

CORPORATION OF THE TOWNSHIP OF MCKELLAR

March 22, 2022 – 12:00 p.m.

COMMITTEE OF THE WHOLE AGENDA

IMPORTANT NOTICE

This meeting will be held in the Council Chambers and is open to the public for observation. Covid-19 screening and proof of vaccination is no longer required, however face masks must still be worn. Council Meetings will be audio recorded and recordings may be posted on the municipal website. The minutes will remain the official record of meetings

Join Zoom Meeting

<https://us06web.zoom.us/j/82174317611>

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22-100 1st resolution

2022-18 1st by-law

1. **CALL TO ORDER**
2. **RESPECT AND ACKNOWLEDGMENT DECLARATION**

We would like to begin by acknowledging that the land on which we gather is the traditional territory of the Anishnaabe and the Mississauga People
3. **ROLL CALL**
4. **DECLARATIONS OF CONFLICT OF INTEREST**
5. **ADOPTION OF AGENDA**
6. **RE-OPENING OF THE REUSE TENT – Starting Date**
7. **BOTTLE COLLECTION PROGRAM – Reorganize and Starting Date**
8. **MCKELLAR MARKET PLANNING FOR 2022-2024**
 - 8.1 Draft Plan – Peter Hopkins
9. **LAKESHORE BOAT LAUNCH – Short Term & Long Term Safety Plan**
 - 9.1 Safety Plan – Peter Hopkins

10. SHORT TERM RENTALS - Review

10.1 Draft Plan – Peter Hopklins

11. NEW WEBSITE – Review and Revise

11.1 Comments – Peter Hopkins

10. CONFIRMING BY-LAW

10.1 By-law 2022-18 to confirm the proceedings of Council

11. ADJOURNMENT

Instructions for Joining the Council Meeting

1. Please try to sign in between 11:50 to 12:00 if possible; you are still welcome to sign in after 12:00 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.

Summary of our Bottles for Charity meeting held in McKellar, Thurs Dec 12, 19

1. Everyone introduced themselves and what charity they represented. See sign in sheet attached. Our Public Works superintendent, Greg Gostick, our Clerk Tammy Wylie and Mayor Peter Hopkins were also present and their contact information included.
2. Four organizations indicated they were interested in being involved in the "Bottles" collections for the next four months on a monthly rotational basis – as follows:
 January- 2020 – Nobel School
 February 2020 – Dunchurch-McKellar Lions
 March 2020 – McKellar Library
 April 2020 - Belvedere
 Note: If any group cannot make it, it is their responsibility to find a replacement
 Access to the Transfer station during off times contact Greg
3. It was agreed that we will meet again in April to determine the remaining schedule and resolve any concerns brought forward.
4. The Nobel group will begin in January and implement the system they are currently using as it appears to work well. They will circulate their reconciliation form to everyone
5. Ron Harrison will work with the Beer store to arrange pick up of bottle and circulate the process to everyone
6. Tammy Wylie will make arrangements with the Beer Store about the reimbursement process on a monthly basis and forward the cheque disbursement as necessary to each group
7. McKellar contact info: -a-Financial- Tammy –b-Transfer station- Greg
8. Township will advertise the "Bottle" program on its website, at the Transfer station and in their electronic newsletter that goes to everyone in Feb
9. Other points of interest:
 - i- Will need new bins like McDougall
 - ii- Need some new skids
 - iii- May need a "tent" area for the bottles
 - iv- Pop cans can be dumped at Sobeys -if interested
 - v- Beer Store has cardboard boxes for beer bottles
 - vi- Last year, Belvedere raised over \$10,000 from McKellar bottles
10. The whole process is predicated on an honour system with everyone working together to raise much needed funds for their various groups

Note: It was brought to our attention that "bottles" have been taken from the Transfer station after hours. Remedies are needed to correct this issue which Greg will pursue.

Next meeting : April 2020- date tbd.

Committee of the Whole – Topics and Materials Mar 22- PH

Topics:

1. Reopen Reuse Tent – May 22
2. Bottle collection- volunteer groups- reorganise and begin May 22
3. Website; review and revise – see comments already forwarded
4. Boat launch – short term and long term safety plan already forwarded
5. Market Plan 2022-2024- see draft
6. Rentals review – already forwarded
- 7.

8.1

5, The Market:

Three things have occurred that all relate to a rethink of the Market. The Market report prompted a call for a meeting with Market Manager to discuss the finances and ways to improve with staff – parking, signage, space. The Market Manager has also asked to be able to expand to include the CC due to increased demand. Our Director of Operations would like to investigate the possibility of creating a new boat launch in Minerva Park for 2023 to resolve the Lakeshore issues as well as building the new walking bridge in 2023 – positive 150 th projects

A simple staged win – win solution for all of this is as follows:

In 2022: Allow the market to expand to the CC on Saturdays – while planning for the bridge and boat launch are completed

In 2023, move the market to its new site at the CC while the boat launch and bridge are being completed

- utilizing one area for the Market

-allows for much more room for vendors, better and safer parking, more washrooms, better use of municipal space, indoor facilities, be able to open earlier and longer and Thanksgiving and Christmas

Definitely a need to meet with the Mayor, Clerk, Public Works and Market Manager with Council approval

Draft

To be discussed at our up coming " Committee of the Whole" meeting in January 22

McKellar Boat Launch Improvement Plan 2022 and beyond: Mayor Peter Hopkins January 2022

Just to be clear, what has been done regarding the Lakeshore Boat Launch is temporary and leaves the municipality at risk – less so- but still at risk. We have been advised that there are safety and risk concerns at all public boat launches. These need to be addressed in the short and long term. Staff should spend this winter, reviewing the risks at each launch – Lakeshore, Lakeside and Stewart Park- as outlined in various reports and consider the following short term recommendations while pursuing longer term more permanent boat launch solutions in the future. The short term recommendations should be implemented this spring, while the longer term ones will need thorough safety, feasibility, technical and financial considerations to be implemented with the new Council.

Lakeshore:

- What other recommended safety measures can be implemented this spring to reduce the safety risk?
- What is the feasibility of resolving the, speed, safety parking, traffic and water pipe issues in the longer term? – do we need an engineering study?
- If and when a new safer site in created in the north end, permanently close the launch with advanced notice

Lakeside:

- What recommended measures need to be implemented this year to ensure that the launch is safer – signage, dock, lighting, speed ?
- A longer term consideration could be to close the launch to the public and be purchased by the local residents for their controlled use along with assuming the liability and parking area.

Stewart Park:

- What immediate measures need to be implemented this spring as previously recommended to make the launch safer- site lines, signage, lighting, parking ?
- What longer steps need to be taken to improve the safety of the site?

Private Launches:

- Explore a working relationship with two private launches at Hurdville

New Launch in the North End

- Explore the feasibility and cost of creating a new and improved launch in the north end
-

Grey Owl:

- explore public access to a boat launch on Grey Owl Lake

Overall:

- Immediately develop a one page outline of public and private Boat Launches in McKellar and post on all social media and municipal sites by April, 2022

For discussion at our upcoming "Committee of the Whole" in January

Draft: Moving Rental Property Issues and solution forward: Jan 22- Mayor Peter Hopkins

The following is a short term plan to understand the complexities and issues of cottage rentals; implementing any interim solutions in McKellar while reviewing longer term options for future consideration.

Plan A: What exists: - Gathering information

-i- To itemize exactly what documents currently exist in McKellar regarding rental properties: Official Plan, Zoning By Law, Resolutions. CBO to summarize asap: February

-ii- To itemize what documented issues, concerns have been caused by our current rental policies. BLO to provide a written report asap - February

-iii- Have staff gather related current documents, resolutions, materials and reports from other municipalities, FOCA – to compliment what we already have. Note: already have lots of materials but they need to be reviewed and reorganized –Peter to collate - March

-iv- Have staff prepare a report, recommending short term action regarding rental properties – education, fines etc

-v- Hold a public meeting to listen to the current rental situation and to consider staff's interim recommendations that Council could implement immediately. – April

-vi- Implement any immediate steps – summer 2022

-vii- Create a Working group to recommend longer term solutions next fall for consideration by the new Council

Key Principles, Vision. Values and Vital components our new website: Feb 22- draft PH

The following are key aspects on any new website. We need to ensure that conceptually we incorporate all of these in the new website to guarantee it is a high quality, user friendly, maintenance friendly, customized to McKellar and the WPS area and adds value to the municipality

Considerations:

1. affordable - low cost construction and on - going maintenance- good for 5 plus years
2. attractive – encourages on going and repetitive usage
3. user friendly – easy to use, able to find and quickly locate relevant information – a good “map”
4. measurable – know how many “hits” we are getting so we know usages
5. easy to connect to many other Website “ links”: committees, area, documents, headings
6. multi - media – interactive capabilities- video’s, photos, facebook, twitter, you tube, etc
7. capability to receive and respond to ratepayers questions and concerns
8. easy and flexible for staff to manage, add, revise, correct and update in house
9. ability to post “Emergencies”
10. promotes McKellar as a destination-see Vision from our Action Plan
11. Environmental section with approved environmental Vision statement
12. survey engine capability
13. local access to web designer if necessary
14. electronic e mails capability – to send key information instantly- newsletters, emergencies
15. is it secure ? – off site back up
16. e- commerce income generating capability through advertisements, fund raising
17. financial capabilities to do transactions on line – taxes, permits, fines, fees
18. links to WPS Area organizations and services –OPP, Hospital, DSSAB, Pool
19. Process: Preview, peer review, proof, launch Revise. Be reviewed by staff, council and a local peer review before launching
20. New Road Policy
21. Other add your own

My comments, observations and ideas while reviewing of the new website template before launch:

Overall: In no particular order:

- a big improvement, better visuals, critical headings, good photos- need permission
- needs a clear link to all Municipal Websites, links, Facebook and MLCA
- a statement of our approved Municipal Vision and objectives listing from our Action Plan
- needs a section on Volunteers
- community groups ; need to check ALL current contacts, contact information and website links - Broadbent Snowbugs, DunAhmic Snow Riders, McKellar –Whitestone Lions, Knitting Club, Book Club

- a separate heading: WPS Services and attractions– WPS hospital, OPP, DSSAB, EMS etc, Newspaper, Stockey Centre, Pool and Nordic ski centre, GBB, Killbear etc, PS Tourism
- Environment heading: add in Council approved “Environmental Vision”, new chair, new initiatives
- Introduction paragraph revisions: population of permanent and seasonal residents, Bed and Breakfast- don’t have any – 20 kms from PS , well known for its organic farms – “McKellar Melon”, Wards historical barn, many local artists, and healthy and holistic lifestyles, historical churches and barns and holding its 150th in 2023
- Section on Marinas and Boat launches
- A clear way to secure grants, donations, gifts in kind- \$\$\$ capabilities, signboards
- A section of “Celebration of Community” senior, youth, scholarships, volunteers, special events- fair, fishing 150th
- Facilities: Broadbent has a playground, park and diamond, Minerva Park
- Feature the MLCA and connects its website
- Municipal Office: identify new staff and new contact information with Township services- welcome package
- Local Businesses and how to start a new one
- Community centre features and information for rental and schedule of activities – pickle ball
- Churches and local church groups and historical projects with them
- Seniors: Bid euchre, Sunshine Seniors- Euchre
- Council : Annual reports and electronic reports
- No market Committee; seems to appear in several places ?
- An annual complete list of recreational and special events and ability to feature a special event on a monthly basis
- Committees: area, local committee of the whole, adjustment, cemetery