

CORPORATION OF THE TOWNSHIP OF MCKELLAR

June 6, 2023 – 6:30 p.m.

AGENDA

Topic: Regular Council Meeting

Time: June 6, 2023 6:30 P.M.

Join Zoom Meeting

<https://us06web.zoom.us/j/86075766919>

Dial by your location

+1 647 374 4685 Canada

+1 647 558 0588 Canada

23-376 1st resolution

2023-43 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**
- 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

- 11.1 Lake Stewardship & Environmental Committee, Request to Include Septic Flyer in Final Tax Bill Mailout

12. COMMITTEE OF THE WHOLE

- 12.1 Cemetery Discussion – Private Columbariums
- 12.2 Draft Dog By-law, Comments Received from the Office of the Attorney General

13. MOTION TO REVIEW A PREVIOUS MOTION

14. ADOPTION OF MINUTES OF PREVIOUS MEETING(S)

- 14.1 May 16, 2023 Regular Meeting of Council; May 18, 2023, May 25, 2023 and May 26, 2023 Special Meetings of Council

15. PLANNING MATTERS

- 15.1 Proposed Consent Application B11/2023 (1000159798 Ontario Inc.)
 - (i) Proposed Application and Site Plan
 - (ii) Letter from Tulloch dated December 7, 2022
 - (iii) Planning Report for John Jackson Planner Inc.

16. COMMITTEE/BOARD MINUTES WITH RECOMMENDATIONS FOR APPROVAL

- 16.1 April 27, 2023 Meeting of the Township of McKellar Recreation Committee
- 16.2 February 8, 2023 and March 1, 2023 Meetings of the McKellar Historical Committee

17. STAFF REPORTS WITH RECOMMENDATIONS FOR APPROVAL

- 17.1 BYLAW-2023-04 Monthly Report – May 2023
- 17.2 PW-2023-05 Bailey's Subdivision Recommendation for Road Assumption
- 17.3 ADMIN-2023-09 Solicitor Recommendation for Legal Agreement between the Township and Landowners on Deerfield Road & Bay Drive
- 17.4 PW-2023-03 Engineering Services
- 17.5 PW-2023-04 Zero Turn Riding Mower
- 17.6 FD-2023-10 Month End Status Updates – May 2023
- 17.7 ADMIN-2023-10 Draft Volunteer Policy
- 17.8 PW-2023-11 Tender Results – Micro Seal 3.1KM Tait's Island Road and 2.2KM Lakeside Drive
- 17.9 ADMIN-2023-11 Unmarked Rocks in Manitouwabing Lake

18. MAYOR'S REPORT

19. CORRESPONDENCE FOR CONSIDERATION

- 19.1 Email from Peter Marrello dated May 15, 2023 re. Unmarked Rocks on Manitouwabing Lake
- 19.2 Email from Dave Spiegl dated May 7, 2023 re. MPA Requests Involvement in Professional Contract Engagements
- 19.3 Letter from SOAR Rope Skipping Team dated May 11, 2023 re. Donation for World's Skipping Competition in Colorado Springs, Colorado
- 19.4 Email from GTA Strategies dated May 9, 2023 re. Support Resolution for Opioid Crisis in our Communities and Municipalities
- 19.5 Letter from Reg Moore dated May 24, 2023 re. By-law 2022-42
- 19.6 Letter of Support for Parry Sound Family Health Team's Expression of Interest Application
- 19.7 Contract for St. Stephen's Church Foundation Work

20. MOTION AND NOTICE OF MOTION

- 20.1 Deem Collapsed Barn on Fire Route 152 Surplus
- 20.2 Deem Fire Hose Surplus
- 20.3 Proclaim June as Seniors Month
- 20.4 Historical Committee Appointment
- 20.5 Cards for Transfer Station
- 20.6 Parry Sound High School 2023 Commencement Scholarship

21. BY-LAWS

- 21.1 By-law 2023-43 Being a By-law to Designate and Assume Roads in Bailey's Subdivision as Highways
- 21.2 By-law 2023-44 Being a By-law to Provide for the Adoption of Tax Rates and to Further Provide for Penalty and Interest in Default of Payment thereof for the Year 2023
- 21.3 By-law 2023-45 Being a By-law to Amend By-law 2012-14 the Cemetery By-law
- 21.4 By-law 2023-37 Being a By-law to Authorize Cost Recovery (Fees) with Respect to Fire Department Specific Response

22. UNFINISHED BUSINESS

- 22.1 Unfinished Business as of June 6, 2023

23. NEW BUSINESS

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

25. CONSENT AGENDA – CORRESPONDENCE

- 25.1 Municipality of Shuniah, Bill 5 Stopping Harassment and Abuse by Local Leaders Act
- 25.2 AMO Watchfile – May 11, 2023
- 25.3 Town of Lincoln, Municipal Heritage Register

- 25.4 AMO Land Use Planning Training for Elected Officials
- 25.5 AMO Watchfile – May 18, 2023
- 25.6 AMO Watchfile – May 25, 2023
- 25.7 Streamlining of Approvals under the Aggregate Resources Act and Supporting Policy
- 25.8 Spiegl – Proposed Partnering Approach

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

27. CONFIRMING BY-LAW

- 27.1 By-law 2023-46 - 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.



Township of McKellar

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

Phone: 705-389-2842

Fax: 705-389-1244

Request for Delegation/Deputation before Council

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

PLEASE PRINT CLEARLY

Name of Person to Appear: Jennifer Ghent-Fuller

Address: [REDACTED]

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

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

Meeting date requested to appear before Council: Tuesday June 6 2023

Subject Matter of Deputation: Request to print attached flyer to accompany tax mailings scheduled for the end of July. The material presented goes beyond the material in the Septic Smart booklet distributed last summer, and should provide the last piece of education on septic use from this committee. There are many people who are resident in the township who are unfamiliar with the measures needed to keep a septic system functioning well and extending its efficiency and longevity.

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

Signature: Jennifer Ghent-Fuller Date: May 30, 2023

SCHEDULE "E"

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

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

Personal Information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c25 as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act.

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

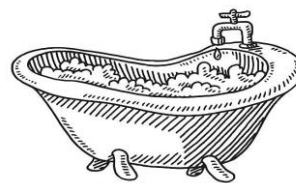
If you feel there is a compelling reason that your correspondence to Council should not be included on the agenda and released to the public, please notify the Clerk's office.

Help your Septic System - and our lakes!

Contaminants in the wastewater entering your septic system include nitrate, phosphorus, disease-causing bacteria, viruses and parasites. Careful use of your septic will prevent these contaminants from entering the ground water, your well water and local surface water (creeks, rivers and lakes).



Waste water enters the septic tank from the house. Solids settle to the bottom of the tank (where they stay until they are pumped out every few years), and the liquid exits the tank near its top and flows into the drainfield. The sewage trickles through soil for 2 or 3 feet, where aerobic bacteria and minerals in the soil break down the remaining organic material and kill most of the remaining germs. The soil also locks up chemicals such as phosphates.



Don't block your septic system!

Only human waste and toilet paper should be flushed into your septic. Anything else may plug the exit pipes or the holes in the drainage pipes. Do not flush or put down a sink or bathtub: ☹ **food scraps** ☹ grease and fats (wipe cooking pans before washing) ☹ baking supplies, coffee grounds, tea leaves (flour etc). ☹ Do not use a **garburator** in your kitchen sink ☹ excessive amounts of hair **conditioner** and fabric softener that form a hard gum and plug the pipes ☹ paper towels ☹ menstrual pads or tampons ☹ condoms ☹ disposable diapers ☹ baby or hygienic **disposable wipes**, even if they say they are safe for septic systems ☹ medications ☹ any other objects ☹ Don't use septic tank **additives** because they may cause harm by adding extra solids to the system that can clog your drainage field and the chemicals they contain can also pollute groundwater and surface water. ☹ Avoid liquids that will kill bacteria in the drain field, such as excessive amounts of **bleach**, heavy cleaners, antibacterial soap, **salts**, paint and thinner, fluid from washing brushes ☹ Do not connect sump pumps, pools or **water softener** drainage to the septic system ► use a **filter** on your washing machine and a metal mesh **hair net** on your sink, tub or shower drain

Don't flood your septic system!

Reduce your water usage. A septic system has a lower capacity to receive water than a city sewage system. Excessive water can flood the drainage field until it is saturated, potentially causing the septic system to **back up into the house** or causing a sewage smell or forcing the contaminants in the wastewater to leave the drainage field **unprocessed by the bacteria** in the soil.

Be aware of your water usage:

Don't run the water until it's cold or hot – ► keep a pitcher of cold water in the fridge & use the kettle or microwave to heat it ► A **dishwasher** uses 13 liters of water – wait until it's full. Hand washing dishes uses at least twice as much water. ► Turn off the tap when brushing your **teeth**. ► A full bathtub uses up to 80 litres of water, whereas a 5-minute shower uses about 75 liters. A water-efficient **showerhead** uses approximately 9 liters per minute, whereas an older style showerhead uses about 19 liters per minute. ► On average, a load of **laundry** uses 70 liters of water, so wait until you have a full load to do a wash ► A full flush toilet uses 11 liters of water, whereas a **dual flush** uses 4.5 liters for a full flush and 3 liters per half flush

Space out the use of your water. ► Schedule your **laundry** throughout the week rather than doing it all on one day ☹ Don't run the dishwasher and the washing-machine simultaneously. ► Rent a port-a-potty if you have a big crowd. ► In order to avoid saturation of the drainage bed, divert the rainwater from your **eavestroughs**.

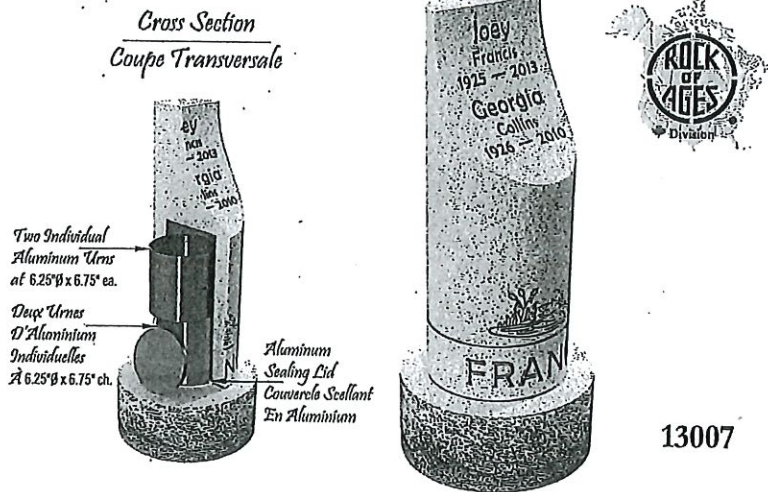
Only grass or clover should be planted on top of the drainage field or septic tank to keep long roots from clogging the pipes. The bacteria in your drainage area requires oxygen to process wastewater contaminants and heavy weight can pack down the soil and **break the pipes** ☹ **Do not park** cars, trucks, snowmobiles, boats or trailers etc. on your drainage field ☹ Do not put patios, decks, carports, storage sheds, sports courts, landscaping plastic or allow grazing animals on the drainage area, the drainage reserve area or the septic tank. Remove any **trees or bushes** that start to grow on the drainage field.



**It's not about how many people your cottage can sleep,
it's about how many people your septic can sleep!**

SANDERSON MONUMENT COMPANY

2022 INVENTORY (February)



Inventory # 24 to 29

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



Inventory # 30

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

PINK

GEM MIST

RED

MULTI-COLOUR

From: [Ann Hurdman](#)
To: [REDACTED]
Cc: [REDACTED]
Bcc: [REDACTED]
Subject: FW: Small Scale Columbariums
Date: November 29, 2021 9:06:51 AM
Attachments: [image005.png](#)
[image007.png](#)
[image008.png](#)
[image011.png](#)
Importance: High

November 29, 2021

Good Morning David, Neil and Scott

David contacted me in mid August about the potential placement of an individual columbarium monument at Sylvan Acres Cemetery. I had a number of questions such as on the overall size – would it fit a single grave, what is it made of, wholly granite or a mixture of product, how are the cremated remains placed inside, is there a door, two doors, how are the door(s) fastened, locks, who holds the key, is there a shelf or do the urns stack, what are the inner dimensions.

David did provide some of the information and then advised mid November that Scott would give me a call to discuss.

Knowing that we have stringent criteria from the BAO to follow for placement of larger columbaria in our cemeteries I contacted the BAO last week to check on their criteria for installation of individual units.

Below is the information provided by the BAO.

On the weight of this information we can advise you that we will NOT be allowing these individual columbarium monuments to be installed within Town of Parry Sound cemeteries.

Best Regards,

Ann

Ann Hurdman

**Administrative Assistant - Administration Dept.
and Cemetery Administration – Hillcrest and Sylvan Acres Cemeteries**

ahurdman@townofparrysound.com

Town of Parry Sound

52 Seguin St

Parry Sound, ON P2A 1B4

T. (705) 746-2101 x214

F. (705) 746-7461



Please visit www.parrysound.ca to learn more about the Town of Parry Sound and upcoming events.



Show me the manner in which a nation or community cares for its dead and I will measure with mathematical exactness the tender mercies of its people, their respect for the laws of the land, and their loyalty to high ideals. GLADSTONE

From: Michele Mark <michele.mark@thebao.ca>
Sent: November 25, 2021 3:47 PM
To: Ann Hurdman <ahurdman@townofparrysound.com>
Subject: FW: Small Scale Columbariums

Dear Ann:

Thank you for contacting the BAO. This email will confirm receipt of your voice mail earlier today at approximately 1:02pm.

We want to ensure you are aware of some considerations for permitting cremated remains within a monument. Monuments that have cremated remains in them are considered small scale columbariums. Plans must be submitted to the BAO's licensing department for any small scale columbarium. If the total volume of the columbarium is greater than 15 cubic meters or 530 cubic feet, then you must go through the Consent Application process which requires not only the plans but additional documentation.

Cemeteries are responsible for the upkeep for these monuments (where regular monuments are the responsibility of the interment right holder). For example: if a disinterment occurred in a grave, the monument would be the possession of the interment rights holder – they could take it with them. With a small scale columbarium, they could disinter the ashes but the monument would belong to the cemetery as it is now considered a structure.

You would also need to decide if the interment in the monument counts against your permitted interments for that particular grave or if they are in addition to. If the interments into the small scale columbarium are in addition to the permitted number of interments per grave AND as a result

increase the total number for the entire cemetery, this would be considered as increasing the size of the cemetery and would need to follow the consent process.

Your by-laws would need to be adjusted accordingly to reflect permitting this style of monument and regarding how the niches will impact the number of permitted interments into each lot. Any changes to by-laws must be submitted to and approved by the BAO.

Currently the care and maintenance for a mini-columbarium is: \$100 multiplied by the number of niches and compartments or 15% of the sum of specified prices (whichever is greater) and then effective 1 January 2022, it would be \$115 multiplied by the number of niches and compartments or 15% of the sum of specified prices (whichever is greater).

In addition, cemetery records would need to reflect the interments that are inside the monument. The cemetery operator must, prior to making the decision to sell or offer to sell these “small scale columbariums” also consider:

- The responsibility for these “interment rights” in perpetuity
- Increased risk of damage (natural degradation, accidental, vandalism or theft) and the potential for the disturbance of accidental loss of the human remains contained in the niches
- Opening, closing and security of these niches (the cemetery would need to be the SOLE key holder)

Hopefully, this has provided you with additional information regarding small scale columbariums. Please don't hesitate to reach out to us again should you have any further questions.

Thanks and regards,

Michele Mark | Compliance Officer

Bereavement Authority of Ontario | 100 Sheppard Av. East, Suite 505 | Toronto, Ontario, M2N 6N5
Toll-Free: 1.844.493.6356 | T: 647-483-2645 x 219 | F: 647-748-2645

<https://link.edgepilot.com/s/a3c1e869/UVFqje4DGE6YruYaTRLVQw?u=http://www.thebao.ca/> |



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Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

CORPORATION OF THE TOWNSHIP OF MCKELLAR

BY-LAW NO. 2023-23

**Being a ~~By-law to~~ By-law to Regulate Dogs in the
Township of McKellar**

WHEREAS pursuant to Sections 10 (2) of the Municipal Act, 2001, S.O. c. 25, Council is authorized to pass by-laws respecting health, safety and well-being of persons; and

WHEREAS pursuant to Section 103 of the Municipal Act, 2001, S.O. c. 25, Council is authorized to pass by-laws for the impounding of animals; and

WHEREAS pursuant to Section 105 of the Municipal Act, 2001, S.O. c. 25, Council is authorized to pass by-laws for the muzzling of dogs; and

WHEREAS pursuant to Section 128 of the Municipal Act, 2001, S.O. c. 25, Council is authorized to pass a by-law to prohibit and regulate a public nuisances; and

WHEREAS pursuant to section 129 of the Municipal Act, 2001, S.O. c. 25, Council is authorized to pass a by-law to prohibit and regulate noise; and

WHEREAS pursuant to Section 391(1) of the Municipal Act, 2001, S.O. c. 25, Council is authorized to impose fee and charges for services provided: and

WHEREAS pursuant to section 425 of the Municipal Act, 2001, Council is authorized to pass by-laws providing that a person who contravenes a by-law of the Township of McKellar passed under that Act is guilty of an offence; and

WHEREAS the Corporation of the Township of McKellar wishes to regulate dogs and noise from dogs in the Township of McKellar.

NOW THEREFORE the Council of the Corporation of the Township of McKellar hereby enacts as follows:

1. Definitions

- a) "Dog": means any male or female domesticated dog, or member of the species *Canis Familiaris* over the age of three months
- b) "Issuer of Licenses": means any person authorized by the municipality to sell licenses
- c) "Leash": means a strap, cord, chain or like that is securely attached to a dog and firmly grasped by a person and which is capable of holding and controlling a dog.
- d) "Menace": means a dog that would cause a person being chased or approached to reasonably believe that the dog will cause physical injury to that person or their domestic animal.
- e) "Municipal Law Enforcement Officer": means any person who has been designated by the municipality to administer and enforce this by-law and includes a Peace Officer.
- f) "Muzzle" means a humane fastening or covering device of adequate strength placed over a dog's mouth to prevent it from biting.

- g) "Owner": means any person including the tenant or occupant of land or premise who possesses or harbours a dog and where the owner is a minor the person responsible for the custody of the minor and owns or owned have a corresponding meaning.
- h) "Pound": means such premises and facilities designated by the municipality for the safe keeping of impounded dogs.
- i) "Run at Large": means found in any place other than the property of the owner or other property with that property owner or occupiers' consent, or any place while not under the direct control of any person.
- j) "Pit Bull": means a pit bull terrier; a Staffordshire bull terrier; an American Staffordshire bull terrier; an American pit bull terrier and a dog that has an appearance and physical characteristics that are substantially similar to those of dogs referred to in any clauses (i) to (iv).
- k) "Restricted Pit Bull": means a pit bull owned by a resident of Ontario on the day subsection 1(16) of the Public Safety Related to Dogs Statute Law Amendment Act, 2005 came into force, or born in Ontario before the end of the 90-day period beginning on the day subsection 1(16) of the Public Safety Related to Dogs Statute Law Amendment Act, 2005 came into force.
- l) "Township": means Township of McKellar.
- k) "Pound keeper": means the Director of Emergency Services of the Town of Parry Sound or designate.

2. Licensing

- a) No person shall within the Township of McKellar own any dog over the age of six (6) months without first having obtained a license for the dog and registering the dog with the Issuer of Licenses.
- b) When applying for a license (registering a dog with the municipality) the owner
 - i) Owner Contact information - Name, address, email and telephone number;
 - ii) Pet Information: Name, colour, breed, gender, and whether the pet has been spay/neutered;
 - iii) Address where the animal is to be situated in the municipality;
 - iv) Microchip identification number (if applicable);
 - v) Owner shall advise whether their pet has received current rabies vaccination of a dog shall provide the Township the following information.

Further, the owner shall notify the Issuer of Licenses within seven (7) days of any changes to the registration of their pet.

- c) The licensing fee is a-free in accordance with "Schedule A" of this by-law and shall be for the lifetime of the dog.
- d) Upon obtaining a-license bearing a serial number. **The owner shall ensure that the is securely affixed to the dog collar and worn by the animal, at all times.**
- e) In the event the dog license is lost, the dog owner shall upon satisfying the license issuer that the license is lost shall be entitled to receive a replacement license upon payment as indicated in Schedule "A".
- f) No owner of a dog shall use a license issued for any dog other than the dog for which the license was issued.

3. Responsibilities of the Dog Owner

- a) No owner of a dog shall permit it to run at large or otherwise creating a nuisance within the Township.
- b) No owner or owners living at the same address shall keep, **harbour or possess** more than 3 dogs **over the age of six months in any one household.**
- c) No owner shall permit their pet to trespass on private property.
- d) Every dog owner or person in control of said dog shall forthwith clean up and dispose of any excrement left by their dog on any property other than their own.
- e) No owner shall permit their dog to persistently, call or whine or make any other persistent noises ~~made by a dog~~ at any time **which may** disturb an inhabitant of the Township.
- f) No owner shall permit his/her dog to become a public nuisance within the Township
- g) Every owner of a dog shall keep the dog leashed and under control of a person when the dog is on **public land or roadway** in the Township, and **when the dog is on property other than the owner's, the dog shall be kept leashed and under control** unless prior consent is given by the person owning the land on which the dog is found.
- h) No owner shall permit his/her dog to be off leash within a Public Swimming area within the Township.

4. Seize and Impound

- a) Any person shall be entitled to take charge of any dog found running at large and deliver same to the Municipal Law Enforcement Officer. ~~or to the Pound Keeper.~~
- b) The Municipal Law Enforcement Officer may seize and impound any dog that is found running at large and deliver to Pound Keeper.
- c) Municipal Law Enforcement Officer shall, within 24 hours from the seizure of any dog bearing a municipal license notify the owner that the dog has been impounded and conditions whereby the dog can be reclaimed.
- d) The Pound keeper shall keep any impounded dog for a redemption period of three days, excluding:
 - i) the day on which the dog is impounded;
 - ii) statutory holiday; and
 - iii) days on which the pound is not open.
- e) During the redemption period, the Pound Keeper:
 - i) may inoculate the impounded dog to provide immunization against distemper or any other contagious or infectious disease;
 - ii) shall provide veterinary care of an injured or ill impounded dog as may be necessary to sustain its life.
- f) Despite section d) and e), during the redemption period, the Pound keeper may euthanize a dog without delay where, in the opinion of the Pound Keeper and a Veterinary, when this is warranted for humane reasons.
- g) The Pound Keeper shall be entitled to recover from the owner of the dog the cost of inoculating or providing veterinary care during the redemption period in

addition to any other applicable fees for the redemption of the dog.

- h) During the redemption period, the owner of an impounded dog: may redeem it if the owner:
 - i) pays the applicable fees for redemption of the dog in accordance with Schedule "A" to this bylaw.
 - ii) provides evidence satisfactory to the Pound Keeper that they own the dog.
 - iii) provides evidence satisfactory to the Pound Keeper that the dog is licensed under this by-law or, if not, licenses the dog in accordance with this Bylaw.
- i) After the expiration of the redemption period, the Pound Keeper may:
Transport the dog to an SPCA facility and have them put the dog up for adoption.
- j) Where a Municipal Law Enforcement Officer captures or otherwise detains a dog found running at large contrary to provision of this bylaw, and said dog has a current municipal dog license, the Municipal Law Enforcement Officer may return the dog to the owner without transporting said dog to the impound. Where the dog is returned to the owner, the Municipal Law Enforcement shall issue an Animal Control Service Fee Notice to the owner of the dog and the owner of the dog shall pay an Animal Control Service Fee as set out in Schedule "A" of this By-law.

5. Muzzling and Leashing of Dogs

- a) Where a dog has bitten a person or domestic animal or has behaved in a manner that poses a menace to the safety of persons or domestic animals, the Municipal Law Enforcement Officer, at their discretion, may Order the dog to be muzzled or leashed or both, for a period of time to be determined by the Officer. Further, the owner of said dog shall comply with the Order **to muzzle or leash the dog**.
- b) Should the owner of the dog disagree with the Order to muzzle and/or leash, he or she may appeal the decision to the Township of McKellar Council.
- c) Upon receipt of notification of an appeal, the Township of McKellar Council shall, as soon as practicable, conduct a hearing pursuant to the Statutory Powers Procedure and shall hear evidence presented by both the Municipal Law Enforcement Officer and the owner of the dog. Further, it is understood in the interim between the date of the Order to muzzle and/or leash and the date of the hearing of the appeal, the owner shall comply with the Order.
- d) At such time as the Township of McKellar Council makes its decision to confirm, modify or quash the Order, the decision shall be considered to be final and binding and the owner of the dog shall comply therewith.

6. Pit Bull Restrictions

- a) No person shall own, possess, be in control of or harbor a pit bull in the Township. This shall not preclude the owning, possessing, controlling or harbouring of currently licenses Restricted Pit Bulls. If the owner of a pit bull refutes that the dog is a pit bull as defined, the burden of proof that the dog is not a pit bull is the owners.
- b) Every owner of a Pit Bull shall ensure that their Pit Bull is muzzled at all times when not on their property.
- c) Every owner of a Pit bull shall ensure that their Pit bull is securely attached to a leash of not more than 1 meter in length when not on their property or another property with that property owner's consent.

- d) Every owner of a Pit Bull shall ensure their Pit Bull is securely restrained/tethered by a leash no more than 1.8 metres while on the owner's property; unless, the property is enclosed in a way that can be relied on to prevent the Pit Bull from escaping from the property.

7. Penalties

- a) Any person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine up to a maximum of \$5,000.00 as provided for under the provisions of the Provincial Offences Act, R.S.O. 1990, C.P. 33, as amended.
- b) A Municipal Law Enforcement Officer may enter on land at any reasonable time for the purpose of enforcing this bylaw and any Orders or conditions imposed under the authority of this Bylaw. **No person shall hinder or obstruct or attempt to hinder or obstruct an Officer performing duties authorized by this bylaw.**

8. Severability/Validity

If any section or sections of this by-law or parts thereof are found by a Court of Law to be illegal or beyond the powers of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this by-law shall be deemed to be separate and independent therefrom and to be enacted as such.

9. Schedules

The schedules to the by-law shall be deemed to form part of this by-law.

READ a **FIRST** and **SECOND** time this 7th day of March, 2023.

David Moore, Mayor

Karlee Britton, Deputy Clerk

READ a **THIRD** time and **PASSED** in **OPEN COUNCIL** this ____ day of March, 2023.

David Moore, Mayor

Karlee Britton, Deputy Clerk

Schedule "A"
By-law 2023-23

1. License Fee: New registered dog license No Charge
2. Replacement license: \$10.00
3. Pound Fee: \$50.00/day
4. Animal Control Service Fee: \$50.00

The Corporation of The Township of McKellar

Schedule "B" of By-law 2023-23

Dog By-law – Part 1 – Set Fines Schedule

Provincial Offences Act

Item	Column 1 Short form wording	Column 2 Provision Creating or defining Offence	Column 3 Set Fine
1	Fail to obtain a dog license	Section 2(a)	\$125.00
2	Fail to affix license to dog	Section 2(d)	\$125.00
3	Allow the dog to run at large	Section 3(a)	\$125.00
4	Possession of more than 3 Dogs	Section 3(b)	\$125.00
5	Allow the dog to trespass on private property	Section 3(c)	\$125.00
6	Fail to clean up excrement	Section 3(d)	\$125.00
7	Allow persistent barking or whining	Section 3(e)	\$125.00
8	Allow dog to be a public nuisance	Section 3(f)	\$125.00
9	Fail to leash dog in public place or public roadway	Section 3(g)	\$125.00
10	Failure to comply with a Muzzling Order	Section 5(a)	\$300.00
11	Failure to comply with a Leashing Order	Section 5(a)	\$300.00

Note: the general penalty provision for the offences listed above is section 7(a) of bylaw 2023-23, a certified copy of which has been filed.

**CORPORATION OF THE TOWNSHIP OF MCKELLAR****Council Meeting Minutes**

May 16, 2023

Mayor Moore called the meeting to order at 6:30 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
Treasurer, Roshan Kantiya
Director of Operations, Greg Gostick
Fire Chief, Robert Morrison
Deputy Clerk/Planning Assistant, Karlee Britton
Transfer Station Attendant, Andy Ward

Guests: Chris Carrier, Fire Marque Inc.
Patrick Christie, Parry Sound Area Planning Board

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

Councillor Zulak declared a personal interest for Item 21.3; Councillor Haskim declared a personal interest for Item 20.1.

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.

Moved by: Councillor Ryeland
Seconded by: Councillor Haskim

23-335 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the agenda, as presented.

Carried

Moved by: Councillor Zulak
Seconded by: Councillor Kekkonen

23-336 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the deputation from Chris Carrier, National Accounts Manager with Fire Marque Inc.

Carried

Fire Chief, Robert Morrison, left the meeting.

Moved by: Councillor Haskim
Seconded by: Councillor Ryeland

23-337 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby move into Committee of the Whole at 6:57 p.m. to discuss Transfer Station items, sticker, etc. with Transfer Station Attendant, Andy Ward.

Carried



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

May 16, 2023

COMMITTEE OF THE WHOLE

Transfer Station Attendant, Andy Ward, provided an overview of how the Transfer Station permitting stickers have been working and offered some opinions for enhancement for a future permitting system.

Clerk/Administrator, Ina Watkinson, spoke on the process for creating and mailing the Transfer Station permit stickers.

Councillor Kekkonen spoke in favour of a Transfer Station permit card that contains the name and address of the property owner.

Andy Ward further discussed campground and children's camp Transfer Station users, the re-use tent, bottle collection, a gate counter and the need for a new gate. Andy provided Council with a tally of brush and leaf disposal data for information. Andy also noted that contractors are usually prompt in their pick-up times for recyclable bins.

Director of Operations, Greg Gostick, complimented Andy on his work and spoke in favour of a Transfer Station permit card. Greg noted the current Transfer Station site is too small for the number of users and the number of items the Township accepts for disposal, creating traffic flow issues. Greg suggested not accepting tires as of January 1, 2024, or immediately after the tires currently at the Transfer Station are removed. McKellar is one of the last Municipalities in the area that still accepts tires. Due to new provincial regulations, PROs (Producer Responsibility Organizations) are responsible for the collection of their products (*tires in this case*).

Andy suggested limiting the collection periods for brush and leaves to one month in the spring, and one month in the fall.

Councillors Zulak and Kekkonen provided suggestions for improving traffic flow through the Transfer Station with different placement of collection bins and brush/leaf disposal area.

Council thanked Andy for his work at the Transfer Station.

Councillor Haskim inquired about the property the Township purchased abutting the Transfer Station on Lee's Road. Greg commented that the MOE (Ministry of Environment) would need to be contacted to update our Certificate of Approval for the Transfer Station to include that property. Councillor Haskim commented with the increase in the population, it would be a good time to apply once again.

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-338 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby rise and report from Committee of the Whole at 7:37 p.m. and reconvene into the regular session of Council.

Carried

Director of Operations, Greg Gostick, and Transfer Station Attendant, Andy Ward left the meeting.

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-339 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Minutes of the May 2, 2023 Regular Meeting of Council; as circulated.

Carried



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

May 16, 2023

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-340 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Consent Application No. B05/2023 A & B (Seto) and approve the application subject to the following conditions:

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

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-341 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Consent Application No. B08/2023 (Herr) and approve the application subject to the following conditions:

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

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-342 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the draft Minutes of the April 27, 2023, Special Meeting of the Lake Stewardship and Environmental Committee.

Carried

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-343 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report T-2023-8 Proposed 2023 Budget Final Revised (Version 5) from Treasurer, Roshan Kantiya.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-344 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-35, being a by-law to adopt the estimates of all sums required during the year 2023 (Yearly Budget), a Third reading; and

FURTHER Passed in Open Council this 16th day of May, 2023.

Carried



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

May 16, 2023

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-345 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report BYLAW-2023-03 Monthly By-law Report for April 2023 from By-law Enforcement Officer, Chris Everitt, for information purposes.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-346 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report PW-2023-02 Public Works Updates April 2023 from Director of Operations, Greg Gostick, for information purposes.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-347 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the accounts payable preliminary cheque run report for April 2023, for information purposes.

Carried

Treasurer, Roshan Kantiya left the meeting.

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-348 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby authorize Fire Chief, Robert Morrison, and Clerk/Administrator, Ina Watkinson, to attend the Essentials of Municipal Fire Protection Training Seminar presented by The Office of the Fire Marshal (OFM) on Friday June 23, 2023 hosted by the Municipality of Magnetawan; and

FURTHER THAT any member of Council wishing to attend may contact the Clerk/Administrator to be registered for the training.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-349 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Memo sent via email on May 8, 2023, from Forrest Pengra, Chair of ICECAP.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-350 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the letter dated April 24, 2023, from the Parry Sound High School Commencement Awards Committee and award (*Blank – Students' names*) with \$ (*Blank – amount*) each towards their post-secondary education; and

FURTHER THAT the Council of the Township of McKellar congratulate all Parry Sound High School graduates on their commencement and wish them well in their future endeavors.

Deferred



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

May 16, 2023

Councillor Haskim left the meeting declaring a conflict of interest.

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-351 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby award the 2023 Grants/Donations to the following:

Dun Ahmic Snowriders Snowmobile Club \$1,000.00

Parry Sound District Nest Box Project \$1,400.00

Hurdville Community Club \$1,600.00

Carried

Councillor Haskim re-entered the meeting.

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-352 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby instruct the Clerk Administrator or designate to confirm, in writing, with the Township's insurance provider that all volunteers, including those who might volunteer to assist in the maintenance of municipally owned, presently un-assumed roads, are covered under the Township's blanket liability policy;

AND FURTHER BE IT RESOLVED THAT such confirmation is followed up by the appropriate department head resulting in communication with any interested volunteers who would complete the requisite forms prior to volunteering.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-353 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-37, being a by-law to Authorize Cost Recovery (Fees) with Respect to Fire Department Specific Response, a First and Second reading;

And further Read a Third time and Passed in Open Council this 16th day of May, 2023.

Deferred

Councillor Debbie Zulak left the meeting declaring a conflict of interest.

Moved by: Councillor Kekkonen

Seconded by: Councillor Haskim

23-354 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-38, Being a By-law to Stop Up and Close Part of the Original Road Allowance between Concession 12, Part Lot 21 and Concession 13, Part Lot 21, Township of McKellar, District of Parry Sound, and to Accept a Conveyance of Portions of Balsam Road (Zulak), a First and Second reading;

And further Read a Third time and Passed in Open Council this 16th day of May, 2023.

Carried

Councillor Zulak re-entered the meeting.



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

May 16, 2023

Moved by: Councillor Ryeland
Seconded by: Councillor Haskim

23-355 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

23-356 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-39, being a by-law to confirm the proceedings of Council, a First and Second reading;

And further Read a Third time and Passed in Open Council this 16th day of May, 2023.

Carried

Moved by: Councillor Haskim
Seconded by: Councillor Ryeland

23-357 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar adjourn this meeting at 9:23 p.m. to meet again on May 18, 2023, for a Special Meeting of Council to conduct Equipment Operator/Truck Driver Interviews and other closed session business items; or at the call of the Mayor.

Carried

David Moore, Mayor

Ina Watkinson, Clerk/Administrator



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

May 18, 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
Director of Operations, Greg Gostick

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

There were no conflicts of interest declared.

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-358 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby approve the Agenda, as presented.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-359 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 Personal matters about an identifiable individual, including Municipal or local board employees, pursuant to Ontario Municipal Act, Section 239(2)(b) – Equipment Operator/Truck Driver Interviews
- 5.2 Minutes – May 2, 2023
- 5.3 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
- 5.4 A proposed or pending acquisition or disposition of land by the municipality or local board pursuant to Ontario Municipal Act Section 239(2)(c) – Property Acquisition

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-360 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby reconvene into open session of Council at 8:10 p.m.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-361 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 May 18, 2023.

Carried



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

May 18, 2023

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-362 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-40, 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 18th day of May, 2023.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-363 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar adjourn this meeting at 8:13 p.m. to meet again on May 25, 2023 for a Special Meeting of Council to hold a virtual meeting with KPMG to discuss the Forensic Audit process; or at the call of the Mayor.

Carried

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

DRAFT



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Special Council Meeting Minutes

May 25, 2023

Mayor Moore called the meeting to order at 10:00 a.m.

ROLL CALL

Mayor Moore took Roll Call.

Present: Mayor David Moore
Councillors Mike Kekkonen, Nick Ryeland, Debbie Zulak
Regrets: Councillor Morley Haskim
Staff: Clerk/Administrator, Ina Watkinson
Treasurer, Roshan Kantiya
Guests: Karen Grogan, KPMG Partner & Senior Vice President
Tyler Reavell, KPMG Senior Manager of Forensic Services
Rachel Feeney, KPMG Senior Consultant

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

23-364 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Agenda, as presented.

Carried

Moved by: Councillor Ryeland
Seconded by: Councillor Kekkonen

23-365 **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 10:04 a.m. to discuss the following items;

- 5.1 Personal matters about an identifiable individual, including Municipal or local board employees, pursuant to Ontario Municipal Act, Section 239(2)(b) – Discussions regarding the forensic audit with KPMG citing identifiable individuals

Carried

Moved by: Councillor Zulak
Seconded by: Councillor Kekkonen

23-366 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby reconvene into open session of Council at 10:52 a.m.

Carried

Moved by: Councillor Zulak
Seconded by: Councillor Kekkonen

23-367 **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 May 25, 2023.

Carried



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Special Council Meeting Minutes

May 25, 2023

Moved by: Councillor Ryeland

Seconded by: Councillor Zulak

23-368 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-41, 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 25th day of May, 2023.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Ryeland

23-369 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar adjourn this meeting at 10:54 a.m. to meet again on May 26, 2023 for a Special Closed Meeting of Council to hold Council and Staff training with Integrity Commissioner, Mary Ellen Bench; or at the call of the Mayor.

Carried

David Moore, Mayor

Ina Watkinson, Clerk/Administrator



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Special Council Meeting Minutes

May 26, 2023

Mayor Moore called the meeting to order at 1:40 p.m.

ROLL CALL

Mayor Moore took Roll Call.

- Present:** Mayor David Moore
Councillors Mike Kekkonen, Nick Ryeland, Debbie Zulak
- Regrets:** Councillor Morley Haskim
- Staff:** Clerk/Administrator, Ina Watkinson
Treasurer, Roshan Kantiya
Director of Operations, Greg Gostick
Fire Chief, Robert Morrison
Administrative Assistant, Mary Smith
Deputy Clerk/ Planning Assistant, Karlee Britton
- Guests:** Integrity Commissioner, Mary Ellen Bench

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

There were no conflicts of interest declared.

Moved by: Councillor Ryeland
Seconded by: Councillor Kekkonen

23-370 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Agenda for this special meeting of Council, as presented.

Carried

Moved by: Councillor Kekkonen
Seconded by: Councillor Ryeland

23-371 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar, pursuant to the Municipal Act, S.O. 2001, as amended, move into closed session at 1:40 p.m. to discuss the following items;

- 5.1 A meeting held for the purpose of educating or training the members, pursuant to Ontario Municipal Act, Section 239(3.1) – Training Session for Council and Staff with Integrity Commissioner Mary Ellen Bench

Carried

Moved by: Councillor Ryeland
Seconded by: Councillor Kekkonen

23-372 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby reconvene into open session of Council at 2:58 p.m.

Carried

Moved by: Councillor Zulak
Seconded by: Councillor Kekkonen

23-373 **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 May 26, 2023.

Carried



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Special Council Meeting Minutes

May 26, 2023

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-374 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-42, 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 26th day of May, 2023.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-375 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar adjourn this meeting at 3:00 p.m. to meet again on June 6, 2023; or at the call of the Mayor.

Carried

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

DRAFT

PARRY SOUND AREA PLANNING BOARD - APPLICATION FOR CONSENT
1 Mall Drive, Unit #2, Parry Sound, Ontario P2A 3A9 (Phone 705-746-5216)

No. B 11/2023 (Mck)

1. Applicant Information

Name of Applicant Tulloch Engineering (Graeme Huizinga)
 Address 80 Main Street West
Huntsville ON
 Postal Code P1H 1W9
 E-mail Address graeme.huizinga@tulloch.ca

Home Tel No. (416 562 6905)
 Business Tel No. (705 789 7854)
 Home Fax Tel No. ()
 Business Fax Tel No. ()

Note: By providing your E-mail address you consent to receiving correspondence regarding this file by E-mail.

1.2 Name of Owner(s) (if different from the applicant). An owner's authorization is required in Section 12, if the applicant is not the owner.

Name of Owner 1000159798 Ontario Inc. c/o Tim
 Address _____
 Postal Code _____
 E-mail Address tim.m@ivivahomes.com

Home Tel No. ()
 Business Tel No. ()
 Home Fax Tel No. ()
 Business Fax Tel No. ()

Note: By providing your E-mail address you consent to receiving correspondence regarding this file by E-mail.

1.3 Name of the person who is to be contacted about the application, if different than the applicant. (This may be a person or firm acting on behalf of the applicant.)

Name of Contact _____
 Address _____
 Postal Code _____
 E-mail Address _____

Home Tel No. ()
 Business Tel No. ()
 Home Fax Tel No. ()
 Business Fax Tel No. ()

Note: By providing your E-mail address you consent to receiving correspondence regarding this file by E-mail.

2. Purpose of this Application (check appropriate box)

2.1 Type and purpose of transaction for which application is being made

- creation of a new lot lot additions easement right-of-way lease
 correction of title charge other (specify, e.g., partial discharge of mortgage)

Explain: one new rural lot

3. Name of person(s) (purchaser, lessee, mortgage, etc.) to whom land or interest is intended to be transferred, charged or leased, if known and specify relationship to present owner, if any.

3.1 Lot 1 not known Lot 2 _____ Lot 3 _____

4. Location of the Subject Land Roll / PIN No.(s) PIN 52130 - 0526

4.1 Municipality McKellar Lot(s) No.(s) 21 Concession No. 5
 Street Name and No. Centre Road M-Plan No. _____ Lot(s) _____
 Registered Plan No. Part(s) 42R - 21165 Parcel No. Part 2

5. Easements or restrictive covenants

5.1 Are there any easements or restrictive covenants affecting the subject land? NO YES
 If YES, describe the easement or covenant and its effect:

6. Description of Lands to be Divided and Servicing Information (Complete each subsection)

6.1

	Frontage (m)	Depth (m)	Area (ha)	Existing Uses	Proposed Uses	Existing Structures	Proposed Structures
Retained Lot	50	375	2.7	vacant	vacant		
Lot Addition							
Right-of-way							
Benefiting Lot							
Severed Lot 1	50	122	0.6	vacant	vacant		
Severed Lot 2							
Severed Lot 3							

6.2 Access (check appropriate space)

	Name	Retained	Benefiting Lot	Sever (Lot 1)	Sever (Lot 2)	Sever (Lot 3)
Provincial Highway						
Municipal (maintained all year)	Centre Road	x		x		
Municipal (Seasonal)						
Other public road						
Right of way						
Water Access						

If Water Access Only

	Retained	Benefiting Lot	Sever (Lot 1)	Sever (Lot 2)	Sever (Lot 3)
Parking and docking facilities to be used					
Approximate distance of these facilities from the subject land					
The nearest public road					

6.4 Water Supply (enter in appropriate space - E for Existing or P for Proposed)

	Retained	Benefiting Lot	Sever (Lot 1)	Sever (Lot 2)	Sever (Lot 3)
Publicly owned and operated piped water system					
Privately owned and operated individual well	P		P		
Privately owned and operated communal well					
Other public road					
Lake or other waterbody					
Other means					

6.5 Sewage Disposal - enter in appropriate space - **E** for Existing or **P** for Proposed

	Retained	Benefiting Lot	Sever (Lot 1)	Sever (Lot 2)	Sever (Lot 3)
Publicly owned and operated sanitary sewage system					
Privately owned and operated individual septic tank	P		P		
Privately owned and operated communal well					
Privately owned and operated communal septic system					
Privately owned and operated communal septic system					
Privy					
Other means					

7. Official Plan

7.1 What is the current designation of the subject land in the Official Plan: Waterfront

8. Current Application

8.1 Has the land ever been the subject of an application for approval of a plan of subdivision under section 51 of the Planning Act.

YES NO UNKNOWN

If **YES**, and if known, specify the appropriate file number and status of application and/or Plan No.

8.2 Has the land ever been the subject of a consent under section 53 of the Planning Act.

YES NO UNKNOWN

If **YES**, and if known, specify the appropriate file number and status of application.

B05/2018/McK APPROVED

8.3 Is the subject land currently the subject of an official plan amendment, zoning by-law, a Minister's zoning order, a minor variance, an approval of a plan of subdivision or a consent.

YES NO UNKNOWN

If **YES**, and if known, specify the appropriate file number and status of application.

rezoning to RU, file number unknown

8.4 Are there additional consents being applied for on these holdings simultaneously with this application, or being considered for the future?

YES NO UNKNOWN

9. Original Parcel

9.1 Has any land been severed from the parcel originally acquired by the owner of the subject land.

YES NO UNKNOWN

If **YES**, and if known, specify the date of the transfer, the name of the transferee and the land use on the severed land. _____

10. Affidavit / Sworn Declaration

The contents of the application and appendices shall be validated by the Applicant (or authorized agent) in the form of the following Affidavit / Sworn Declaration before a Commissioner or other person empowered to take Affidavits.

Dated at the Town of Huntsville this 30th day
of May 20 23

I, Graeme Huizinga of the Town of Huntsville in the
County/District/Regional Municipality of Muskoka solemnly declare that all the statements
contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing
that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.



Signature of Applicant or Agent

DECLARED BEFORE ME at the Town of Parry Sound in the
District of Parry Sound this 30th day
of May 20 23.



A Commissioner of Oaths

Patrick James Christie, a Commissioner, etc.,
Province of Ontario, for John Jackson Planner Inc.,
Expires October 12, 2024

11. Authorizations

11.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorizations set out below must be completed.

Authorization of Owner for Agent to Make the Application

I, 1000159798 Ontario Inc. (Alfia Ipkaev), am the owner of the land that is the subject of this application for Consent and/or Zoning By-law Amendment and I authorize Tulloch Engineering to make this application on my behalf.

Date Dec 2nd, 2022


Signature of Owner 

11.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

Authorization of Owner for Agent to Provide Personal Information

I, 1000159798 Ontario Inc. (Alfia Ipkaeva), am the owner of the land that is the subject of this application for Consent and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize Tulloch Engineering, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date Dec 2nd, 2022

Signature of Owner 

12. Consent of the Owner (this section must be completed for the application to be processed)

12.1 Complete the consent of the owner concerning personal information set out below.

Consent of the Owner to the Use and Disclosure of Personal Information

I, 1000159798 Ontario Inc. (Alfia Ipkaeva), am the owner of the land that is the subject of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the **Planning Act** for the purposes of processing this application.

Date Dec 2nd, 2022

Signature of Owner 

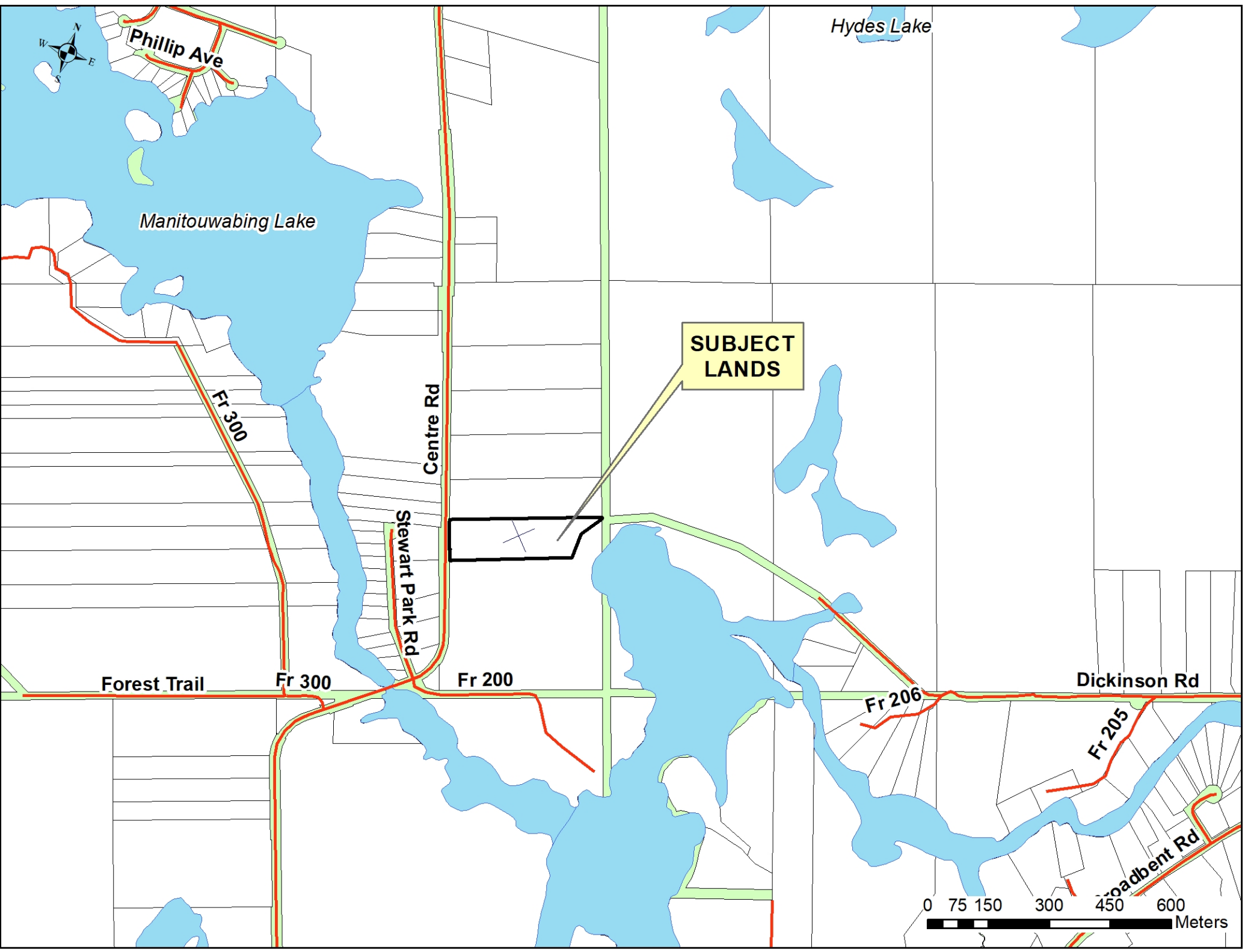
13. Additional Fees

The applicant hereby agrees:

- (a) to reimburse the Parry Sound Area Planning Board for any costs incurred in processing this application which are above and beyond the amount of the application fee; and
- (b) to pay all costs legal and otherwise, that may be incurred by the Parry Sound Area Planning Board with respect to an OLT Hearing, that may be held as a result of this application for a consent and to provide a deposit for such costs at least 45 days prior to any scheduled hearing.

Date _____

Signature of Owner _____



Hydes Lake

Manitouwabing Lake

**SUBJECT
LANDS**

Phillip Ave

Centre Rd

Stewart Park Rd

Fr 300

Forest Trail

Fr 300

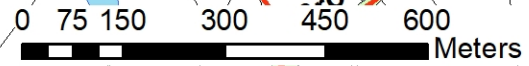
Fr 200

Fr 206


Dickinson Rd

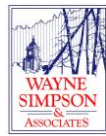
Fr 205

Roadbent Rd





PROJECT: SKETCH FOR CONSENT	LEGAL DESCRIPTION: PART LOT 21, CONCESSION 5 TOWNSHIP OF MCKELLAR DISTRICT OF PARRY SOUND PART 2, 42R - 21165	 TULLOCH ENGINEERING 80 MAIN STREET WEST HUNTSVILLE, ONTARIO P1H 1W9 TEL: (705) 789-7881 FAX: (705) 789-7891 huntsville@tulloch.ca	DATE: NOV. 25 2022 SCALE: 1:1000 METRIC REVISION No.:
CLIENT: 1000159798 ONTARIO INC.	LOCATION: CENTRE ROAD, MCKELLAR	FILE No.: 2588	FILE NAME: MOUZAFAROVCONSENT.dwg



December 7, 2022
Project No.: WSA-2588

Parry Sound Area Planning Board
1 Mall Drive Unit #2
Parry Sound ON
P2A 3A9

RE: Application for Consent

Lot 21, Concession 5, McKellar Township

As authorized agent for 1000159798 Ontario Inc. (care of Tim Mouzafarov), I hereby submit the attached Application for Consent respecting the above-noted property. Included in this submission is a conceptual consent sketch depicting the proposed severed lot; a PIN map describing the parcel; various existing plans and surveys; and other pertinent information to assist the Board in its review of the proposal.

Subject Lands and Purpose of the Application

The subject lands are described as Part of Lot 21, Concession 5 in the Township of McKellar. They are further legally described as Part 2 on Plan 42R – 21165. The subject lands are presently vacant and do not have a municipal address assigned to them. The abutting lot to the north has a municipal address of 590 Centre Road.

The subject lands are vacant and well-treed with a mix of deciduous and coniferous mature tree cover. A driveway has been roughed in in the location of the proposed severed lot with a small area cleared for a future development envelope. The rear of the property along the eastern lot line appears to have been revegetated with conifer plantings some time ago, perhaps as part of a revegetation regime following logging of the area. The property also abuts the road allowance for a former colonization road known as Dickinson Road. This road allowance separates the subject lands from the Manitouwabing River, along with another parcel of partially flooded land on the eastern side of the colonization road allowance. Surrounding lands are a mix of vacant rural parcels, waterfront residential properties abutting the Manitouwabing River, the Riverlake Campground, and historically cleared meadowlands.

The subject lands in their present configuration were created by consent in 2018 as part of Application No. B05/2018(McK) on behalf of the owner of the property at that time, Tiiu Aloe. The present owner has not severed any lands off this holding since assuming title. Conditions of the consent at that time included surveying and potential deeding of the road allowance and colonization roads to the Township, which may have resulted in the 20-metre wide road allowance for Dickinson Road; and that the applicant rezone each of the severed lots from the Waterfront Residential 2 (WR2) zone to the Inland Development 1 (RU) zone. Although the zoning schedules accompanying the McKellar Zoning By-law still depict the subject lands as WR2, I presume the lands must have been rezoned in accordance with this condition in order for the 2018 consents to be finalized.

The applicant is proposing a severance to create a 1.5-acre lot on the subject lands, corresponding with the recent site preparation work and entrance off Centre Road. The severed and retained lands will each have approximately 164 feet of frontage on Centre Road.

Huntsville Office

80 Main St. W., Huntsville, ON. P1H 1W9
T: 705.789.7851 | TF: 877.535.0558 | F: 705.789.7891

tulloch.ca
huntsville@tulloch.ca

On July 5th, Wayne Simpson & Associates joined TULLOCH. We look forward to offering you an extended range of services and continued exceptional client experience.

Severed Lot

The severed lot will be approximately 0.6 hectares or 1.5 acres in area, with 50 metres or 164 feet of frontage on Centre Road. The property will have a depth of 122 metres or about 400 feet. The existing cleared area, which is intended to house the future rural residential development of the subject lands, is depicted on the attached consent sketch, as well as the existing driveway that has been installed on the subject lands. Other than the driveway and cleared area, there are no notable natural or manmade features on the subject lands, with the balance of the proposed severed lot remaining in a forested state typical of rural lands in the Township.



Figure 1: Recent Aerial Photography of Subject Lands Depicting Entrance

Retained Lands

The Retained Lands will have a lot area of about 2.7 hectares or 6.75 acres. The retained lands will also have frontage of 50 metres or 164 feet on Centre Road. The Retained Lands are vacant and no development is yet proposed for these lands. The retained lands have a depth of roughly 375.5 metres and about the 20 metre wide road allowance for Dickinson Road to the east.

A review of the relevant planning policy is undertaken below.

McKellar Zoning By-law

The subject lands are presently zoned Inland Development One (RU) under the McKellar Zoning By-law (the ZBL), as required by the Consent Decision from the 2018 severance upon the subject lands and implemented via By-law 2018-37. Per Schedule B of the Comprehensive Zoning By-law, the contemplated land use in this Zone is "rural". Permitted uses in this Zone include minimum lot area of 0.4 hectares and minimum lot frontage of 60 metres. Both the Severed and Retained lands will meet the lot area requirement but will be deficient by 10 metres of lot frontage. For this reason, a Zoning By-law Amendment will be required to add a site-specific exception for each of the resultant lots permitting a minimum lot frontage of 50 metres. A provisional approval of the proposed severance could include a condition requiring that the lands be rezoned to accommodate this reduced frontage.

In addition, the lot area of the Severed lands and its intended future use are more suited to the Inland Development 2 (RR) zone. All performance standards of this zone are identical to the RU zone, with the only differences being found in the permitted uses within the zone. The RU zone permits more space-extensive uses such as agriculture, garden centres and golf courses, with the RR zone removing those uses in favour of traditional rural residential uses such as dwellings, home industries, and so on. As such, the Zoning By-law Amendment application would rezone the severed lands from the RU to RR zone, and apply a site-specific exception for lot frontage to each of the resultant lots.

Across many municipalities in Ontario, 60 metres or 200 feet have been used to a great extent as a guideline for appropriately sizing out rural or waterfront lots. In my opinion, requiring lot frontage of 200 feet addresses several land use considerations well. In rural or waterfront areas, it ensures adequate spacing between uses or homes to minimize land use conflicts between abutting properties; it allows for the retention of a large portion of each lot or unit in a natural state, to preserve the rural character of the area; and it spaces out development so as to avoid the over-utilization of rural utilities and assets such as roads, water basins / aquifers, and soils. Wider lot frontages abutting rural public roads, which often have higher speed limits of 60 or 80 kilometres per hour, also affords greater flexibility in siting safe access and egress from rural properties.

In the case of the subject lands, the proposed 164 feet or 50 metre lot frontage will deviate from the 60-metre standard, but not drastically. In my opinion, all the same criteria that the 60-metre frontage is intended to address are maintained with 50 metres of lot frontage. Each of the resultant lots will have clear sightlines and opportunities for safe access and egress to the property. The existing extent of clearing on the proposed severed lot can be observed as a precursor to the eventual buildout of that lot. The driveway has been curved into the development envelope from the road to provide privacy and utilize the remaining trees as a screen. This will ensure there is minimal visual impact from the road as well, maintaining the predominance of the natural environment along this stretch of Centre Road. The retained lands, once developed, could be built out in a similar manner. A frontage of 50 metres also provides adequate width on the interior of each lot to retain a suitable treed buffer between dwellings or uses that will eventually occupy the subject lands and the abutting lands to the north and south.

Township of McKellar Official Plan

The subject lands are designated Waterfront under the McKellar Official Plan (the OP). In my opinion, this designation was emplaced upon the subject lands because in their prior configuration, before the 2018 severance and deeding of the colonization road to the Township, the lands would have had a small amount of direct frontage on the Manitouwabing River. In their present configuration, the subject lands are separated from the water by the Dickinson Road allowance as well as another conveyable parcel. This has the effect of “cutting off” the subject lands from direct access to the water. Furthermore, the intent of any development on the subject lands is that it be oriented to and front on Centre Road. The cleared development envelope on the proposed severed lot is around 300 metres or 1,000 feet from the high water mark of the Manitouwabing River, well outside the 150 metre general limit of the Waterfront designation set out as a rule of thumb in the OP.

Section 7.01.13 of the OP states that lands that physically and functionally front on recreational waterbodies in the municipality have been designated Waterfront. It further states that the Waterfront designation will generally not apply to lands beyond 150 metres of the shoreline but may vary. It is the intention of the Plan that lands beyond the functional limits of the waterfront may be considered Rural. In the case of the subject lands, it appears the entire parent parcel was designated Waterfront due to its partial frontage on the

Manitouwabing River, including areas well in excess of 150 metres from the high water mark. As the proposed severance will occur on lands much closer to Centre Road and not physically or functionally oriented towards the water, this is a case in which the Rural policies of the OP are more applicable. This conclusion is supported by the fact that the subject lands were rezoned to a Rural zone in 2018 following that severance process.

Section 6.0 of the OP contains policies for lands within the Rural designation. Most lands outside of the Waterfront designation are designated Rural, including the small communities of McKellar, Broadbent and Hurdville.

Per Section 6.1.2, permitted uses in the Rural designation include low density residential. Although no specific development is proposed for either resultant parcel, it is likely both will be developed with typical rural residential uses including detached homes. The result will be two homes and accessory uses on 3.3 gross hectares of land, which in my opinion is suitably low density commensurate with the character of the rural area.

Section 6.2 addresses rural character. It acknowledges that the dominant feature in this designation is the natural environment. The proposed consent will allow the natural environment to continue to predominate both upon each resultant lot and when observed from Centre Road. This will minimize conflict with any established uses or character in the surrounding area, per Section 6.2.3. The proposed reduction in minimum lot frontage to 50 metres for both the severed and retained lot will thus not disrupt or alter the existing character of the Township's Rural designation, nor the immediate character of Centre Road. As seen in Figure 2 below, a number of lots within the Rural designation in the vicinity of the subject lands have been created with frontages less than 60 metres, including several on Centre Road itself. While within the planning regime these cannot constitute a "precedent" for approval of the current proposal, they do indicate that lots with less than 60 metres of frontage already form part of the property fabric and contribute to the character of the area. The proposed lots will therefore not be introducing a new or unheard of standard into the Rural area.

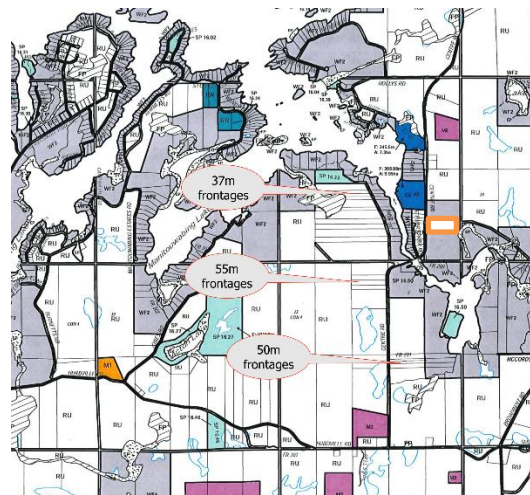


Figure 2: Examples of Rural Lots with Less than 60m Frontage; Subject Lands in Orange Outline

Section 6.3 contains the Objectives for development in the Rural designation. These include a general level of support for new development, respect for the environment, character-appropriate development, protection of sensitive areas, balancing preservation of rural character with supporting development, and accommodation for the demand for additional residential development. The proposed severance is located on a wooded property with no

identified environmentally sensitive areas such as wetlands or watercourses. Development of the two resultant lots can proceed with minimal disruption to the natural environment, leaving a large wooded area intact to the “rear” of the subject lands along the eastern edge closest to the Manitouwabing River. The lots are appropriately sized and located for their intended use, and are located along a main thoroughfare in the Township. This proposal is in line with the Objectives of the Rural designation.

Section 6.4 of the OP discusses the Township's Rural Growth Policy. Section 6.4.1 notes that it is expected that rural growth will continue at a moderate pace in the Township. Section 6.4.2 notes that based upon historical development and building data, there is little pressure within the Township for types or scales of development that would trigger the need for any new major policy direction. My own observations of rural development in smaller townships like McKellar align with this observation: larger developments tend to be proposed on waterfront lands or in rare cases where a large new use such as a resort or golf club is proposed. Most development in rural areas takes the form of small-scale development such as limited lot creation or severance for estate planning purposes. The type of minor residential infilling that is espoused by this application is an appropriate “gentle intensification” of development along a main roadway in the Township.

Section 6.4.3 notes that controlling the amount of growth in the Township shall be secondary to managing the impacts of growth. In this instance, the resultant lots will each front on and gain access from Centre Road, which is a well-traveled and generally well-maintained thoroughfare in the Township. Each lot will be developed with individual on-site private servicing including a well and septic system. As discussed previously, minimal impact to the established character of this area is anticipated as the proposed uses of the resultant lots are in line with existing development and will further be well-buffered from the street and adjacent uses by retaining tree cover.

Section 6.7 of the OP addresses housing. Section 6.7.1 states that single detached dwellings will continue to predominate in the Township. The proposed RU and RR-zoned resultant lots would likely be developed in this manner, although no specific plans are being contemplated at this time. Section 6.7.5 states that the Township will implement the housing policy base of the Provincial Policy Statement through several means, including encouraging infill development using existing road and other services where available, and establishing reasonable minimum standards for new lot creation within any implementing comprehensive zoning by-law. In this case, the proposed lot creation will be an infill project on an existing road with existing hydro service available at the street. Additional developed lots along Centre Road translates directly to increased municipal revenues arising from property tax, which can in turn be used to upgrade and maintain these public services. In my opinion, the lot standards found in the ZBL for the RU and RR zones are appropriate, but in the context of the subject lands, the requested reduction in the minimum lot frontage to 50 metres for each resultant lot is an acceptable deviation from this standard given the site-specific considerations for this property. These include the availability of good sight lines along Centre Road, access to this well-maintained road directly from each property, and the ability to mask new development through the responsible retention of an appropriate treed buffer, as has already been begun on the proposed severed lot.

Section 6.13 addresses Rural Standards. Section 6.13.1 notes that all lots in McKellar shall be serviced by individual wells and septic systems. It references Ministry of the Environment and Climate Change (now Ministry of the Environment, Conservation and Parks) guidelines that recommend rural lots be developed at an overall density greater than one hectare per lot with no individual lot smaller than 0.8 hectares. While the proposed severed lot is 0.6 hectares in area, the overall density on the subject lands will be 1.65 hectares per lot.

Furthermore, both the RU and RR zones in the ZBL permit lots at a minimum size of 0.4 hectares or 1 acre. The intent of the MOECP guideline is to ensure adequate spacing, buffering and availability of appropriate sites for development envelopes and private services which do not result in conflicts with other nearby uses. The resultant lots will each have ample space for typical rural uses and private well and septic installation within the parameters set out under the Ontario Building Code.

Section 6.13.2 states that the ZBL will set out standards for lots in the Rural designation in accordance with MOECP guidelines. It can thus be inferred that the Township deems lots of 0.4 hectares or greater in size to be in keeping with the intent of these Provincial guidelines.

Section 6.13.4 states that the planning authority may consider smaller lot standards where an infilling lot would be deemed appropriate subject to rezoning and septic approval. A single infill lot is proposed via this application, in an appropriate location and layout to allow for reasonable and orderly development of the subject lands. As suggested above, the severed lands would be rezoned to the RR zone to preclude space-extensive uses. Septic review is standard practice when septic permits are submitted and the relatively flat and uniform nature of the subject lands should allow for several potential sites for a conventional septic system.

Section 6.14 addresses stormwater. The resultant lots are each large enough that surface sheet flow should be sufficient for typical storm events. There will be little impact on stormwater flows at the roadside ditches as a result of this development as disturbance is limited to new entrance driveways, one of which has already been installed.

Section 6.15 addresses Rural Water Supply. Section 6.15.2 states that the Provincial D-5-4 Guidelines should be complied with. These are the same previously mentioned guidelines that encourage lots to be a minimum of 0.8 hectares in area with a net area of more than 1 hectare per lot. Despite the slightly smaller size of the proposed severed lot at 0.6 hectares, the net density on the subject lands falls within the D-5-4 standards. Furthermore it should be acknowledged that, as guidelines, the D-5-4 document cannot account for individual site-specific circumstances. For instance, while there are dug wells utilizing groundwater on the Canadian Shield, recent practice more commonly favours drilled wells that tap into subsurface aquifers and are far less susceptible to contamination from groundwater nitrate leaching originating from tile fields, if properly installed and sealed. The Ontario Building Code requires a minimum setback of 15 metres between a tile field and well, and this can readily be achieved on each resultant lot with no impact on the developability of other surrounding lands.

In summary, the proposed lot creation is supported by the McKellar Official Plan and should be supported as appropriate infill development.

Provincial Policy Statement, 2020

The Provincial Policy Statement (PPS) under the Planning Act is a statement of the stance of the Province on various land use planning matters. All municipal Official Plans and their implementing Zoning By-laws must conform with the policy direction found in the PPS.

Section 1 of the PPS, entitled Building Strong Healthy Communities, contains general policies for development and land use. Section 1.1.1 of the PPS states that healthy, liveable and safe communities are sustained by:

a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;

- b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*
- c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;*
- d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;*
- e) promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;*
- f) improving accessibility for persons with disabilities and older persons by addressing land use barriers which restrict their full participation in society;*
- g) ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs;*
- h) promoting development and land use patterns that conserve biodiversity; and*
- i) preparing for the regional and local impacts of a changing climate.*

Bullets a), c), g) and h) are especially pertinent to this proposal. The proposed severance will create one new residential lot on an existing serviced public roadway with no expansion of municipal infrastructure or expenditure of public monies required to support it. The severance and eventual development of each resultant lot will require removal of trees, but will retain significant tree cover and can be developed in a manner that is minimally intrusive to the existing ecological function of the surrounding area.

As an area outside of a defined Settlement Area, the subject lands are considered to be in Rural Lands in a Municipality under the PPS. Section 1.1.4 contains policies for these lands.

Section 1.1.4.1 states that healthy, integrated and viable rural areas should be supported by:

- a) building upon rural character, and leveraging rural amenities and assets;*
- b) promoting regeneration, including the redevelopment of brownfield sites;*
- c) accommodating an appropriate range and mix of housing in rural settlement areas;*
- d) encouraging the conservation and redevelopment of existing rural housing stock on rural lands;*
- e) using rural infrastructure and public service facilities efficiently;*
- f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;*
- g) providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;*

h) conserving biodiversity and considering the ecological benefits provided by nature; and

i) providing opportunities for economic activities in prime agricultural areas, in accordance with policy 2.3.

This proposal will build upon rural character by offering gentle intensification in a corridor that can accommodate additional development. It will allow for the more efficient use of rural infrastructure including roads and hydro facilities, while allowing the Township to collect additional property tax revenues that can be invested back into the maintenance and improvement of the community.

The subject lands would further be classified Rural Lands in a Municipality under Section 1.1.5 of the PPS. Permitted uses on such lands include residential development, resource-based recreational uses including recreational dwellings like cottages or retreats, and other rural land uses.

Section 1.1.5.4 states that development which is compatible with the rural landscape and can be sustained by rural service levels should be promoted. The proposed consent meets these tests. Section 1.1.5.5 expands upon this policy by requiring development to be appropriate to the infrastructure which is planned or available and avoid the need for unjustified or uneconomical expansion of said infrastructure. Both resultant lots will proceed on the basis of private individual sewer and water services, with access to hydro and an improved public street available.

Section 1.4 of the PPS addresses Housing, as referenced in the Township Official Plan's policies. Section 1.4.3 states in part that municipalities shall provide for a range and mix of housing options. In a rural municipality like McKellar, that range might look different than one available in a larger market. In this instance, differing lot sizes for rural and rural residential lots will appeal to different buyer segments due to price point, desire to have a larger or smaller property, and other factors. This Section of the PPS also encourages all types of intensification, which would include infill lots such as the proposed severed lot.

The proposed consent is consistent with the PPS.

Summary

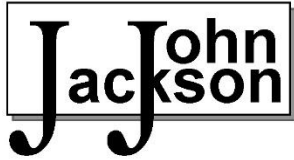
The proposed severance and following rezoning will create one new lot at an appropriate scale and in an appropriate location while respecting the character of the surrounding area. Rural lands in municipalities can be leveraged to provide housing and recreational tourism activities in a manner that does not overwhelm available infrastructure or create long-lasting ecological harm. In my professional opinion, this proposal represents good planning principles and should be approved.

Your consideration of this application at your earliest convenience would be greatly appreciated. Should you have any questions or require additional information, please do not hesitate to reach out to our office.

Yours Truly,

A handwritten signature in black ink, appearing to read 'G. Huizinga'.

Graeme Huizinga, MCIP RPP
Intermediate Planner



Planner, Inc.

1 Mall Drive Unit #2, Parry Sound, Ontario P2A 3A9

Tel: (705) 746-5667

E-Mail: JJPlan@Vianet.ca

CONSENT APPLICATION NO. B11/2023(McK)

PART OF LOT 21, CONCESSION 5

GEOGRAPHIC TOWNSHIP OF McKELLAR

PART 2, SURVEY PLAN 42R-21165

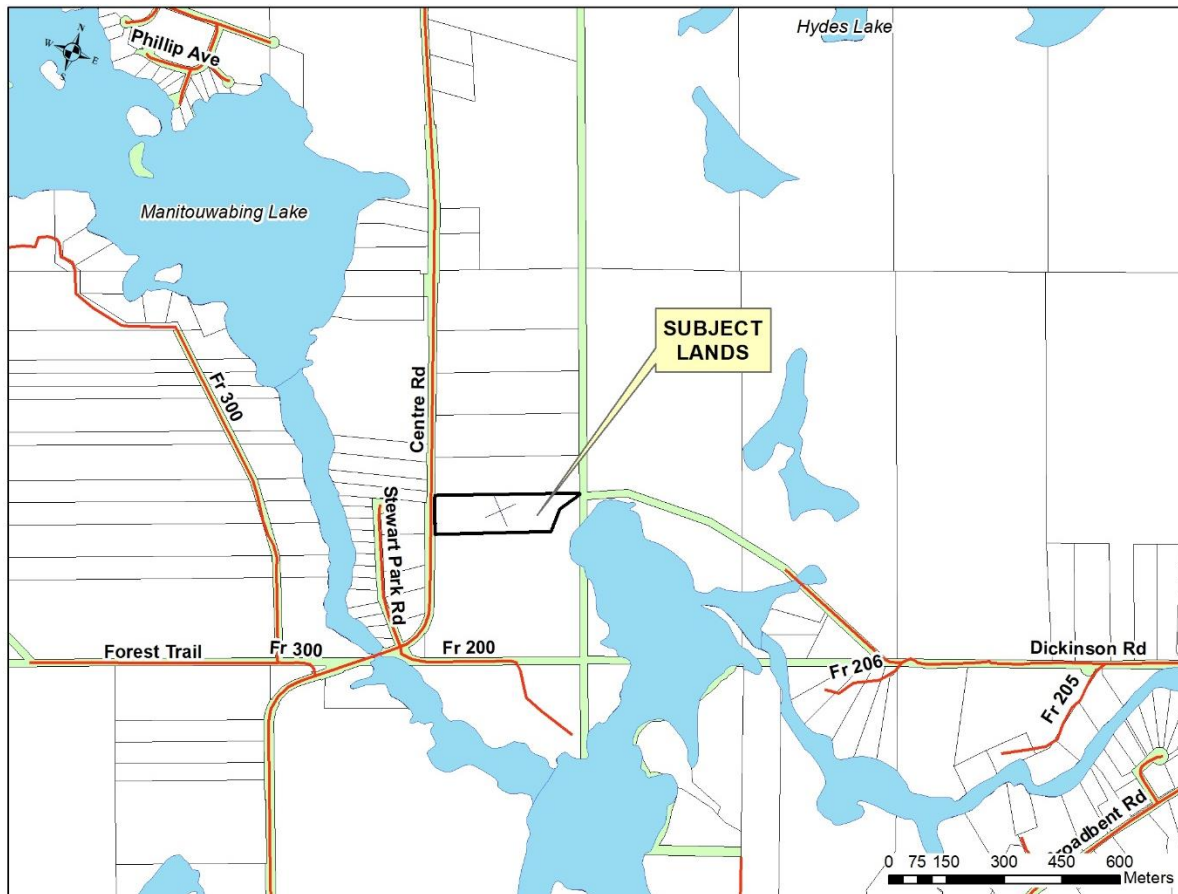
ROLL # 4928 0000 0127 313

OWNER: 1000159798 Ontario Inc. (Mouzafarov)

May 15, 2023

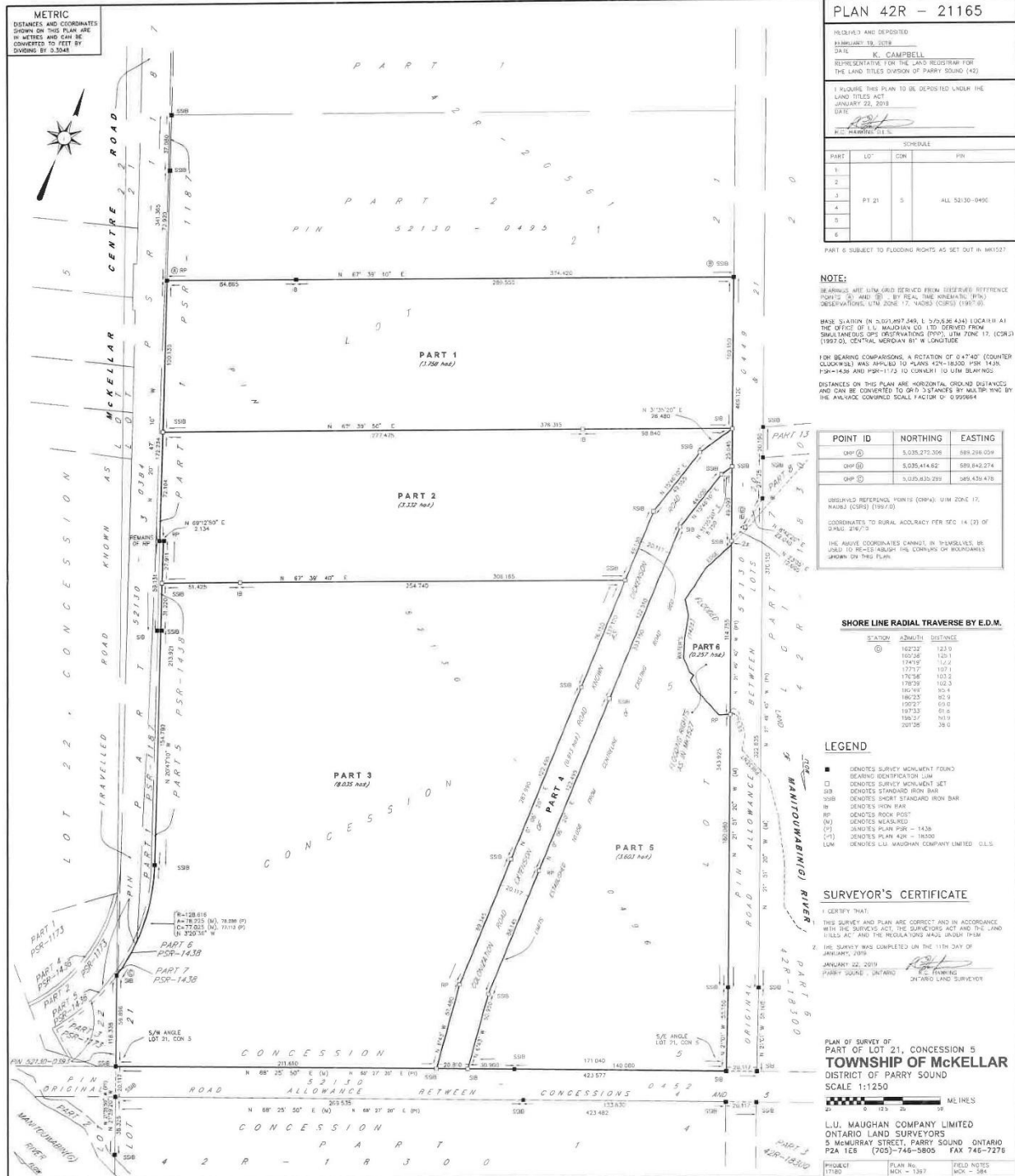
APPLICATION PURPOSE

The owner of a parcel of land on Centre Road is proposing to create a new rural lot fronting on Centre Road.



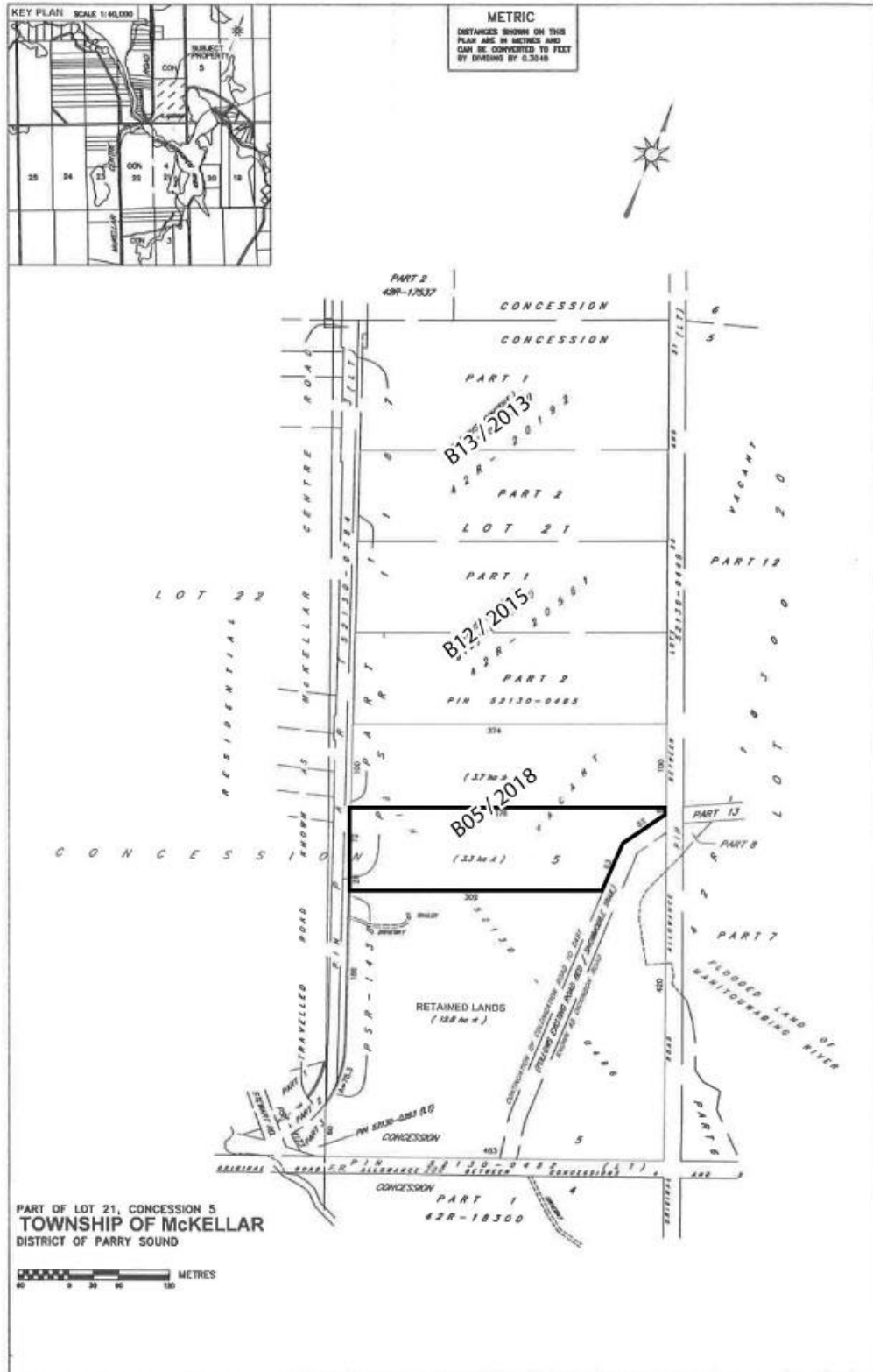
PROPERTY DESCRIPTION

The subject lands are 3.3 hectares with frontage of 100 metres on Centre Road and backs onto a colonization road that now serves as part of the snowmobile trail.



The lands were part of an original holding consisting of the whole of the 100 acre lot.

The former owner, Aloe Tuii created six previous rural lots al having approximately 100 metres of frontage and 3.7 hectares of Lot area.



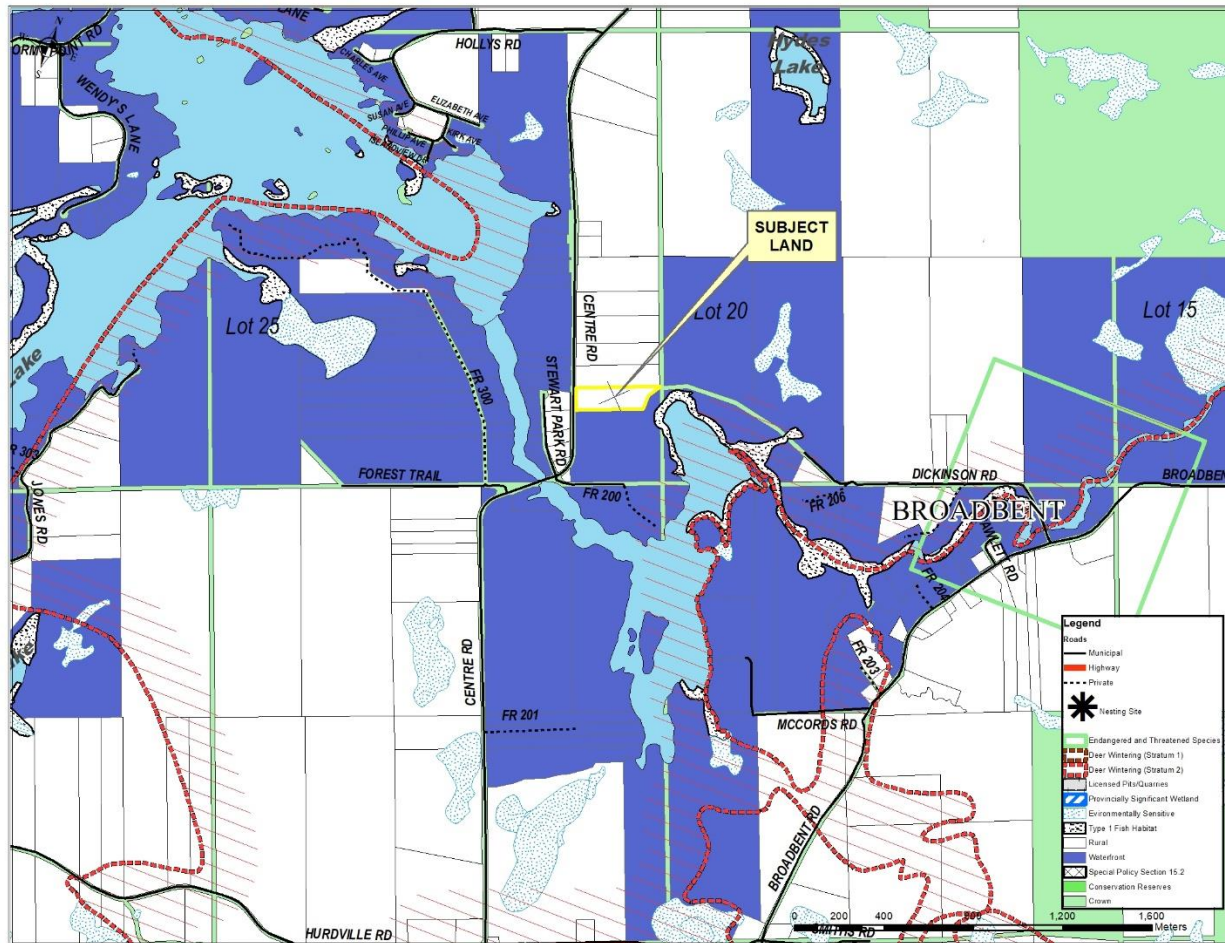
Consent No.	Sever 1 Frontage/Area	Sever 2 Frontage/Area	Retain Frontage/Area
B13/2013	111m / 4.05ha	110m / 4.05ha	730m / 29.8ha
B12/2015	110m / 4.1ha	110m / 4.1ha	465m / 19.9ha
B05/2018	100m / 3.7ha	100m / 3.3ha	265m / 12.8ha

The lands have few constraints to development with a mix of forest types.



OFFICIAL PLAN

The subject lands are designated rural in the McKellar official plan.



The application included a planning justification report. This report identified a number of Rural policies that would support the proposed lots.

The Rural designation has no detailed criteria except that it identifies some general principles that would both support and possibly oppose the application.

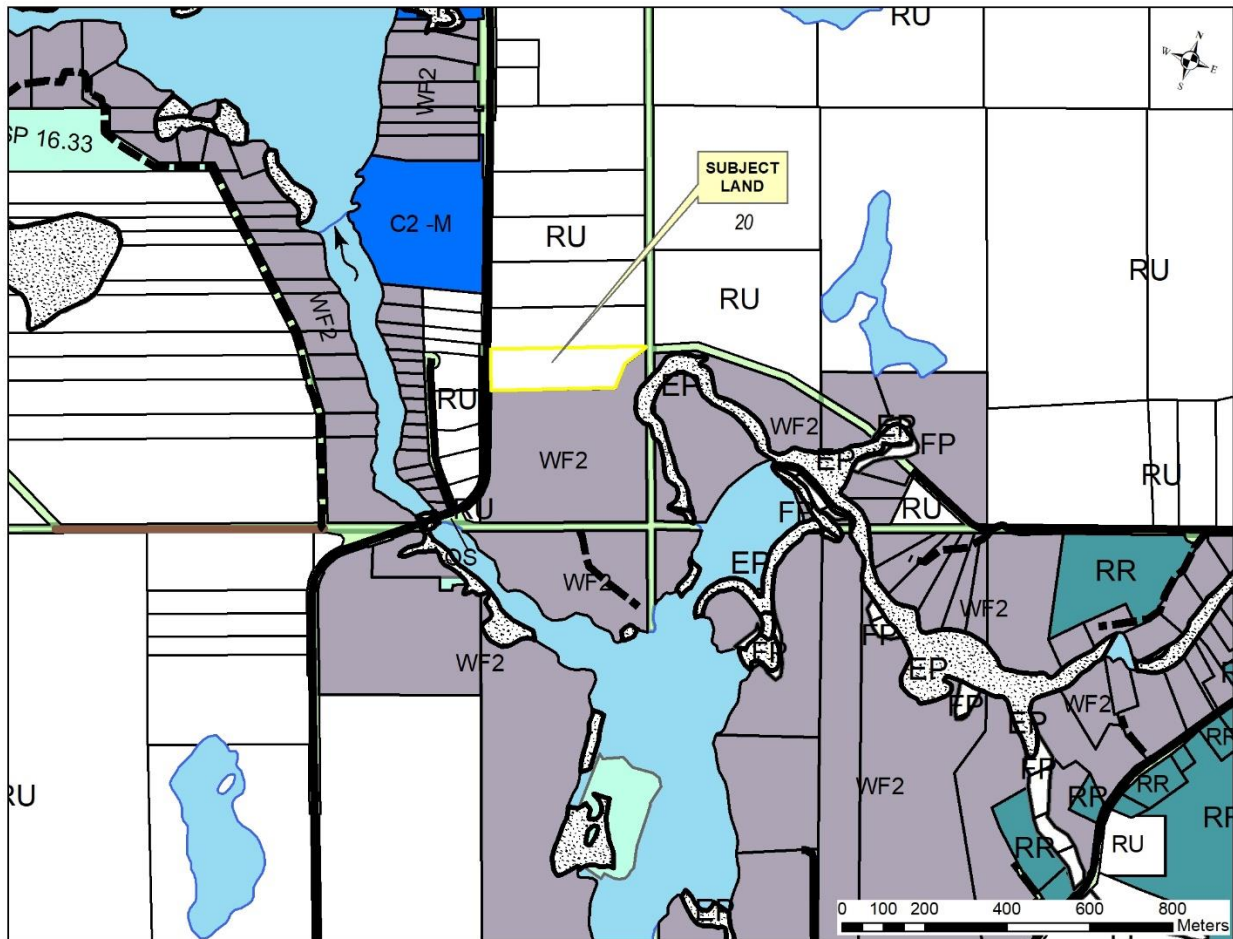
There are general policies to protect the rural character.

There are policies to ensure no adverse impacts on the groundwater.

There are policies that direct that the zoning By-Law set out the minimum standard for new rural lots.

ZONING BY-LAW

The subject lands are zoned Rural (RU) (Inland development).



The minimum lot frontage is 60 metres and the minimum area is 0.4 ha.

The area is not a problem in this application. The proposed frontage at 50 metres will require an amendment to the zoning By-Law.

PLANNING ANALYSIS

There are few physical constraints to developing the subject lands.

The Township of McKellar regulations for new rural development are likely the least restrictive in the entire district.

There are no significant natural heritage features respecting the subject lands.

The allowance of a lesser frontage for this rural property would likely encourage all of the lots along this portion of Centre Road to file for future consents.

Council and planning board would need to be satisfied that the proposed lot did not conflict with the pattern of development or the rural character.

RECOMMENDATION

That the proposed creation of one new rural lot by 1000159798 Ontario Inc. in consent application No. B11/2023(McK) be approved subject to the following conditions.

1. Rezoning the proposed lots to recognize the lesser frontage and area of the severed and retained lands;
2. Payment of a fee in lieu of parkland dedication in accordance with the Township's fee By-Law;
3. 911 Addressing;
4. Confirmation of the proposed driveway locations by the Township's road superintendent; and
5. Payment of all applicable planning fees.

Respectfully submitted,



John Jackson M.C.I.P., R.P.P.
JJ; jc

**TOWNSHIP OF MCKELLAR
RECREATION COMMITTEE – MINUTES**

APRIL 27, 2023, 3:30 p.m.
McKellar Community Centre

PRESENT: Joyce Hopkins, Mel Hammond, Morley Haskim, Judy Ryeland, Terry Lacey, Terry Milewski
REGRETS: Linda Filion, Rick Brear, Phil Jefkins, Dinah Ryeland Brown

CALLED TO ORDER: 3:32 p.m.

The Chairperson, Joyce Hopkins welcomed newly appointed committee member, Terry Milewski.

APPROVAL OF THE MINUTES: Moved by Judy Ryeland and seconded by Mel Hammond that the Recreation Committee of the Township of McKellar does hereby accept the minutes of the March 23, 2023, meeting. Motion Carried (23-15).

APPROVAL OF THE AGENDA: Moved by Terry Lacey and seconded by Judy Ryeland that the Recreation Committee of the Township of McKellar does hereby accepts the agenda for the April 27, 2023, meeting. Motion Carried (23-16).

DECLARATION OF CONFLICT OF INTEREST: None

CORRESPONDENCE RECEIVED: Morley has received an e-mail from Rick Brear regarding Kids T-ball and an e-mail from the office regarding Swimming Lessons. Joyce received a thank you from James McMurdo regarding the barbecue. Phil has sent out an e-mail regarding possible sponsorship of the Murder Mystery event.

VISITOR DEPUTATION: None

REPORTS OF MEMBERS:

1. Morley reported that the Council may approve the Township of McKellar budget in May and feels confident that the budget submitted from the Recreation Committee will be approved. The Committee had discussion on budgeted items: Water Station, First Aid Kits and Keypad.
2. Morley reported that the office is currently working with the swimming instructor to lay-out a schedule for the swimming lessons for 2023.
3. Mel, Terry L. and Judy reported that indoor pickleball is very well attended. The Committee discussed possible options if attendance continues to increase.

SEE PAGE 2

PAGE 2

NEW BUSINESS:

Kids T-Ball Registration- Rick and Morley will organize the registration for Thursday, May 4, 5:00-7:00.

Movie Nights- The Committee discussed and selected movies to be shown in May. The movies nights in April were well attended.

Outdoor pickleball – As the Committee has decided to increase to four courts for the upcoming season, Phil will organize a work party to be held later in May to install the new lines.

Canoe/Kayak Trip – The Committee discussed and decided to defer this yearly event until 2024.

Committee Member Expenditures – A new motion is considered yearly to permit Committee members to make purchases. A motion will follow.

MOTION ARISING FROM NEW BUSINESS:

Moved by Judy Ryeland and seconded by Terry Lacey that the Recreation Committee of the Township of McKellar does hereby permit a Committee member to spend up to \$300.00 on an approved event or activity. Motion Carried. (23-17).

OTHER BUSINESS:

Ribfest: The Recreation Committee will participate in this Sunday, July 9 event.

Kids Fish n Fun: Will be held on Saturday, July 15, 2:30-4:30.

Murder Mystery: Will be held on Saturday, August 19.

NEXT MEETING: May 25, 2023, 3:30 p.m.

ADJOURNMENT: Moved by Mel Hammond and seconded by Terry Lacey that the Recreation Committee of the Township of McKellar does hereby adjourn at 5:15 p.m. Motion Carried (23-18).

McKellar Historical Committee Minutes

Wednesday February 8, 2023

Call the meeting to order at 4:05pm

MEMBERS PRESENT: Vivian Moore, Joyce Hopkins, Mike Kekkonen

REGRETS: Irva Stewart, Carolyn Phillips

VISITORS: None

DECLARATION OF CONFLICT OF INTEREST: None

Moved by: Joyce Hopkins

Seconded by: Mike Kekkonen

23-01 That the Agenda be Accepted as circulated. Carried

Moved by: Joyce Hopkins

Seconded by: Mike Kekkonen

23-02 That the minutes of the November 2, 2022 meeting be approved as circulated.

Carried

CORRESPONDENCE: None

REPORTS:

Joyce presented and provided the committee members with a copy of the Historical Legacy Project Timeline. The committee members reviewed and discussed the information in the timeline, that spans from the 1870`s to the 1960`s.

Andrew Hind has been contacted and discussions are taking place to have a McKellar 150/ historical related article in the Spring issue of Parry Sound Life.

Vivian will contact Chris Houser to determine if it will be possible to schedule future ground penetrating radar work.

Joyce has been reviewing the current status of the historical committee website and the domain name is still secure.

Steve Macdonell is currently working on a website for the McKellar 150 committee and the Hurdville Community Group.

The McKellar 150 calendars are still available to purchase at the McKellar Library. The photo's in the calendar depict historical scenes from McKellar from different season`s throughout the year. The calendar project provides the historical committee an opportunity to promote historical awareness during the celebration of the 150th year Incorporation of McKellar Township (1873-2023).

Joyce reported she is working on a plaque located near the artistic horse monument fabricated with (historical) metal implements from properties in McKellar Township. The plaque will have pictures of some of the roles that horses have filled through the history of McKellar.

The NOHFC grant application information request list for St. Stephens Church has been forwarded and at this point there has been no further updates.

The RFP for the exterior renovations of Hemlock Church are on the website with the deadline for submissions at 2:00 pm Thursday February 23, 2023.

A Historical walk is tentatively scheduled for Saturday June 17th or possibly June 24, 2023.

The Historical Committee discussed the proposed 2023 budget.

Moved by: Joyce Hopkins

Seconded By: Mike Kekkonen

23-03 Be it resolved that the Historical Committee meeting be adjourned. Meeting adjourned at 5:15 pm

Carried

Next meeting date scheduled for Wednesday March 1, 2023 at 3:30 pm.

McKellar Historical Committee Minutes

Wednesday March 1, 2023

Call the meeting to order at 3:30pm

MEMBERS PRESENT: Vivian Moore, Joyce Hopkins, Carolyn Phillips, Mike Kekkonen and Irva Stewart attended by Zoom

REGRETS: None

VISITORS: None

DECLARATION OF CONFLICT OF INTEREST: None

Moved by: Joyce Hopkins

Seconded by: Irva Stewart

23-04 That the Agenda be Accepted as circulated. Carried

Moved by: Carolyn Phillips

Seconded by: Joyce Hopkins

23-05 That the minutes of the February 8, 2023 Historical Committee meeting be approved as circulated. Carried

CORRESPONDENCE: None

REPORTS:

Joyce reported on a few typographical errors in the McKellar Historical Sesquicentennial calendar. In addition to the error on the front cover, the Month of March has 28 days printed instead of 31, and April has 31 days rather than the correct number 30. The McKellar 150 calendars are still available to purchase at the McKellar Library. The photo`s in the calendar depict historical scenes from McKellar from different season`s throughout the year. The calendar project provides the historical committee an opportunity to promote historical awareness during the celebration of the 150th year Incorporation of McKellar Township (1873-2023).

Joyce has recently communicated with descendants of the Armstrong family, and

was provided with corrections in regards to errors of the names of individuals in some of the early photos.

Joyce mentioned that there was an entry on a local historical social media site with a memorial image of local veterans set out in poster format that should be taken into consideration and determine if it would be available to be part of the Remembrance Day Commemoration Display.

Billie Healey Hurd a resident in Noble (McDougall Township) is interested in taking a tour of the Evelyn Watkins Moore Heritage Museum.

Joyce Hopkins is still working on the Driving Tour Booklet, and has indicated that Steve Macdonnel will assist by providing the GPS coordinates of specific locations.

The summer Historical Walking Tour is scheduled to take place Saturday June 24, 2023 at 10 am.

The Christmas past event is scheduled to take place at the community center on Saturday December 2, 2023. It will include Christmas tea and bed turning.

The McKellar 150th committee is purchasing a bronze plaque for the horse statue. The bronze plaque will cost \$2637 and is guaranteed for life. The price of a similar plaque made of aluminum is \$197. A stand is required for the plaque and will be an additional \$1000. The Township has committed to an in-kind donation of \$3000 to construct a concrete base and move and or hire a crane to place the statue on the base. It will be located in between the ball diamond and electronic events sign.

A Historical walk is tentatively scheduled for Saturday June 24, 2023 at 10 a.m.

New Business

A new base is required for the feather sign that is placed outside and is used to advertise when the Museum is open.

Moved by: Joyce Hopkins

Seconded by: Carolyn Phillips

23-06 Be it resolved That the Historical Committee of McKellar does hereby order and purchase a stake for the Museum feather sign at the going cost. Carried

A request has been received from the McKellar 150th Committee that the Historical Committee provide financial assistance of up to \$2000 for the 16 Historical banners. The banners are 21 inches by 96 inches. \$1000 is being paid to the artist, and \$1500 for materials and printing.

Moved by: Irva Stewart

Seconded by: Carolyn Phillips

23-07 Be it resolved That the Historical Committee of McKellar does hereby move to approve funds up to \$2000 to assist 150th Committee purchase of Historical Time Line Banners, funds to be transferred from the McKellar Historical Committee Reserve Fund. Carried

Moved by: Joyce Hopkins

Seconded by: Irva Stewart

23-08 Be it resolved That the Historical Committee of McKellar does hereby approve the 2023 McKellar Historical Committee Budget as presented in the amount of \$5500. Carried

Moved by: Carolyn Phillips

Seconded By: Joyce Hopkins

23-09 Be it resolved that the Historical Committee meeting be adjourned. Meeting adjourned at 5:37 pm. Carried

Next meeting date scheduled for Wednesday April 5, 2023 at 3:30 pm.



Township of McKellar Report to Council

Prepared for: Mayor and Council **Department:** By-law Enforcement
Date: June 6, 2023 **Report No:** BY-LAW-2023-04

Subject: Monthly By-law Report – May 2023

Recommendation:

That the Council of the Corporation of the Township of McKellar does hereby receive this report for information.

Summary:

Occurrences 7 reports. B0671 – Arborist for resident on Red Fox Lane wishing to get permission to cut trees on Road Allowance. Investigation and determined the trees were either on home owners property or on Road Allowance. After discussion with Clerk & Operations Officer they were fine with cutting dead trees on Road Allowance. I also determined home owner had carried out extensive Landscaping on Township Road Allowance bordering on his property so after bring this to the Clerk and Operations Officer attention a letter was drafted to resident concerning the finding of the Landscaping on Municipal Road Allowance without permission. Explaining the Residents right to use road allowance and any damage to landscaping caused by this use would not be made good by the Township. Resident acknowledged receipt of the letter.

B0672 – Issues with resident on Broadbent Road parking vehicles too close to the travelled portion of the road and causing safety concerns. He immediately said he would and did move vehicles back from travelled portion of road.

B0669 – Issue with neighbour disputing use of road allowance on the side of Deerfield Road. After discussion with Clerk, CBO and Operations Officer. No by-law infractions involved it is a civil matter the can be either be brought before council of prosecuted Civilly.

B0683 Burning during Daytime during prohibited time complaint on Centre Road. Attended scene talked to residents carrying out burning. Explained By-law and ask

them to put fire out and not burn during daytime between 10 am and 6 pm. Very cooperative gave warning.

Occurrence B0674 Call from Operations Officer re: resident on Maplewood Drive parking a boat and trailer on Road while they were trying to do road maintenance – left resident with letter asking him to remove the boat & Trailer from the road so the road crew could do their maintenance.

Occurrence B0675 Call from Fire Chief could I attend, with him a residence on McKellar Lake Road. Attended with Fire Chief and we found no evidence of any illegal burning activity that was described to Fire Chief,

Occurrence B0676 – Trailer stored on private property being used for human habitation.

Investigated – Spoke with owner on Lakeside Drive and he denied that the trailer was being used for human habitation on his property. On going issue. Strong suspicion that it is being used as described by daughter of resident.

Animal Control Update:

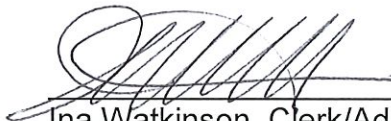
Draft copy of Proposed Dog By-law in Councils hands awaiting further direction.

Respectfully submitted by:



Chris Everitt, MLEO ©

Reviewed by:



Ina Watkinson, Clerk/Administrator



Township of McKellar

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

Phone: (705) 389-2842

Fax: (705) 389-1244

Prepared for: Mayor and Council

Department: Public Works

Agenda Date: June 6, 2023

Report No: PW-2023-05

Subject: Bailey's Subdivision Recommendation for Road Assumption

Recommendation:

That the Council of the Corporation of the Township of McKellar does hereby receive this report for information recommending to pass a By-law to Designate and Assume Roads in Bailey's Subdivision as a Highway.

Background:

Property owners in Bailey's subdivision were sent a letter on September 9, 2023 informing them that road construction and improvements for Charles Avenue, Susan Avenue, Elizabeth Avenue, Philip Avenue, Kirk Avenue and Islandview Drive would commence by September 21, 2020.

Analysis:

Construction of the roads was completed in May 2021. The roads have been monitored for defects and deficiencies for a two-year period. A final inspection of the roads was completed by Tatham Engineering on May 9, 2023.

Ryan Mannings noted two areas of concern that will be addressed in the coming weeks. First, the Township is working with Hydro One to move a hydro utility pole on Charles Avenue to widen the road surface to achieve full compliance. Lastly, the Township will be completing additional work on Elizabeth Avenue to improve sight lines once a hydro utility pole is relocated this summer. Mr. Mannings confirms the roads are in conformance with the Township's Roads Policy and are suitable for assumption by the Township.



Township of McKellar

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

Phone: (705) 389-2842

Fax: (705) 389-1244

Financial:

Twenty-two (22) property owners shared the cost of road improvements. They were given payment options being a one-time payment; or fifteen (15) year or twenty (20) year financing that would be added to their tax roll account, at an interest rate of 2.5%. All twenty-two property owners have paid or are making payments towards the total cost of road improvements.

Relocation of Hydro poles will be at the expense of Hydro One.

Additional work on Elizabeth Avenue will be a half days work for Township staff and is budgeted as regular road maintenance operations for the year.

Policies Affecting Proposal:

The roadwork was completed before the passing of the Township's current Road Policy (By-law 2022-24). The final inspection from the Engineer was based on the Municipal road class construction guidelines as specified in the current Roads Policy (Schedule 'A' to By-law 2022-24).

Another step taken from the current Roads Policy was the collection of a petition of the property owners showing more than two-thirds (2/3) of the property owners are in favour of road assumption.

Conclusion:

It is my recommendation to designate and assume Charles Avenue, Susan Avenue, Elizabeth Avenue, Philip Avenue, Kirk Avenue and Islandview Drive, making up the Bailey's subdivision, as highways as defined in the *Municipal Act, 2001, as amended*.

Respectfully submitted by:



Greg Gostick, Director of Operations

Attachments:

Assumption Inspections for Elizabeth, Charles, Susan, Phillip and Kirk Avenue and Islandview Drive, Dated May 24, 2023, Prepared by Ryan Mannings, Tatham Engineering

File 223524-1

May 24, 2023

Greg Gostick
Director of Operations
Township of McKellar
69 701 Highway 124
McKellar, Ontario P0G 1C0
roads@McKellar.ca

Re: McKellar Road Inspection
Assumption Inspection for Elizabeth, Charles, Susan, Phillips and
Kirk Avenue and Islandview Drive

Dear Mr. Gostick:

Further to the site inspection completed with you on May 9, 2023, we are writing to provide our comments for the following roads:

- Charles Avenue from Elizabeth Avenue to the cul-de-sac, approximately 200m southwest;
- Elizabeth Avenue from Hollys Road for approximately 370m east to Phillips Avenue;
- Susan Avenue from Elizabeth Avenue to the cul-de-sac, approximately 100m south;
- Phillips Avenue from Elizabeth Avenue to the cul-de-sac, approximately 270m south;
- Kirk Avenue from Phillips Avenue to the cul-de-sac, approximately 80m east, and,
- Islandview Drive from Phillips Avenue to the cul-de-sac, approximately 70m south

We understand these currently unassumed roads located on municipal road allowances were upgraded in 2021 by Township of McKellar forces to enable future assumption by the Township for year-round maintenance. Our inspection coincides with the 2-year waiting period between completion of the upgrades and eligibility for assumption by the Township. The roads were inspected against the Municipal Road Construction Guidelines located in By-Law No. 2022-24 (Guidelines). All of the roads inspected are low volume (<200 vehicles per day) local roads with posted speed limits of 20 km/hr, provide access to residential properties and are considered Class 6 Roads under the Guidelines. It should be acknowledged that the improvement works were completed prior to the By-Law passing and associated Guidelines being developed.

All roads inspected generally conform to the Guidelines and were found to be in excellent condition at the time of our inspection. However, we note some criteria were unable to be fully achieved due to property constraints and/or utility conflicts. Specifically, we noted the following areas of concern:

- Isolated, minor surface width deficiencies (+/- 1.0m less than standard) on Charles Avenue where hydro poles and available property limited construction from achieving full compliance with the Guidelines.
- The vertical curve (crest) on Elizabeth Avenue just west of Susan Avenue provides inadequate stopping sight distances in both directions. Lowering the top of the curve or building up the road east of the crest will be required to meet the Guidelines for stopping sight distance. We understand the Township will be completing additional work to improve this curve and sight line once a hydro pole is relocated later this summer.
- Cul-de-sac's at the end of Kirk Avenue and Islandview Drive were constructed as hammerhead style turn arounds rather than circular cul-de-sacs. We understand the Township's operations staff has no concerns with the turn arounds as constructed.

We were not present during construction of these works and are unable to comment directly on the thicknesses of granular bases placed and their compliance with the Guidelines. However, our visual inspection suggests the minimum criteria was likely achieved or exceeded throughout.

Considering the low volume, low speed nature of the roads, limited deficiencies present and the Township operations staff's plan to address the stopping sight distance deficiency on Elizabeth Avenue this year, we believe the roads will be in conformance with the Township Roads Policy and suitable to consider for assumption by the Township.

A detailed review of signage requirements was not undertaken as part of the field inspections.

We trust the above is satisfactory yet remain available should you have any questions or require additional information.

Yours truly,

Tatham Engineering Limited



Ryan Mannings, C.E.T.

Group Leader - Municipal, Bracebridge Office
Manager
RTM:pt





Township of McKellar Report to Council

Prepared for: Mayor & Council

Department: Administration

Date: June 6, 2023

Report No: ADMIN-2023-09

Subject: Solicitor Recommendation for Legal Agreement between the Township and Landowners on Deerfield Road and Bay Drive

Recommendation:

That the Council of the Corporation of the Township of McKellar does hereby receive this report for information; and further approve and retain Jennifer Biggar of Russell Christie LLP to act as the solicitor in preparing a legal agreement for cost sharing and other contractual details regarding upgrading Municipally owned, unassumed roads between the Township and Landowners of Deerfield Road and Bay Drive.

Background:

At the May 2, 2023 regular meeting of Council, Council passed Resolution No. 23-315 instructing staff to procure the services of a qualified, Council-approved solicitor who will prepare a legal agreement wherein the parties to the agreement; namely those landowners who front on, abut, or access the respective roads; namely Deerfield Road and Bay Drive; will be signatories to all cost sharing and contractual details, time frames, responsibilities, liabilities, maintenance, and all other such requirements relative to the upgrading and eventual adoption of said roads.

Analysis:

Jennifer Biggar is familiar with the Township's Road's Policy as she provided a legal opinion letter on September 13, 2022 regarding By-law 2022-24. In her letter, she commented on fees and charges vs. local improvement charges, Municipal maintenance standards, seasonal maintenance of roads, assumption/ownership transfer of private roads and Municipally-owned unassumed roads, the application process and petitions.

Ms. Biggar would be pleased to assist the Township with this matter and would be available immediately to begin discussing the contractual details with the Township before the engineer's initial inspection is completed, in case there's anything she can put in motion as soon as possible.

Financial:

To prepare a legal agreement, the hourly rate for Ms. Biggar's service is \$325.00/hour. Without providing a scope of work, to be determined by an engineer, Ms. Biggar is unable to provide a timeframe at this point. Once a scope of work is provided, she will gladly provide an estimated timeframe to complete the document.

Resolution No. 23-315 states all costs associated with the procurement of the said engineer and solicitor and for the preparation and administration of the tender documents and process shall be paid up front by the Township with the understanding that said costs will form part of the future cost sharing agreement as agreed upon between the landowners and the Township.

Policies Affecting Proposal:

Procurement By-law 2019-44

By-law 2022-24, the Roads Policy

Conclusion:


If the Township were to procure the services of another Solicitor, it would be at a higher cost as that Solicitor would need to familiarize themselves with the Township's Road's Policy. Ms. Biggar's services are often retained by the Township and she has built a rapport with both staff and Council.

Respectfully submitted by:



Karlee Britton, Deputy Clerk

Reviewed by:



Ina Watkinson, Clerk /Administrator

Attachments: None.



Township of McKellar

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

Phone: (705) 389-2842

Fax: (705) 389-1244

Prepared for: Mayor and Council

Department: Public Works

Agenda Date: June 6, 2023

Report No: PW-2023-03

Subject: Engineering Services

For future road improvements on Class 6 roads-

May 17 2023

I would like to recommend to acquire the engineering services of RHH(Bob Hughes).
This firm would be used for design, estimates, and completion of remaining class 6 roads.
This is a local engineering firm that I am familiar with.

Thank you
Greg

Submitted by;Greg Gostick



Township of McKellar

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

Phone: (705) 389-2842

Fax: (705) 389-1244

Prepared for: Mayor and Council

Department: Public Works

Agenda Date: June 6, 2023

Report No: PW-2023-04

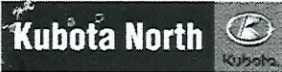
Subject: Zero Turn Riding Mower

Two quotes are attached-
Bobcat of Parry Sound \$11970.05 + taxes

Kubota North \$10267.70 + taxes
36 mos-300 hrs warranty
24 mos- mower deck
36 mos unlimited engine

I would like to recommend the Kubota

Thank you
Greg



Kubota North Sales and Service

1677 Winhara Road, Gravenhurst Ontario P1P 1R1

705 645-1175 fax 705 645-6093



Quote # 1583184

Reference: Greg Z252KW-54

Expires: 05/12/2023

Prepared for: Mckeller Township Greg roads@mckeller.ca

By: Gino Costantino

Equipment

1 New Kubota #Z202 Z200 Series

Item	Class	Description	Serial #	Qty	Unit Price	Ext Price
#Z202		Z200 Series		1	\$0.00	\$0.00
K304241010		Z252KW-54		1	\$10,364.00	\$10,364.00
Includes...						
54" Side Discharge		54" Side Discharge		1	\$0.00	\$0.00
Kawasaki		Kawasaki		1	\$0.00	\$0.00

Equipment Total \$10,364.00

Total Discounts \$1,138.82

Equipment Total Less Discounts \$9,225.18

Freight \$242.52

PDI \$350.00

Setup \$0.00

Taxable Environmental Charges \$0.00

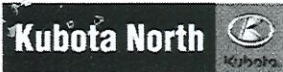
Total \$9,817.70

Non Taxable Environmental Charges \$0.00



* Not exactly as shown. Shown with optional product.

Notes:



Kubota North Sales and Service



1677 Winhara Road, Gravenhurst Ontario P1P 1R1

705 645-1175 fax 705 645-6093

Quote # 1583184

Reference: Greg Z252KW-54

Expires: 05/12/2023

Prepared for: Mckeller Township Greg roads@mckeller.ca

By: Gino Costantino

Quote Summary

Notes: roads@mckeller.ca

\$100 delivery shows in other taxable

Equipment Total	\$10,364.00
Total Discounts	\$1,138.82
Equipment Total Less Discounts	\$9,225.18
Freight	\$242.52
PDI	\$350.00
Setup	\$0.00
Administration Fees	\$350.00
Taxable Environmental Charges	\$0.00
Other Taxable	\$100.00
Plus Purchasable Warranty	\$0.00
Selling Price	\$10,267.70
Less Trades	\$0.00
Total After Trades	\$10,267.70
GST/HST	\$1,334.80
PST/QST	\$0.00
Non Taxable Environmental Charges	\$0.00
Other Non-Taxable	\$0.00
Total	\$11,602.50
Liens outstanding on trade-in	\$0.00
Cash Down Payment	\$0.00
Total After Cash Down Payment	\$11,602.50

PRICES QUOTED ARE VALID ONLY CURRENT MONTH END
OUR BUILD TIME IS 10-12 WEEKS MINIMUM AT THIS TIME.

Every effort is made to ensure accuracy, however, if an error is made, we reserve the right to reject the quote.

THANK YOU IN ADVANCE FOR YOUR PATIENCE & UNDERSTANDING DURING COVID-19, AS OUR SUPPLY CHAINS ARE STRUGGLING AND WE ARE ALL NAVIGATING THESE UNPRECEDENTED CHALLENGES.

ALL SALES ARE FINAL.

SELECTED KUBOTA AND AFTERMARKET WILL BE CHARGED A 35% RE-STOCKING FEE

PRICES QUOTED ARE VALID ONLY UNTIL CURRENT MONTH END
OUR BUILD TIME IS 10-12 WEEKS MINIMUM AT THIS TIME.

Every effort is made to ensure accuracy, however, if an error is made, we reserve the right to reject the quote.

THANK YOU IN ADVANCE FOR YOUR PATIENCE & UNDERSTANDING DURING COVID-19, AS OUR SUPPLY CHAINS ARE STRUGGLING AND WE ARE ALL NAVIGATING THESE UNPRECEDENTED CHALLENGES.

To accept, please sign here and return to dealer



Bobcat®

Product Quotation

Quotation Number: 4138E041622

Date: 2023-04-03 08:31:52

Ship to	Bobcat Dealer	Bill To
Quote Attn: McKellar	Bobcat of Parry Sound Ltd., Nobel, ON 25 WOODS ROAD NOBEL ON P0G 1G0 Phone: 705-342-1717 Fax: 705-342-1715	Quote Attn: McKellar
Online, ON	----- Contact: Oliver Kahl Phone: 705-342-1717 Fax: 705-342-1715 Cellular: 705-773-3214 E Mail: sales@bobcatofparrysound.com	Online, ON

Description	Part No	Qty	Price Ea.	Total
ZT3552SG - ZT3500 Zero Turn Riding Mower	9993502	1	\$12,891.15	\$12,891.15
Engine:	Throttle and Choke Cables			
Kawasaki FX691V Gas Engine	12 V Plug Outlet			
Deck:	Key Switch			
TufDeck Pro™ Cutting System	High Back Full Mechanical Suspension Seat			
Double-Wave™ Baffles	Fore/Aft Adjustment			
XL Grass Discharge Chute	Seat Belt			
Front bull-nose designed	Meets standard ANSI/OPEI B71.4			
Cast Aluminum Spindle Assemblies	Operator Controls:			
Engine Compartment:	Foot Deck Lift Assist			
Rear Engine Guard	Height of Cut Pin			
Tires:	Adjustable Control Levers			
Drive Tires: 23 x 10.5 - 12 OTR	Fore/Aft/Up/Down			
Caster Tires: 13 x 6.5 - 6 OTR	Warranty:			
Transmission:	<i>36 months, or 1000 hours whichever occurs first</i>			
HG ZT-3400 Hydrostatic Transaxles				
Operator Platform:				
Instrumentation: Fuel Gauges, Hour meter and PTO				

Total of Items Quoted	\$12,891.15
Dealer P.D.I.	\$50.00
Freight Charges	\$328.90
Dealer Assembly Charges	\$0.00
Discount Bobcat of Parry Sound Discount	-\$1,300.00
Sales total before Taxes	\$11,970.05
Taxes: Sales Tax ALL SALES	\$1,556.11
Quote Total - Canadian dollars	\$13,526.16

Notes: Quote valid for 14 days

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

Customer Acceptance:

Purchase Order: _____

Authorized Signature:



Township of McKellar Staff Report

Prepared for: Council

Department: Fire Department

Agenda Date: June 6, 2023

Report No: FD-2023-10

Subject: Month End Status Updates – May 2023

For the month of May 2023, the Township of McKellar Fire Department responded to a total of 13 calls at the time of writing this report consisting of:

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

Apparatus and Equipment:

Apparatus status for the months of May is stable, with no major mechanical issues coming to light. During our truck checks an issue has been discovered with the batteries in Rescue 3 and they will need to be replaced. This is generally considered routine as the current batteries are approx. 5 years old.

Personel:

Junior Firefighter Program – While slightly delayed our JFF program is set to launch June 1 with applications to the program being made available to prospective applicant by emailing the Chief at fire@mckellar.ca. This opportunity is offered to youth ages 15-18 and will serve as a tool for the department to increase our outreach to our younger community, but also as an opportunity for our Junior Firefighters to learn about Firefighting as both a career and as a community contribution. At Mays end, the social media advertising of the program will begin, and by the end of June our first applicants will be interviewed.

Training:

Recruits involved in the WPSRTP will continue attending training the first Saturday and Sunday of every month. Aside from that, our department has the following booked.

- May 15-June 15 our members will be educated and certified to an awareness level for NFPA 1006 Water Rescue
- June 1 – July 1st Several of our responders will be educated and certified to an awareness level for NFPA 1072 Hazardous Materials Response.
- December 8,9,10 We will be hosting and Ice Rescue Technicians certification, with attendees from other departments likely. This will be the first time McKellar will have been fully trained and certified to provide full Ice Rescue capabilities to our township

- McKellar has been a co-applicant to the acquisition of the OFM Burn Trailer for the West Parry Sound group and the Recruit Training Program. We will have the opportunity to attend the trailer for a complete day of live burns in this state of the art trailer under the supervision of the OFM.
- Crew members successfully completed the SP103 Ministry approved Wildfire training.
- Crew members successfully completed the NFPA 1006 Auto Extrication Operations training.

Buildings:

Cleanup of Stn 2 has begun and planning is underway for hall improvements. Materials which are deemed to have no value and are otherwise junk are being cleaned out in an effort to help control the pest population. Through the donation of workout equipment and a little elbow grease the old original stn 2 is receiving a bit of an overhaul and being repurposed into a fitness and fire training facility for our members.

Home Safe Home, Fire Prevention and Education:

Fire Prevention and educational material have been received from our order, they will be available at special events and market dates throughout the summer.

Public education is widely recognized as a key factor in fire prevention, and we hope that residents continue to reach out to us when they need assistance with meeting code or just want to learn more. Discussions have taken place with McKellar Market coordinator Jan regarding our presence at this year's events and what our focus will be. At current McKellar Fire will be at all long weekend markets.

Respectfully submitted by:



Robert Morrison, CEMC/Fire Chief

Reviewed by:



Ina Watkinson, Clerk/Administrator

Attachments: None.



Township of McKellar Report to Council

Prepared for: Mayor & Council

Department: Administration

Date: June 6, 2023

Report No: ADMIN-2023-10

Subject: DRAFT Volunteer Policy

Recommendation:

That the Council of the Corporation of the Township of McKellar does hereby receive this report for information;

And further review the "FIRST DRAFT" of the **Township of McKellar Volunteer Policy** and provide feedback to staff on necessary changes to be completed for the purpose of adoption.

Background:

At the May 16, 2023 regular meeting of Council, Council passed Resolution No. 23-352 instructing the Clerk Administrator to confirm, in writing, with the Township's insurance provider that all volunteers, including those who might volunteer to assist in the maintenance of municipally owned, presently un-assumed roads, are covered under the Township's blanket liability policy, and further that such confirmation is followed up by the appropriate department head resulting in communication with interested volunteers who would then complete the requisite forms prior to volunteering.

Prior to the passing of Resolution No. 23-352, an email was sent to Brokerlink Insurance, Accounts Manager, Jessica Stone, asking for confirmation of liability coverage for volunteers acting in any capacity for the benefit of the township, and specifically for those who might assist in the maintenance of Municipally owned un-assumed roads. On May 5, 2023, Ms. Stone provided a response, via email. Her email was presented to the members of Council at the regular meeting of Council on June 6, 2023, and further is included with this report.

It has been discovered that the Township does not currently have a Volunteer Policy in effect with the exception of Policy No.14-43, which makes Criminal Record and Vulnerable Sector checks mandatory for all volunteers and employees of the Township.

Staff has researched Volunteer Policies from a number of Municipalities, specifically municipalities which compare in size and makeup to McKellar Township. From these policies the Deputy Clerk has prepared a "FIRST DRAFT" of a **McKellar Township Volunteer Policy**.

Financial:

Liability insurance coverage is inclusive of all volunteers participating in any capacity for the benefit of Township and therefore can create cost savings by eliminating the need to employ or contract persons to otherwise perform the required duties.


Conclusion:

A Volunteer Policy gives the Township a consistent way to approach the involvement of volunteers across the whole organization. It helps to ensure that everyone involved including Council, Board Members, staff and volunteers understand and value volunteers' involvement.

The aim of a volunteer policy is to provide overall cohesion to the various policies and procedures that affect volunteering, for example recruitment, expenses, health and safety and so on. It will also help define the role of volunteers within the township and how they can expect to be treated.

Respectfully submitted by:

Reviewed by:



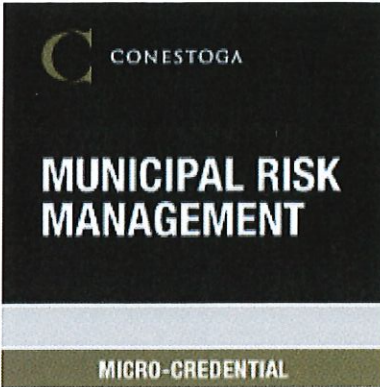
Ina Watkinson, Clerk /Administrator



Karlee Britton, Deputy Clerk

Attachments:

- Emails to and from Jessica Stone, Account Manager, Brokerlink Insurance
- Township of Mckellar Volunteer Policy "FIRST DRAFT"



KINCENTRIC
Best Employer

CANADA 2020

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From: Ina Watkinson <clerk@mckellar.ca>
Sent: Tuesday, May 02, 2023 3:25 PM
To: Jessica Stone <jestone@brokerlink.ca>
Subject: [External]Blanket Liability Coverage Question

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

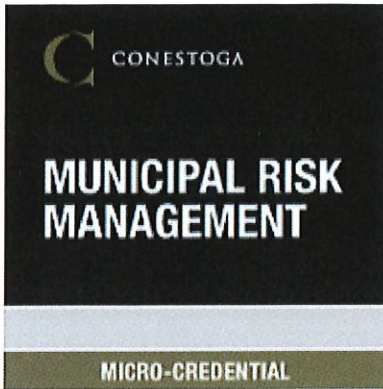
Hello Jessica

Council has asked that they receive written confirmation that all volunteers who are participating on the Township's behalf, including those who serve on Township Committees and those who might volunteer to assist in the maintenance of municipally owned, presently un-assumed roads, are covered under the Township's blanket liability policy. It is my understanding that volunteers are covered as long as we have them complete the Committee Member Application form and their appointment is approved by Council. Can you please confirm in writing to be presented to Council?

Best Regards,

Ina Watkinson
Clerk / Administrator
Township of McKellar

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KINCENTRIC
Best Employer

CANADA 2020

This communication and any attachments are confidential. If you are not the intended recipient, please immediately notify the sender and delete this communication including all attachments. Any other use, disclosure, distribution or copying is prohibited.

From: Jessica Stone
Sent: Wednesday, May 03, 2023 10:00 AM
To: 'Ina Watkinson' <clerk@mckellar.ca>
Subject: RE: [External]Blanket Liability Coverage Question

Hi Ina,

I have submitted the request to the insurer to get something in writing for you to present to council. I will be in touch once it has been created for you.

Sincerely,

 **Jessica Stone, R.I.B.O**
Account Manager | **BrokerLink**
T: 705-476-3411 ext. 83255 | TF : 1-800-263-2157
jestone@brokerlink.ca
Brokerlink Inc. | 591 Main St. E. Suite 203 North Bay, ON P1B 1B7
Visit us online: [BrokerLink.ca](https://www.brokerlink.ca)     
A leading provider of commercial insurance solutions- independent professional advice

 Please consider the environment before printing this email. 

Ina Watkinson

From: Jessica Stone <jestone@brokerlink.ca> on behalf of Jessica Stone
Sent: May 4, 2023 2:31 PM
To: Ina Watkinson
Subject: RE: [External]Blanket Liability Coverage Question

Hi Ina,

The insurer has provided us with the following commentary for council as requested:

Volunteers are covered under the Municipal liability wording under the definition of insured (item 8 under definitions, page 5), so yes there is coverage. The definition is as follows:

8. "Insured" includes the "Named Insured" and also the following "Additional Insureds" while performing their duties for or in association with the "Named Insured", but in no event shall the duties of an "Additional Insured" be interpreted to include sexual misconduct:

(a) Any Board, Commission or Committee of Council.

(b) Any Member of Council or of a Board, Commission or Committee of Council or Trustees of a Police Village.

(c) Any statutory officer, officer or employee of any "Insured".

(d) Any firefighter. Firefighters' duties are deemed to include all activities related to the occupation of a firefighter including rescue operations and his or her activities as a member of Firefighters' Associations or Clubs. (e) Any volunteer worker of any "Insured"

Let me know if you need anything else and I will be more than happy to assist in any ways that I can.

Sincerely,



Jessica Stone, R.I.B.O

Account Manager | **BrokerLink**

T: 705-476-3411 ext. 83255 | TF : 1-800-263-2157

jestone@brokerlink.ca

Brokerlink Inc. | 591 Main St. E. Suite 203 North Bay, ON P1B 1B7

Visit us online: [BrokerLink.ca](https://www.brokerlink.ca)     

A leading provider of commercial insurance solutions- independent professional advice

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Township of McKellar Volunteer Policy

By-law 2023-XX

Adopted by Council: DATE

PURPOSE

The purpose of this policy is to develop a process that supports municipal volunteers, whether appointed by Council or an ad hoc committee and encourages volunteerism by establishing best practices and minimizing risk to the Township. The Township of McKellar recognizes the essential role played by volunteers in building strong communities and this policy will assist volunteers in understanding their roles, responsibilities and commitments to McKellar while providing a valuable volunteer experience.

Definitions

Volunteer: A person who provides service to the community while under the general supervision of the Township, or as a member of a board, or any advisory, ad hoc, or special purpose committee appointed by Council, generally without compensation or other consideration.

Activity: A program, event, project or other undertaking which contributes to the mandate and objective of the Township of McKellar.

POLICY PRINCIPLES

Participation: The Township of McKellar encourages citizens to volunteer and contribute their expertise to improve their community.

Qualified and Dedicated People: The Township invites citizens with skills and qualifications to share both their time and talent freely for the benefit of their community.

Recognized Contributions: The Township and the community appreciate the commitment and time given by their volunteers and recognize the spirit in which it is given.

Balance: Volunteer policies balance the interests of the community, the volunteers and the Township by ensuring that these interests are clearly defined and agreed upon.

RESPONSIBILITIES OF A VOLUNTEER

A volunteer is obligated to maintain a high standard of personal and professional conduct, conduct themselves with integrity, competency and impartiality, and preserve the trust and confidence placed in them by Council and the community.

INSURANCE COVERAGE & IMMUNITY

During the term of volunteering and in the performance of the volunteer activities, volunteers will have access to the insurance and immunity outlined below:

General Liability Insurance: The Township's liability insurance protects both the Township and the volunteer against claims from third parties while the volunteer is performing volunteer activities. This does not cover loss of, or damage to, the volunteer's property. There is no cost to the volunteer for this liability insurance coverage.

Auto Liability insurance: Volunteers are not authorized to use Township owned vehicles or equipment. The Township does not provide auto liability coverage to any volunteer's personal vehicle driven on behalf of the Township during their volunteering duties.

Workers' Compensation: Workplace Safety and Insurance Board (WSIB) does not provide coverage for volunteers. Any person incurring injury or illness while volunteering will not be covered by the Township's WSIB policy.

Immunity: In addition, Section 448 of the *Municipal Act, 2001, S.O. 2001*, provides volunteers with certain immunities from liability. If the volunteer is participating in the delivery of municipal services under the supervision of a municipal employee, the section establishes a statutory bar to claims against the volunteer unless the volunteer is guilty of dishonesty, gross negligence or malicious or willful misconduct, or has libeled or slandered another party.

If it is determined that the risk of involvement is too great and the consequences too serious the Township of McKellar may eliminate the opportunity for involvement, and/or modify the involvement to reduce the risk.

VOLUNTEER SELECTION PROCESS

Selection Screening: Council will evaluate volunteer applicants based on their expertise and experience in the Township of McKellar. Residency, either permanent or seasonal, within the Township is preferred. Those suitable will be selected as members of the board or committee for which they have applied.

Appointment: Council will appoint the suitable applicant as a member of the appropriate board or committee for a specified period.

Performance: Volunteers will be encouraged to complete their duties and/or attend meetings on a regular basis, for which the volunteer freely gives his/her time and expertise to the community, generally without financial compensation. If a volunteer is going to miss three (3) consecutive meetings, the committee shall be advised. If more than three consecutive meetings are missed without proper notice to the committee, the Township reserves the right to relieve the volunteer from their duties.

Safety and Security: Volunteers are responsible for their own safety and the safety and security of all their personal property and possessions.

Expenditures: Any expenditure on behalf of any committee must be made in accordance with the Township's Procurement Bylaw, with the committee's concurrence and within the Township's approved budget for that year.

Criminal Record Checks: Criminal Record Checks will be required for all board and committee members as per By-law 2011-29.

Vulnerable Sector Checks: Vulnerable Sector Checks will be required for all board and committee members working with children or vulnerable people (i.e. Youth Committee and groups who engage youth or other vulnerable people in their activities) as per By-law 2011-29.

Conflict of Interest: Volunteers have a broad range of interests that may from time to time lead to conflicts of interest. Volunteers will be considered to have a conflict of interest when their private objectives conflict with municipal objectives. As such volunteers shall not:

- Benefit financially from their membership other than an honorarium that may be paid in certain circumstances;
- Place themselves in a position where they are under obligation to any person who may benefit from the circumstances;
- Deal with any application, agreement or contract in which they, any family member, partner or company has an interest;
- Gain personal benefit from any knowledge about a municipally related matter;
- Give preferential treatment to any person, partner, organization or company where the member has a financial interest.

Where conflict of interest exists, the volunteer shall declare the conflict, or possible conflict, and withdraw from direct involvement in the matter and refrain from any discussion or comment that might influence a decision.

Volunteers shall ensure the conflict or possible conflict of interest is recorded in the minutes of the meeting.

Volunteers who are, or become involved in legal proceedings with the municipality, will be asked to step down from the appointed committee.

Deliberative Privilege: Boards and committees speak with one voice, that being through a recommendation to Council. Discussion on how a member reaches a decision is a matter of privilege of that member. Whether a volunteer is in favour of, or opposed to a decision, they shall support the position of the board or committee once a consensus is reached.

Privacy: A volunteer shall not disclose any personal information they may become aware of in the conduct of their responsibility as a member of a board or committee.

Social Media: Social Media is a growing means of communication without limitations and includes many forms such as blogging, social networking, tweeting, photo sharing, video sharing, webcasting or other similar websites and services. Volunteers may not use the Township's information system for social media, unless authorized to do so. Volunteers should refrain from communicating about Township related business through their personal social media. If a volunteer chooses to do so, he/she must also clearly disclose his or her affiliation with the Township and that the views expressed in the posting are their own personal views and do not reflect the views of the Township.

Derogatory or disrespectful language directed toward the Township, Township staff or any Member of Council by a volunteer on his or her personal social media regarding Township business is likely to cause deep or widespread offense and will not be tolerated. The Township reserves the right to relieve a volunteer of their duties if such postings are made.

Code of Ethics: Volunteers are required to adhere to the Township of McKellar Municipal Code of Conduct for Members of Council, Local Boards and Committees.

Confidentiality Agreement – Volunteers are required to agree to the following:

1. That any written or oral information disclosed to them as “confidential” during their term will remain in the strictest confidence.
2. That all “confidential” material given to them as a result of their volunteering on a board or committee will be maintained, and when necessary, disposed of in a secure and confidential manner.
3. Not to publicize any of the confidential aspects of their work orally or by written word or any other medium of communication.
4. To exercise due care to ensure that any information they may give to others in the course of their term will be given only to persons they believe are entitled to receive such information.

DRAFT



PLEASE COMPLETE ANNUALLY

**Township of McKellar
Community Adult Volunteer Application Form**

Name: _____
First Last

Phone: _____ Alternative: _____

Address: _____

Email Address: _____

What is your reason for Volunteering? :

Volunteering Dates or Year: _____

Emergency Contact: _____ **Phone:** _____

Waiver for Volunteers

I hereby agree to indemnify and hold harmless the Township, its elected and appointed officials, employees and agents from any and all risk, claims, demands, damages and other liabilities arising from my participation as a volunteer, including all costs, expenses and attorney fees paid or incurred by reason of personal injury, including bodily injury or death and/or property damage, including loss of the use thereof, which arises out of, or is in any way connected or associated with my activity as a volunteer for the Township of McKellar.

By checking "yes", I certify that the information contained in this form is accurate.

I agree: YES NO

I understand that checking this box constitutes a legal signature confirming that I acknowledge that I am the signer, and further that I agree to the above terms of acceptance and the Township's volunteer policy: YES NO

Date: _____

Participant's Signature or Parent/Guardian's
Signature if the participant is under the age of 18



Township of McKellar

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

Phone: (705) 389-2842

Fax: (705) 389-1244

Tender Opening

PW-2023-11

Micro Seal – 3.1 KM Tait's Island Road and 2.2 KM Lakeside Drive

Closing Date: May 25, 2023 1:00 p.m.

Vendor	Date/Time Rec'd	Subtotal	HST	Total
The Miller Group	May 25, 2023 9:45 am	222,600.00	28,938.00	257,538.00
Duncor Enterprises Inc.	May 25, 2023 9:52 am	166,208.00	21,607.04	187,815.04

Tenders opened at the Municipal Office at 1:17 p.m. by:

Karlee Britton

Deputy Clerk

Ina Watkinson

Clerk/Administrator