quote. (Resolution 2023-38)

15.1. Enquiries

15.2. Accounts Payable

Resolution 2023-39
Moved By: Morley Haskim
Seconded By: Lisa Cook

That the accounts for March and April 2023 be paid in the amount of **\$43,484.13**.

“Carried”

15.3. Accounts

15.4. Administration

16. Adjournment

Resolution 2023-40
Moved By: Lisa Cook
Seconded By: JJ Blower

That we do now adjourn at 8:38 pm.

“Carried”