

CORPORATION OF THE TOWNSHIP OF MCKELLAR

November 21, 2023 – 6:00 p.m.

AGENDA

Topic: Regular Council Meeting
Time: November 21, 2023 6:00 P.M.

Join Zoom Meeting
<https://us06web.zoom.us/j/81682620025>

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

23-709 1st resolution
2023-76 1st by-law

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DECLARATIONS OF PECUNIARY AND/OR PERSONAL INTEREST AND GENERAL NATURE THEREOF**
- 4. ADOPTION OF AGENDA**
- 5. CLOSED SESSION**
 - 5.1 Minutes of Closed Session – November 7, 2023
 - 5.2 Acquisition or Disposition of Land; pursuant to Ontario Municipal Act, Section 239(2)(c) – Land Acquisition
- 6. CALL TO ORDER – REGULAR SESSION 6:30pm (Public can join via Zoom)**
- 7. RESPECT AND ACKNOWLEDGMENT DECLARATION**

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

- 9. DECLARATIONS OF PECUNIARY AND/OR PERSONAL INTEREST AND GENERAL NATURE THEREOF**
- 10. PUBLIC MEETING**
- 11. DELEGATIONS AND PRESENTATIONS**
 - 11.1 Georgian Nordic Outdoor Activity Centre – Planning for the Future
 - 11.2 Lake Stewardship & Environmental Committee – Proposed Tree Canopy and Natural Vegetation By-law
- 12. COMMITTEE OF THE WHOLE**
 - 12.1 2024 Council Meeting Schedule
 - (i) ADMIN-2023-20 Proposed Amendment to the Procedural By-law – Meeting Schedule
- 13. MOTION TO REVIEW A PREVIOUS MOTION**
- 14. ADOPTION OF MINUTES OF PREVIOUS MEETING(S)**
 - 14.1 Minutes of the November 7, 2023 Regular Meeting of Council
- 15. PLANNING MATTERS**
 - 15.1 Draft Request for Proposal to Provide a Review and New Versions of the Township’s Zoning By-law and Official Plan
 - 15.2 Conditions Met Letter for Consent Application No. B14/2023 (2165268 Ontario Ltd.)
- 16. COMMITTEE/BOARD MINUTES WITH RECOMMENDATIONS FOR APPROVAL**
 - 16.1 Minutes of the October 26, 2023 Meeting of the Township of McKellar Recreation Committee
 - 16.2 Minutes of the October 12, 2023 Meeting of the Lake Stewardship & Environmental Committee
- 17. STAFF REPORTS WITH RECOMMENDATIONS FOR APPROVAL**
 - 17.1 T-2023-14 Amendment to 2023 Budget
 - 17.2 Accounts Payable Preliminary Cheque Run Report for October 2023
 - 17.3 FD-2023-19 Dry Hydrant Placement
- 18. MAYOR’S REPORT**
- 19. CORRESPONDENCE FOR CONSIDERATION**
 - 19.1 West Parry Sound Economic Development Collaborative – Current Situation and Next Steps for the Organization
 - 19.2 Project ECHO Support Letter
 - 19.3 West Parry Sound Community Safety and Well Being Plan

20. MOTION AND NOTICE OF MOTION

- 20.1 Proposed Naming of Fire Route 152A
- 20.2 2024 Holiday Schedule – Municipal Office Closures Only
- 20.3 St. Stephen’s Church Renovations Tender
 - (i) Handrail Quotation
- 20.4 Hand Railing Estimate for Community Centre Building

21. BY-LAWS

- 21.1 By-law 2023-73 Being a By-law to Impose Charges on Property Owners in a Designated Area (Craigmore Subdivision) for the Provision of Road Upgrades by The Township – Third Reading
- 21.2 By-law 2023-74 Being a By-law to Amend By-law 2019-07 Council-Staff Relations Policy – Third Reading

22. UNFINISHED BUSINESS

- 22.1 Unfinished Business as of November 21, 2023

23. NEW BUSINESS

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

25. CONSENT AGENDA – CORRESPONDENCE

- 25.1 Town of Aurora, Cannabis Retail Applications for the Town of Aurora
- 25.2 AMO Watchfiles – November 2, 2023 & November 9, 2023
- 25.3 AMO Policy Update – 2023 Fall Economic Statement
- 25.4 The Labour Market Group – September 2023 Jobs Report & October 2023 Monthly Publication
- 25.5 Municipality of Wawa, Support Tax Credit for Firefighters
- 25.6 Municipality of Wawa, Expand Water Treatment Training Opportunities
- 25.7 FONOM Letter re. NOSM University’s Request for Increased Funding

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

27. CONFIRMING BY-LAW

- 27.1 By-law 2023-76 - Confirming the Proceedings of Council

28. ADJOURNMENT

Instructions for Joining the Council Meeting

1. Please try to sign in between 6:20 to 6:30 if possible; you are still welcome to sign in after 6:30 if necessary.
2. Please wait to be let in the 'meeting room'; this won't take long.
3. Please have your mic and video on mute unless you are speaking; this ensures there are no distractions or background noise to disrupt the meeting.
4. When you sign in, please sign in with your full name (first and last), not a company name.
5. A question-and-answer opportunity will be available at the end of the meeting, as per normal protocol, or during the Public Meeting.
6. If you have permission to speak please identify yourself (first and last name).
7. Please respect meeting protocol and do not interrupt the meeting. The Municipality reserves the right to remove attendees who are disruptive or disrespect meeting protocol.



SCHEDULE "E" continued

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

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

Signage shall be posted in the Council Chambers advising deputations, presenters and the Public that the Meeting proceedings are being audio recorded and will be made available on the municipal website. The Township assumes no liability for the recorded comments of the public that may be construed as false, defamatory or slanderous in nature.

Personal Information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c25, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. [Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 \(ontario.ca\)](#)

Correspondence to Council:

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

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

GEORGIAN N RDIC OUTDOOR ACTIVITY CENTRE

Planning for the Future



All Ages & Seasons



About Us

- Founded in 1984
- Registered charity
- Georgian Nordic Ski & Canoe Club



- 40km trail network
- 800 acres in McDougall
- 20,000+ visits per year
- 700 members



Activities & Events



- Cross-country skiing
 - Winter Fat Biking
 - Snowshoeing

 - Hiking
 - Mountain Biking

 - Youth Training
 - Competitions
- + Paddling Program



Jackrabbit Ski Program

Ages 4 to 14

January-March

Volunteer Coaches



Youth Opportunities

School visits K-12
Snowshoe program

Jackrabbits
Racing Rabbits

Highschool Team
Races & Events



Community Events

Sounder Ski Tour
Women on Skis
Adult Ski Lessons

Orienteering
Adventure Races

Youth Fundraisers
Nature Walks



Non-Profit Operations



- Board of Directors
- Budget \$110K per year
 - Memberships
 - Day Passes
 - Donations
 - Equipment Rentals
- Reserve fund of \$50K
- Trails Master Plan



Thanks to our Volunteers



Recent Improvements

Day Use Kiosk

New Trails

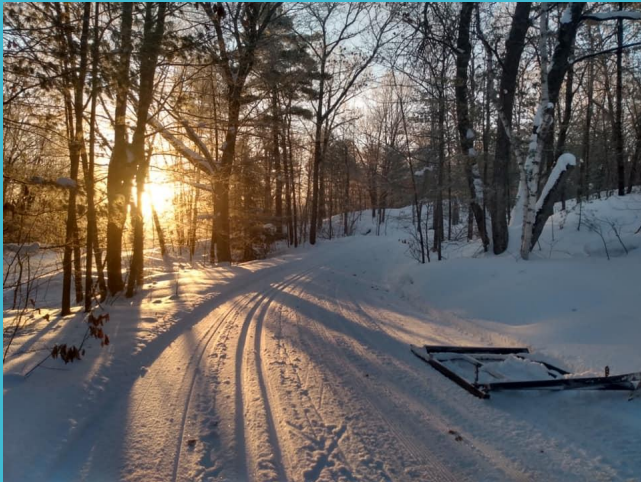
Washrooms



Current Trail Construction



40th Anniversary Future Fund



- 1984-2024
- Launched Future Fund to raise matching funds
- 3-years to raise \$1,000,000 for major improvements
- Future Fund goal of \$200,000 in donations & sponsors



Amount	Source
\$150,000	Generous anonymous donation
\$650,000	Grant applications (pending)
\$200,000	Future Fund Goal
\$1,000,000	Total Project

New Pavilion

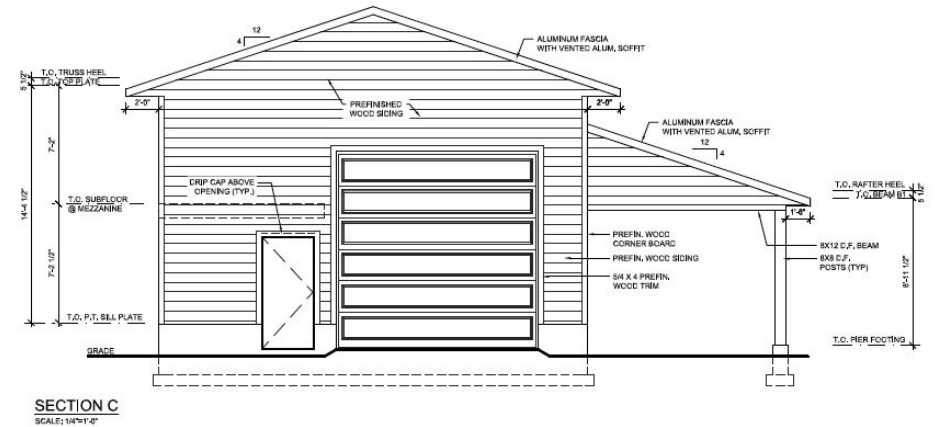


- 1200 sq. ft. picnic shelter
- Overflow for groups & events
- 2 permanent & 2 enclosable walls
- Solar-thermal in-floor heat
- Unlocked, year-round public access
- Tables, seating & concrete floor
- Updated septic system



New Garage

- 960 sq. ft. heated building
- 400 sq. ft. drive shed attached
- Secure storage for equipment
- Repurpose old garage



New Trails & Equipment

- Improved drainage & trail beds
- Culverts, grading & ditching
- More efficient for volunteers
- Machine to till & work the snow



- 3km performance trail loop to support events, training & racing
- New loop for events without closing trails for recreational use
- Adapt to climate change

How to Help

- Charitable donations at gnoac.com
- In-kind donations of materials & equipment operator time
- Spread the word about the **Future Fund campaign!**



Thank You for your Support

Photos:

Sonya Felsman
Peter Istvan
Thom Morrissey



▪ Visit Us

4 Nine Mile Lake Rd.
McDougall

▪ Contact & Follow

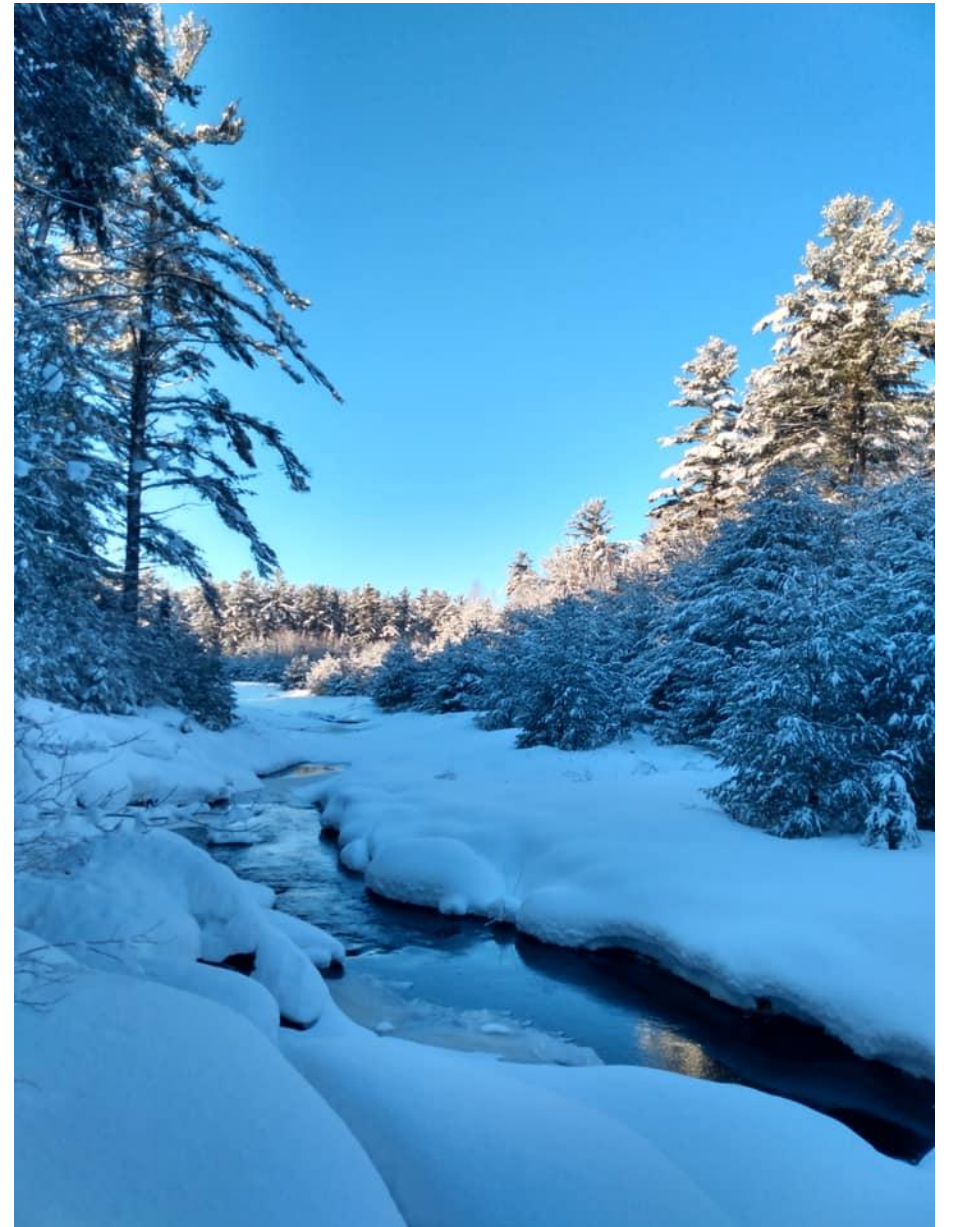
gnoac.com

705.74.5067

@GeorgianNordic

▪ Greg Mason, president

president@georgiannordic.com





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: <u>Jennifer Ghent-Fuller Chair, LSEC</u>		
Address: <u>[REDACTED]</u>		
Phone: Home: _____	Business: _____	Cell: <u>[REDACTED]</u>
Name of Group or Person(s) being represented (if applicable): <u>Lake Stewardship and Environmental Committee of McKellar Township (LSEC)</u>		
Meeting date requested to appear before Council: <u>Nov. 21 2023</u>		
Subject Matter of Deputation: _____		
<u>Proposed Revision of the Tree Canopy and Natural Vegetation Bylaw 2019-12</u>		
<u>Over the past year, the Lake Stewardship and Environmental Committee of McKellar has discussed</u>		
<u>changes that are needed to this bylaw in order to give more information to residents that will inform</u>		
<u>how to maintain the quality of the water and the habitat in our lakes and prepare for climate changes.</u>		
Detailed written submission must be attached or submitted to the Clerk by 1:00 p.m. the Wednesday prior to the Council meeting. <u>Revised Policy is attached</u>		
Signature: <u>Jennifer Ghent-Fuller</u>	Date: <u>Nov 13, 2023</u>	

SCHEDULE "E"

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

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CORPORATION OF THE TOWNSHIP OF MCKELLAR

BY-LAW NO. 2019-12

Being a By-law to Adopt a Tree Canopy and Natural Vegetation Policy

WHEREAS Subsection 270(1) of the *Municipal Act 2001 S.O. 2001, c.25*, as amended, requires municipalities to adopt and maintain a policy with respect to the manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality by March 1, 2019;

AND WHEREAS Council has deemed it expedient to formally adopt a Tree Canopy and Natural Vegetation Policy;

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

1. THAT the Township of McKellar Tree Canopy and Natural Vegetation Policy is hereby adopted as set out in Schedule "A" attached hereto and forming part of this by-law;
2. THAT this By-law shall come into force and effect on the date of final passing thereof.

READ a FIRST and SECOND time this 4th day of February, 2019.

Original signed by Peter Hopkins, Reeve

Reeve

Original signed by Tammy Wylie, Clerk

Clerk

READ a THIRD time and PASSED in OPEN Council this 4th day of February, 2019.

Original signed by Peter Hopkins, Reeve

Reeve

Original signed by Tammy Wylie, Clerk

Clerk

TOWNSHIP OF MCKELLAR

TREE CANOPY AND NATURAL VEGETATION POLICY

BACKGROUND AND PURPOSE

Section 270 (1) (7) of the *Municipal Act*, 2001, S.O. 2001, c.25 requires a municipality to adopt a plan which describes how to protect and enhance the tree canopy and natural vegetation.

The purpose is to offer a summary understanding of local vegetation, conservation considerations and promote best practices for a sustainable tree canopy in the Township's settlement areas as well as on its shorelines and rural residential properties.

WHO IS IT FOR?

This policy applies to all properties and development, on public and private lands, in the Township of McKellar. It is a resource which can be referred to and utilized as guiding principles for residential, commercial and Township purposes.

WHAT IS A TREE CANOPY?

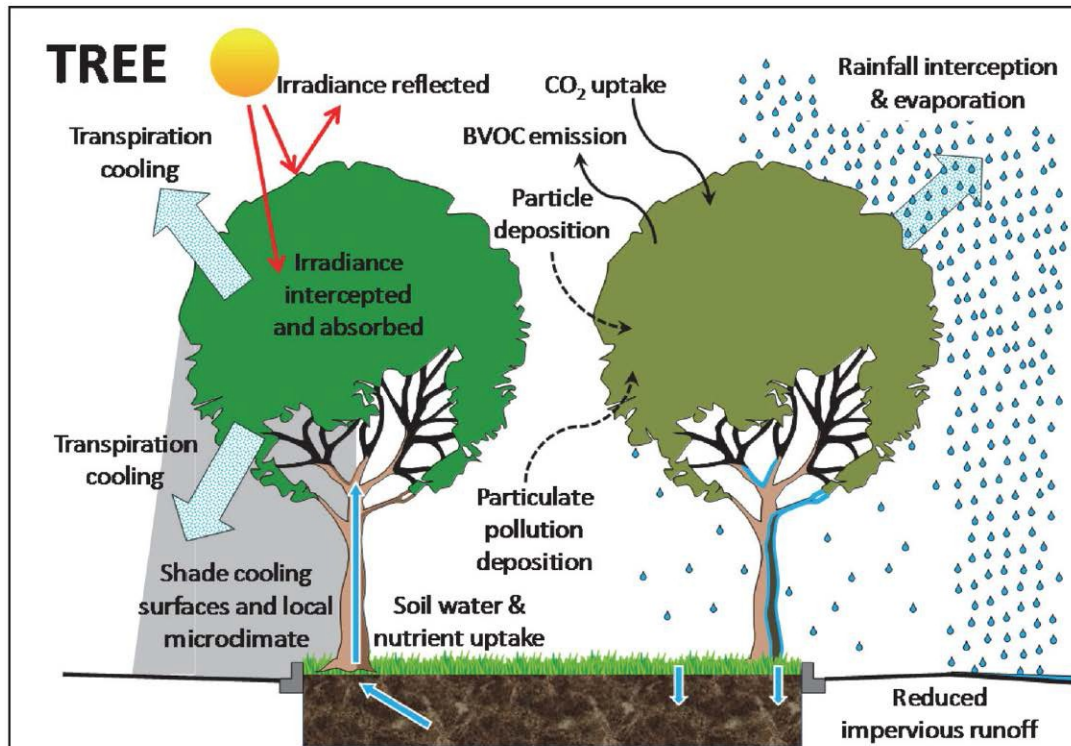
"Tree canopy" or "tree cover" includes all areas of coverage by plant material exceeding 1.5 metres in height, and the extent of tree canopy in excess of 10 years maturity. The canopy includes the layer of leaves, branches and stems that cover the ground when viewed from above.

BENEFITS

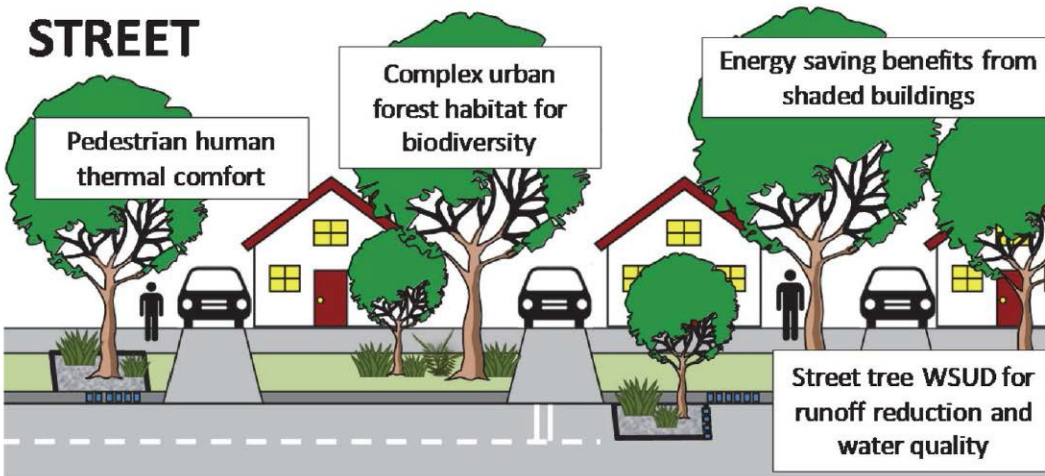
There are several benefits to an urban tree canopy, including:

- A mature urban tree canopy creates shade, which lowers energy consumption for a community. This is accomplished via the direct link of shading properties and the buildings therein;
- Reduces air pollution;
- Increases property value;
- Provides shelter for wildlife;
- Improves the usability of public parks;
- Improves the aesthetics of properties;
- Assists in stormwater management; and
- Prevents erosion, especially along slopes.

The following from Water the Journal of Environmental Quality illustrates the above:



BVOC = Biological volatile organic compounds



WSUD = Water Sensitive Urban Design

NATIVE PLANTINGS

When planting any vegetation, local species/native vegetation should be utilized. Some examples of local species/native vegetation are included in Schedule “A”.

WHERE TO PLANT

Consideration should be given to where trees and vegetation are planted. Prior to planting a tree, property lines, utilities (power lines, buried water/sewer laterals or other 'hard' infrastructure) should be considered. The location of a tree should take into context its future size as it relates to a building's foundation and roof.

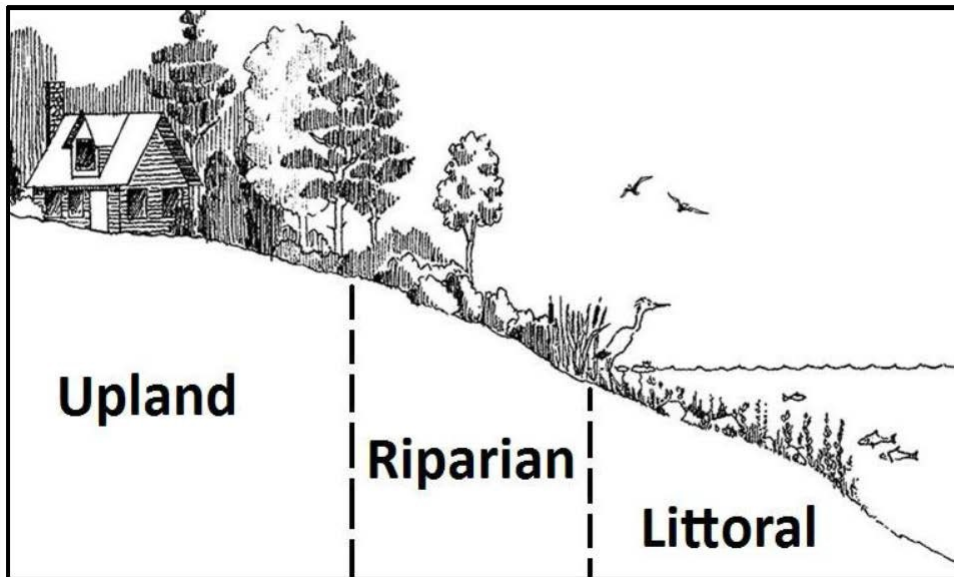
SHORELINE VEGETATION

Vegetated areas adjacent to watercourses, lakes, rivers and wetlands are known as shoreline buffers. Shoreline buffers protect water from pollutants by filtering contaminants, providing habitat for native species and preventing shoreline erosion.

Shoreline buffers should be:

- At least 20 metres upland from the shore or greater as recommended by the Ministry of Natural Resources and Forestry.
- Be composed of natural vegetation with a broad corridor of undisturbed vegetation.
- Not be grassed.
- Avoid shoreline hardening.

The types of vegetation by zone are illustrated below.



Courtesy of the Muskoka Watershed Council 2013

MAINTENANCE AND PRESERVATION

Trees and vegetation require special care and treatment. If it appears the vegetation is struggling, it is recommended you speak to a professional.

COMMERCIAL / INDUSTRIAL USES

In addition to this policy applying to single detached homes and smaller residential uses, it can also provide guidance to commercial/multiple residential developments.

In addition to the benefits listed previously, increased vegetative buffers help beautify commercial properties and match the natural beauty of the Township of McKellar.

Other benefits that can be considered:

- Green parking lots to reduce stormwater flows and the costs of stormwater maintenance.
- Vegetated aisles and parking islands to increase shaded areas and reduce micro climates.
- Green roofs to reduce total stormwater runoff and enhance the urban canopy.

DISCLAIMER

This policy does not take priority over any By-laws, Resolutions or Agreements of the Township of McKellar Council.

The Corporation of the Township of McKellar

Schedule "A"

Trees	Shrubs	Partial Shade	Full Sun	Shoreline
Riparian Zone Balsam Fir Red Maple Tamarack Black Spruce Eastern Hemlock Medium Sized Chokecherry Pin Cherry Serviceberry Striped Maple Ironwood Eastern White Cedar Large Sized Bur Oak Red Oak Silver Maple Trembling Aspen White Birch Red Spruce Eastern White Pine Butternut Sugar Maple	Black Chokeberry Nannyberry Northern Bush Honeysuckle Pagoda Dogwood Red Osier Dogwood Smooth Wild Rose Swamp Rose Sweet Gale Winterberry Holly Common Elderberry Highbush Cranberry Lowbush Blueberry Meadowsweet Serviceberry Steeplebush	Bearberry Bloodroot Bunchberry False Solomons Seal Jack-in-the-pulpit Wild Columbine Foamflower Ostrich Fern	Black-eyed Susan Big Bluestem Grass Canada Goldenrod Common Milkweed Flat-topped Aster New England Aster Pearly Everlasting	Blue Flag Iris Blue Vervain Boneset Cardinal Flower Swamp Milkweed Joe Pye Weed White Turtlehead

Corporation of the Township of McKellar

Proposed bylaw 2023 - xx

Being a By-law to adopt a TREE CANOPY AND NATURAL VEGETATION
POLICY

WHEREAS Subsection 270 (1.7) of the Municipal Act 2001 S.O. 2001, c.25 requires municipalities to adopt and maintain a policy for the protection and enhancement of the tree canopy and natural vegetation (see McKellar Township By-Law 2019-12),

AND WHEREAS a tree canopy and natural vegetation are important in a rural setting to protect wildlife habitat and the environmental quality of surface water in an era of climate warming,

AND WHEREAS healthy lakes and rivers in McKellar Township are of immeasurable benefit to everyone,

AND WHEREAS shorelines are highly productive habitats and highly attractive to human settlement,

AND WHEREAS, during settlement along a shoreline, the buffer zone between the land and water is often changed and the health of the waterway is degraded as a result,

AND WHEREAS preservation, replacement and maintenance of a vegetated shoreline buffer promotes better water quality, control of erosion and flooding, removal of sediment and pollutants and provision of insect and animal habitat,

AND WHEREAS, according to the Ontario Provincial government's Lake Capacity Assessment Handbook, a vegetated buffer is a best management practice for lake health,

AND WHEREAS A healthy Riparian Zone significantly mitigates the impact of human activity in the Upland Zone, bolstering the health of the Littoral Zone (see Figure 1),

AND WHEREAS development on the shoreline has been shown to change the number and variety of plant life and the number of species and quantity of fish in the littoral zone and the amount of nutrients entering the lake through runoff, and a healthy littoral zone is vital to the overall health of Manitouwabing Lake and other lakes in McKellar Township,

AND WHEREAS A healthy tree canopy in the upland zone provides cooling of the land, oxygen production in the atmosphere, and retention of rainwater in the ground and nutrient uptake from the rain runoff,

AND WHEREAS the Township of McKellar wishes to create performance measures designed to enhance McKellar

AND WHEREAS the presence and population of the Common Loon (*Gavia immer*) is an indicator of lake health and of value to the residents of McKellar; a count of the loon population may be used as an indicator of lake health in addition to standard measurements of lake profile data, including periodic E. coli, phosphorus and calcium measurements,

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

1. THAT the Township of McKellar Tree Canopy and Natural Vegetation Policy is hereby adopted as set out in Schedule "A" attached hereto and forming part of this by-law;
2. THAT this By-law shall come into force and effect on the date of final passing thereof. READ a FIRST and SECOND time this Xth day of MONTH, YEAR.

Sixth Revision of Tree Canopy and Natural Vegetation By-Law for McKellar Township

Original signed by _____ Mayor

David Moore, Mayor

Original signed by _____ Clerk

Ina Watkinson, Clerk

READ a THIRD time and PASSED in OPEN Council this ____ th day of

_____, _____.

month year

TOWNSHIP OF MCKELLAR.

TREE CANOPY AND NATURAL VEGETATION POLICY

POLICY STATEMENT:

The Township of McKellar recommends the preservation, renewal and replacement of the tree canopy in the whole of McKellar Township. The Township of McKellar further recommends the maintenance and renewal of a vegetative zone of natural vegetation at the shoreline and wherever possible in the upland areas of the township. This policy applies to all properties and development, on public and private lands, in the Township of McKellar. It is a resource which can be referred to and utilized as a guiding principle for residential, commercial, and municipal purposes.

BACKGROUND AND PURPOSE

The purpose of this policy is to offer a summary understanding of local vegetation, conservation considerations and promote best practices for the creation and preservation of a healthy tree canopy and naturalized vegetative buffers in the Township's settlement areas as well as on its shorelines and rural residential properties in compliance with section 270(1)(7) of the Act.

WHO IS IT FOR?

This policy applies to all properties and development, on public and private lands, in the Township of McKellar. It is a resource which should be referred to and utilized as guiding principles for residential, commercial and Township properties, reflecting the significance of tree canopies and natural vegetation to provincial interests and the need for a co-ordinated cultural shift away from manicured, carpet-like grass lawns which became popular in the middle of the 20th century.

WHAT IS A TREE CANOPY?

A tree canopy is the dense gathering of closely spaced trees and their branches.

In a rural setting, the greater the percentage of the ground that is covered by a tree canopy, the better the trees can

- mitigate ground, air and water temperature
- create shade for buildings as well as surface water
- reduce air pollution
- provide habitat
- improve the aesthetics and value of property
- assist in stormwater management
- improve retention of moisture in the soil
- prevent erosion
- sequester carbon, thereby decreasing air pollution
- absorb nutrients before they are washed into the surface water with rain run off
- help maintain a healthy lake as indicated by its trophic status (the Lakeshore capacity model (Ontario MOE) established a quantitative linkage between the level of shoreline development and the level of phosphorus in a lake.)
- create oxygen for the atmosphere

WHAT IS A VEGETATIVE BUFFER?

A vegetative buffer is a living zone of plants and can be made up of any combination of trees, shrubs and herbaceous or grassy vegetation. A naturalized vegetative buffer contains a combination of ***indigenous*** vegetation as opposed to turf and introduced plant species. A buffer differs from a setback, which is the minimum distance required between a structure or infrastructure and a natural feature, although a

buffer may be included within a setback. Since setbacks are mandatory, vegetative buffers almost always make up at least a portion of the setback. Intuitively, the greater the setback, the greater the potential for a naturalized vegetative buffer. However, the maintenance of a vegetative buffer of any size maintained in an existing setback should be encouraged to provide greater protection of water quality and to decrease erosion at the shoreline.

Several qualities affect the effectiveness of vegetative buffers in the role of protecting the littoral zone from upland human activity. Buffer size, condition of buffer (i.e. density of vegetation, suitability of vegetation, soil status (disturbed / undisturbed)) and intensity of upland use are key factors that determine the effectiveness of a vegetative buffer.

Where the vegetative buffer is less than 10 m, factors such as the density of vegetation and substrate quality increase disproportionately in importance. The current view is that the vegetative buffers are effective when they are 15 m or greater.

Shoreline development is inescapable – development allows access for enjoyment. However, currently it often happens that for that developed portion of the shoreline, there is no vegetative buffer or if there is, it is mowed grass turf which is unsuitable as a rain water filter. In unsettled lake shorelines, the natural vegetation at the shore filters the rain water, removing and storing nutrients in the plants which would otherwise be excess in the lake water. Developed shoreline zones can be viewed as the weak links in a shoreline chain. Current development standards (Lake Protection Workbook, Watersheds Canada) allow for the development of 25% of a property's shoreline.

In addition to providing inadequate filtration of rainwater run-off into lakes and rivers, a mowed grass turf is favoured by Canada Geese and their excrement further adds to the excess nutrients flowing into the lake water.

Developed shoreline increases the importance of maintaining and creating effective vegetative buffers in the undeveloped zones and finding alternatives to turf in the developed zones that contribute to the health of McKellar Township's lakes as opposed to presenting threats to the health of our township's lakes and rivers and creeks.

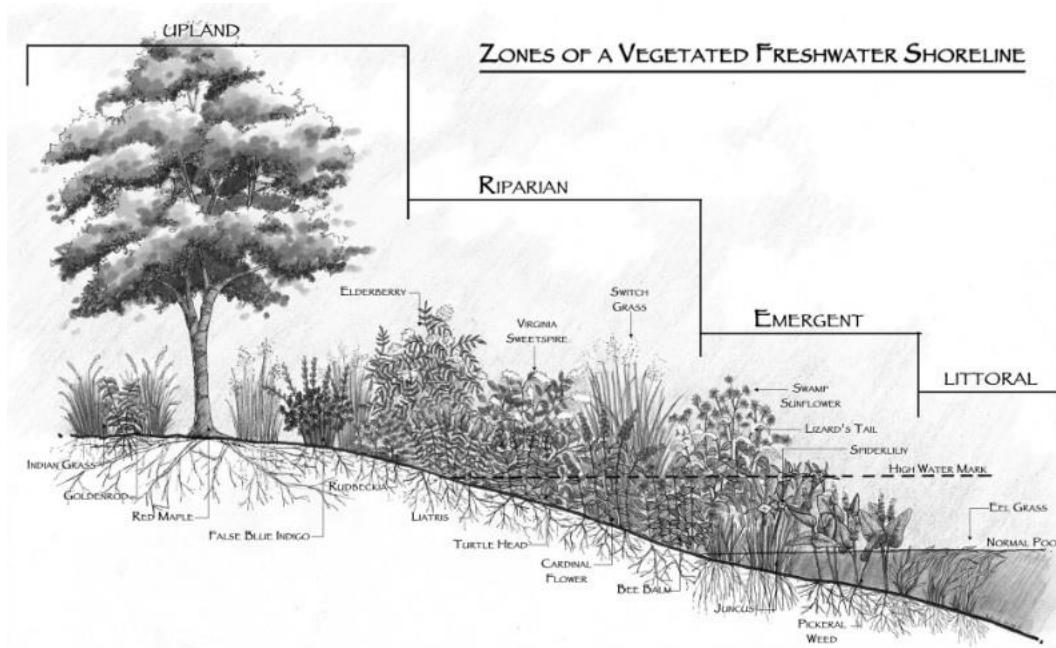


Figure 1

Riparian buffers shield the ground, prevent erosion, restrain runoff flows, and get the water underground where much of its excess nutrient load (such as substances that breed aquatic algae) can adhere to soil particles or be absorbed by living roots. Sediment is trapped up on the land, where it belongs, and runoff water, is guided into the soil, where nutrients can feed land plants and contaminants are filtered out. ("Shoreline buffers and water quality", www.scnps.org 2020)

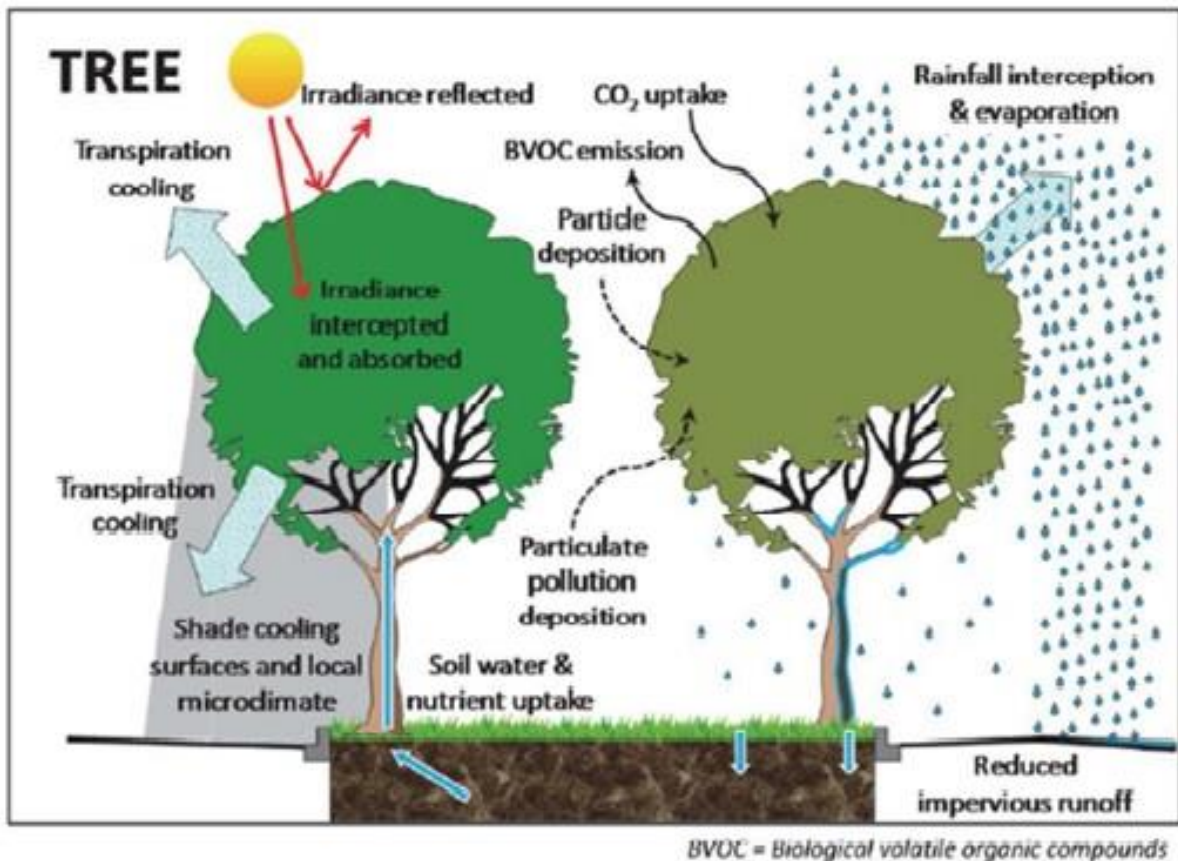


Figure 2 The above diagram from Water: The Journal of Environmental Quality illustrates the benefits of a tree canopy.

SHORELINE VEGETATION

Vegetation in the riparian zone serves as a buffer between the Upland area and the surface water (lakes, rivers etc). Vegetative buffers may be a combination of trees, shrubs, and grassy or herbaceous vegetation. In general, maintenance and restoration of native plants in the shoreline buffer is preferred to use of non-native species, since native species are adapted to local conditions, support local biodiversity, and do not require the use of fertilizers, herbicides, and pesticides, which can degrade water quality (Muskoka Watershed Council 2013).

The littoral zone, the land in the water from the shoreline to the deepest penetration of light to the bottom of the lake or river, is called the “ribbon of life” where 90% of the species in the lakes and rivers spend part of their life cycle, and is therefore extremely important to the health of the water body and the habitat of its fauna.

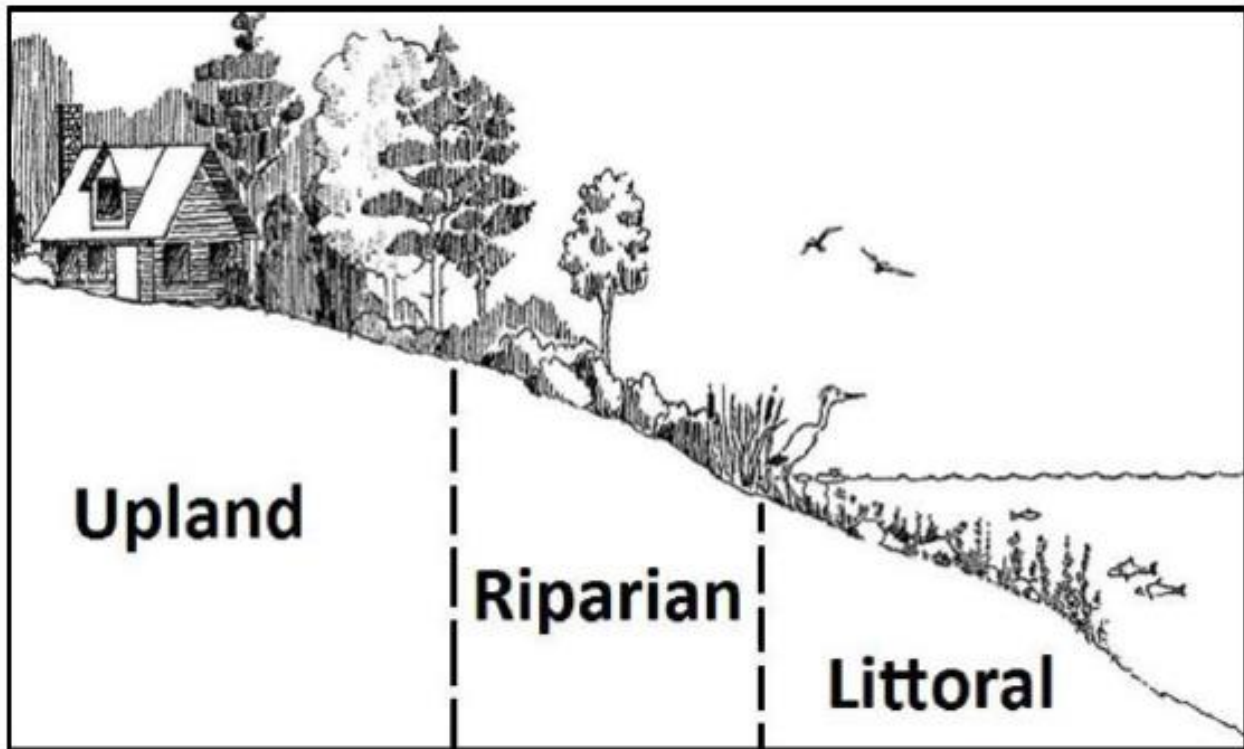
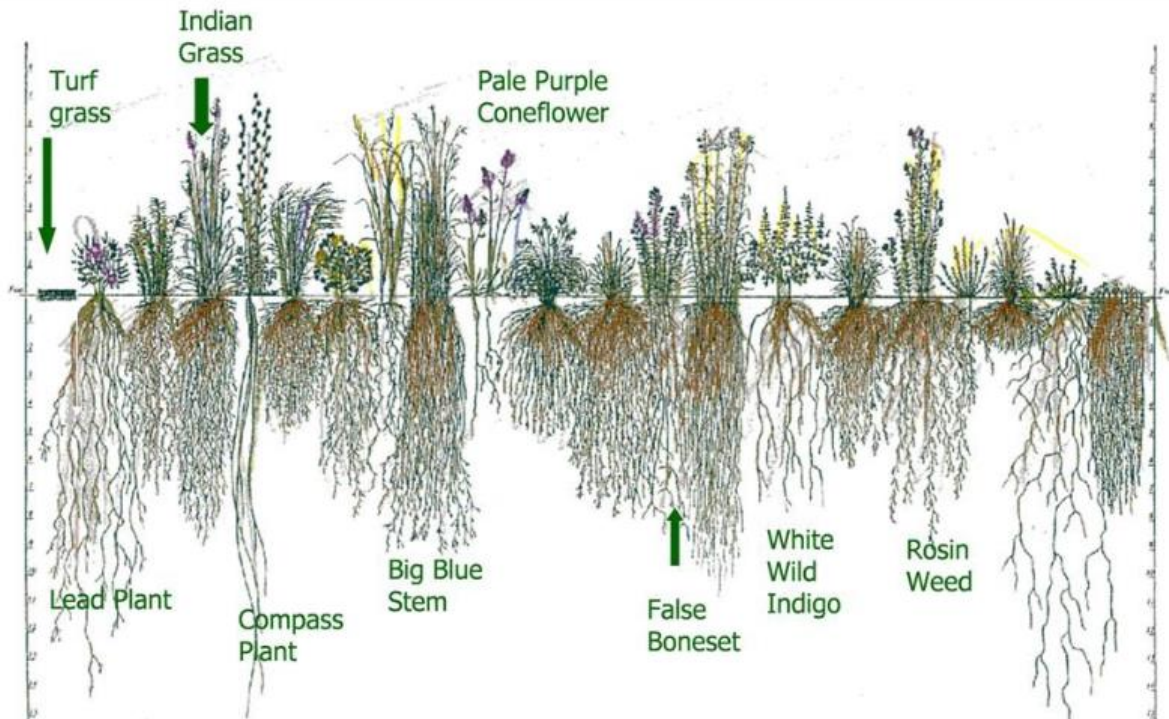


Figure 3 (Courtesy of Muskoka Watershed Council 2013)

In summary, shoreline buffers should be:

- At least 20 meters or more upland from the high water mark as recommended by the MNR
- Be composed of natural vegetation indigenous to the area with a broad corridor of undisturbed vegetation. Native vegetation does not require the use of fertilizers, herbicides and pesticides, provides improved habitat for terrestrial and aquatic species

- Be composed of plants with deep roots, not a grass lawn
- Shoreline hardening, or armoured could be avoided and/or replaced with naturalized shoreline
- The removal of shoreline vegetation on the land and water at the shore and the covering of the land immediately adjacent to the lake with sand, precludes any filtration of rainwater before it enters the lake and smothers the benthic organisms essential for a healthy food chain in the water body
- 75% of the shoreline, and 75% of the area of the property (including buildings) should be maintained in a naturalized state
- Pathways should be curved, and made of pervious material such as gravel, in order to impede the flow of rainwater run off into the lake (water movement below the surface tends to be slower than surface flow, thus creating more time for plants to take up the nutrient. (Hutchinson, p 17)



(naturenearby.org)

Figure 4. Plants with long roots capture nutrients before they get into the surface water of a lake or river, help prevent erosion and do not need fertilization or tending. Please note that plants with short roots, including grass, should be planted over a septic bed.

Beneficial compromises should be considered, namely:

- A buffer of any size is better than no buffer of naturalized vegetation, and
- Taking off the lower branches of a tree to open a view is preferable to removing the tree.

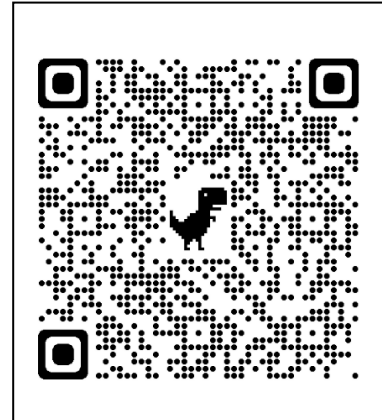
Types of Plants that can be maintained or replaced in the riparian zone include:

Schedule "A" 2023

Trees	Shrubs	Partial Shade	Full Sun	Shoreline
Riparian Zone	Black Chokecherry	Bearberry	Black-eyed Susan	Blue Flag Iris
Balsam Fir	Nannyberry	Bloodroot	Big Bluestem Grass	Blue Vervain
Red Maple	Northern Bush	Bunchberry	Canada Goldenrod	Boneset
Tamarack / Larch	Honeysuckle	False Solomon's	Butterfly weed	Cardinal Flower
Black Spruce	Pagoda Dogwood	Seal	Flat-topped Aster	Swamp Milkweed
Eastern Hemlock	Red Osier Dogwood	Jack in the	New England Aster	Joe Pye Weed
	Smooth Wild Rose	Pulpit	Pearly Everlasting	White Turtlehead
Medium Sized	Swamp Rose	Wild Columbine		
Chokecherry	Sweet Gale	Foamflower		
Pin Cherry	Winterberry Holly	Ostrich Fern		
Service Berry	Common Elderberry			
Striped Maple	Lowbush Blueberry			
Ironwood	Meadowsweet			
Eastern White Cedar	Serviceberry			
	Steeplebush			
Large Sized				
Bur Oak				
Red Oak				
Silver Maple				
Trembling Aspen				
White Birch				
Red Spruce				
Eastern White Pine				
Butternut				
Sugar Maple				

Figure 5 Plants indigenous to the McKellar area.

A note about prevention of fire damage due to encroachment of forest fires on settled lands:
Notwithstanding the information provided above, residents whose properties are adjacent to forested areas are encouraged to consult the information at Firesmart Canada for guidelines on mitigating the possibility of their dwelling being involved in an adjacent forest fire by carefully choosing the plants that are immediately adjacent to the house. Notably plants in these areas should be those that show more fire resistance, such as: deciduous trees and shrubs, plants that retain water well, have low fuel volume, are low growing and non-resinous ground cover of succulents. Pathways and driveways should be composed of permeable gravel, rather than bark or wood chips in these areas.





Township of McKellar

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

Phone: (705) 389-2842

Fax: (705) 389-1244

COUNCIL MEETING SCHEDULE

2024

Tuesday January 9, 2024
Tuesday January 23, 2024
Tuesday February 6, 2024
Tuesday February 20, 2024
Tuesday March 5, 2024
Tuesday March 19, 2024
Tuesday April 2, 2024
Tuesday April 16, 2024
Tuesday May 7, 2024
Tuesday May 21, 2024
Tuesday June 4, 2024
Tuesday June 18, 2024

Tuesday July 2, 2024
Tuesday July 16, 2024
Tuesday August 6, 2024
Tuesday August 20, 2024
Tuesday September 3, 2024
Tuesday September 17, 2024
Tuesday October 1, 2024
Tuesday October 15, 2024
Tuesday November 5, 2024
Tuesday November 19, 2024
Tuesday December 3, 2024
Tuesday December 17, 2024



Township of McKellar Report to Council

Prepared for: Mayor & Council

Department: Administration

Date: November 21, 2023

Report No: ADMIN-2023-20

Subject: Proposed Amendment to the Procedural By-law – Meeting Schedule

Recommendation:

That the Council of the Corporation of the Township of McKellar does hereby amend By-law 2023-08, the Procedural By-law, Section 4.2.1 Regular Meeting Time to; *“Regular Meetings shall be held on the first and third Tuesday of each calendar month with the first meeting of the month at 1:00 p.m. local time and the second meeting of the month at 5:30 p.m. local time, except for January when Regular Meetings shall be held on the second and fourth Tuesday. Notice of Regular Meetings of Council shall be posted on the Township website.”*; and

Further amend Section 6.6 to *“Meetings shall be adjourned automatically four (4) hours after calling the Regular Meeting to order, unless otherwise determined by Resolution passed by a majority of the Members of Council.”*; and

[Amendment to be presented at the last regular meeting in December 2023, to be effective January 1, 2024]

Background:

In January 2023, the new term of Council passed Procedural By-law 2023-08 to hold two regular meetings of Council per month whereas the last term of Council held one regular meeting per month. Two meetings a month allows Council to efficiently process Council business on a more regular basis. The intention was also to have shorter meetings holding two meetings per month, which has not proven to not be the case.

Section 4.2.1 Regular Meeting Time reads, *“Regular Meetings shall be held on the first and third Tuesday of each calendar month at 6:30 p.m. local time, except for January when Regular Meetings shall be held on the second and fourth Tuesday. Notice of Regular Meetings of Council shall be posted on the Township website.”*

The curfew for Regular Meeting times was also changed to 11:00pm. Section 6.6 Curfew reads, *“Meetings shall be adjourned automatically at 11:00 p.m. local time, unless otherwise determined by Resolution passed by a majority of the Members of Council.”*

Summary of 2023 Meetings

- 24 Regular Meetings Scheduled, 2 December Meetings remain
- 19 Special Meetings of Council, 1 yet to take place on September 24th including:

- 2 Meetings resulting from the adjourned meeting of December 20, 2022
 - 3 Budget Meetings
 - 3 Special Meetings re. the KPMG Forensic Audit
 - 4 Meetings re. Recruitment for a By-law Enforcement Officer
 - 1 Meeting for the purpose of the Human Resources Policy (continued discussion on multiple agendas throughout 2023)
 - 2 Meetings held for interviews
 - 2 Meetings held for wage reviews
 - 1 Meeting with the Twp's New Integrity Commissioner for Training
 - 1 Special Public Meeting held in regards to the West Parry Sound Recreation and Cultural Centre Pool Project
- Arguably, 2023 saw 11 *extra* meetings (not annual/reoccurring Municipal business) because extenuating factors; adjourned December 20, 2022 meeting (2), KPMG Audit (3), Recruitment of a BLEO (4), Training with the Integrity Commissioner (1) and discussion on the Human Resources Policy (1).

Changes to the Procedural By-law saw Closed Session items moved to the beginning of the meeting. To allow for adequate time to discuss Closed Session items, meetings are called to order in advance of 6:30pm.

Another practice conducted in 2023 was holding Committee of Adjustment Meetings prior to the Regular Meeting, so Council does not have to gather on a different day. In 2023 (to date), there have been 12 Minor Variance Applications, resulting in 10 Committee of Adjustment Meetings.

Evening meetings in 2023 have been regularly adjourning late in the evening, resulting in 14 meetings over 4 hours in duration. Arguable, meetings spanning that duration reach a point of being unproductive and staff reach high levels of mental fatigue after 14-hour work day. The following day after a Council meeting is a heavy workload day as staff are busy circulating resolutions carried at the meeting and following up with Council business discussed the night prior.

Analysis:

Staff are proposing that Regular Meetings continue to be held twice per month. The first meeting of the month to be held in the daytime at 1:00 p.m. and the second meeting of the month to be held in the evening at 5:30pm. The public portion of the evening meeting would not begin until 6:30pm. The additional hour (for the meeting to begin at 5:30pm) will allow for closed session items or Committee of Adjustment meetings. If there are no Closed Session items or no Committee of Adjustment meeting, the meeting will be advertised to begin at 6:30pm.

The proposed daytime meetings beginning at 1:00pm will primarily be comprised of closed session items, staff reports received for information (Fire Department, Accounts Payable, etc.) and items on the consent agenda. Daytime meetings allow for department heads to more easily attend the meeting to answer questions of Council. Staff will be more alert and engaged to answer questions at the meeting as the meeting is being held as a part of their regular work day and not late into the evening hours.

The evening meetings will be reserved for deputations, public meetings, planning matters and items that will be of an interest for the public to attend. The intent is for the evening meetings to become shorter with procedural Municipal business occurring during the daytime meeting.

Committee of Adjustment meetings can continue to be called prior to the Regular Meetings of Council. The practice has worked well with time restrictions associated with processing the application in accordance with the *Planning Act*. Staff can work with the applicants for scheduling, applicants wishing to attend the meeting and are better suited for the evening can have those arrangement made.

In 2023, Council meeting attendance from the public has been low. More attend virtually over Zoom than in person. Where there is an item of interest to the public, people do attend the meeting for that item, then leave the meeting. Members of the public are not willing to sit in the Council Chambers for a meeting adjourning at 11:00pm. Where an item is later in the agenda, the public has spoken up to Council asking for the item to be moved up on the agenda.

Financial:

Staff attending Council meetings are typically salaried positions. Some senior staff receive an extra week of vacation time in lieu of time spent attending Council meetings. The week in lieu was based on Regular Meetings being held once a month from 6:30pm to 10:00pm.

Other staff receive banked time at 1.5x for the time spent at Council Meetings. Moving one meeting a month to the daytime, will dramatically decrease banked time accumulated.

Policies Affecting Proposal:

Procedural By-law 2023-08

Conclusion:

It is recommended that Regular Meetings continue to be held twice per month. Times for the meetings has been suggested above as one daytime and one evening meeting. Start times were also suggested, although Council may offer a different suggestion if 10:00am is more preferable, for example. Other Municipalities in the area are changing their Regular Meeting times, so this recommendation is not out of the ordinary compared to neighbouring Municipalities.

Respectfully submitted by:



Karlee Britton, Deputy Clerk

Reviewed by:



Ina Watkinson, Clerk/Administrator

Attachments: 2023 Council Meeting Summary

COUNCIL MEETINGS - 2023

Date	Meeting Type	Call to Order	Adjourn	Duration	Notes
JANUARY 3, 2023	Special Meeting	1:00pm	4:07pm	3hrs 7min	Meeting on December 20, 2022 was adjourned due to technical issues.
January 10, 2023	Regular Meeting	5:30pm	10:45pm	5hrs 15min	
January 17, 2023	Special Meeting	1:00pm	2:08pm	1hr 8min	Planning Matters (time sensitive)
January 24, 2023	Regular Meeting	4:30pm	10:44pm	6hrs 14min	Committee of Adjustment at 5:30pm (Recess)
FEBRUARY 7, 2023	Regular Meeting	5:30pm	11:00pm	5hrs 30min	
February 14, 2023	Special Meeting	1:00pm	3:21pm	2hrs 21min	Closed – Wage Review
February 21, 2023	Regular Meeting	5:00pm	9:30pm	4hrs 30 min	
February 24, 2023	Special Meeting	1:00pm	4:35pm	3hrs 35min	Closed – Wage Review
MARCH 7, 2023	Regular Meeting	5:00pm	10:04pm	5hrs 4min	Committee of Adjustment at 6:00pm (Recess)
March 17, 2023	Special Meeting	1:00pm	4:05pm	3hrs 5min	Budget Meeting No. 1
March 21, 2023	Regular Meeting	5:30pm	9:56pm	4hrs 26min	
March 31, 2023	Special Meeting	1:00pm	4:38pm	3hrs 38min	Budget Meeting No. 2
APRIL 4, 2023	Regular Meeting	6:00pm	7:36pm	1hr 36min	
April 14, 2023	Special Meeting	1:00pm	3:37pm	2hrs 37min	Budget Meeting No. 3
April 18, 2023	Regular Meeting	4:00pm	7:56pm	3hrs 56min	Committee of Adjustment at 5:30pm (Recess)
MAY 2, 2023	Regular Meeting	6:00pm	10:49pm	4hrs 49min	
May 16, 2023	Regular Meeting	6:00pm	9:23pm	3hrs 23min	Committee of Adjustment at 6:00pm
May 18, 2023	Special Meeting	6:00pm	8:13pm	2hrs 13min	Closed (included PW Operator/Truck Driver Interviews)
May 25, 2023	Special Meeting	10:00am	10:52am	0hr 52min	Closed – KPMG Forensic Audit
May 26, 2023	Special Meeting	1:00pm	3:00pm	2hrs	Council & Staff Training with Integrity Commissioner
JUNE 6, 2023	Regular Meeting	6:00pm	10:25pm	4hrs 25min	Committee of Adjustment at 6:00pm
June 8, 2023	Special Meeting	10:00am	1:10pm	3hrs 10min	Closed – KPMG Forensic Audit
June 20, 2023	Regular Meeting	6:00pm	9:04pm	3hrs 4min	
June 28, 2023	Special Meeting	6:00pm	9:19pm	3hrs 19min	Closed – BLEO Recruitment
JULY 4, 2023	Regular Meeting	6:00pm	10:13pm	4hrs 13min	
July 18, 2023	Regular Meeting	5:00pm	8:22pm	3hrs 22min	

COUNCIL MEETINGS - 2023

July 21, 2023	Special Meeting	10:00am	11:54am	1hr 54min	Closed – BLEO Recruitment
AUGUST 1, 2023	Regular Meeting	5:30pm	8:41pm	3hrs 11min	Committee of Adjustment at 5:30pm
August 15, 2023	Regular Meeting	5:00pm	8:48pm	3hrs 48min	Committee of Adjustment at 5:00pm
August 21, 2023	Special Meeting	3:00pm	4:09pm	1hr 9min	Closed – BLEO Recruitment
SEPTEMBER 1, 2023	Special Meeting	9:00am	2:26pm	5hrs 26min	BLEO Interviews
September 5, 2023	Regular Meeting	5:00pm	10:44pm	5hrs 44min	
September 8, 2023	Special Meeting	9:00am	2:37pm	5hrs 37min	Closed – Human Resources Policy Discussion
September 19, 2023	Regular Meeting	5:30pm	9:24pm	3hrs 56min	
September 23, 2023	Special Meeting	10:00am	12:17pm	2hrs 17min	Pool Public Meeting
OCTOBER 3, 2023	Regular Meeting	5:00pm	10:00pm	5hrs	Committee of Adjustment at 5:00pm
October 13, 2023	Special Meeting	1:00pm	4:12pm	3hrs 12min	Closed – KPMG Forensic Audit
October 17, 2023	Regular Meeting	6:00pm	9:54pm	3hrs 54min	
NOVEMBER 7, 2023	Regular Meeting	5:00pm	10:30pm	5hrs 30min	Committee of Adjustment at 5:00pm
November 21, 2023	Regular Meeting	5:00pm			Committee of Adjustment at 5:00pm
November 24, 2023	Special Meeting	TBD			Closed
DECEMBER 5, 2023	Regular Meeting	5:30pm			Committee of Adjustment at 5:30pm
December 19, 2023	Regular Meeting	TBD			
Total # of Meetings for 2024 - <u>43</u>	No. Regular - <u>24</u> No. Special - <u>19</u>			141.5 hours (4 meetings to be held)	No. of Meetings over 4 hours – <u>14</u>



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

November 7, 2023

Mayor Moore called the meeting to order at 5:49 p.m.

ROLL CALL

Mayor Moore took Roll Call.

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

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

There were no conflicts of interest declared.

Moved by: Councillor Ryeland
Seconded by: Councillor Haskim

- 23-677** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Agenda for this Regular Meeting of Council, as amended; and
FURTHER to add Item 23.1 under New Business, Committee of Adjustment Appointments.

Carried

Moved by: Councillor Zulak
Seconded by: Councillor Kekkonen

- 23-678** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar, pursuant to the Municipal Act, S.O. 2001, as amended, move into closed session at 5:50 p.m. to discuss the following items;
 - 5.1 Minutes of Closed Session – October 17, 2023
 - 5.2 Acquisition or Disposition of Land; pursuant to Ontario Municipal Act, Section 239(2)(c) – Land Disposition & Land Acquisition
 - 5.3 Plans and Instructions for Negotiations; pursuant to Ontario Municipal Act, Section 239(2)(k) – West Parry Sound Recreation & Cultural Centre Joint Municipal Services Board Agreement
 - 5.4 Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them; Section 239(2)(h) – Data Sharing & Security Agreement with MPAC (Municipal Property Assessment Corporation)
 - 5.5 Personal matters about an identifiable individual, including Municipal or local board employees, pursuant to Ontario Municipal Act, Section 239(2)(b) – Staffing & Human Resources Policy

Carried

Moved by: Councillor Haskim
Seconded by: Councillor Ryeland

- 23-679** **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby reconvene into open session of Council at 6:37 p.m.

Carried

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

ROLL CALL

Mayor Moore took Roll Call.



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

November 7, 2023

Present: Mayor David Moore
Councillors Morley Haskim, Mike Kekkonen, Nick Ryeland, Debbie Zulak

Staff: Clerk/Administrator, Ina Watkinson
Deputy Clerk/Planning Assistant, Karlee Britton
Treasurer, Roshan Kantiya
Chief Building Official, Chris Bordeleau

RESPECT AND ACKNOWLEDGEMENT DECLARATION

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

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

There were no conflicts of interest declared.

Moved by: Councillor Zulak
Seconded by: Councillor Kekkonen

23-680 **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 November 7, 2023.

Carried

Moved by: Councillor Ryeland
Seconded by: Councillor Haskim

23-681 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Minutes of the October 17, 2023 Regular Meeting of Council, as circulated.

Carried

Moved by: Councillor Zulak
Seconded by: Councillor Kekkonen

23-682 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive report PLN-2023-04 Fox Farm Road Allowance Closure from Deputy Clerk/Planning Assistant, Karlee Britton, for information purposes.

Carried

Moved by: Councillor Kekkonen
Seconded by: Councillor Zulak

23-683 **WHEREAS** a public meeting was held on October 17, 2023 for the proposed road allowance closure on Fox Farm Road where the public was able to comment on the application and Council had taken all comments into careful consideration;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does deem the original road allowance between Part Lot 26 Concession 9 and Lots 24 & 25 Concession 9 surplus; and

FURTHER proceed with the By-law to Stop Up, Close and Sell the property in accordance with By-law 2011-24, as amended.



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

November 7, 2023

DIVISION VOTE

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

Carried

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

23-684 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive the Minutes of the September 28, 2023 meeting of the Township of McKellar Recreation Committee.

Carried

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

23-685 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive the Minutes of the July 17, 2023, August 28, 2023 and September 27, 2023 Meetings of the Belvedere Heights Board of Management.

Carried

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

23-686 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive the Minutes of the September 25, 2023 Meeting of the Township of McKellar Public Library Board.

Carried

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

23-687 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive Report BP23-02 Municipal Enforcement of On-Site Sewage Systems from Chief Building Official, Chris Bordeleau, for information purposes.

Carried

Chief Building Official, Chris Bordeleau left the meeting.

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

23-688 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive Report No. PW-2023-11 New Fuel Tanks for Public Works Yard; and

FURTHER THAT Resolution No. 23-664 be rescinded; and

FURTHER THAT the quotation provided by Parry Sound Fuels be accepted in the amount of \$10,738.00 plus HST of \$1,395.94 for a total of \$12,133.94 for two fuel tanks and (2) metered electric pumps; and

FURTHER THAT the Parry Sound Fuels supply fuels for the tanks as the lowest quoted price in the area.

Carried



CORPORATION OF THE TOWNSHIP OF MCKELLAR

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Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

23-689 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report No. ADMIN-2023-17 St. Stephen's Church Renovation Tender Results for information and award RFP No. PW-2023-15 St. Stephen's Church Renovations to Northern View Construction in the amount of \$70,156.00 plus HST of \$9,120.28 for a total amount of \$79,276.28; and

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

Deferred

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-690 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-73, Being a By-law to Impose Charges on Property Owners in a Designated Area (Craigmore Subdivision) for the Provision of Road Upgrades by the Township, a First and Second reading.

Carried

Moved by: Councillor Ryeland

Seconded by: Councillor Haskim

23-691 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report T-2023-13 Budgetary Control report for the Nine Months Ending September 30, 2023 from Treasurer, Roshan Kantiya, for information purposes.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-692 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report FD-2023-19 Alternate CEMC Appointment from Fire Chief, Robert Morrison; and

FUTHER THAT Tom Stoneman be appointed Alternative CEMC for the Township of McKellar.

Carried

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-693 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report FD-2023-17 Placement of a Dry Hydrant for Firefighting Operations from Fire Chief, Robert Morrison; and

FUTHER THAT the installation of a dry hydrant into the flowing water area of Minerva Park, approximately 60' to the north of the Cenotaph, be approved.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-694 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report FD-2023-18 Emergency Plan Changes from Fire Chief, Robert Morrison; and



CORPORATION OF THE TOWNSHIP OF MCKELLAR

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FURTHER THAT the changes made by the Fire Chief in the Emergency Management Plan are approved.

Carried

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

23-695 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive Report FD-2023-19 Month End Status Updates for October 2023 from Fire Chief, Robert Morrison, for information purposes.

Carried

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

23-696 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the September and October 2023 Chief Administrative Officer's Reports from the District of Parry Sound Social Services Administration Board, for information purposes.

Carried

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

23-697 **WHEREAS** a letter was received from Waterloo MPP Catherine Fife requesting support for Bill 21, Fixing Long-Term Care Amendment Act (Til Death Do Us Part), 2022;

BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby support Bill 21, amending the Resident's Bill of Rights set out in Section 3 of Fixing Long-Term Care Act, 2021 by adding the right of residents not to be separated from their spouse upon admission but to have accommodation made available for both spouses so they may continue to live together; and

FURTHER THAT a copy of this resolution be forwarded to Waterloo MPP Catherine Fife and Parry Sound-Muskoka MPP Graydon Smith.

Carried

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

23-698 **WHEREAS** an email was received from Mushkegowuk-James Bay MPP Guy Bourgouin requesting support for his private members Bill;

BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby support the private members Bill making it illegal for a vehicle to pass on the left side of a lane when it is marked with two solid yellow lines; and

FURTHER THAT a copy of this resolution be forwarded to Mushkegowuk-James Bay MPP Guy Bourgouin and Parry Sound-Muskoka MPP Graydon Smith.

Carried

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

23-699 **WHEREAS** the Council of the Corporation of the Township of McKellar passed By-law No. 2023-55, being a By-law to regulate the use and operation of the Township Transfer Station, on the 5th day of September, 2023, after consultation with the Director of Operations;



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

November 7, 2023

AND WHEREAS one of the changes to the new By-law from previous By-laws is the shortened duration of the 'grace' or free period for the dumping of brush and leaves from two months in the spring and two months in the fall seasons to one month in each of said seasons;

AND WHEREAS some ratepayers have questioned the short notice period for the aforementioned change in the 'free' or 'no charge' times and the associated costs if those new times are not strictly adhered to;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar, for the 2023 year only, hereby refund the monies to those residents who have paid for leaf and brush disposal between the time period from October 15, 2023, to November 15, 2023, the identify of whom to be ascertained from the Transfer Station attendant's receipt book;

AND FURTHER BE IT RESOLVED THAT further advertising be provided by the Township for the shortened time period stipulated in By-law No. 2023-55 and in force for 2024 and following.

Carried

Moved by: Councillor Kekkonen
Seconded by: Councillor Zulak

23-700 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby accept the resignation of Linda Filion, with regrets, on the Township of McKellar Recreation Committee; and

FURTHER thank her for time and dedication she has given to the Committee.

Carried

Moved by: Councillor Haskim
Seconded by: Councillor Ryeland

23-701 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby accept the quotation from Iron Design Welding for the supply of labour and materials as required to custom manufacture and install an exterior handrail on both sides of the Municipal Office to aid those walking down the stairs to the Post Office in the amount of \$6,580.00 plus HST of \$855.40 for a total of \$7,435.40.

Deferred

Moved by: Councillor Zulak
Seconded by: Councillor Kekkonen

23-702 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby direct the Treasurer to apply for the Celebrate Canada Funding Program for activities organized on June 27, 2024 for Canadian Multiculturalism Day.

Carried

Treasurer, Roshan Kantiya left the meeting.

Moved by: Councillor Zulak
Seconded by: Councillor Kekkonen

23-703 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-74, Being a By-law to Amend By-law 2019-07 being a By-law to Adopt a Council-Staff Relations Policy, a First and Second reading.

Carried



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

November 7, 2023

Moved by: Councillor Haskim

Seconded by: Councillor Ryeland

23-704 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby appoint the whole of Council for one year and Reg Moore for the present term of Council to sit on the Committee of Adjustment for the Township of McKellar; and

FURTHER THAT Resolution No. 22-475 be rescinded.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Ryeland

23-705 **WHEREAS** the Corporation of the Township of McKellar ("McKellar") recognizes that a recreation and cultural centre is an important amenity for the economic and social well being of the residents of West Parry Sound, including the residents of McKellar;

AND WHEREAS McKellar has always attempted to be a willing participant and contributor in area-wide initiatives that are practical, responsible and especially affordable to its ratepayers;

AND WHEREAS McKellar entered into the 'West Parry Sound Recreation and Cultural Centre Joint Municipal Service Board ("Board") Agreement' ("Agreement") on September 10, 2021;

AND WHEREAS McKellar has since obtained legal advice regarding an interpretation of obligations contained within said Agreement;

AND WHEREAS the Board was provided delegated authority to act on behalf of the Corporation of the Township of McKellar to "provide for those matters which, in the opinion of the participating municipalities are necessary or desirable to facilitate the establishment and operation of the joint municipal service board";

AND WHEREAS the Agreement states in Clause No. 3 that "the capital costs for the design and construction of the Centre shall not exceed \$32 Million (the amount of Municipal and ICIP funding available at the time of signing this agreement)...";

AND WHEREAS McKellar was of the understanding that its capital contribution to the project would be collected over time as invoices were submitted during construction instead of the surprising demand of full payment at one time, necessitating the requirement of obtaining a loan in the amount of \$775,000 at an interest rate of 4.41% for a period of ten years, to be repaid in annual payments of \$96,678.54 which follows a ten-year amortization period and equal to approximately 2.5% of McKellar's current levy, to fund the capital cost of the pool complex;

AND WHEREAS the Agreement states in Clause No. 4 that "the Board is authorized to add capital improvements (i.e. new projects) to the Centre from time to time up to a limit of \$350,000 per budget year, as adjusted by the annual building construction price index (BCPI) for Ontario," the line item in McKellar's annual budget being approximately \$30,000;

AND WHEREAS the Agreement states in Clause No. 9 that "joint municipal contributions to fund the annual operating deficit shall be capped at \$350,000, annually, indexed to CPI," and further that "any deficit larger than this amount, to be covered by municipal contributions, shall require approval of the Municipalities", resulting in another line item in McKellar's annual budget in the amount of approximately \$30,000;



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

November 7, 2023

AND WHEREAS the Agreement states in Clause No. 13 that “the Capital Budget shall project capital replacement and rehabilitation expenditures for the upcoming ten (10) year period which shall be determined by an asset management plan prepared within two (2) years of this Agreement coming into effect to address future capital requirements for the Centre over a ten (10) year period,” resulting in another line item in McKellar’s annual budget in the amount of approximately \$30,000;

AND WHEREAS an independent study conducted by BDO, dated June 15, 2023, concluded that the Board will “need to address a [projected] cash flow shortfall of \$740,000,” 8.5% of which McKellar is responsible;

AND WHEREAS the independent study conducted by BDO noted that “medium risk considerations include revenue assumptions, construction of a 6-lane pool and funding contributions”;

AND WHEREAS the Agreement states that “the Municipalities shall share the burden of the annual contributions to the operating budget and the capital budget (including contributions to the capital reserve as determined by the asset management plan) according to the following percentages:” with McKellar’s percentage listed as 8.5%;

AND WHEREAS the Agreement states in Clause No. 23 that “any term in this Agreement may be changed upon a two-thirds vote of the Municipalities, save and except where another municipality wishes to join the Board and enter into this Agreement, or where a municipality wishes to withdraw from the Board and this Agreement, or where the funding formula is to be changed, in which case all Municipalities to this Agreement must give their consent”;

AND WHEREAS the Project has dramatically changed in scope, with little attempt at descoping, since its inception and since this Agreement was signed; with the potential addition of two more 25m pool lanes, a possible relocation which may result in a change of ownership and the urging of the Fundraising Committee for the public to forward suggestions regarding additions to the design of the facility regardless of extra cost;

AND WHEREAS many of these potential changes are proposed to be financed through fundraising, the nature of which is uncertain and without guarantees, with any deficits to be covered by municipal funding;

AND WHEREAS the professional fundraisers have been put on hold or paused at this time;

AND WHEREAS it has been demonstrated on numerous occasions that the weighted voting system and the funding formula are grossly inadequate and unfair with McKellar’s vote weighted as 1/12 of the total and the other partner municipalities weighted as: Seguin 3/12, Parry Sound 3/12, McDougall 2/12, Archipelago 2/12, Carling 1/12;

AND WHEREAS McKellar’s recent five-year capital budget forecast indicates that the Township could experience a projected shortfall of \$5,000,000 for necessary infrastructure, in particular roads, bridges and facilities, excluding any costs associated with the proposed Recreation and Cultural Centre project;

AND WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, specifically states, and is referenced by the recent independent study completed by BDO financial experts, the role of Council is, among other responsibilities, to maintain the financial integrity of the municipality (224[d]);



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

November 7, 2023

AND WHEREAS Council is of the opinion that McKellar cannot agree to sign a 'blank cheque' with a potential minimum of five percent (5%) increase in annual levies to finance this Project over and above the historical capital and operating budget for the municipality;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby notify the Board that it wishes to invoke Clause No. 23 of the Agreement and requests all Municipalities to this Agreement to agree to McKellar's immediate withdrawal from this Board and this Agreement;

AND FURTHER BE IT RESOLVED THAT McKellar shall honour its one time maximum financial commitment towards capital construction in the amount of approximately \$735,000 and its commitment to contribute annually towards any operating deficit of the Facility, up to 8.5% of such annual deficit, provided that the annual maximum contribution shall not exceed \$30,000, commencing in the first year of the Facility's operation for a total of ten (10) years, with the annual maximum amount to be increased by the annual consumer price index as of September of the preceding year;

AND FURTHER BE IT RESOLVED THAT Operating deficit means where the operating costs and expenses incurred by the Facility, as determined under Generally Accepted Accounting Principles (GAAP), that are related to the operation of the Facility and which shall not include depreciation or reserve funds, exceed the membership revenue and any other operating revenue received by the Board. McKellar shall have the ability to review all operating costs, revenues and expenses and satisfy itself with the said deficit;

AND FURTHER BE IT RESOLVED THAT McKellar's role in respect of the Project is limited to making a financial contribution to the Project and McKellar will henceforth not be involved in the Project or its operation, as decision makers nor administrators, as evidenced by McKellar's rescinding of its delegated authority to the Board, acting as an agent of the municipality, and its rescinding of Council Resolutions appointing Council representatives and of its Clerk Administrator, acting as a member of the Steering Committee;

AND, FINALLY BE IT RESOLVED THAT a copy of this Resolution be forwarded to each of the participating partners in this proposed project (i.e. the Township of the Archipelago, the Township of Carling, the Municipality of McDougall, the Town of Parry Sound, the Township of Seguin, the Municipality of Whitestone); Shawanaga First Nation; Wasauksing First Nation; MPP Graydon Smith; MP Scott Aitchison; MPP Kinga Surma, Minister of Infrastructure for the ICIP Community, Culture and Recreation infrastructure stream; the Province of Ontario; and the Federal Government of Canada.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

23-706 BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby receive the consent agenda for correspondence.

Carried

QUESTION/COMMENT PERIOD (RELATED TO ITEMS ON THE AGENDA)

There were no questions from the in-person audience or via Zoom.



CORPORATION OF THE TOWNSHIP OF MCKELLAR

Council Meeting Minutes

November 7, 2023

Moved by: Councillor Ryeland
Seconded by: Councillor Haskim

23-707 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2023-75, 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 7th day of November, 2023.

Carried

Moved by: Councillor Kekkonen
Seconded by: Councillor Zulak

23-708 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar adjourn this meeting at 10:30 p.m. to meet again on November 21, 2023; or at the call of the Mayor.

Carried

David Moore, Mayor

Ina Watkinson, Clerk/Administrator

DRAFT



THE CORPORATION OF THE TOWNSHIP OF MCKELLAR

Invites

REQUESTS FOR PROPOSALS

RFP-2023-XX

To Provide a Review and New Versions
of the Township's
Zoning By-law and Official Plan

Sealed Tenders, clearly marked

RFP-2023-XX

will be received by the undersigned
until **2:00 p.m.**

on **Thursday, December 14th, 2023**

Lowest or any Proposal not necessarily accepted.

Ina Watkinson

Clerk/Administrator
Township of McKellar
P.O. Box 69, 701 Hwy 124
McKellar, ON P0G 1C0
clerk@mckellar.ca

Karlee Britton

Deputy Clerk/Planning Assistant
Township of McKellar
P.O. Box 69, 701 Hwy 124
McKellar, ON P0G 1C0
deputyclerk@mckellar.ca



TOWNSHIP OF MCKELLAR
REQUEST FOR PROPOSAL (RFP)
ZONING BY-LAW & OFFICIAL PLAN REVIEW
RFP-2023-XX

Submission Form

Planner/Firm: _____

Address: _____

Telephone: _____ Email: _____

Contact Person: _____

Description of Work:

The Registered Professional Planner (RPP) will be required to provide a comprehensive review of the Township's Zoning By-law and Official Plan, including 4 phases of work described in the Scope of Work, resulting in new, revised (updated) versions of said documents.

Location: Remote / Township Office 701 Hwy 124 McKellar, ON P0G 1C0

Subtotal \$ _____ (CAD \$)

H.S.T. \$ _____

TOTAL CONTRACT PRICE: \$ _____ (CAD \$)

The Planner/Firm is required to provide the Township with proof of insurance in the amount of \$2,000,000.00, and is responsible for all issues relating to WSIB, insurance etc. for their employees with relation to this contract.

By signing below, I acknowledge that I have read and understand this Request for Proposal **RFP-2023-XX** and I agree to abide by the terms and conditions contained here-in.

Authorized Signature: _____

Name: _____ (Please Print or Type)

Date: _____

Witness: _____

Date: _____

*Note that this submission form is not transferable and any alteration of the Company name entered hereon will be cause for considering the proposal irregular and subsequent rejection of the RFP.

TOWNSHIP CONTACTS AND ADMINISTRATION

Any questions or any additional information contact:

Chris Bordeleau

Chief Building Official
Township of McKellar
701 HWY 124, P.O Box 69
McKellar, Ontario P0G 1C0
Email: cbo@mckellar.ca
Phone: (705) 389-2842 x2

Karlee Britton

Deputy Clerk/Planning Assistant
Township of McKellar
701 HWY 124, P.O Box 69
McKellar, Ontario P0G 1C0
Email: deputyclerk@mckellar.ca
Phone: (705) 389-2842 x5

REQUEST FOR PROPOSAL CLOSING

Date of Closing

RFP submissions can be made until **December 14, 2023 at 2:00 PM**. RFP submissions received after this date will not be given consideration and returned to the sender unopened. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Package Submission Process

RFP packages shall be submitted by **December 14, 2023 at 2:00 PM** in a closed and sealed envelope clearly marked as to contents "Zoning By-law & Official Plan Documents RFP-2023-XX", to:

Ina Watkinson

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

Karlee Britton

Deputy Clerk/Planning Assistant
Township of McKellar
P.O. Box 69, 701 Hwy 124
McKellar, ON P0G 1C0

**Electronic submissions will not be accepted.*

***Please note that the lowest or any proposal may not necessarily be accepted.**



TOWNSHIP OF MCKELLAR
REQUEST FOR PROPOSAL (RFP)
ZONING BY-LAW & OFFICIAL PLAN REVIEW
RFP-2023-XX

Context

The Township of McKellar is a single tier municipality located in the District of Parry Sound. It is a picturesque and rural area known for its natural beauty and outdoor recreational opportunities. McKellar is situated in the heart of Ontario's cottage country, approximately 250 kilometers north of Toronto. The Township has many pristine lakes, including Lake Manitouwabing, which offers stunning views and water-related activities. The 2021 census estimates the Township's population at 1491 people, with more than 50% of the population being seasonal residents.

Purpose

The Township of McKellar is issuing an RFP to solicit the services of a qualified consultant to provide the Township with a review and submission of new updated versions of the its Zoning By-law and Official Plan. The project is to be included in the 2024 Annual Budget. The project has an anticipated start date of **Spring 2024**. The purpose of the review is:

- Conduct a review of the Official Plan (OP), to ensure the OP continues to address local priorities and changing community needs and to ensure that it is consistent with the Zoning By-law (ZBL);
- Reflect new policy changes in the *Ontario Planning Act*, *Provincial Policy Statement 2020*, *More Homes Built Faster Act 2022*, and other applicable provincial policies;
- Utilize the Township's Zoning By-law 2019-23 (repealed) as a base document and incorporate changes to items that were appealed;
- Update and digitize mapping to include zoning By-law amendments and Minor Variances;
- Increase the clarity, intent and ease of understanding of the Official Plan and Zoning By-law, incorporating explanatory or illustrative diagrams where appropriate to assist in interpretation;
- Ensure final approval of the Ministry of Municipal Affairs and Housing for the final Official Plan document.

The updated Zoning By-law will provide a long-term zoning plan for the Township of McKellar that will focus on creating sustainable growth as well as a strong, resilient and vibrant community while preserving the characteristics of our unique natural heritage. It will strategically develop the context of the Township while ensuring that development aligns with the policies of the updated Official Plan and other governing legislation.

Project Area

The project area includes all lands located in the Township of McKellar, District of Parry Sound, Province of Ontario. Approximately 176.07 square kilometres according to the 2021 Census data.

Scope of Work

The Project is anticipated to start **Spring 2024** with a completion date no later than **December 31, 2024**. It is anticipated that the review will be undertaken in four major phases:

Phase 1: Background Review/ Study

Phase 2: Proposed Policy Directions

Phase 3: Draft Updated Official Plan and Zoning By-law

Phase 4: Refinement and Finalization of Updated Official Plan and Zoning By-law

It is required that the selected Registered Professional Planner (RRP) will actively engage with Staff to be provided with past history of Zoning By-law 2019-23 (repealed), appeals, current zoning issues and suggestions for improvement/clarification. It is crucial that ratepayers be a part of the review through public forums for comment (open houses, surveys, information sessions etc.) to ensure that all appropriate groups have been consulted and that appropriate feedback has been received. Further, it is the duty of the RPP to explore emerging planning practices and to consider incorporating such practices into the new Zoning By-law.

The following is a description of each proposed phase of the Zoning By-law review and is intended to provide an overview of the process and describes, in a general way, the outcomes and deliverables of each phase of the project:

Phase 1 – Background Review/Study:

The intent of this Phase is to identify themes that will need to be considered as part of the updates to the OP and Zoning By-law. Examples of such themes include but are not limited to: appeals from By-law 2019-23 (repealed) short term rentals, second dwellings, road allowances leading to waterbodies, permitted uses and accessory buildings regulations. In addition, Zoning By-law Amendments, Minor Variance decisions, Ontario Municipal Board/Local Planning Appeal Tribunal decisions and by-law ambiguity, inconsistency and interpretation issues should be reviewed in this Phase. A deliverable of this phase includes a Report to Council on By-Law Issues.

Phase 2 - Proposed Policy Directions:

At the completion of Phase 1, the Report to Council on By-law Issues will assist in the identification on the proposed policy directions. A Special Open Meeting of Council would be a deliverable of this Phase to review the major issues identified in the Phase 1 work and to discuss with Council the proposed policy directions. The Special Meeting will also provide Council with an opportunity to identify any

specific issues that they may have identified with By-law 2019-23 (repealed) that should be addressed within the Phase 2. Following the Special Meeting a Report to Council would be prepared identifying: an approach to regulating short term rentals, official plan amendment authority, structure and formatting options, approach to zone exceptions, zones, mapping, definitions and general provisions. The Report to Council would identify options, and provide a recommended approach with the goal to obtain clear consensus and direction on the Township's updated Zoning By-law.

Phase 3 - Draft Updated Official Plan and Zoning By-law:

During this phase, the preparation of a Draft Official Plan and Zoning By-law will occur for the purpose of circulation internally and to any applicable agencies for review. The Statutory Public Open House under the *Planning Act* will also be held, which will include a presentation on the Draft documents as well as comments from the public to be considered by Council. A deliverable of this Phase is the submission of an Official Plan and Draft Zoning By-law.

Phase 4 - Refinement and Finalization of Updated Official Plan and Zoning By-law:

Preparation of the final Official Plan and Zoning By-law will be presented for the Statutory Public Meeting under the *Planning Act* for any additional refinements and then be considered by Council for adoption. The deliverable of this Phase is the submission of a Final Official Plan and Zoning By-law, ready for adoption by Council.

Note:

The proposal must include a description of the number and type of meetings and consultation opportunities proposed:

- Meetings with Township staff and Council and their purpose and proposed outcomes;
- Community Consultation meetings by number, type and proposed outcomes;
- Statutory meetings with Council as required by the *Planning Act*.

Available Information the Township will provide:

- the adopted Official Plan;
- current Zoning By-law 1995-12;
- the repealed Zoning By-law 2019-23, and appeals filed with the Ontario Land Tribunal;
- all Zoning By-law Amendments;
- all Minor Variance decisions.

Work Plan

The proposal must provide a work plan indicating the timing for conducting each phase of the project, the time allocation for each task, the cost of each of the phase broken down by task and the date of final submission to the Township.

Deliverables

The selected Registered Professional Planner (RPP) will be required to provide the following to the Township during the conclusion of the Official Plan and Zoning By-law project:

1. Eight (8) copies of the final Official Plan for adoption;
2. Eight (8) copies of the final Zoning By-law for adoption;
3. One (1) electronic PDF version of all drafts and Reports to Council;
4. One (1) electronic PDF version of the final Official Plan;
5. One (1) electronic PDF version of the final Zoning By-law;
6. One (1) electronic copy in PDF or JPG or compatible version of all plans, illustrations, and/or drawings produced during the project;
7. All GIS information created as part of the project including all final schedules to the Zoning By-law.

**Note: All created files will be the property of the Township.*

Time Frames

The successful consultant must begin Phase 1 no later than **June 7, 2024**. The final versions of the Official Plan and Zoning By-law for adoption must be submitted to the Township no later than **November 15, 2024**. The OP and Zoning By-law will be adopted before **December 31, 2024**.

Evaluation Process and Criteria

The review and selection of Registered Professional Planner(s) (RPP) will be done by Council and Township Staff. The selection of a RPP is a competitive process and therefore the Township reserves the rights to accept or reject in whole or in part any or all proposals and cancel all or part of this RFP process for any reason at the sole discretion of the Township and to negotiate contracts with the selected RPP whose proposal is considered to be most acceptable to the Township. Proposals will be evaluated based on the following criteria and weight:

Degree to which the Proponent Responded to the RFP	30%
Qualifications/Experience of the Planning Firm and/or Team	25%
Total Price/Cost	25%
Public Consultation and Project Process	10%
Ability to Meet the Project Anticipated Project Schedule	5%
Innovative Approaches and Value Added	5%

Interviews

Registered Professional Planners (and/or Firms) may be asked to attend an interview with Council prior to the final consideration.

Assumptions and Contract

The selected RPP will be expected to enter into a Contract with the Township addressing the full scope of the work and its obligations to perform the work in compliance with all applicable Federal and Provincial requirements. The selected RPP

will indemnify the Township from all costs, charges and expenses and other claims with respect to the job functions being carried out. This will include possessing and confirming: General Liability and/or Professional Liability Insurance, Automobile Liability insurance, WSIB Clearances (if required) and any other labour requirements of the Province.

Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **December 14, 2023 at 2:00 PM** local time. Any proposals received after this date and time will be returned to the sender unopened. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

All prices quoted shall be in Canadian funds and shall include all duty, custom clearances, fuel tax, shipping costs, and HST shall be extra where applicable.

Proponents agree to prepare and submit bids at their own cost. The Township of McKellar is not obligated in any way to pay costs of any kind or nature whatsoever that may be incurred by a Proponent or any third parties in the bid process relating to the RFP. All such costs shall be the Proponent's sole responsibility.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. Proponents are to supply the names of three clients for whom they have performed or are performing similar projects.

All proposals received must remain valid for acceptance up to 90 days beyond the closing date. Should there be any discrepancies or omissions in the proposal document, or any doubt as to its meaning, inquiries should be made in writing to:

Ina Watkinson

Clerk/Administrator
Township of McKellar
P.O. Box 69, 701 Hwy 124
McKellar, ON P0G 1C0
Email: clerk@mckellar.ca
Phone: (705) 389-2842 x3
Fax: (705) 389-1244

Karlee Britton

Deputy Clerk/Planning Assistant
Township of McKellar
P.O. Box 69, 701 Hwy 124
McKellar, ON P0G 1C0
Email: deputyclerk@mckellar.ca
Phone: (705) 389-2842 x5
Fax: (705) 389-1244

If a correction, explanation, or interpretation is deemed necessary or desirable, a written addendum will be issued to all proponents. Proponents should notify Ina Watkinson and/or Karlee Britton in writing that they have taken this RFP in order to receive any addendums issued.

REFERENCES

Client 1

Name: _____ Phone: _____

Scope of Work: _____

Contract \$ Amount: _____ Term: _____

Client 2

Name: _____ Phone: _____

Scope of Work: _____

Contract \$ Amount: _____ Term: _____

Client 3

Name: _____ Phone: _____

Scope of Work: _____

Contract \$ Amount: _____ Term: _____

GENERAL CONDITIONS

Interpretation

In the contract "Work" means the whole of the work, services and materials required to be done and or performed by the Registered Professional Planner (RPP) in order to carry out the Contract.

Status of the Registered Professional Planner (RPP)

The RPP/ Planning Firm is engaged as an independent contractor for the sole purpose of performing the Work. Neither the RPP/Planning Firm nor any of its personnel is engaged as an employee, servant or agent of the Township of McKellar.

Compliance with Applicable Laws

The RPP shall comply with all laws applicable to the performance of the Work.

Subcontracting

Unless otherwise provided in the Contract and RFP, the RPP shall obtain the consent of the Township of McKellar or designate in writing prior to subcontracting or permitting the subcontracting of any portion of the Work at any phase.

Infringement

The RPP/Planning Firm warrants that no Work furnished in accordance with this contract shall infringe upon any patent, registered industrial design, trademark, trade secret, copyrighted work or other intellectual property right. The RPP at its sole cost and expense shall defend and hold harmless the Township of McKellar, its agents, employees and customers against any and all suits, actions and claims arising out of any and every charge of infringement.

Indemnification

The RPP shall indemnify and save harmless the Township of McKellar from any and all claims, demands, causes of action, loss, costs or damages that the Township may suffer, incur or be liable for resulting from the performance or non-performance of the RPP/Planning Firm of his/her obligations under any resulting contract.

Payment

Payment by the Township of McKellar for the Work shall be made in 4 installments, after the completion of each phase and upon receipt of the project deliverable:

Phase	Project Deliverable
1	Report to Council
2	Special Open Public Meeting has been completed
3	Submission of the draft Official Plan and Zoning By-law
4	Submission of the final Official Plan and Zoning By-law, ready for adoption and completion of the seven deliverables listed under "Deliverables" in the RFP.

Completion of each phase will be determined by Township Staff and Council.

Conflict of Interest

All firms are required to disclose to the Township of McKellar prior to accepting the assignment any potential conflict of interest. If a conflict of interest does exist, the Township of McKellar may, at its discretion, withhold the assignment from the RPP until the matter is resolved to the satisfaction of the Township. If, during the contract, a RPP is retained by another client giving rise to a potential conflict of interest, then the RPP shall so inform the Township and if a significant conflict of interest is deemed to exist by the Township, then the RPP shall:

1. Refuse the new assignment, OR
2. Take such steps as are necessary to remove the conflict of interest.

Fraud or Bribery

Should the RPP/Planning Firm, any of his/her agents give or offer any gratuity to, or attempt to bribe any member of the awarding body, officer or servant of the Township of McKellar, or to commit fraud against the Township of McKellar, the Township shall be at liberty to declare the RFP void forthwith.



Township of McKellar

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

Phone: (705) 389-2842

Fax: (705) 389-1244

November 21, 2023

Patrick Christie
Parry Sound Area Planning Board
1 Mall Drive, Unit 2
Parry Sound, ON
P2A 3A9

via Email: psapb@vianet.ca

Re: Consent Application – B14/2023 (2165268 Ontario Ltd.)

Dear Patrick,

Please be advised that all of the following conditions for the above noted Consent Application have been met.

1. Payment of a fee in lieu of parkland dedication; (Parkland paid on Oct. 3, 2023)
2. Obtaining confirmation from the Director of Operations that there are suitable driveway locations for the severed and retained lots on to Wendy's Lane; (letter dated July 13, 2023)
3. That any portion of Wendy's Lane 33 feet (10 metres) from the centre line be conveyed to the Township; (no transfers required as shown in Plan 42R-22313)
4. 911 addressing at the time of issuance of an entrance or building permit;
5. Payment of any applicable planning fees. (n/a for this file)

Regards,

Karlee Britton
Deputy Clerk/Planning Assistant
Township of McKellar

**TOWNSHIP OF MCKELLAR
RECREATION COMMITTEE – MINUTES**

OCTOBER 26, 2023, 3:30 p.m.
McKellar Community Centre

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

CALLED TO ORDER: 3:30 p.m.

APPROVAL OF THE MINUTES: Moved by Judy Ryeland and seconded by Dinah Ryeland Brown that the Recreation Committee of the Township of McKellar does hereby accept the minutes of the September 28, 2023, meeting. Motion Carried (23-35).

APPROVAL OF THE AGENDA: Moved by Dinah Ryeland Brown and seconded by Chris Bishop that the Recreation Committee of the Township of McKellar does hereby accept the agenda for the October 26, 2023, meeting. Motion Carried (23-36).

DECLARATION OF CONFLICT OF INTEREST: None

VISITORS: None

CORRESPONDENCE RECEIVED: The new Expense Claim Forms have been received by E-mail. It was noted that the Chairperson signs all submitted Expense Claim Forms from Committee Members. The Committee thought and agreed that the Vice-Chairperson should be permitted to sign expense forms when the Chairperson is not available or when the Chairperson is making a claim. Morley will enquire if this is the case or should be the case going forward.

The Committee has received a resignation letter from Linda Filion stating that she has resigned from the Committee. Linda is to remain on the Volunteer List.

REPORTS OF MEMBERS:

1. Outdoor to Indoor Pickleball: This activity has moved back to the two courts in the Community Centre. The attendance is good.

2. Yoga with Helen Kohl: This 6-week program has begun and the first night was well attended.

3. Movie Night: Approximately 38 people attended the October 20th Movie Night. The Committee felt that the Rocky Horror Picture Show will be shown again next year. The September 29th Movie Night was also well attended.

SEE PAGE 2

NEW BUSINESS:

Movie Nights: The upcoming November 3rd movie will have a Remembrance Day theme. The November 17th Movie Night will be moved to the 18th to accommodate the Christmas Market.

Halloween Trick or Trunk: The Committee discussed the final details of this event. Decorating will be done on that day at 1:00 p.m. and the Committee members will fill 50 goodie bags after this meeting.

Storage Room: It was noted by the Committee that Chris and Terry did an amazing clean-up and re-organizing job of our storage room.

Christmas Crafts and Movie: Some details of this Dec. 15th event were discussed including the movie choice is to be the Grinch.

Future Dates: The Ice Fish Derby will be held on Saturday, February 17, 11:00 a.m. to 2:00 p.m.

The Snowmobile Trip date will be Saturday, March 2, 1:00 p.m. to 4:00 p.m. The Saint Patrick Day Dance date will be set at our next meeting.

NEXT MEETING: November 23, 2023, 3:30 p.m. or at the call of the chairperson.

ADJOURNMENT: Moved by Terry Lacey and seconded by Mel Hammond that the Recreation Committee of the Township of McKellar does hereby adjourn at 4:30 p.m. Motion Carried (23-37).

LAKE STEWARDSHIP AND ENVIRONMENTAL COMMITTEE OF MCKELLAR TOWNSHIP*

Final Minutes

THURSDAY, October 12th, 2023

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

Topic: Lake Stewardship and Environmental Committee of McKellar Township

Oct 12, 2023

Item	Time	Please note: These are ongoing agenda items. Only items marked with an * will be discussed at the next meeting.
1.		<p>Land Acknowledgement: In the spirit of reconciliation and co-operation, we wish to acknowledge that the land on which we gather is the traditional territory of the Anishinaabe and Mississauga people. Its boundaries fall within the Robinson-Huron Treaty of 1850 and the Williams Treaty of 1923. We are grateful to live here and we thank all the generations of people who have taken care of this land for thousands of years. To honour the suffering of Indigenous people and the love and wisdom they have carried for thousands of years, we pledge to work in community and harmony with each other and the environment we inhabit and work towards Truth and Reconciliation.</p>
2. *		<p>Roll Call: Tony Best (Y); Ross Crockford (Y); Jennifer Ghent-Fuller (Y); Melanie Jeffrey (N); Axy Leighl (N); Carl Mitchell (on LOA); Suzanne Poff (N); Nick Ryeland (Y). Leslie Last has informed the Chair that Al has resigned from this committee due to illness. We need 4 committee members to have a quorum (Y)</p> <p>Does anyone have a declaration of pecuniary and/or personal interest and general nature thereof?</p> <ul style="list-style-type: none"> We welcomed a new member, Ross Crockford. His application to join our committee was approved at the October 2nd meeting of Council. We also have two new candidates for the committee whose applications are scheduled at the October 17th Council meeting, Peter Duffey and Rick Speers. Welcome to all!
3.		<p>Motion to accept the minutes of July 6th, 2023. (attached). Note: the August meeting was cancelled and the September meeting had no quorum. Moved: Tony Seconded: Nick Approved: (Yes)</p> <p>Amendments: none</p>
4. Goals		<p>General Updates on Current Issues.</p>
4.1		<p>Waterfront/ Shoreline protection – Oct 12, 2023. The Tree Canopy and Natural Vegetation Bylaw 2023 was accepted with the following amendment to the attachment, adding in the exception of the septic bed to the areas where plants with long roots should be planted.</p> <p>October 5, 2023 – Jennifer sent committee members a draft policy in the past few days for review (Sixth revision attached) and additional material to be used to evaluate it.</p> <p>We will be seeking a motion to approve this proposed policy and forward it to Council as an amendment/replacement for the current Tree Canopy Policy 2019-12 (attached).</p>

	<p>References used to write the amended policy include:</p> <ol style="list-style-type: none"> 1. Natural Shorelines and their Role in the Protection of Water Quality and Aquatic Habitat: State of the Science Report. Hutchinson Environmental Sciences Limited, Aug 18, 2021. 2. The Science Behind Vegetated Shoreland Buffers: Why the Ribbon of Life Matters, Watersheds Canada, 2022. 3. Shoreline Buffers and Water Quality, South Carolina Native Plant Society, 2020. 4. Lakeshore Capacity Assessment Handbook: Protecting Water Quality in Inland Lakes, Ontario Government, retrieved October 10, 2022. 5. A Shoreline Owner’s Guide to Healthy Waterfronts, Federation of Ontario Cottagers Association, 2019. 6. Planning for our Shorelands, Watersheds Canada, 2022. 7. Lake Protection Workbook: A Self-Assessment Tool for Shoreline Property Owners, Lake Links (Watersheds Canada) 2022. 8. A Regulatory Guide to Achieving Environmental Net Gain at the Waterfront, Watersheds Canada, 2022. <p>July 6, 2023 – Axy will send out a draft policy by July 17th. We will review it at our next meeting on August 10th and decide whether it is ready to share with Council at that time. Council members have expressed interest.</p> <p>April 13, 2023 - Axy & Jennifer have been working on expanding the Tree Canopy Policy to include Shorelands. The first draft of this proposed policy as well as some references are attached. We need to decide how to proceed with the fine tuning and public education/familiarization with this new policy. Discussion included a need to use more plain language. The question was raised about the cost to the township of implementing this. There may be some initial publicity costs, but there is no need for enforcement expenditures as it is a by-law to establish a policy of best practices for maintaining tree canopy and natural vegetation and will serve as a guide for residents. The Haliburton by-law has a question and answer section. Something similar might be helpful.</p>
4.2	<p>Water Sampling</p> <p>October 5, 2023 Three rounds of sampling for E. coli and for Phosphorus and Calcium have been completed for the season. Profile data was also collected for 16 sites three times this summer. Data will be sent to the Township for posting. Sampling and profile data were collected for Manitouwabing, Armstrong, Grey Owl, Mary Jane, McKellar and Moffat Lakes.</p> <p>July 6 – MLCA samplers have completed the June 2023 sampling for E. coli and results are posted with MLCA and the Township.</p> <p>The six largest lakes in McKellar Township were also sampled for phosphorus and calcium. For five of those lakes this was the first time. The sites of the 2021 Lake Capacity study were used, and a comparison sample collected at the five Lake Partner Program sites on Lake Manitouwabing. Posting of these results is pending.</p>
4.3	<p>Septic Education –</p> <p>Oct 12 – Moved: Ross, Seconded: Nick</p>

Resolved that the issue of septic inspection and permits include the full breadth of Drinking Water Source Protection as defined under the Clean Water Act, 2006 (Ontario Regulation 287/07). Approved.

July 6 – A flyer entitled “Help Your Septic System and Our Lakes” has been printed and delivered to the Township Office. The invoice has been submitted and paid to Aquagraphics. It was included in the tax mailing at the end of July.

A question was raised about septic inspection by a member of the public. Jennifer has made a preliminary call to the North Bay Mattawa Conservation Association and will follow up, as will Nick.

A call was received in June from a McKellar Township resident who will be remaining anonymous. There was a release of raw sewage into Lake Manitouwabing from a burst septic tank on April 15 that was visible on the melting ice. The North Bay Mattawa Conservation Association (NBMCA) was contacted, but by the time they were called, the ice had melted and the sewage was gone so they were not able to take any further action. E coli tests were completed in the area in June. The site level was slightly elevated and was over the provincial standard of 200 CFU/100 ml downstream. There is no mandated septic inspection in McKellar Township. This committee investigated the possibility a few years ago, but the cost of acquiring each septic registration in the township from NBMCA, the cost of paying the salary of a septic inspector (even one shared by other area municipalities) and the process to set the system up was agreed to be beyond the capacity of the Township at that time. Discussion included the diesel spill in the spring at which the health department, the Ministry of the Environment and the police attended, and this was contrasted to the government response to the sewage spill. We also discussed the possibility of asking the Township if one of its employees could go out to witness a future sewage spill and report it on behalf of the Township as quickly as possible. Perhaps a hotline could be set up and/or the By-Law officer could be involved. Currently, individual residents are relied upon to do the reporting; they are assured of anonymity by the NBMCA, but that does not extend to a possible court case. Individuals may suffer from personal harassment for reporting a neighbour and this is not acceptable. The committee also discussed a need to devise/discover a reporting mechanism for 24/7 reporting and advertise this to residents.

The main concern is that a majority of township residents draw household water from the lake and treat it with various methods before drinking it. Discussion was also had on the need to advertise free tap water testing by the health unit and the water testing, likely at a cost, by Water Depot in Parry Sound. **Nick** will investigate the service available from Water Depot. We have a video on water testing available online.

June 8th:

Resolution 2023 #4

Motion: that we rescind Resolution 2023 #1 of March 9 2023, as follows:

*Resolution 2023 #1 - The LSEC will print 100 copies of the Septic Smart booklet distributed last year and make them available at the Township office and the Library for new residents

Moved: Axy Seconded: Al Approved yes

Motion to rescind: Moved: Sue Seconded: Tony Approved (Yes)

Resolution 2023 #5

	<p>Resolved that we approve the flyer entitled Wise Septic Use (4th draft attached), have 2000 copies printed at an approximate cost of \$1,500 and request that Council authorize* its distribution with the next tax mailing.</p> <p>Moved: Tony Seconded: Sue Approved: (Yes) With changes: none *Council authorized this distribution with the next tax mailing.</p>
4.4	<p>Presentations - YouTube videos from this committee are posted here: https://www.mckellar.ca/en/township-services/resources/Links-to-YouTube-Videos.pdf along with other videos</p> <p>Our postings (listings and a table of contents) are uploaded on the township web page under "Residents/Environment." Jennifer has been gradually updating the page with Mary Smith's help. https://www.mckellar.ca/en/living-in-our-community/environment.aspx</p> <p>July 6 - The request was made to put this link at the top of our agenda/minutes and to generally advertise it.</p>
4.5	<p>Microplastics/Microfibres/ Washing Machine Filters – video on our YouTube channel posted</p>
4.6	<p>Earth Day / Clean Up Our Lakes –</p> <p>October 5, 2023 – Melanie will let us know when she is ready to do a presentation on recycling.</p> <p>July 6 - The "Clean Up Our Lakes" sign is badly damaged.</p> <p>Recycling was raised as an issue. There should be clear guidelines as to what plastics are successfully recycled and whether to remove labels etc in order to maximize the success of plastic recycling in our area. Melanie is an expert in this issue and offered to give a presentation at a future meeting. Request was made to record this session to be included in our resources.</p> <p>The Clean Up our Lakes campaign is scheduled annually for the end of April to end of May – suggestion was made to include roads and add it to the slogan – "Clean up our Lakes, Rivers and Roads" for publicity this spring.</p> <p>June 8 2023 - Moved that We hold the Clean Up Our Lakes campaign in 2024 without ordering bins. Moved: Tony Seconded: Sue approved</p>
4.7	<p>Fishing / Wildlife –</p> <p>Sept 14 – Lumber and some T bars have been given to this group by committee members in addition to their independent receipt of township funds.</p> <p>July 6 –</p> <p>Al requested help with bird boxes for raptors that are on the decline. Sue and Al will work together on this. Steve Bradley has built a bird nesting boxes for raptors in response to a request from Tianna Burke.</p> <p>Additionally, it would be a good idea to build turtle nesting protection boxes. Al will draw up a list of materials needed, and we will all draw on the stores in our garages to fulfill the needs. Tony will work with Al on this.</p>

	<p>Loon counts. MLCA carried out a loon count over the July long weekend. Responses came in with loon sightings in various areas of the lake. Jennifer will be working with one of the respondents to summarize the input for this and for the next two long weekends. The plan is to submit information to Birds Canada and eBird.</p> <p>Canada Geese – Minerva Park has become difficult to use because of the amount of goose guano on the ground. We will make the suggestion to the Township to leave a fringe of unmowed lawn about 2 – 3 feet wide on the land at the water’s edge to take advantage of the reluctance of geese to enter an area with long grass that they cannot see through.</p>
4.8	<p>Fish Catch reporting signs for Armstrong Lake - are up at Armstrong Lake beach. June 1 2023 – sign is well back from the portable outhouse and visible.</p>
4.9	<p>Catch and Release Signs are up at township launch sites. Copies of the Catch and Release sign are on the back of the Safe Boating flyer and were printed for distribution by the Township with the tax mailing to all households at the end of February 2023.</p>
4.10	<p>Benthic Study – Sept 14th – The property at 85 Cole Point Trail, which has been used as a sampling site for the benthic studies for the past 4 years has been sold. Jennifer has spoken with Katrina at GBB and will write to the Clerk to inquire about the new owner to inquire whether they will allow GBB to continue to use that property as a sampling site. 2023 sampling has been completed and the report will be issued by GBB shortly. May 11th – funding is included in the 2023 budget March 9, 2023 Jennifer distributed an evaluation of the value of the 2022 Benthic report along with a suggestion that LSEC recommend to Council that this research be continued. Proviso: that the data from the Lake Manitouwabing studies be posted on an existing publicly available website at no extra charge to the township or the MLCA. We passed a resolution supporting the continuation of Benthic sampling by the GBB.</p>
4.11	<p>Pesticides/Fertilizers – July 6th – an example of a brochure that would include pesticides Turtle nesting protection boxes. Built for people to use and store. Committee members liked the idea of promoting the planting of rain gardens and filter strips mentioned in the brochure below = to decrease the amount of nutrients seeping into the lake. CCE Lawn Care for Water Quality Brochure 2020.pdf (skaneateleslake.org)</p> <p>Pesticides – we will fold a discussion of pesticide use on lawns into the work/education on waterfront vegetation. Melanie and Jennifer.</p>
4.12	<p>Invasive Species – Oct 12 – Chair has had discussion with Greg Gostick about the occurrence of phragmites beside Centre Rd at the previously identified spot.</p> <p>Sept 14th – Sampling was completed in August for detecting the presence of two invasive plants: European water chestnut and water soldier by eDNA, through the auspices of FOCA.</p> <p>July 6th - Al Last, assisted by Jeremy Sintzel, has been putting up the new Invasive Species signs from FOCA at the boat launches.</p>

	June 8 th – Council approved replacing the old Protect our Lakes from Invasive species signs and replacing them with the new signs from FOCA. We also need to map and list where the signs are placed in the township. Need someone to place signs again.
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4.13	Dark Skies – From Oct 13/ minutes on planning: Sue and Jennifer will continue the work on Dark Skies.
4.14	Water Levels – A paper detailing previous work on water levels is posted on our section of the web page.
4.15	Pollinator Patches / Gardens– Oct 5th – Tony watched the geese to identify how they access Minerva Park and Jennifer has written to the Clerk and Deputy Clerk to request permission to plant low shrubs in those areas. Sue and Jennifer met with Greg Gostick to discuss locations for the plants and the buried power cables. Planting took place Sept 28 th at 0900. We had nine plants and will need to complete planting in the approved areas with more plants in the spring. Thanks to Anna Michieli for volunteering to help plant and weed! July 6 th – The Pollinator Patch Garden at the Community Center has been reconditioned; GBB personnel were invited to come. They are now taking over the care and tending of this garden again. Sue received a request to do some clean up at the Minerva Park Garden. We wrote to the Township Clerk to say we would do this. We have funds to fill out the plants. We will book a day in September and advertise for volunteers to work on this garden in addition to removing some deadwood now. We need to be certain that no other organization has this responsibility. Resolution 2023 #6 Moved that we use the funds intended for the Butterfly Garden to make purchases to clean up and augment plants at the Minerva Park Garden. Sue and Jennifer wrote to the Clerk that we agreed to do it – all others welcome and we may post a notice to bring in Volunteers. Moved: Al Seconded: Sue Approved: Yes
	ICECAP – This item removed. Council will communicate directly with GBB about this.
4.16	EV Chargers –
4.17	Organic Waste Planning investigate the possibility of a processing facility shared with other townships in the future May 11 th Another company is coming to Council with a proposal on Food Cyclers (attached). There is also a brand called LOMI which is very similar. Food Cyler will sell reuseable filters to purchasers whose community participates.
4.18	From Oct 13/22 minutes on planning: Sept 14th – There are new guidelines for communities without Drinking Water Source Protection under the Clean Water Act. Jennifer has been collecting links and information (attached in September mailings) for a future discussion on this topic. Mandatory septic inspection is included in the Drinking Water Source Protection Zones established under Ontario’s Clean Water Act. McKellar Township is not included in this program. Oct. 13/2022 Jennifer will start to research the background on Drinking Water Source Protection with a view to eventually having McKellar Township included in such a program. This will likely be a multi-year project as it involves working with other townships and communities in the local watersheds and finding a

		Conservation Association willing to manage the program.												
5.		Budget – Our suggestions LSEC Our revised budget for 2023 was accepted by Council in April.												
6.		Next meeting date and time is Thursday September 14th, 7:30 pm on zoom. This meeting will not be available in the Community Centre. LSEC meetings will continue at 7:30 pm on the second Thursday of the month in 2023 : <table border="0"> <tr> <td>January 12th</td> <td>July 13th Meeting changed to July 6th.</td> </tr> <tr> <td>February 9th</td> <td>August 10th-meeting was cancelled</td> </tr> <tr> <td>March 9th</td> <td>September 14th-quorum was not achieved</td> </tr> <tr> <td>April 13th</td> <td>October 12th</td> </tr> <tr> <td>May 11th</td> <td>November 9th</td> </tr> <tr> <td>June 8th</td> <td>December 14th</td> </tr> </table> Next meeting November 9th 7:30 pm.	January 12th	July 13th Meeting changed to July 6 th .	February 9th	August 10th -meeting was cancelled	March 9th	September 14th -quorum was not achieved	April 13th	October 12th	May 11th	November 9 th	June 8th	December 14 th
January 12th	July 13th Meeting changed to July 6 th .													
February 9th	August 10th -meeting was cancelled													
March 9th	September 14th -quorum was not achieved													
April 13th	October 12th													
May 11th	November 9 th													
June 8th	December 14 th													
7.		Motion to adjourn. Moved: Tony Seconded: Ross Approved: Yes Time: 8:23 PM												



Township of McKellar Staff Report

Prepared for COUNCIL

Department: TREASURY

Agenda Date: November 21, 2023

Report No: T-2023-14

Subject: Amendment to 2023 Budget

Recommendation:

That the Council of the Township of McKellar, accepts below amendments:

- That 2023 Capital Budget Sources and Contributions to Reserves to purchase 2023 BCT010 BEARCO Trailer from GF Preston Sales & Service LTD
- That 2023 Capital Budget Sources and Contributions to Reserves to install handrails by Iron Design Welding
- That 2023 Operating Budget Sources and Contributions to Reserves to repair the Backhoe at Transfer Station by GF Preston Sales & Service Ltd

Background:

The Township of McKellar approved its 2023 Operating and Capital Budget on June 6th, 2023. As part of the budget, the Public Works Department identified the need for a trailer to efficiently transport vital cargo and equipment from one location to another. The Director of Operations received two quotes for the trailer, one from GF Preston Sales & Service Ltd. for \$4,793.60 plus HST and another from Georgian Bay Trailers Inc. for \$4,660 plus HST.

During a recent council meeting, the Councilor Debbie Zulak drew attention to a potential hazard at the Township office location, suggesting the installation of exterior handrails. The proposed installation involved handrails to be fitted on both sides of the building, measuring approximately 52' on one side and about 42' on the other. To address the issue, Iron Design Welding was contracted to supply and install the handrails at a cost of \$8,480 plus HST.

Furthermore, the Public Works Department required the maintenance of the Case Backhoe, which was in dire need of repairs. GF Preston Sales & Service LTD was contracted to troubleshoot and fix the engine and front end of the backhoe, and the total cost of the repair was \$18,650.07 plus HST.

Financial Analysis/Discussion:

- The Trailer will be financed by the Roads Capital Equipment /Vehicle Reserve which will result in a decrease of \$4,877.97 from the said reserve.

- The exterior railings at Township office Location will be funded through Community Centre Reserve. The Community Centre Reserve will be reduced by \$8,629.25
- The maintenance of the Case Backhoe will be funded through Roads Capital Equipment/Vehicle Reserve. The Roads Capital Equipment/Vehicle reserve will be reduced by \$14,000 as per the resolution #23-668

Policies Affecting Proposal:

Procurement Bylaw No.2019.44

Conclusion:

The Council of the Township of McKellar hereby approve and accept the amendment to 2023 Operating and Capital Budget and Reserves.

Respectfully submitted by:


Roshan Kantiya
Treasurer

Reviewed By:


Ina Watkinson
Clerk/Administrator

Township of McKellar
Amendment to Reserve
November 21,2023

Dept	Reserve Name	2022 Reserve Balance	2023 Transfer from (Draw) Reserve	Detail	2023 Transfer To Reserve	Detail	Estimated 2023 Reserve Balance
ADMIN	Working Fund Reserve	\$ 20,343.25					\$ 20,343.25
ADMIN	General Admin Reserve	\$ 5,000.00					\$ 5,000.00
ADMIN	Election Reserve	\$ -					\$ -
FIRE	Fire Department Forest Fire Reserve	\$ 16,000.00			\$ 3,000.00		\$ 19,000.00
FIRE	Fire Department Equipment Reserve						\$ -
FIRE	Fire Department Vehicle Reserve	\$ 15,772.04			\$ 50,000.00		\$ 65,772.04
FIRE	Emergency Planning Reserve						
BUILDING	Building Department Reserve	\$ 36,162.72	\$ (8,000.00)				\$ 28,162.72
BUILDING	Building Department Miscellaneous-Surplus	\$ 90,000.00					\$ 90,000.00
PUBLIC WORKS	Roads Capital Equipment/Vehicle Reserve	\$ 520,628.35	\$ (286,000.00)	Purchase Truck			\$ 203,750.38
			\$ (12,000.00)	Lawn Mower			
			\$ (4,877.97)	Purchase Trailer			
			\$ (14,000.00)	Case Backhoe Repair			
PUBLIC WORKS	Roads Capital Construction Reserve	\$ 251,018.12			\$ 14,544.00		\$ 244,871.12
					\$ 50,000.00	Insurance Refund-Oil Spill	
			\$ (180,000.00)	Inholme Bridge	\$ 109,309.00	NORD Grant-Centre Road	
PUBLIC WORKS	Roads Capital Building Reserve	\$ 100,000.00	\$ -		\$ 15,000.00		\$ 115,000.00
WASTE MGMT	Transfer Site Reserve	\$ 11,086.11					\$ 11,086.11
HEALTH	Health Care Reserve	\$ 88,967.95					\$ 88,967.95
CULTURE	Cultural Reserve	\$ 89,750.00	\$ (74,750.00)	St.Stephen Church			\$ -
			\$ (15,000.00)	Hemlock Chruch			
CULTURE	Sesquicentennial Ad Hoc Committee	\$ 31,135.80	\$ (29,300.00)	150th celebration			\$ 1,835.80
CULTURE	West Parry Sound Recreation and Cultural Center	\$ 620,105.79	\$ (561,539.65)	Remaining balance of WPSRC			\$ 58,566.14
HISTORICAL	Historical Committee Reserve	\$ 18,006.10	\$ (16,006.10)	St.Stephen Church			\$ -
			\$ (2,000.00)	150th Event			
HISTORICAL	Historical Committee Reserve - St. Stephen's (from Surplus)	\$ 67,469.50	\$ (50,000.00)	Hemlock Chruch			\$ -
			\$ (17,469.50)	St.Stephen Church			
COMM CTRE	Community Centre Reserve	\$ 225,469.11	\$ (105,000.00)	Stove/Floor/Counters/Cubboard	\$ 10,000.00		\$ 46,839.86
			\$ (75,000.00)	Community Center Shingles Replacement			
			\$ (8,629.25)	Exterior railings at Township office			
RECREATION	Recreation Reserve	\$ 49,731.53	\$ (3,000.00)	Fix Glass around Ice Rink			\$ 46,731.53
RECREATION	Recreation Fund Raising Reserve	\$ 1,384.22					\$ 1,384.22
RECREATION	Recreation Committee Reserve	\$ 1,458.95					\$ 1,458.95
LIBRARY	Library Capital Reserve (established in 2019)	\$ 5,000.00					\$ 5,000.00
EC DEV	EDC Committee Reserve	\$ 1,046.24					\$ 1,046.24
EC DEV	REDAC Reserve	\$ 13,024.69					\$ 13,024.69
	High Speed Internet Telecommunications Reserve	\$ 48,000.00			\$ 12,000.00		\$ 60,000.00
FUND	Parkland Fund	\$ 28,290.00					\$ 28,290.00

Township of McKellar
 Amendment to Reserve
 November 21, 2023

Dept	Reserve Name	2022 Reserve Balance	2023 Transfer from (Draw) Reserve	Detail	2023 Transfer To Reserve	Detail	Estimated 2023 Reserve Balance
FUND	AMO GAS TAX FUND - Mandatory Reserve Fund	\$ -			\$ 73,535.00	Gas Tax	\$ 73,535.00
FUND	Cemetery Reserve Fund	\$ 27,510.69			\$ 1,000.00		\$ 28,510.69
FUND	Vetern's Fund	\$ 6,510.56			\$ 1,000.00		\$ 7,510.56
FUND	Investment in Asset Management	\$ 17,931.22	\$ (15,000.00)	Inholme Bridge	\$ 17,265.03		\$ 20,196.25
TOTAL RESERVES		\$ 2,406,802.94	\$ (1,477,572.47)		\$ 356,653.03		\$ 1,285,883.50

**Township of McKellar
Schedule of St.Stephen Church Revenue/Expenses
November 21,2023**

<u>Revenue</u>	Amount
Cultural Reserve	\$ (74,750.00)
Historical Committee Reserve	\$ (16,006.10)
Historical Committee Reserve - St. Stephen's (from Surplus)	\$ (17,469.50)
NOHFC Grant-St.Stephen Church	<u>\$ (161,460.00)</u>
	\$ (269,685.60)
<u>Expenses</u>	
JS Mason & Property -Footings/Darinage	\$ 152,638.98
	<u>\$ 152,638.98</u>
<u>Balance</u>	<u>\$ (117,046.62)</u>

Township of McKellar
Schedule of Hemlock Church Revenue/Expenses
November 21,2023

<u>Revenue</u>	<u>Amount</u>
Cultural Reserve	\$ (15,000.00)
Historical Committee Reserve - St. Stephen's (from Surplus)	\$ (50,000.00)
	<hr/>
	\$ (65,000.00)
 <u>Expenses</u>	
Northern View Construction-Windows & Doors	\$ 19,631.54
	<hr/>
	\$ 19,631.54
 <u>Balance</u>	 <hr/> \$ (45,368.46) <hr/>

**Township of McKellar
A/P Preliminary Cheque Run
(Council Approval Report)**

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<u>General</u>										
308	Debbie Zulak, 161 Balsalm Road, PO Box 232, McKellar, ON, P0G 1C0									
OCT32023		10-03-23	Bank Account COUNCILLOR PAY SEPT 17 TO SEPT 30/2023	10-13-23	\$659.97	\$659.97	01-00-011-801	Bank Account	\$0.00	(\$4,177,221.0
						\$659.97				
643	OMERS ADMINISTRATION CORPORATION, 900-100 ADELAIDE STREET WEST, TORONTO, ON, M5H 0E2									
OCTOBER2023		10-04-23	OMERS Payable OMERS CONTRIBUTION OCTOBER 2023	10-27-23	\$8,058.74	\$8,058.74	01-00-000-639	OMERS Payable	\$0.00	(\$24,482.24)
						\$8,058.74				
Total General						\$8,718.71				
<u>General Liabilities and Equity</u>										
1443	EDNA STEWART, 184 DIAGONOL ROAD, WINGHAM, ON,									
SEPT2023		10-01-23	Refundable Entrance/Bldg Fees ROAD DAMAGE DEPOSIT REFUND	10-27-23	\$750.00	\$750.00	01-01-030-617	Refundable	\$0.00	(\$154,723.60)
						\$750.00				
Total General Liabilities and Equity						\$750.00				
<u>General Government</u>										
23	Bell Canada, P.O. Box 9000, Stn.: Don Mills, North York, ON, M3C 2X7									
SEPT2023		09-16-23	Telephone - OFFICE	10-27-23	\$165.71	\$165.71	01-02-060-007	Telephone	\$2,600.00	\$879.01
						\$165.71				
1019	CIBC VISA, P.O. BOX 4595, STATION "A", TORONTO, ON, M5W 4X9									
SEPT2023		09-22-23	Memberships/Subscriptions REV	10-27-23	\$27.78	\$27.78	01-02-060-017	Memberships/Subscriptio	\$4,000.00	\$640.93
SEPT2023		09-22-23	Memberships/Subscriptions BLINK CAMERAS	10-27-23	\$152.64	\$152.64	01-02-060-017	Memberships/Subscriptio	\$4,000.00	\$640.93
SEPT2023		09-22-23	Professional Services - Legal / Land Registry etc TERANET	10-27-23	\$35.83	\$35.83	01-02-060-020	Professional Services -	\$26,000.00	\$2,416.13

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Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
SEPT2023		09-22-23	Information Technology Support GOOGLE	10-27-23	\$182.56	\$182.56	01-02-060-023	Information Technology	\$35,000.00	\$8,120.16
SEPT2023		09-22-23	Bank Service Charges \$ Loan Interest Charges	10-27-23	\$53.34	\$53.34	01-02-060-025	Bank Service Charges \$	\$39,000.00	\$19,085.66
SEPT2023		09-22-23	Telecommunicaiton Service (Internet, Website) STARLINK	10-27-23	\$646.18	\$646.18	01-02-060-031	Telecommunicaiton	\$15,685.70	\$6,387.64
SEPT2023		09-22-23	Telecommunicaiton Service (Internet, Website) XPLOARNET	10-27-23	\$98.19	\$98.19	01-02-060-031	Telecommunicaiton	\$15,685.70	\$6,387.64
						\$1,196.52				
1021	MY-TECH INFORMATION TECHNOLOGY, 20 BARTLETT DRIVE, SEGUIN, ON, P2A 2W8									
SEPT2023		09-30-23	Information Technology Support TECH SUPPORT - SEPTEMBER 2023	10-27-23	\$1,143.28	\$1,143.28	01-02-060-023	Information Technology	\$35,000.00	\$8,120.16
						\$1,143.28				
1380	KPMG LLP, P.O. BOX 4348, STATION A, TORONTO, ON, M5W 7A6									
8005002958		09-08-23	Professional Services - Audit PROFESSIONAL SERVICES AS RENDERED - FORENSIC AUDIT	10-27-23	\$22,896.00	\$22,896.00	01-02-060-019	Professional Services -	\$61,292.00	\$38,161.52
						\$22,896.00				
Total General Government						\$25,401.51				
Fire Protection Services										
23	Bell Canada, P.O. Box 9000, Str.: Don Mills, North York, ON, M3C 2X7									
SEPT2023		09-16-23	Telephone FIRE DEPARTMENT	10-27-23	\$90.50	\$90.50	01-03-150-007	Telephone	\$2,500.00	(\$159.10)
						\$90.50				
1019	CIBC VISA, P.O. BOX 4595, STATION "A", TORONTO, ON, M5W 4X9									
SEPT2023		09-22-23	Courses & Training FIRE DEPARTMENT	10-27-23	\$333.35	\$333.35	01-03-150-015	Courses & Training	\$8,800.00	\$4,864.44
SEPT2023		09-22-23	Fire Fighting Tools/Equipment GAS DETECTOR FIRE DEPARTMENT	10-27-23	\$308.36	\$308.36	01-03-150-111	Fire Fighting	\$13,500.00	\$2,745.68
						\$641.71				
1305	ROBERT MORRISON,									
SEPT2023		10-03-23	Conferences - LUNCH	10-27-23	\$15.14	\$15.14	01-03-150-016	Conferences	\$750.00	\$750.00
SEPT2023		10-03-23	Miscellaneous CONES	10-27-23	\$57.98	\$57.98	01-03-150-024	Miscellaneous	\$3,000.00	\$1,120.12
SEPT2023		10-03-23	Miscellaneous BINS	10-27-23	\$29.49	\$29.49	01-03-150-024	Miscellaneous	\$3,000.00	\$1,120.12
						\$102.61				

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1442	CEV CARRIER EMERGENCY VEHICLES, 585 OAK PARK ROAD UNIT C, BRANTFORD, ON, N3T 5L8									
00846		09-21-23	T1-2019 INT.TRUCK#709568 ANNUAL LADDER TESTING/PUMP TESTING	10-27-23	\$942.65	\$942.65	01-03-153-206	T1-2019	\$2,250.00	\$2,234.88
00846		09-21-23	T2 - 2013 Freightliner - Fire Dept ANNUAL LADDER TESTING/PUMP TESTING	10-27-23	\$942.64	\$942.64	01-03-153-207	T2 - 2013 Freightliner -	\$3,250.00	\$995.47
00846		09-21-23	2020 Freightliner Pumper Truck ANNUAL LADDER TESTING/PUMP TESTING	10-27-23	\$942.62	\$942.62	01-03-153-210	2020 Freightliner	\$2,250.00	\$2,250.00
						\$2,827.91				
Total Fire Protection Services						\$3,662.73				
<u>Protection to Persons and Property</u>										
1438	MICHAEL SKOF, 125 HENRY STREET, BARRIE, ON, L4N 1E2									
SEPT2023		10-04-23	Professional Services - Legal SERVICES RENDERED - BY-LAW LEGAL EXPENSES	10-27-23	\$543.15	\$543.15	01-05-190-020	Professional Services -	\$4,000.00	\$3,650.20
						\$543.15				
Total Protection to Persons and Property						\$543.15				
<u>Transportation</u>										
23	Bell Canada, P.O. Box 9000, Stn.: Don Mills, North York, ON, M3C 2X7									
SEPT2023		09-16-23	Telephone - PUBLIC WORKS	10-27-23	\$45.26	\$45.26	01-06-200-007	Telephone	\$1,400.00	\$655.52
						\$45.26				
137	MUSKOKA AUTO PARTS, 45 Gibson Street, Parry Sound, ON, P2A 1X1									
785299/4		09-28-23	Filters	10-27-23	\$396.34	\$396.34	01-06-228-143	Filters	\$4,000.00	\$2,469.59
785287/4		09-28-23	Maintenance Costs/Parts OIL FILTER	10-27-23	\$74.07	\$74.07	01-06-235-143	Maintenance Costs/Parts	\$2,500.00	\$2,139.06
						\$470.41				
820	FREIGHTLINER NORTH BAY, 40 COMMERCE CRESCENT, NORTH BAY, ON, P1A 0B4									
RN09522		09-29-23	Maintenance Costs/Parts 2020 PLOW TRUCK AIR COMPRESSOR REPLACEMENT FREIGHTLINER 2020	10-27-23	\$686.88	\$686.88	01-06-233-143	Maintenance Costs/Parts	\$3,000.00	\$1,702.75
						\$686.88				
985	GIN-COR, 5151 HIGHWAY 17 WEST, MATTAWA, ON, P0H 1V0									
81198		08-27-23	Materials & Supplies BELT/BEARING	10-27-23	\$1,388.70	\$1,388.70	01-06-226-145	Materials & Supplies	\$10,100.00	\$7,736.65
						\$1,388.70				

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1441	GRIFFITH BROS. SERVICE CENTRE LTD., 10454 HIGHWAY 124, PO BOX 629, SUNDRIDGE, ON, P0A 1Z0									
212532		09-28-23	Maintenance Costs/Parts 2009 FORD - F550 SUPER DUTY ANNUAL SAFETY	10-27-23	\$203.52	\$203.52	01-06-246-143	Maintenance Costs/Parts	\$3,500.00	\$1,080.68
						\$203.52				
Total Transportation						\$2,794.77				
Environmental Services										
12	Adams Brothers Construction Ltd, P.O. Box 324, Parry Sound, ON, P2A 2X4									
166477		10-03-23	Scrap Metal Revenue CREDIT MEMO FROM SCRAP PURCHASE	10-27-23	(\$317.98)	(\$317.98)	01-08-104-571	Scrap Metal Revenue	\$8,500.00	\$7,900.00
166443		10-03-23	Waste Hauling Contract - SEPTEMBER 2023	10-27-23	\$2,289.14	\$2,289.14	01-08-301-122	Waste Hauling Contract	\$30,000.00	\$10,482.36
						\$1,971.16				
23	Bell Canada, P.O. Box 9000, Stn.: Don Mills, North York, ON, M3C 2X7									
SEPT2023		09-16-23	Telephone TRANSFER STATION	10-27-23	\$45.26	\$45.26	01-08-300-007	Telephone	\$600.00	\$237.97
						\$45.26				
919	WASTE CONNECTIONS OF CANADA INC., PO BOX 1779, 580 ECCLESTONE DRIVE, BRACEBRIDGE, ON, P1L 1V7									
7113-001232-		09-30-23	Recycling Contract RECYCLING CONTRACT - SEPTEMBER 2023	10-27-23	\$4,846.41	\$4,846.41	01-08-301-121	Recycling Contract	\$30,000.00	\$5,180.74
						\$4,846.41				
Total Environmental Services						\$6,862.83				
Health Services										
196	NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT, 345 OAK STREET WEST, NORTH BAY, ON, P1B 2T2									
october2023		10-01-23	North Bay Parry Sound Health Unit Annual Levy OCTOBER	10-27-23	\$3,432.37	\$3,432.37	01-09-330-030	North Bay Parry Sound	\$40,956.92	\$10,297.11
						\$3,432.37				
Total Health Services						\$3,432.37				
Parks and Recreation Facilities										
1284	DINAH RYELAND-BROWN, RECREATION COMMITTEE, , ,									
SEPT2023		09-15-23	Materials & Supplies REMBURSEMENT FOR MOVIE NIGHT SUPPLIESREMBURSEMENT FOR MOVIE NIGHT SUPPLIES	10-27-23	\$37.85	\$37.85	01-11-360-145	Materials & Supplies	\$3,000.00	(\$1,698.73)
						\$37.85				
Total Parks and Recreation Facilities						\$37.85				

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Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Community Centre										
23	Bell Canada, P.O. Box 9000, Stn.: Don Mills, North York, ON, M3C 2X7									
SEPT2023		09-16-23	Telephone - COMMUNITY HALL	10-27-23	\$94.13	\$94.13	01-12-370-007	Telephone	\$1,200.00	\$492.78
						\$94.13				
109	Home Hardware, 31 Joseph Street, Parry Sound, ON, P2A 2G3									
180011		10-02-23	Materials & Supplies WATER	10-27-23	\$14.91	\$14.91	01-12-370-145	Materials & Supplies	\$1,000.00	(\$2,954.10)
180011		10-02-23	Materials & Supplies BLEACH	10-27-23	\$31.53	\$31.53	01-12-370-145	Materials & Supplies	\$1,000.00	(\$2,954.10)
						\$46.44				
197	Near North Laboratories Inc, 11-191 Booth RD, North Bay, ON, P1A 4K3									
98085		09-26-23	LAB AND COURIER FEE	10-27-23	\$42.59	\$42.59	01-12-370-257	Water Testing	\$2,000.00	\$1,664.32
						\$42.59				
554	Alex Herr, 17 John St, Parry Sound, ON, P2A 1R6									
LAUNDRY#1		10-02-23	Drycleaning WASH AND FOLD LAUNDRY TABLECLOTHS	10-27-23	\$175.00	\$175.00	01-12-370-256	Drycleaning	\$100.00	\$25.00
						\$175.00				
1439	NORTHBOUND ROOFING, 83 BOLSOVER ROAD, KAWARTHA LAKES, ON, K0M 2T0									
1378		07-26-23	Capital - Buildings COMMUNITY CENTRE SHINGLE REPLACEMENT	10-27-23	\$47,962.87	\$47,962.87	01-12-370-401	Capital - Buildings	\$180,000.00	\$163,741.35
						\$47,962.87				
Total Community Centre						\$48,321.03				
Cultural										
1416	JT MASONS & PROPERTY MANAGEMENT CORP., 38 MCCAULEY ROAD, ROSSEAU, ON, P0C 1J0									
254		09-28-23	Hemlock Church & St. Stephen's Church DRAINAGE MILESTONE - ST. STEPHEN'S CHURCH	10-27-23	\$37,311.32	\$37,311.32	01-13-383-113	Hemlock Church & St.	\$334,685.60	\$251,723.62
						\$37,311.32				
Total Cultural						\$37,311.32				
Planning and Development										
1440	RECEIVER GENERAL FOR CANADA, 15 EDDY STREET, 9TH FLOOR, GATINEAU, QC, K1A 0M5									
1800082490		09-26-23	McKellar Market Expenses REIMBURSEMENT OF FUNDS FOR CANADA DAY FIREWORKS	10-27-23	\$5,000.00	\$5,000.00	01-14-420-262	McKellar Market	\$6,970.00	\$4,602.62
						\$5,000.00				
Total Planning and Development						\$5,000.00				
Total Bills To Pay:						\$142,836.27				

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<u>General</u>										
643 OCT2023	OMERS ADMINISTRATION CORPORATION, 900-100 ADELAIDE STREET WEST, TORONTO, ON, M5H 0E2	10-06-23	OMERS Payable OMERS CONTRIBUTION - OTHER HALF	10-31-23	\$8,246.80	\$8,246.80	01-00-000-639	OMERS Payable	\$0.00	(\$16,423.50)
						\$8,246.80				
Total General						\$8,246.80				
<u>General Liabilities and Equity</u>										
1445 OCT2023	JOHN SANDERSON, 25 LIZZIE'S LANE, MCKELLAR, ON, P2A 0B4	10-10-23	Refundable Entrance/Bldg Fees ROAD DAMAGE DEPOSIT REFUND	10-31-23	\$750.00	\$750.00	01-01-030-617	Refundable	\$0.00	(\$153,973.60)
						\$750.00				
Total General Liabilities and Equity						\$750.00				
<u>General Government</u>										
116 OCTOBER2023 SEPT2023	Hydro One Networks Inc., P. O. Box 4102 Stn A, Toronto, ON, M5W 3L3	10-01-23 09-30-23	Hydro Admin Hydro Admin	10-31-23 10-27-23	\$855.07 \$871.44	\$855.07 \$871.44	01-02-060-008 01-02-060-008	Hydro Admin Hydro Admin	\$14,000.00 \$14,000.00	\$3,821.82 \$3,821.82
						\$1,726.51				
206 1800034043	Municipal Property Assessment Corp, P.O. BOX 3884, COMMERCE COURT POSTAL STATION, TORONTO, ON, M5L 1K1	10-01-23	MPAC Annual Levy QUARTERLY BILLING - 4TH QUARTER	10-31-23	\$17,222.53	\$17,222.53	01-02-310-030	MPAC Annual Levy	\$68,890.12	\$0.00
						\$17,222.53				
282 OCT2023	ViaNet, 128 Larch St. Suite 502, Sudbury, ON, P3E 5J8	10-01-23	Telecommunicaiton Service (Internet, Website) WIRELESS INTERNET - OCTOBER	10-31-23	\$170.90	\$170.90	01-02-060-031	Telecommunicaiton	\$15,685.70	\$5,643.27
						\$170.90				
527 OCT2023	McKellar Agriculture Society, , , ,	10-11-23	Discretionary Donations 2023 ARM WRESTLING PRIZE MONEY	10-31-23	\$193.00	\$193.00	01-02-060-128	Discretionary Donations	\$5,000.00	\$3,750.00

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Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
						\$193.00				
Total General Government						\$19,312.94				
<u>Fire Protection Services</u>										
116	Hydro One Networks Inc., P. O. Box 4102 Stn A, Toronto, ON, M5W 3L3									
OCTOBER2023	10-01-23	Hydro	10-31-23	\$186.40	\$186.40	01-03-151-008	Hydro	\$2,500.00	\$1,577.19	
SEPT2023	09-30-23	Hydro	10-27-23	\$200.87	\$200.87	01-03-151-008	Hydro	\$2,500.00	\$1,577.19	
OCTOBER2023	10-01-23	Hydro	10-31-23	\$182.53	\$182.53	01-03-152-008	Hydro	\$3,500.00	\$2,270.37	
SEPT2023	09-30-23	Hydro	10-27-23	\$228.42	\$228.42	01-03-152-008	Hydro	\$3,500.00	\$2,270.37	
OCTOBER2023	10-01-23	Hydro	10-31-23	\$112.15	\$112.15	01-03-154-008	Hydro	\$1,700.00	\$759.10	
SEPT2023	09-30-23	Hydro	10-27-23	\$102.20	\$102.20	01-03-154-008	Hydro	\$1,700.00	\$759.10	
						\$1,012.57				
154	MINISTER OF FINANCE, 33 KING STREET WEST, P.O. BIX 620, OSHAWA, ON, L1H 8E9									
410231042061	10-12-23	Forest Fire Management Fee FOREST PROTECTION FEES	10-31-23	\$4,731.72	\$4,731.72	01-03-150-104	Forest Fire Management	\$4,900.00	\$4,900.00	
						\$4,731.72				
Total Fire Protection Services						\$5,744.29				
<u>Building Department</u>										
217	Parry Sound Fuels, 114 Bowes Street, Parry Sound, ON, P2A 2L7									
830240	10-04-23	Vehicle Fuel - Gas CBO VEHICLE	10-31-23	\$63.79	\$63.79	01-04-170-141	Vehicle Fuel - Gas	\$1,000.00	\$130.40	
						\$63.79				
Total Building Department						\$63.79				
<u>Protection to Persons and Property</u>										
83	Fisher's Regalia & Uniform, 3 Queen St., Parry Sound, ON, P2A 2W1									
53497	09-28-23	Miscellaneous BY-LAW ENFORCEMENT UNIFORM	10-27-23	\$408.06	\$408.06	01-05-190-024	Miscellaneous	\$1,500.00	\$929.88	
						\$408.06				
975	Minister of Finance (OPP), 33 KING STREET WEST, P.O. BOX 647, OSHAWA, ON, L1H 8X3									
30200923103111	09-30-23	Policing Services Annual Levy	10-31-23	\$30,729.00	\$30,729.00	01-05-160-030	Policing Services	\$368,752.00	\$153,731.00	
30270923134311	09-27-23	Policing Services Annual Levy	10-31-23	(\$1,019.00)	(\$1,019.00)	01-05-160-030	Policing Services	\$368,752.00	\$153,731.00	
						\$29,710.00				

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Total Protection to Persons and Property						\$30,118.06				
Transportation										
12	Adams Brothers Construction Ltd, P.O. Box 324, Parry Sound, ON, P2A 2X4									
166498		10-04-23	Materials & Supplies PICK-UP AND RETURN WASTE DISPOSAL CHARGES	10-27-23	\$944.33	\$944.33	01-06-224-145	Materials & Supplies	\$20,000.00	\$17,331.06
						\$944.33				
21	ACE Equipment Rentals, PO Box 324, Parry Sound, ON, P2A 2X4									
32749		10-05-23	Materials & Supplies RENTAL JOHN DEERE 75 (SEPT 25-29)	10-27-23	\$1,984.32	\$1,984.32	01-06-224-145	Materials & Supplies	\$20,000.00	\$17,331.06
						\$1,984.32				
71	Duncor Enterprises Inc., 101 Big Bay Point Road, Barrie, ON, L4N 8M5									
2023554		09-08-23	Materials & Supplies LAKESIDE DRIVE	10-31-23	\$61,412.24	\$61,412.24	01-06-641-145	Materials & Supplies	\$106,260.00	\$106,260.00
2023554		09-08-23	Materials & Supplies TAIT'S ISLAND ROAD	10-31-23	\$80,659.70	\$80,659.70	01-06-684-145	Materials & Supplies	\$120,870.00	\$120,870.00
2023554		09-08-23	Capital -INHOLM BRIDGE DECK	10-31-23	\$2,407.07	\$2,407.07	01-06-700-428	Capital -INHOLM	\$426,603.96	\$394,737.74
2023554		09-08-23	Materials & Supplies BRIDGE DECK DICKSON	10-31-23	\$1,094.12	\$1,094.12	01-06-706-145	Materials & Supplies	\$0.00	\$0.00
						\$145,573.13				
116	Hydro One Networks Inc., P. O. Box 4102 Stn A, Toronto, ON, M5W 3L3									
OCTOBER2023		10-01-23	Hydro	10-31-23	\$187.79	\$187.79	01-06-210-008	Hydro	\$3,000.00	\$1,523.94
SEPT2023		09-30-23	Hydro	10-27-23	\$184.40	\$184.40	01-06-210-008	Hydro	\$3,000.00	\$1,523.94
						\$372.19				
137	MUSKOKA AUTO PARTS, 45 Gibson Street, Parry Sound, ON, P2A 1X1									
785923/4		10-10-23	Maintenance Costs/Parts 12 VOLT AUTMOTIVE STARTING/3PC WRENCH SET	10-31-23	\$647.57	\$647.57	01-06-238-143	Maintenance Costs/Parts	\$3,500.00	\$2,474.36
						\$647.57				
217	Parry Sound Fuels, 114 Bowes Street, Parry Sound, ON, P2A 2L7									
830240		10-04-23	Fuel - Gas F250	10-31-23	\$121.55	\$121.55	01-06-235-141	Fuel - Gas	\$6,000.00	\$1,866.50
830863		10-11-23	Fuel - Gas F250	10-31-23	\$132.54	\$132.54	01-06-235-141	Fuel - Gas	\$6,000.00	\$1,866.50
						\$254.09				
255	WINDSOR SALT LTD., CP 11321, Succ Centre Ville, Montreal, QC, H3C 5H1									
5300651817		10-03-23	Materials & Supplies BULK SAFE - T - SALT	10-31-23	\$3,082.73	\$3,082.73	01-06-225-145	Materials & Supplies	\$120,000.00	\$104,173.05
						\$3,082.73				
336	Wurth Canada Limited, 345 HANLON CREEK BLVD., GUELPH, ON, N1C 0A1									
25581657		10-10-23	Workshop Supplies WINTER GLOVE/BRAKES/PARTS/CHOP SAW BLADE	10-31-23	\$317.02	\$317.02	01-06-210-148	Workshop Supplies	\$2,000.00	(\$772.49)
						\$317.02				

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682	CURRIE TRUCK CENTRE, 2 CURRIE DRIVE, BOX 20150, BARRIE, ON, L4M 6E9									
0579177P		10-03-23	Motor Oil/Grease UNIVERSAL TRACTOR OIL	10-27-23	\$690.42	\$690.42	01-06-228-140	Motor Oil/Grease	\$3,727.50	\$1,376.76
						\$690.42				
845	TOROMONT CAT, 3131 Highway 7 West., POBox 5511, Concord, ON, L4K 1B7									
PS05146744		09-28-23	Maintenance Costs/Parts DOOR GLASS	10-31-23	\$668.23	\$668.23	01-06-243-143	Maintenance Costs/Parts	\$12,000.00	\$8,930.60
						\$668.23				
861	SDB TRUCK & EQUIPMENT REPAIRS, 1979 HWY. 124, RR # 2, SUNDRIDGE, ON, P0A 1Z0									
13086		09-27-23	Maintenance Costs/Parts SAFETY INSPECTION - F550	10-31-23	\$864.96	\$864.96	01-06-246-143	Maintenance Costs/Parts	\$3,500.00	\$877.16
						\$864.96				
982	AIR AUTOMOTIVE TRACKING INC., 160 COLLARD DRIVE, KING CITY, ON, L7B 1E4									
MCK10-23		10-01-23	Maintenance Costs/Parts MONTHLY WIRELESS TRACKING - OCTOBER 2023	10-27-23	\$20.35	\$20.35	01-06-233-143	Maintenance Costs/Parts	\$3,000.00	\$1,015.87
MCK10-23		10-01-23	Maintenance Costs/Parts MONTHLY WIRELESS TRACKING - OCTOBER 2023	10-27-23	\$20.35	\$20.35	01-06-235-143	Maintenance Costs/Parts	\$2,500.00	\$2,064.99
MCK10-23		10-01-23	Maintenance Costs/Parts MONTHLY WIRELESS TRACKING - OCTOBER 2023	10-27-23	\$20.35	\$20.35	01-06-237-143	Maintenance Costs/Parts	\$4,000.00	(\$348.21)
MCK10-23		10-01-23	Maintenance Costs/Parts MONTHLY WIRELESS TRACKING - OCTOBER 2023	10-27-23	\$20.35	\$20.35	01-06-246-143	Maintenance Costs/Parts	\$3,500.00	\$877.16
MCK10-23		10-01-23	Maintenance Costs/Parts MONTHLY WIRELESS TRACKING - OCTOBER 2023	10-27-23	\$20.35	\$20.35	01-06-247-143	Maintenance Costs/Parts	\$3,200.00	(\$612.27)
MCK10-23		10-01-23	Maintenance Costs/Parts MONTHLY WIRELESS TRACKING - OCTOBER 2023	10-27-23	\$20.35	\$20.35	01-06-248-143	Maintenance Costs/Parts	\$6,000.00	(\$2,302.72)
MCK10-23		10-01-23	Maintenance Costs/Parts MONTHLY WIRELESS TRACKING - OCTOBER 2023	10-27-23	\$20.35	\$20.35	01-06-250-143	Maintenance Costs/Parts	\$2,000.00	\$794.86
						\$142.45				
Total Transportation						\$155,541.44				
Street Lighting										
116	Hydro One Networks Inc., P. O. Box 4102 Stn A, Toronto, ON, M5W 3L3									
OCTOBER2023		10-01-23	Hydro	10-31-23	\$13.37	\$13.37	01-07-229-008	Hydro	\$1,900.00	\$710.27
OCTOBER2023		10-01-23	Hydro	10-31-23	\$23.61	\$23.61	01-07-229-008	Hydro	\$1,900.00	\$710.27
OCTOBER2023		10-01-23	Hydro	10-31-23	\$5.64	\$5.64	01-07-229-008	Hydro	\$1,900.00	\$710.27
OCTOBER2023		10-01-23	Hydro	10-31-23	\$133.86	\$133.86	01-07-229-008	Hydro	\$1,900.00	\$710.27

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Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
SEPT2023		09-30-23	Hydro	10-27-23	\$22.47	\$22.47	01-07-229-008	Hydro	\$1,900.00	\$710.27
SEPT2023		09-30-23	Hydro	10-27-23	\$12.74	\$12.74	01-07-229-008	Hydro	\$1,900.00	\$710.27
SEPT2023		09-30-23	Hydro	10-27-23	\$127.24	\$127.24	01-07-229-008	Hydro	\$1,900.00	\$710.27
SEPT2023		09-30-23	Hydro	10-27-23	\$5.28	\$5.28	01-07-229-008	Hydro	\$1,900.00	\$710.27
						\$344.21				
Total Street Lighting						\$344.21				
<u>Environmental Services</u>										
20	Azimuth Environmental Consultants, 642 WELHAM ROAD, BARRIE, ON, L4N 9A1									
40372		06-09-23	Monitoring Program LANDFILL MONITORING	10-27-23	\$1,214.78	\$1,214.78	01-08-300-124	Monitoring Program	\$3,400.00	\$3,400.00
40867		09-27-23	Monitoring Program LANDFILL MONTORING	10-27-23	\$1,401.35	\$1,401.35	01-08-300-124	Monitoring Program	\$3,400.00	\$3,400.00
						\$2,616.13				
116	Hydro One Networks Inc., P. O. Box 4102 Stn A, Toronto, ON, M5W 3L3									
OCTOBER2023		10-01-23	Hydro	10-31-23	\$109.00	\$109.00	01-08-300-008	Hydro	\$2,500.00	\$1,051.01
SEPT2023		09-30-23	Hydro	10-27-23	\$115.54	\$115.54	01-08-300-008	Hydro	\$2,500.00	\$1,051.01
						\$224.54				
331	Municipality of McDougall, 5 Baragar Blvd., McDougall, ON, P2A 2W9									
24855		09-30-23	Waste Tipping Fees WASTE TIPPING FEES - SEPTEMBER 2023	10-31-23	\$6,561.72	\$6,561.72	01-08-301-123	Waste Tipping Fees	\$80,000.00	\$25,010.12
						\$6,561.72				
Total Environmental Services						\$9,402.39				
<u>Health Services</u>										
257	Town of Parry Sound, 52 Seguin Street, Parry Sound, ON, P2A 1B4									
OCT2023		10-12-23	EMS Ambulance Annual Levy LAND AMBULANCE - OCTOBER 2023	10-31-23	\$19,040.69	\$19,040.69	01-09-320-030	EMS Ambulance Annual	\$228,488.30	\$57,122.09
						\$19,040.69				
Total Health Services						\$19,040.69				
<u>Social Services</u>										
159	District of Parry Sound Social Services Admin Bd, 1 Beechwood Drive, Parry Sound, ON, P2A 1J2									
OCT2023		10-12-23	Parry Sound District SSAB Annual Levy MUNICIPAL LEVY - 4TH QUARTER	10-31-23	\$74,740.47	\$74,740.47	01-10-340-030	Parry Sound District	\$298,962.00	\$74,740.59
						\$74,740.47				

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Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Total Social Services						\$74,740.47				
<u>Parks and Recreation Facilities</u>										
109	Home Hardware, 31 Joseph Street, Parry Sound, ON, P2A 2G3									
180084		10-07-23	Maintenance Costs/Parts PAINT	10-27-23	\$81.40	\$81.40	01-11-360-143	Maintenance Costs/Parts	\$7,000.00	\$2,747.45
						\$81.40				
116	Hydro One Networks Inc., P. O. Box 4102 Stn A, Toronto, ON, M5W 3L3									
OCTOBER2023		10-01-23	Hydro	10-31-23	\$40.38	\$40.38	01-11-360-008	Hydro	\$400.00	\$136.99
SEPT2023		09-30-23	Hydro	10-27-23	\$35.82	\$35.82	01-11-360-008	Hydro	\$400.00	\$136.99
						\$76.20				
1234	PHIL JEFKINS, 8 PHILIP AVENUE, MCKELLAR, ON, P2A 0B4									
OCT2023		10-10-23	Recreation Programs REIMBURSEMENT FOR BADMINTON BIRDIES	10-31-23	\$15.88	\$15.88	01-11-360-129	Recreation Programs	\$9,950.00	\$6,229.31
						\$15.88				
Total Parks and Recreation Facilities						\$173.48				
<u>Community Centre</u>										
116	Hydro One Networks Inc., P. O. Box 4102 Stn A, Toronto, ON, M5W 3L3									
OCTOBER2023		10-01-23	Hydro COMMUNITY HALL	10-31-23	\$381.73	\$381.73	01-12-370-008	Hydro	\$7,500.00	\$2,956.16
SEPT2023		09-30-23	Hydro COMMUNITY HALL	10-27-23	\$389.04	\$389.04	01-12-370-008	Hydro	\$7,500.00	\$2,956.16
						\$770.77				
1444	RAY TAYLOR, 29 QUEBEC DRIVE, SEGUIN, ON, P2A 0B2									
OCT2023		10-03-23	Community Centre User Fees DAMAGE DEPOSIT REFUND - COMMUNITY HALL RENTAL	10-31-23	\$150.00	\$150.00	01-12-104-544	Community Centre User	\$1,500.00	(\$1,320.84)
						\$150.00				
Total Community Centre						\$920.77				
<u>Cultural</u>										
116	Hydro One Networks Inc., P. O. Box 4102 Stn A, Toronto, ON, M5W 3L3									
OCTOBER2023		10-01-23	Library - Hydro	10-31-23	\$290.11	\$290.11	01-13-381-008	Library - Hydro	\$4,500.00	\$1,046.70
SEPT2023		09-30-23	Library - Hydro	10-27-23	\$295.67	\$295.67	01-13-381-008	Library - Hydro	\$4,500.00	\$1,046.70
						\$585.78				
Total Cultural						\$585.78				
Total Bills To Pay:						\$324,985.11				

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Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
General										
235	RECEIVER GENERAL, CANADA REVENUE AGENCY TECHNOLOGY CENTRE, 875 HERON ROAD, OTTAWA, ON, K1A 1B1									
SEPT2023		10-06-23	CPP Deductions	10-31-23	\$6,052.26	\$6,052.26	01-00-000-631	CPP Deductions	\$0.00	(\$8,643.34)
SEPT2023		10-06-23	EI Deductions	10-31-23	\$2,243.40	\$2,243.40	01-00-000-632	EI Deductions	\$0.00	(\$2,684.23)
SEPT2023		10-06-23	Income Tax Payable	10-31-23	\$18,486.03	\$18,486.03	01-00-000-633	Income Tax Payable	\$0.00	(\$27,744.16)
						\$26,781.69				
Total General						\$26,781.69				
Total Bills To Pay:						\$26,781.69				

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Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<u>General</u>										
287	Workplace Safety & Insurance Board, PO Box 4115, Station A, Toronto, ON, M5W 2V3	JULY/SEPT2023	10-16-23 WSIB payable WSIB JULY 1 - SEPTEMBER 30/2023	10-31-23	\$8,331.76	\$8,331.76	01-00-000-636	WSIB payable	\$0.00	(\$9,727.35)
						\$8,331.76				
308	Debbie Zulak, 161 Balsalm Road, PO Box 232, McKellar, ON, P0G 1C0	OCT17/2023	10-17-23 Bank Account COUNCILLOR PAY OCT 1 - OCT 14/2023	10-31-23	\$659.97	\$659.97	01-00-011-801	Bank Account	\$0.00	(\$3,651,490.0
						\$659.97				
Total General						\$8,991.73				
<u>General Liabilities and Equity</u>										
1446	JOHN OLIVEIRA, 5975 CHERRYWOOD PLACE, MISSISSAUGA, ON,	OCT2023	10-18-23 Refundable Entrance/Bldg Fees ROAD DAMAGE DEPOSIT REFUND	10-31-23	\$750.00	\$750.00	01-01-030-617	Refundable	\$0.00	(\$153,973.60)
						\$750.00				
Total General Liabilities and Equity						\$750.00				
<u>General Government</u>										
9	AMCTO Zone 7, , 45 Beatty Street, Nipissing, ON, P0H 1W0	FALLMEETING20	10-19-23 Courses & Training AMCTO ZONE 7 FALL MEETING - 2023 - INA WATKINSON	10-31-23	\$125.00	\$125.00	01-02-060-015	Courses & Training	\$4,000.00	\$2,874.66
						\$125.00				
407	Corporate Express Canada Inc., C.O T04446C, PO BOX 4446, STN A, TORONTO, ON, M5W 4A2	64490874	10-13-23 Office Supplies/Materials LABELS/PAPER/PUSH PINS/OFFICE SUPPLIES	10-31-23	\$156.97	\$156.97	01-02-060-009	Office	\$4,500.00	\$1,057.35
64500842			10-13-23 Office Supplies/Materials WEBCAM	10-31-23	\$133.19	\$133.19	01-02-060-009	Office	\$4,500.00	\$1,057.35
						\$290.16				

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533 64103022	Russell, Christie, LLP, 505 Memorial Avenue, P.O. Box 158, Orillia, ON, L3V 6J3	10-12-23	Professional Services - Legal / Land Registry etc HENRY STREET - LEGAL	10-31-23	\$3,655.22	\$3,655.22	01-02-060-020	Professional Services -	\$26,000.00	\$2,380.30
						\$3,655.22				
809 1356720	AIRD & BERLIS LLP IN TRUST, BROOKFIELD PLACE, 181 BAY STREET, SUITE 1800, BOX 754, TORONTO, ON, M5J 2T9	10-18-23	Professional Services - Legal / Land Registry etc LAND REGISTRATION DISPUTE - STONEMAN PROPERTY	10-31-23	\$1,004.37	\$1,004.37	01-02-060-020	Professional Services -	\$26,000.00	\$2,380.30
						\$1,004.37				
1022 SC094220267	RICOH CANADA INC., P.O. BOX 600 STREETSVILLE RPO, MISSISSAUGA, ON, L5M 0M6	09-28-23	Printing/Photocopier COPY USAGE - SEPTEMBER 2023	10-31-23	\$39.75	\$39.75	01-02-060-012	Printing/Photocopier	\$4,000.00	\$353.14
						\$39.75				
1033 4949	BEN PRICHARD PROFESSIONAL CORPORATION IN TRUST, 17 MILLER STREET, PARRY SOUND, ON, P2A 1S7	10-18-23	Professional Services - Legal / Land Registry etc COMPLETE ROAD TRANSFER - STONEMAN PROPERTY	10-31-23	\$1,095.84	\$1,095.84	01-02-060-020	Professional Services -	\$26,000.00	\$2,380.30
						\$1,095.84				
Total General Government						\$6,210.34				
<u>Fire Protection Services</u>										
217 831196	Parry Sound Fuels, 114 Bowes Street, Parry Sound, ON, P2A 2L7	10-17-23	Fuel - Gas FUEL FOR FIRE HALL - HURDVILLE ROAD	10-31-23	\$1,128.08	\$1,128.08	01-03-153-141	Fuel - Gas	\$5,500.00	\$1,970.76
						\$1,128.08				
Total Fire Protection Services						\$1,128.08				
<u>Building Department</u>										
33 31482	PARRY SOUND CHEVROLET BUICK GMC LTD., 80 JOSEPH STREET, PARRY SOUND, ON, P2A 2G5	10-18-23	Vehicle Maintenance Costs/Parts OIL CHANGE CBO VEHICLE CHEV EQ	10-31-23	\$93.21	\$93.21	01-04-170-143	Vehicle Maintenance	\$400.00	\$217.20
						\$93.21				

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Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
762	CHRIS BORDELEAU, 50 CASCADE STREET, PARRY SOUND, ON, P2A 1K1									
OCT2023		10-19-23	Miscellaneous CLOTHING ALLOWANCE FOR PROTECTIVE WEAR - BOOTS	10-31-23	\$254.39	\$254.39	01-04-170-024	Miscellaneous	\$500.00	\$500.00
						\$254.39				
Total Building Department						\$347.60				
<u>Transportation</u>										
393	Cedar Signs, 1507 Clyde Road, RR6, Cambridge, ON, N1R 5S7									
INV/2023/4356		10-11-23	Materials & Supplies STREET SIGNS	10-31-23	\$136.38	\$136.38	01-06-227-145	Materials & Supplies	\$12,000.00	\$5,020.22
						\$136.38				
572	McDougall Energy Inc, 421 Bay Street, Suite 301, Sault Ste. Marie, ON, P6A 1X3									
6770095		10-05-23	Furnace Oil	10-31-23	\$1,089.44	\$1,089.44	01-06-210-031	Furnace Oil	\$15,000.00	\$4,823.51
6770099		10-05-23	Fuel - Diesel DYED DIESEL LS	10-31-23	\$738.82	\$738.82	01-06-228-142	Fuel - Diesel	\$65,000.00	\$20,063.95
6770101		10-05-23	Fuel - Diesel LS DESIEL CLEAR	10-31-23	\$1,569.40	\$1,569.40	01-06-228-142	Fuel - Diesel	\$65,000.00	\$20,063.95
6791404		10-17-23	Fuel - Diesel LS DIESEL CLEAR	10-31-23	\$824.66	\$824.66	01-06-228-142	Fuel - Diesel	\$65,000.00	\$20,063.95
						\$4,222.32				
835	G.F. PRESTON SALES AND SERVICE LTD., 289 ALBERT STREET, SUNDRIDGE, ON, P0A 1Z0									
IN02109		09-27-23	Capital-Transportation	10-31-23	\$4,877.97	\$4,877.97	01-06-200-429	Capital -Transportation	\$298,000.00	\$10,448.41
W018510		09-18-23	Maintenance Costs/Parts CASE BACKHOE REPAIRS CASE BACKHOE REPAIRS RESOLUTION 23-668	10-31-23	\$12,267.84	\$12,267.84	01-06-243-143	Maintenance Costs/Parts	\$12,000.00	\$3,712.73
W018878		09-28-23	Maintenance Costs/Parts CASE BACKHOE REPAIRS RESOLUTION 23-668	10-31-23	\$6,712.50	\$6,712.50	01-06-243-143	Maintenance Costs/Parts	\$12,000.00	\$3,712.73
						\$23,858.31				
Total Transportation						\$28,217.01				
<u>Parks and Recreation Facilities</u>										
803	MORLEY HASKIM, 167 Broadbent Rd, MCKELLAR, ON, P2A 0B5									
AUG2023		10-18-23	Recreation Programs REIMBURSEMENT - T-BALL BARBECUE	10-31-23	\$134.90	\$134.90	01-11-360-129	Recreation Programs	\$9,950.00	\$6,213.43
JUNE2023		10-18-23	Recreation Programs REIMBURSEMENT - CANOPY FOR RECREATION COMMITTEE	10-31-23	\$110.92	\$110.92	01-11-360-129	Recreation Programs	\$9,950.00	\$6,213.43
JUNE2023/2		10-18-23	Recreation Programs REIMBURSEMENT - RECREATION COMMITTEE VOLUNTEER SHIRTS	10-31-23	\$116.01	\$116.01	01-11-360-129	Recreation Programs	\$9,950.00	\$6,213.43
						\$361.83				

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Total Parks and Recreation Facilities						\$361.83				
<u>Cultural</u>										
1361	Ann Bradley, , , ,									
OCT2023		10-18-23	Materials & Supplies REIMBURSEMENT FOR FIDDLEFEST - 150TH EVENTS	10-31-23	\$49.03	\$49.03	01-13-385-145	Materials & Supplies	\$6,450.00	(\$22,753.97)
OCT2023		10-18-23	Materials & Supplies REIMBURSEMENT FOR FIDDLEFEST - 150TH EVENTS	10-31-23	\$4.49	\$4.49	01-13-385-145	Materials & Supplies	\$6,450.00	(\$22,753.97)
OCT2023		10-18-23	Materials & Supplies REIMBURSEMENT FOR FIDDLEFEST - 150TH EVENTS	10-31-23	\$12.32	\$12.32	01-13-385-145	Materials & Supplies	\$6,450.00	(\$22,753.97)
						\$65.84				
Total Cultural						\$65.84				
<u>Planning and Development</u>										
1447	TWILAH NEWMAN, 13600-11TH CONCESSION, SCHOMBERG, ON, L0G 1T0									
OCT2023		10-14-23	McKellar Market Vendor Fees REIMBURSEMENT OF MARKET VENDOR FEE	10-31-23	\$30.00	\$30.00	01-14-104-539	McKellar Market Vendor	\$12,000.00	(\$2,788.20)
						\$30.00				
Total Planning and Development						\$30.00				
Total Bills To Pay:						\$46,102.43				

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General Government										
104	Green Shield Canada, 8677 Anchor Dr., PO Box 1612, Windsor, ON, N9A 7A7									
14923142		10-01-23	Employee Benefits	10-31-23	\$291.15	\$291.15	01-02-060-005	Employee Benefits	\$21,646.16	\$2,784.60
14923142		10-01-23	Employee Benefits	10-31-23	\$289.93	\$289.93	01-02-060-005	Employee Benefits	\$21,646.16	\$2,784.60
14923142		10-01-23	Employee Benefits	10-31-23	\$291.18	\$291.18	01-02-060-005	Employee Benefits	\$21,646.16	\$2,784.60
						\$872.26				
873	Manulife Financial, PO BOX 1627, WATERLOO, ON, N2J 4P4									
OCT2023		10-01-23	Employee Benefits	10-31-23	\$826.35	\$826.35	01-02-060-005	Employee Benefits	\$21,646.16	\$2,784.60
						\$826.35				
Total General Government						\$1,698.61				
Fire Protection Services										
104	Green Shield Canada, 8677 Anchor Dr., PO Box 1612, Windsor, ON, N9A 7A7									
14923142		10-01-23	Employee Benefits	10-31-23	\$67.64	\$67.64	01-03-150-005	Employee Benefits	\$6,000.00	\$1,405.02
						\$67.64				
Total Fire Protection Services						\$67.64				
Building Department										
104	Green Shield Canada, 8677 Anchor Dr., PO Box 1612, Windsor, ON, N9A 7A7									
14923142		10-01-23	Employee Benefits	10-31-23	\$290.85	\$290.85	01-04-170-005	Employee Benefits	\$9,126.62	\$3,554.94
						\$290.85				
873	Manulife Financial, PO BOX 1627, WATERLOO, ON, N2J 4P4									
OCT2023		10-01-23	Employee Benefits	10-31-23	\$224.95	\$224.95	01-04-170-005	Employee Benefits	\$9,126.62	\$3,554.94
						\$224.95				
Total Building Department						\$515.80				
Transportation										
104	Green Shield Canada, 8677 Anchor Dr., PO Box 1612, Windsor, ON, N9A 7A7									
14923142		10-01-23	Employee Benefits	10-31-23	\$291.01	\$291.01	01-06-200-005	Employee Benefits	\$22,000.00	\$4,014.07
14923142		10-01-23	Employee Benefits	10-31-23	\$289.64	\$289.64	01-06-200-005	Employee Benefits	\$22,000.00	\$4,014.07

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Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
14923142		10-01-23	Employee Benefits	10-31-23	\$289.64	\$289.64	01-06-200-005	Employee Benefits	\$22,000.00	\$4,014.07
14923142		10-01-23	Employee Benefits	10-31-23	\$289.70	\$289.70	01-06-200-005	Employee Benefits	\$22,000.00	\$4,014.07
						\$1,159.99				
873	Manulife Financial, PO BOX 1627, WATERLOO, ON, N2J 4P4									
OCT2023		10-01-23	Employee Benefits	10-31-23	\$696.20	\$696.20	01-06-200-005	Employee Benefits	\$22,000.00	\$4,014.07
						\$696.20				
Total Transportation						\$1,856.19				
<u>Parks and Recreation Facilities</u>										
104	Green Shield Canada, 8677 Anchor Dr., PO Box 1612, Windsor, ON, N9A 7A7									
14923142		10-01-23	Employee Benefits	10-31-23	\$126.42	\$126.42	01-11-360-005	Employee Benefits	\$2,200.00	(\$356.74)
14923142		10-01-23	Employee Benefits	10-31-23	\$125.20	\$125.20	01-11-360-005	Employee Benefits	\$2,200.00	(\$356.74)
						\$251.62				
873	Manulife Financial, PO BOX 1627, WATERLOO, ON, N2J 4P4									
OCT2023		10-01-23	Employee Benefits	10-31-23	\$118.00	\$118.00	01-11-360-005	Employee Benefits	\$2,200.00	(\$356.74)
						\$118.00				
Total Parks and Recreation Facilities						\$369.62				
Total Bills To Pay:						\$4,507.86				

**Township of McKellar
A/P Preliminary Cheque Run
(Council Approval Report)**

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
General Government										
36	Bell Mobility Inc., P.O. Box 5102, Burlington, ON, L7R 4R7									
OCT2023		10-13-23	Telephone ADMIN	10-31-23	\$33.65	\$33.65	01-02-060-007	Telephone	\$2,600.00	\$713.30
						\$33.65				
1308	Raikes Geomatics INC, 642 Welham Road, Suite 102, Barrie, ON, L4N 9A1									
300658		10-24-23	Professional Services - Legal / Land Registry etc PROFESSIONAL SURVEYING SERVICES - 18 LAKESHORE ROAD	10-31-23	\$3,256.32	\$3,256.32	01-02-060-020	Professional Services -	\$26,000.00	(\$3,375.13)
						\$3,256.32				
1380	KPMG LLP, P.O. BOX 4348, STATION A, TORONTO, ON, M5W 7A6									
8005064349		10-16-23	Professional Services - Audit FINAL BILLING FOR PROFESSIONAL SERVICES RENDERED - FORENSIC AUDIT	10-31-23	\$11,448.00	\$11,448.00	01-02-060-019	Professional Services -	\$61,292.00	\$15,265.52
						\$11,448.00				
Total General Government						\$14,737.97				
Fire Protection Services										
36	Bell Mobility Inc., P.O. Box 5102, Burlington, ON, L7R 4R7									
OCT2023		10-13-23	Telephone TURBO1	10-31-23	\$28.49	\$28.49	01-03-150-007	Telephone	\$2,500.00	(\$249.60)
OCT2023		10-13-23	Telephone FIRE DEPT	10-31-23	\$43.00	\$43.00	01-03-150-007	Telephone	\$2,500.00	(\$249.60)
OCT2023		10-13-23	Telephone TURBO2	10-31-23	\$47.01	\$47.01	01-03-150-007	Telephone	\$2,500.00	(\$249.60)
OCT2023		10-13-23	Telephone IPAD	10-31-23	\$28.49	\$28.49	01-03-150-007	Telephone	\$2,500.00	(\$249.60)
						\$146.99				
90	Georgian Bay Propane Inc., 55 Great North Road, Parry Sound, ON, P2A 2N9									
124903		10-25-23	Equipment & Repairs YEARLY CONTAINER RENTAL CHARGE - FIRE STATION 1	10-31-23	\$97.69	\$97.69	01-03-151-114	Equipment & Repairs	\$0.00	\$0.00
124902		10-25-23	Materials & Supplies YEARLY CONTAINER RENTAL CHARGE - FIRE STATION 2	10-31-23	\$97.69	\$97.69	01-03-152-145	Materials & Supplies	\$0.00	\$0.00
						\$195.38				
257	Town of Parry Sound, 52 Seguin Street, Parry Sound, ON, P2A 1B4									
IVC00000000222		10-12-23	Courses & Training MARCH TO JULY	10-31-23	\$1,016.85	\$1,016.85	01-03-150-015	Courses & Training	\$8,800.00	\$4,531.09
IVC00000000222		10-12-23	Emergency First Response Supplies	10-31-23	\$62.58	\$62.58	01-03-150-042	Emergency First	\$7,000.00	\$6,925.70
						\$1,079.43				

**Township of McKellar
A/P Preliminary Cheque Run
(Council Approval Report)**

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
642	JIM REVINGTON, , ,									
OCT2023	10-25-23	Miscellaneous	CANTEEN REIMBURSEMENT	10-31-23	\$19.78	\$19.78	01-03-152-024	Miscellaneous	\$1,000.00	\$609.76
OCT2023	10-25-23	Miscellaneous	CANTEEN REIMBURSEMENT	10-31-23	\$16.30	\$16.30	01-03-152-024	Miscellaneous	\$1,000.00	\$609.76
OCT2023	10-25-23	Miscellaneous	CANTEEN REIMBURSEMENT	10-31-23	\$65.04	\$65.04	01-03-152-024	Miscellaneous	\$1,000.00	\$609.76
OCT2023	10-25-23	Miscellaneous	CANTEEN REIMBURSEMENT	10-31-23	\$45.66	\$45.66	01-03-152-024	Miscellaneous	\$1,000.00	\$609.76
OCT2023	10-25-23	Miscellaneous	CANTEEN REIMBURSEMENT	10-31-23	\$16.00	\$16.00	01-03-152-024	Miscellaneous	\$1,000.00	\$609.76
OCT2023	10-25-23	Miscellaneous	CANTEEN REIMBURSEMENT	10-31-23	\$21.38	\$21.38	01-03-152-024	Miscellaneous	\$1,000.00	\$609.76
OCT2023	10-25-23	Miscellaneous	CANTEEN REIMBURSEMENT	10-31-23	\$68.10	\$68.10	01-03-152-024	Miscellaneous	\$1,000.00	\$609.76
OCT2023	10-25-23	Miscellaneous	CANTEEN REIMBURSEMENT	10-31-23	\$18.16	\$18.16	01-03-152-024	Miscellaneous	\$1,000.00	\$609.76
OCT2023	10-25-23	Miscellaneous	CANTEEN REIMBURSEMENT	10-31-23	\$32.53	\$32.53	01-03-152-024	Miscellaneous	\$1,000.00	\$609.76

\$302.95

Total Fire Protection Services

\$1,724.75

Building Department

36	Bell Mobility Inc., P.O. Box 5102, Burlington, ON, L7R 4R7									
OCT2023	10-13-23	Telephone	CBO	10-31-23	\$54.08	\$54.08	01-04-170-007	Telephone	\$400.00	(\$102.90)
177	Municipality of Whitestone, 21 Church Street, Dunchurch, ON, P0A 1G0									
31-2023	10-11-23	Shared CBO Services due to Other	Municipality COVERAGE FOR CBO	10-31-23	\$268.26	\$268.26	01-04-170-041	Shared CBO Services	\$0.00	(\$322.96)

\$268.26

217	Parry Sound Fuels, 114 Bowes Street, Parry Sound, ON, P2A 2L7									
832305	10-25-23	Vehicle Fuel - Gas	CBO	10-31-23	\$57.73	\$57.73	01-04-170-141	Vehicle Fuel - Gas	\$1,000.00	\$66.61

\$57.73

Total Building Department

\$380.07

Protection to Persons and Property

36	Bell Mobility Inc., P.O. Box 5102, Burlington, ON, L7R 4R7									
OCT2023	10-13-23	Miscellaneous	TELEPHONE BY-LAW	10-31-23	\$33.60	\$33.60	01-05-190-024	Miscellaneous	\$1,500.00	\$521.82

\$33.60

Total Protection to Persons and Property

\$33.60

**Township of McKellar
A/P Preliminary Cheque Run
(Council Approval Report)**

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Transportation										
36	Bell Mobility Inc., P.O. Box 5102, Burlington, ON, L7R 4R7									
OCT2023	10-13-23	Telephone GREG		10-31-23	\$35.72	\$35.72	01-06-200-007	Telephone	\$1,400.00	\$610.26
						\$35.72				
81	Fowler Construction Company, 1206 Rosewarne Drive, P.O. Box 630, Bracebridge, ON, P1L 1T9									
73324	09-30-23	Capital - Construction - Inholmes PAVING OF INHOLMES BRIDGE		10-31-23	\$22,692.48	\$22,692.48	01-06-700-428	Capital – INHOLM-	\$426,603.96	\$394,737.74
						\$22,692.48				
109	Home Hardware, 31 Joseph Street, Parry Sound, ON, P2A 2G3									
180189	10-19-23	Workshop Supplies HAND CLEANER & PAINT BRUSH		10-31-23	\$37.91	\$37.91	01-06-210-148	Workshop Supplies	\$2,000.00	(\$1,089.51)
180181	10-18-23	Materials & Supplies PAINT AND PAINT BRUSHES SIGNS		10-31-23	\$175.28	\$175.28	01-06-228-145	Materials & Supplies	\$3,000.00	\$2,528.24
180151	10-16-23	Maintenance Costs/Parts THREDED ROD		10-31-23	\$11.58	\$11.58	01-06-243-143	Maintenance Costs/Parts	\$12,000.00	\$8,287.27
						\$224.77				
137	MUSKOKA AUTO PARTS, 45 Gibson Street, Parry Sound, ON, P2A 1X1									
786355/4	10-16-23	Maintenance Costs/Parts 12 VOLT AUTOMATIC STARTING/LUBE/OIL FILTER		10-31-23	\$484.15	\$484.15	01-06-243-143	Maintenance Costs/Parts	\$12,000.00	\$8,287.27
						\$484.15				
218	Parry Sound Auto Parts, 74 Parry Sound Drive, Parry Sound, ON, P2A 0B8									
1-2948515	07-27-23	Maintenance Costs/Parts PARTS		08-25-23	\$288.16	\$288.16	01-06-243-143	Maintenance Costs/Parts	\$12,000.00	\$8,287.27
						\$288.16				
572	McDougall Energy Inc, 421 Bay Street, Suite 301, Sault Ste. Marie, ON, P6A 1X3									
6797825	10-17-23	Fuel - Diesel LOW VOLUME DELIVERY		10-31-23	\$127.20	\$127.20	01-06-228-142	Fuel - Diesel	\$65,000.00	\$16,931.07
						\$127.20				
845	TOROMONT CAT, 3131 Highway 7 West., POBox 5511, Concord, ON, L4K 1B7									
WO900956287	10-07-23	Maintenance Costs/Parts TRACT MAINTENANCE 2019 CAT BACKHOE		10-31-23	\$112.94	\$112.94	01-06-243-143	Maintenance Costs/Parts	\$12,000.00	\$8,287.27
WO900956286	10-07-23	Maintenance Costs/Parts TRACT MAINTENANCE - CAT GRADER		10-31-23	\$33.09	\$33.09	01-06-248-143	Maintenance Costs/Parts	\$6,000.00	(\$2,347.97)
						\$146.03				
861	SDB TRUCK & EQUIPMENT REPAIRS, 1979 HWY. 124, RR # 2, SUNDRIDGE, ON, P0A 1Z0									
13096	10-05-23	Maintenance Costs/Parts PARTS - 2 LIFT SUPPORTS		10-31-23	\$101.76	\$101.76	01-06-246-143	Maintenance Costs/Parts	\$3,500.00	(\$340.82)
						\$101.76				
984	GHD LIMITED, 455 PHILLIP STREET, WATERLOO, ON, N2L 3X2									
735-0063918	10-04-23	Miscellaneous VETERN'S MEMORIAL		10-31-23	\$361.82	\$361.82	01-06-603-024	Miscellaneous	\$0.00	\$0.00

**Township of McKellar
A/P Preliminary Cheque Run
(Council Approval Report)**

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
735-0063918		10-04-23	Miscellaneous STEWARDS-Inspection	10-31-23	\$361.82	\$361.82	01-06-680-024	Miscellaneous	\$0.00	\$0.00
735-0063918		10-04-23	Miscellaneous INHOLMES-Inspection	10-31-23	\$361.82	\$361.82	01-06-700-024	Miscellaneous	\$0.00	\$0.00
735-0063918		10-04-23	Miscellaneous FORDS-Inspection	10-31-23	\$361.82	\$361.82	01-06-701-024	Miscellaneous	\$3,000.00	\$0.00
735-0063918		10-04-23	Miscellaneous GREY OWL-Inspection	10-31-23	\$361.82	\$361.82	01-06-702-024	Miscellaneous	\$3,000.00	\$0.00
735-0063918		10-04-23	Miscellaneous BLACKWATER-Inspection	10-31-23	\$361.82	\$361.82	01-06-703-024	Miscellaneous	\$3,000.00	\$0.00
735-0063918		10-04-23	Miscellaneous MOFFAT-Inspection	10-31-23	\$361.82	\$361.82	01-06-704-024	Miscellaneous	\$3,000.00	\$0.00
735-0063918		10-04-23	Miscellaneous HURDVILLE-Inspection	10-31-23	\$361.82	\$361.82	01-06-705-024	Miscellaneous	\$3,000.00	\$144.36
735-0063918		10-04-23	Miscellaneous BROADBENT-Inspection	10-31-23	\$361.80	\$361.80	01-06-706-024	Miscellaneous	\$0.00	(\$1,094.12)
						\$3,256.36				

Total Transportation

\$27,356.63

Parks and Recreation Facilities

500	JOYCE HOPKINS, Box 92, McKellar, ON,									
OCT2023		10-25-23	Recreation Programs REIMBURSEMENT RECREATION COMMITTEE - MOVIE NIGHT	10-31-23	\$40.00	\$40.00	01-11-360-129	Recreation Programs	\$9,950.00	\$5,851.60
OCT2023		10-25-23	Recreation Programs REIMBURSEMENT RECREATION COMMITTEE - MOVIE NIGHT	10-31-23	\$40.00	\$40.00	01-11-360-129	Recreation Programs	\$9,950.00	\$5,851.60
OCT2023		10-25-23	Recreation Programs REIMBURSEMENT RECREATION COMMITTEE - MOVIE NIGHT	10-31-23	\$144.91	\$144.91	01-11-360-129	Recreation Programs	\$9,950.00	\$5,851.60
OCT2023-2		10-25-23	Recreation Programs REIMBURSEMENT RECREATION COMMITTEE - HALLOWEEN TRICK OR TRUNK	10-31-23	\$34.60	\$34.60	01-11-360-129	Recreation Programs	\$9,950.00	\$5,851.60
OCT2023-2		10-25-23	Recreation Programs REIMBURSEMENT RECREATION COMMITTEE - HALLOWEEN TRICK OR TRUNK	10-31-23	\$17.90	\$17.90	01-11-360-129	Recreation Programs	\$9,950.00	\$5,851.60
OCT2023-2		10-25-23	Recreation Programs REIMBURSEMENT RECREATION COMMITTEE - HALLOWEEN TRICK OR TRUNK	10-31-23	\$38.69	\$38.69	01-11-360-129	Recreation Programs	\$9,950.00	\$5,851.60

\$316.10

Total Parks and Recreation Facilities

\$316.10

**Township of McKellar
A/P Preliminary Cheque Run
(Council Approval Report)**

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<u>Community Centre</u>										
109 180248	Home Hardware, 31 Joseph Street, Parry Sound, ON, P2A 2G3		Materials & Supplies BLEACH FOR WATER SYSTEM	10-31-23	\$31.53	\$31.53	01-12-370-145	Materials & Supplies	\$1,000.00	(\$3,000.54)
						\$31.53				
197 98500	Near North Laboratories Inc, 11-191 Booth RD, North Bay, ON, P1A 4K3		Water Testing LAB AND COURIER FEES	10-31-23	\$42.59	\$42.59	01-12-370-257	Water Testing	\$2,000.00	\$1,621.73
						\$42.59				
554 OCT2023	Alex Herr, 17 John St, Parry Sound, ON, P2A 1R6		Janitorial Contract CUSTODIAL CONTRACT - OCTOBER 2023	10-31-23	\$2,500.00	\$2,500.00	01-12-370-250	Janitorial Contract	\$31,200.00	\$8,700.00
						\$2,500.00				
Total Community Centre						\$2,574.12				
<u>Cultural</u>										
422 P/9282	Hammond Transportation Ltd, 6 Mill Lake Road, Parry Sound, ON, P2A 2X9, ,		Miscellaneous BUS TRANSPORTATION FOR CEMETERY TOUR - 150TH EVENT	10-31-23	\$604.45	\$604.45	01-13-385-024	Miscellaneous	\$57,500.00	\$33,128.10
P/9282			Miscellaneous DEPOSIT	10-31-23	(\$150.00)	(\$150.00)	01-13-385-024	Miscellaneous	\$57,500.00	\$33,128.10
						\$454.45				
Total Cultural						\$454.45				
<u>Planning and Development</u>										
1448 OCT2023	TIM NUNN, 16 PHILLIP AVENUE, MCKELLAR, ON, P2A 0B4		Planning Fees - Committee of Adjustment MINOR VARIANCE DEPOSIT REFUND	10-31-23	\$500.00	\$500.00	01-14-104-537	Planning Fees -	\$3,000.00	(\$3,000.00)
						\$500.00				
Total Planning and Development						\$500.00				
Total Bills To Pay:						\$48,077.69				



Township of McKellar Staff Report

Prepared for: Council

Department: Fire Department

Agenda Date: November 21, 2023

Report No: FD-2023-19

Subject: Placement of a Dry Hydrant for Firefighting Operations

Recommendation:

The Fire Chief is requesting permission to place a "Dry Hydrant" into the gabled and graveled area directly to the east of the east of the paved boat launch on Lakeshore Rd; and

Further that Resolution No. 23-693 be rescinded.

Background:

The Township of McKellar unfortunately lost access to the piece of property which originally had our dry hydrant installed, this has left us with a deficiency in our ability to fill our trucks with fresh water in the event of a fire incident on the north side of Manitowabing Lake. A dry hydrant allows us to back a water carrying truck (Tanker/Pumper) up to the hydrant and draw water from the lake no mater the time of year. McKellar currently has 1 other dry hydrant installed in our township at the face of the Hurdville Dam/bridge. We had originally believed that we had found a suitable location in Minerva Park however a few issues have come to light preventing this. 1) The flowing area is in close proximity to a spawning area and as such would require MNR approval. 2) When tested, the overall height that the water would need to be drawn proved to be problematic for our apparatus, thus making it an unreliable area and also increasing the wear and tear on our pumps. The location of the Lakeshore boat launch solves these issues by being 1) closer to the water, 2)lower overall draft height, 3) not a protected area,4) on an established plow route. A resident from 22 Lakeshore took a brief walk around with the Fire Chief to point out all of the local water intakes for Lakeshore residents and this location will not interfere with them. Of note is that when discussing the location of the hydrant with the resident, there was no objection to its installation

Financial Analysis/Discussion:

Cost of ABS fittings and some extra pipe, most of the necessary fittings were able to be salvaged from the removal of the previous hydrant in another location. Roads department will take care of the installation. Gravel provided by the Roads department.

Policies Affecting Proposal:

None

Conclusion:

It is the recommendation of the Fire Chief that council approve of the new location for the hydrant, and that the previous submission be amended to allow for the new location.

Respectfully submitted by:



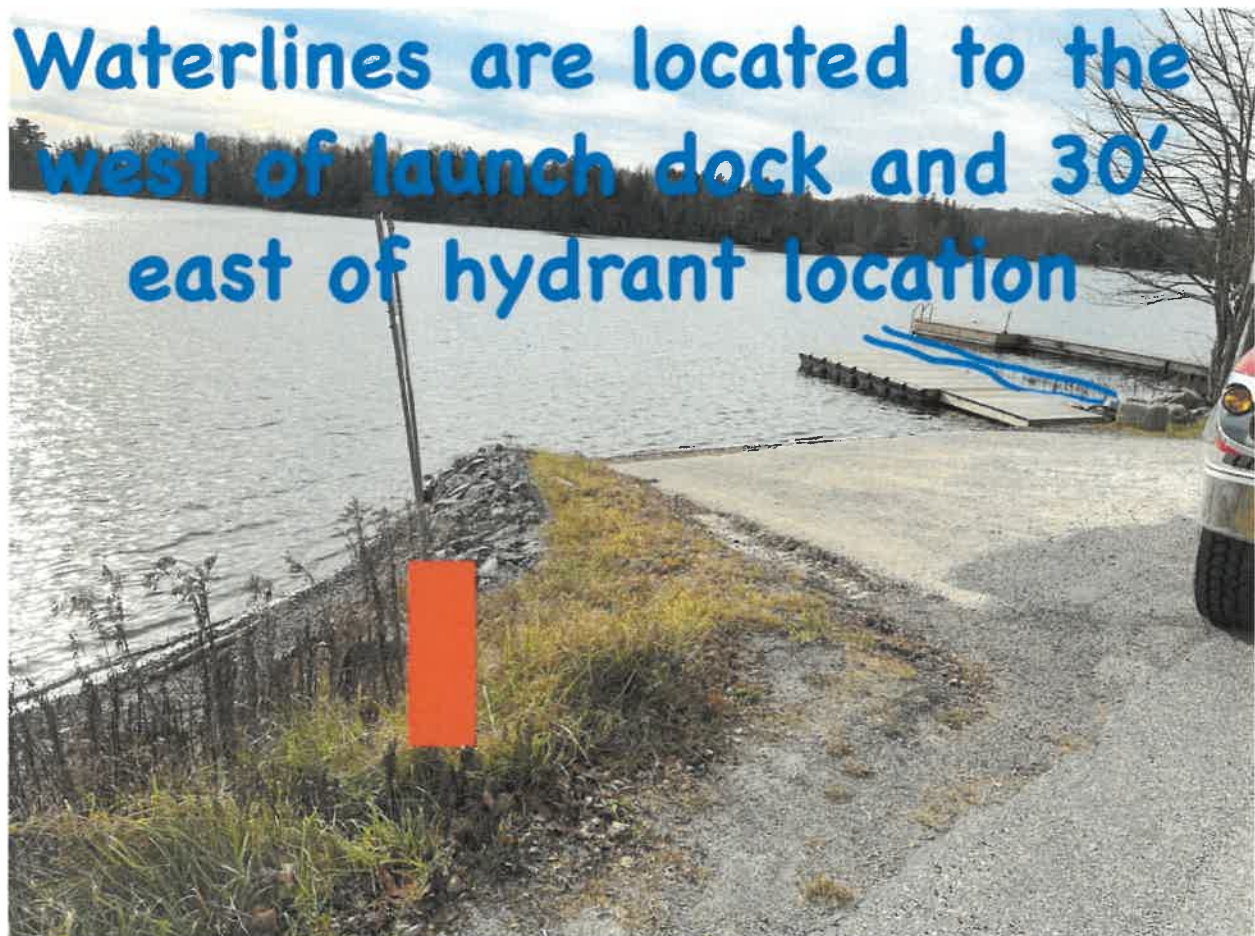
Robert Morrison
Fire Chief/CEMC Township of McKellar

Reviewed by:



Ina Watkinson
Clerk/Administrator

The Red area noted will be the hydrant location.
The Blue lines denote the water lines in proximity to the hydrant.







November 10, 2023

Dear Members of the Stakeholder Board,

Re: West Parry Sound Economic Development Collaborative

On October 31, 2023, the West Parry Sound Economic Development Collaborative (WPSEDC) Municipal Stakeholder Board and Steering Committee met to discuss the current situation and next steps for the organization. With the Economic Development Officer vacancy and the completion of FedNor CIINO funding in November 2023, WPSEDC is in a favourable position to establish the future direction, vision, and goals of the collaborative.

With an integrated approach to economic development, considerable success can be realized. Working together towards the same vision and goals will allow West Parry Sound to strengthen collaboration and provide added value to meet private sector and development needs. As new employment opportunities and increased investment occur throughout West Parry Sound, ratepayers continue to benefit. Commuting data provided by The Labour Market Group, based on 2016 Census, points to the significant number of ratepayers that commute throughout West Parry Sound. According to the report, 9,865 workers commuted to jobs in Parry Sound District with 8,520 (86%) starting their commute journey from the District. To provide further context, the data indicates that 4,480 people work in Parry Sound with 2,095 people commuting from other municipalities within West Parry Sound. Of the 790 individuals who commute to Seguin, 240 are travelling from other municipalities in West Parry Sound. Please refer to the attached report for more details.

During the recent WPSEDC meeting, highlights from the *Organizational Review and Engagement Report 2023* were discussed. The report provided a collection of common themes that emerged based on feedback from WPSEDC Municipal Stakeholder Board representatives in Spring 2023. Please refer to the attached report for more details. While the benefits of a West Parry Sound approach to economic development were apparent, it was noted during the engagement process that further enhancements with respect to the organizational model are needed. A new approach to West Parry Sound economic development could be considered. WPSEDC has been funded over the past six years through FedNor's CIINO program and as such, deliverables and performance requirements were pre-determined. With the completion of this funding program, the seven area municipalities forming West Parry Sound have an opportunity to refine the structure and set a new path forward.

The *Organizational Review and Engagement Report 2023* recommends the implementation of a Strategic Planning process to determine a long-term vision. The Strategic Plan must clearly identify

the goals and actions to support the integration of business development and investment attraction, increased private sector involvement and alignment with the unique economic development needs of each municipality. Through this process, engagement with members of Council, private-sector companies, community stakeholders and business development organizations should be undertaken. The development of the Strategic Plan will allow for a unified roadmap to guide WPSEDC forward and clearly highlight the organizational structure, new municipal funding model, recommended actions, and potential partnerships. Upon completion of the plan, each Council will have the opportunity to review the document and determine their interest in supporting the vision and desire to invest in a collaborative approach to economic development moving forward.

The WPSEDC Municipal Stakeholders Board is requesting each Council to determine their support to move forward with the Strategic Planning process. No additional funds are required from the municipalities as there is approximately \$19,000 available to undertake the Strategic Plan. However, it is important to understand each Council's position and the willingness and interest to continue to collaborate during the proposed Strategic Planning process. The enclosed documents provide pertinent background information and reports for further details.

If you have any questions, please do not hesitate to contact us.

Sincerely,



John B. Fior
Chair, WPSEDC
Chief Administrative Officer
The Township of The Archipelago



Clayton Harris
Vice Chair, WPSEDC
Chief Administrative Officer
Town of Parry Sound

cc West Parry Sound CAOs and Clerks

Attachments



Table of Contents

1. *Organizational Review and Engagement Report 2023* – Karen Jones
2. *WPSEDC Future Options Report (26 Sep 2022)* - James Cox
3. *WPSEDC Overview and Progress Update (3 Feb 2023)* – James Cox
4. *West Parry Sound on the Move! Media Release (3 Jan 2022)* - WPSEDC
5. *Commuting Data for West Parry Sound* – Labour Market Report
6. *FedNor Project Activity Final Report (18 August 2023)* – James Cox

West Parry Sound Economic Development Collaborative Organizational Review and Engagement Report 2023



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ACKNOWLEDGEMENTS



The organizational review and engagement process was guided by Karen Jones Consulting Inc. and received participation and support from the WPSEDC Municipal Stakeholder Board and Steering Committee, Township of Carling, the Municipality of McDougall, the Township of McKellar, the Town of Parry Sound, the Township of Seguin, the Township of The Archipelago, and the Municipality of Whitestone. The report framework reflects the thoughtful input and insightful recommendations of those who dedicated their time and effort to this initiative.

BACKGROUND

The West Parry Sound Economic Development Collaborative (WPSEDC) was established in 2017 to drive collaborative economic development in West Parry Sound. With funding support provided by FedNor and CBDC, WPSEDC identified four priority areas as key areas of focus: Business Retention and Expansion, Development Readiness, Investment Attraction and Regional Engagement.

Initiatives that have been undertaken since the organization's inception include:

- Collaborating during pandemic and post-pandemic economic recovery efforts
- Supporting investment attraction
- Working with the Parry Sound Area Municipal Airport and Business Park and the Parry Sound Industrial Park to implement their respective strategic plans and attract new investments
- Working with municipal staff and stakeholders to assist businesses to establish and expand within the West Parry Sound Area
- Connecting with entrepreneurs throughout the West Parry Sound Area to provide mentorship and contacts with potential investors
- Assisting in increasing the housing capacity in the Parry Sound Area
- Collaborating on local community economic development initiatives in the service area as a resource where appropriate
- Serving as a primary point of contact for new and potential businesses and working with stakeholders as a resource to develop and eventually locate in the West Parry Sound Area

As part of the deliverables identified through FedNor's CIINO grant, key performance indicators (KPIs) were identified to measure success. WPSEDC has successfully accomplished the following KPIs:

- Facilitated the creation of 50 new jobs
- Facilitated the establishment of 6 new businesses
- Facilitated the maintenance of 20 existing businesses
- Facilitated the expansion of 8 new businesses
- Strengthened connections with 30 identified stakeholder groups

With CIINO funding ending November 2023, WPSEDC must look at ways to grow and become sustainable. To accomplish this, a cohesive approach to link the region is required. Once the funding model changes, WPSEDC will have more flexibility to alter specific deliverables and set new expectations for staff. To ensure success, additional funding sources will be required along with the core operational dollars required from the seven municipalities. Furthermore, additional opportunities exist to leverage program funding dollars and expand offerings into tourism sector initiatives (e.g., development of a Destination Marketing Organization, working with all municipalities to implement MAT tax funding, etc.).

WPSEDC must offer services that achieve results for the region including investment attraction efforts targeted at high-paying jobs, affordable housing strategies, Canadore College partnerships that support skilled trades and student residences in addition to increased collaboration with key partners such as the Board of Education, Ministry of Education, Employment Ontario, etc.

ORGANIZATIONAL STRUCTURE

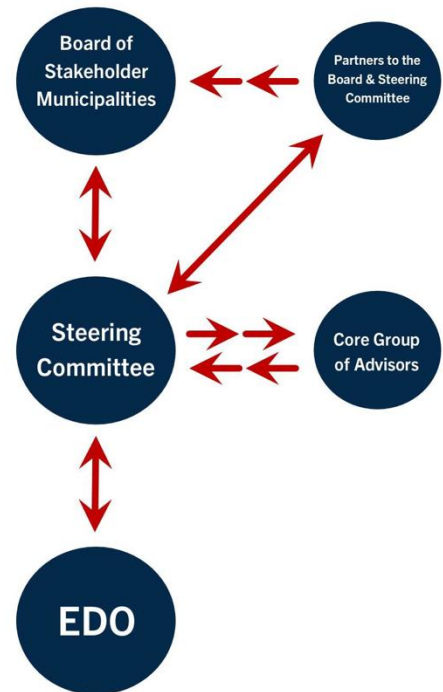
The West Parry Sound Economic Development Collaborative is comprised of a Board of Stakeholder Municipalities, Partners to the Board/Steering Committee, a Steering Committee, a Core Group of Advisors, and the Economic Development Officer (EDO).

Municipal Stakeholders Board

Driven by the Board of Stakeholders, the role of the Board is to focus on the 'big' picture, set strategic direction and focus, approve policies and budgets and appoint the Core Group of Advisors.



The Municipal Stakeholders Board are elected officials comprised of the heads of Council, or designate, for the municipalities of the Township of Carling, the Municipality of McDougall, the Township of McKellar, the Town of Parry Sound, the Township of Seguin, the Township of The Archipelago, and the Municipality of Whitestone. The Members are appointed through Resolution by their respective Councils for the term of Council and are voting members. The Board Chair and Co-Chair are appointed by the voting Board members.



Steering Committee

The Steering Committee is comprised of municipal staff that have been appointed by their respective Councils from the municipalities that have provided their full annual financial contribution. The Steering Committee members are appointed by Resolution of their respective Councils for a four-year term to coincide with the term of Council. The role of the Steering Committee, led by the Chairperson and Co-Chairperson, is to provide the EDO with operational direction to advance/implement priorities of the Board, receive and review input from the Core Group of Advisors, review and approve the EDO's workplans, approve budget allocations, conduct the EDO's performance review, develop the selection criteria for the Core Group of Advisors members, provide oversight of all operational matters related to the West Parry Sound Economic Development Collaborative, recommend an annual budget to the Municipal Stakeholder Board, make policy recommendations to the Municipal Stakeholder Board and provide regular performance reporting to the Board with respect to the Board's strategic direction and focus.

Partners to the Board

Partners to the Board include representatives from FedNor and NOHFC that attend meetings as required. The role of the Partners to the Board is to provide advice on both federal and provincial priorities, trends, and funding/partnership opportunities. Partners to the Board are resource members and do not carry a vote.

Core Group of Advisors

While not formally operating, the Core Group of Advisors were intended to be private, public, and non-profit sector members appointed to a four-year term. This was based on selection criteria, industry sectors, and areas of expertise. These representatives serve as non-voting, resource members with the role of providing support to the Steering Committee and the Regional Economic Development Officer in the capacity of mentorship, advisors, 'think-tank' and as a sounding board.

Regional Economic Development Officer

The Economic Development Officer (EDO) is a full-time position responsible for daily tasks to move the organization's priorities forward. Over the past six years of operation, this position has had three separate individuals in this role which has impacted the ability to maintain momentum with all seven municipalities and their respective Councils. Relying on one person to drive the initiatives forward has presented challenges especially due to staff turnover.

Current Funding Model

The West Parry Sound Economic Development Collaborative is funded by the Stakeholder Municipalities who provide an annual financial contribution based on a funding formula. The contributions are as follows:

Stakeholder Municipality	Contribution
Township of Carling	11%
Municipality of McDougall	11%
Township of McKellar	11%
Town of Parry Sound	22%
Township of Seguin	22%
Township of The Archipelago	11%
Municipality of Whitestone	11%

As the CIINO funding comes to an end, a new model must be explored for WPSEDC to advance. This creates an opportunity to identify new ways for the organization to evolve. To capitalize on this opportunity, WPSEDC agreed to meet as a group to discuss next steps. As such, a facilitated discussion with the Municipal Stakeholders Board and the Steering Committee occurred on April 24, 2023. The session was led by Karen Gibbons (née Jones), CEO of Karen Jones Consulting Inc., with the objective to have an open conversation about the opportunities and challenges associated with the current WPSEDC model. Representatives from all seven municipalities attended the session.

Following the session, one-on-one interviews were conducted with members of the Municipal Stakeholder Board and Steering Committee. Representatives from six municipalities participated in the interview process including the Township of Carling, the Municipality of McDougall, the Town of Parry Sound, the Township of Seguin, the Township of The Archipelago, and the Municipality of Whitestone.

A follow up session was hosted on May 23, 2023, to review the consolidated feedback. The session was recorded and is available for viewing. The engagement sessions and one-on-one interviews allowed for meaningful discussion to further identify perceptions, challenges and opportunities from the perspective of participating municipalities.

ENGAGEMENT SUMMARY

Key Highlights

During the engagement process several key ideas, themes and challenges were presented. Agreement from the individuals who participated in the one-on-one interviews and attended the sessions was unanimous that regional economic development is beneficial for all municipalities and their constituents. It was agreed by all that there is interest to move forward with WPSEDC if critical challenges are fixed.

Regional Collaboration

There was consensus that the “together we are better” mantra holds true for the region with respect to economic development. It was felt that the smaller municipalities benefit from employment and services offered in the larger communities/hubs. The supply chain of region has an impact in many aspects including job creation, health care, education, services, support, etc. As such, development and growth benefit the collective. It was felt that as long as development occurs within the WPSEDC, positive impact will be realized. There is a strong need for improved infrastructure, sustainable employment with the attraction of high-skilled labour, regional transportation systems, environmentally friendly business development, affordable housing strategies and the need to strengthen key partnerships.

It was understood that having all seven municipalities working together is best for the entire region, and it would be detrimental if this did not occur in the new model. The consensus from those who participated in the engagement process was that supporting efforts that benefit taxpayer needs is essential. A concentrated effort must be placed on things that are needed to make the region work as a whole because a regional approach is most impactful.

Challenges

Currently the model appears to be fragmented and several components are not perceived to be working together to allow for a unified approach. This can be attributed to a lack of formalized communication about benchmarks, targets, KPIs and progress as it connects specifically with each municipality, local business and stakeholder. Many municipalities felt unclear about what was happening, which resulted in a perceived lack of value. Due to complexities within the regional economic development landscape, awareness about the results that have been occurring is lacking.

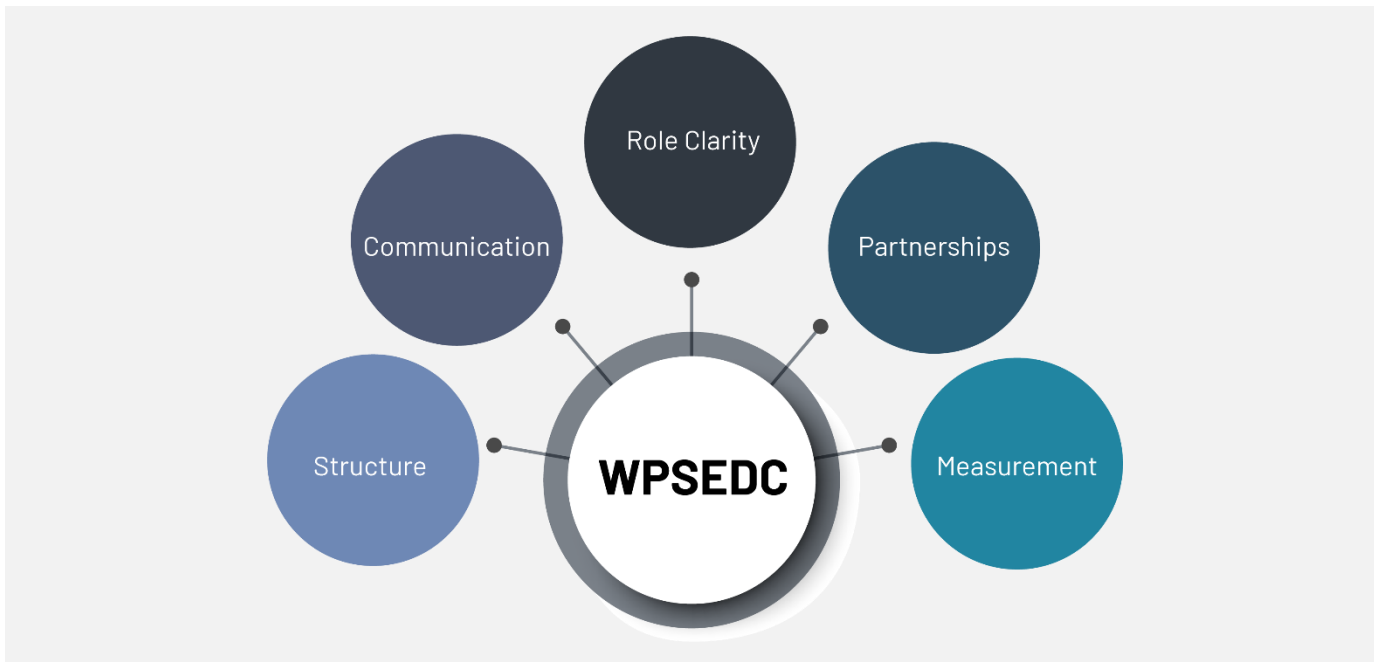
As the regional economic development eco-system involves many organizations and supports, key messaging about who the players are and the roles in which they play can often be diluted. Without an active core group of advisors, direct linkage to current industry trends, needs and business supports is missing.

WPSEDC organizational challenges was discussed throughout the engagement process. It was identified that staff turnover has resulted in fragmentation and difficulty in maintaining relationships between stakeholders, businesses and WPSEDC. New relationships must be established with each new EDO that is hired. As the business community moves fast, it's been a challenge for the current model to keep up and respond adequately.

Furthermore, concerns with the governance model and structure were raised. The intended organizational hierarchy has not been fully implemented including the implementation of the core group of advisors. Additionally, one EDO reporting to seven CAOs does not allow for effective management. Streamlining this hierarchy is necessary.

Due to staff transitions and the pandemic, momentum was stalled. All participating municipalities agreed that while there have been some challenges, moving ahead with a new way of operation that identifies benchmarks, key performance indicators, outcomes/results and responds to the needs of the region is required. The following provides a summary of the common themes that were discussed throughout the engagement process.

Common Themes



1. Organizational Structure

Consider revamping the organizational structure by increasing HR capacity, creating defined roles and expectations for the working relationship between the Town of Parry Sound EDO and the regional EDO. Long-term growth can be realized by building a stronger foundation, creating a succession plan and implementing policies and procedures to establish a healthy organization.

2. Communication

Increased communication is needed for WPSED to serve as a conduit/connector for the economic development landscape. By taking a leadership role with the focus of spreading information, increasing awareness about WPSEDC, assisting with regional solutions, showcasing results and taking the charge on key partnerships will elevate the value WPSEDC can offer. With transparent and open communication and active participation with all municipalities it will be much clearer as to the role and responsibilities of WPSEDC. Continuing to reinforce the importance of regional economic development at the Council level is imperative to growth. Through consistent presentations, delivery of KPIs and communicating the results in the region, this value will be articulated.

3. Role Clarity

Ensuring a strong understanding about the WPSEDC is critical to growing its identity and creating trust in the region. Roles of all players involved should be clearly understood and available on the website, collateral and integrated with each municipality's staff and elected officials. With a focus on outreach and engagement with all municipalities on a frequent basis, increased understanding about WPSEDC's role will naturally occur. Discussion and consensus about key areas of focus, programs, services and needs will help drive the role of the organization.

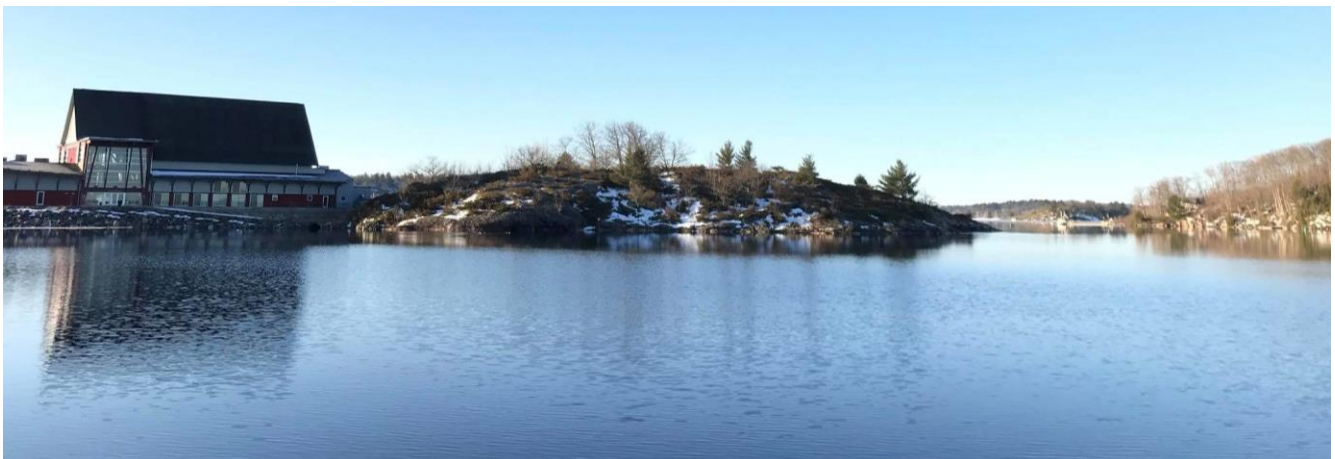
4. Regional Partnership Development

WPSEDC has an opportunity to be a leader in regional partnership development. Establishing partnerships to respond to identified needs and trends will help advance the region. Serving as the connector within the economic development landscape can assist with driving solutions. WPSEDC could offer leadership support to lead conversations with partners and work as the conduit to implement strategies relevant to key areas such as workforce development, housing, transportation, investment attraction, business retention & expansion. This role as a leader may include facilitating networking and leading relationship development opportunities including roundtables, committees, hosting events, forums and conferences. The goal of partnership development could be to work collaboratively with all players in the ecosystem while ensuring a strong WPSEDC identity.

5. Measurements of Success

To advance, WPSEDC must identify and track key performance indicators to measure, monitor and manage the progress. With the use of KPIs, the organization can drive accountability and demonstrate value to municipalities, stakeholders and the business community. Understanding the needs of all entities is imperative to identifying measurements that derive value and propel growth. Common needs that could be considered when developing measurements of success include:

- Stakeholder engagement/representation
- Investment Attraction within identified priority sectors
- Partnerships that connect newcomer and apprenticeship opportunities with labour market gaps



NEXT STEPS

To guide WPSEDC to the next phase, it is recommended that a Strategic Plan be developed that guides the framework and path forward. This document will be a strong tool to share with the seven municipal Councils when seeking support.

When developing the Strategic Plan, best practice research should be conducted to identify the most suitable governance model to implement. As discussed during the facilitated session, connecting with ACED (Almaguin Community Economic Development) would be beneficial to understand their needs. It is recommended that coordinating a presentation to learn about their transition from a CIINO funded model to their current operating model would assist WPSEDC in determining how to best move forward. During the research phase, other governance models for regional economic development should be explored. This research will play a role in guiding decision making and assisting WPSEDC to best position themselves for sustainable growth.

Furthermore, engagement during the Strategic Planning process is essential to ensure that the plan represents the needs of everyone. Engagement tactics should be identified to best communicate with all seven Councils, the business community and stakeholders to encourage an inclusive, open and transparent process. Discussion about the balance between Investment Attraction and Business Retention + Expansion initiatives should be considered.

The Strategic Plan will provide a road map and will accomplish the following:

- Recommendations for a governance framework
- Identification of a new funding formula
- Needs assessment
- Engagement of key stakeholders/partners
- Identification of areas of focus
- Establish long-term plan and identify next steps (10 years and beyond)
- Establish priority areas
- Identify KPIs/success factors and measure results
- Create a funding formula to ensure equality but full representation
- Pursue development in a strategic and collaborative manner
- Ask critical questions: What do we need? How do we help existing businesses? How do we attract new businesses and investment? What is working? What is not working?
- Annual deliverables

A communication plan should be established simultaneously to developing the Strategic Plan to effectively delivery consistent messaging.





REPORT

TO: WPS Economic Development Collaborative Steering Committee
FROM: James Cox, Regional Economic Development Officer
DATE: September 26, 2022
SUBJECT: WPSEDC Future Options

Purpose

The purpose of this report is to propose a funding and governance model for continuing the work of the West Parry Sound Economic Development Collaborative (WPSEDC) past the end of its current term in December 2023.

Recommendation

That the WPSEDC Steering Committee endorse the proposed future WPSEDC governance and funding model and submit the model to the Municipal Stakeholders Board for consideration.

Background

The West Parry Sound area has been serviced by several different economic development initiatives over the past since 2007. The WPSEDC is the most recent regional economic development initiative, created in 2016. Under the WPSEDC, the area has been serviced by a regional economic development officer, provided for by grant funding from FedNor's Community Investment Initiative for Northern Ontario (CIINO). This program was put into place with the objective of providing an economic development and business support resource person for areas not presently served by an economic development office.

Under the first term of the CIINO grant, the regional economic development office provided direct business support and consultation and pursued support initiatives in high profile areas. The 2019 Housing Summit was noted as a particular success. During this time, three sector-specific strategies were developed: the Business Attraction Survey (2016), the Regional Marketing Plan (2016), and the WPS Digital Strategy (2017). These strategies were all partially implemented during the first term, with some action items remaining outstanding.

The WPSEDC received a second term of CIINO funding in 2020, funding a regional economic development officer (EDO) from December 2020 to December 2023. The grant agreement budgeted \$405,000 for the salary, benefit, and travel expenses of the EDO over three years. Under the terms of the agreement, FedNor provided 71.67% of supported costs, to a maximum of \$290,250. Participating municipalities provided the remainder of funding through annual

contributions to the WPSEDC, as outlined in the WPSEDC terms of reference. In addition to the costs of maintaining the EDO position, the grant application budgeted \$35,000 in program funding and \$15,000 of in-kind support from member municipalities and community partners.

During the second term of CIINO funding, the WPSEDC has focused on building on previous work and refining its approach to economic development. The WPSEDC concentrates its efforts on four priority areas:

- 1) Business Retention and Expansion (BRE)
- 2) Development Readiness
- 3) Investment Attraction
- 4) Regional Engagement

Since December 2020, the WPSEDC has successfully implemented a BRE program, visiting and surveying over 150 area businesses. To date, 61 of these visits have required additional assistance or follow-up, most commonly assisting businesses in accessing funding or connecting with other support agencies. In this time, the WPSEDC has also conducted 18 familiarization tours for prospective investors in West Parry Sound, of which 7 have resulted in investors purchasing land or establishing a business in the area. The WPSEDC has also regularly engaged with partner municipalities and other economic development supportive organizations to help improve the business environment in West Parry Sound.

The current CIINO agreement ends in December 2023. FedNor representatives have indicated that a third term of funding is unlikely to be approved. The CIINO program was designed to jumpstart local economic development efforts in underserved areas, but not to fund them indefinitely. FedNor has also cited the need to deploy resources to other underserved areas of Northern Ontario. As a result, a new funding and governance model is required to continue the operations of the WPSEDC past December 2023.

Comments

The WPSEDC remains on track to fulfill its commitments to FedNor under the CIINO grant funding agreement. Despite this, the current three-year grant funding model of the WPSEDC has created challenges to long-term planning and continuity of services which have prevented the organization from being as effective as it could be.

Most notably, the WPSEDC has experienced challenges in recruiting and retaining qualified staff. Since 2018, the WPSEDC has employed three different Regional EDOs. Although there are several reasons for the staff turnover, the lack of long-term commitment to economic development outside of the three-year grant funding window is the largest barrier to attracting staff. The terms of employment offered by the WPSEDC are competitive with comparable economic development positions, but the short-term contracts necessitated by the reliance on grant funding are a disincentive to potential employees.

The WPSEDC has also experienced challenges with the project continuity related to the grant funding cycle. One of the fundamental tasks of economic development is to build relationships with the local business community and build a sense of positive momentum about the region as a location for investment. The overall objectives of the WPSEDC have remained consistent

since its inception. However, the Regional EDO position was vacant between February and December 2020, resulting in a loss of momentum and requiring many of the WPSEDC's projects to be restarted from the beginning. Frustration with the 'revolving door' of EDOs was a common concern in the 2020-2022 BRE survey of area businesses and has been cited as a disincentive for business engagement. One comment noted, "It is difficult to justify the time needed to seriously connect if the support may not be there in another year."

The three-year grant funding cycle has also limited the WPSEDC's ability to undertake long-term projects. The CIINO funding agreement commits the WPSEDC to addressing long-term challenges such as workforce shortages and housing capacity. Significant progress towards these goals has been complicated by the funding window. A more permanent funding structure would enable the WPSEDC to be more consistent in developing and implementing longer-term strategies.

Comparator Organizations

Regional economic development in Ontario is most commonly provided by upper tier municipalities, who administer the function through an upper-tier economic development department. There are comparatively few examples of voluntary collaborations between municipalities for economic development. Areas of the province that are not covered by upper tier municipalities will usually only provide local economic development services, with regional initiatives led by other levels of government or third-party organizations such as community futures development corporations.

Two examples of voluntary collaboration, Almaguin Community Economic Development (ACED) and the Economic Development Corporation of North Simcoe (EDCNS) were reviewed in the preparation of this report.

Almaguin Community Economic Development

ACED is a voluntary association of municipalities in East Parry Sound district with a mandate to provide economic development services and attract investment to the region. Their core services include general business support, investment attraction, site selection, regional economic planning, community development, and tourism marketing.

ACED was established in its present form in 2016. Membership is open to all 16 municipalities in East Parry Sound District. At present, 11 municipalities and the Almaguin Highlands Chamber of Commerce are members in ACED. Each member appoints one member to the Board, with eligible directors including members of Council, private sector representatives, and community representatives. The Board sets policy direction, approves the annual budget request to member municipalities, and communicates results to member Councils. The Board also has a mandate to promote ACED within the community, and cultivate volunteers to assist with regional economic development projects (e.g. 2015 and 2022 BRE surveys).

ACED maintains three staff including a general manager, regional brand coordinator, and economic development officer. One member municipality (the Township of Armour) acts as the administering municipality, responsible for all management and administrative services.

Similar to the WPSEDC, ACED was established with the support of a FedNor CIINO grant in 2016. CIINO funding has been supplemented with member contribution and program funding from other grant source. The continuation of FedNor support beyond the end of the second term in December 2022 is unsure. The ACED board of directors have been advocating for the continuation of the organization beyond December 2022 through the member municipalities assuming full funding responsibilities. The ACED board has proposed a 2023 budget which includes both \$300,000 and \$400,000 options to maintain staff levels and core services, with additional projects funded through supplemental asks to municipalities, grant funding, and community partnerships. The proposed 2023 budget allocates costs based on a \$10,000 base contribution for all members, with remainder allocated based on population, number of households, and assessment. Two municipalities (the Municipality of Magnetawan and the Municipality of Powassan) have indicated their intention to withdraw from ACED at the end of the current funding cycle.

Economic Development Corporation of North Simcoe

EDCNS is a non-profit municipal service corporation, incorporated as per the *Municipal Act*. Its four members (the Town of Midland, Town of Penetanguishene, Township of Tay, and Township of Tiny) collaborate to pool economic development resources to achieve a greater impact than would be possible working individually. It is mandated to promote and foster balanced sustainable economic growth in North Simcoe through BRE, investment attraction, job creation, and community marketing.

EDCNS was established in 2014. It is governed by a Board of no less than 12 and no more than 14 directors, consisting of one member of Council or CAO from all member municipalities, and 6-8 community representatives selected through an application process. The Executive Director and board intern sit as ex-officio members. The Board has responsibility for setting policy direction and approving annual budget requests and workplans.

EDCNS maintains three staff, including an Executive Director, marketing coordinator, and tourism experience development coordinator. Administrative support is provided by the member municipalities. Staff have responsibility for preparing and implementing the annual organization workplan.

Since its inception, EDCNS has been fully funded by the four member municipalities. EDCNS submits a funding request to the members through the regular budget process annually. EDCNS requested and received \$400,000 from the member municipalities in 2022. Annual budget allocates costs between members based on population and assessment.

Proposed Future WPSEDC Structure

This report proposes revisions to the governance and funding model of the WPSEDC to improve engagement with member municipalities, build long-term and sustainable commitment, and allow longer-term strategic focus.

The proposed model allows for the continuation of WPSEDC operations at their current capacity. Under this model, the WPSEDC would continue to focus on its four strategic priorities of business retention and expansion, development readiness, investment attraction, and regional engagement. Immediate priorities for 2024 would include implementing the recommendations of the final BRE report, updating the 2016 Regional Marketing Plan and implementing its recommendations, and proactively engaging with the business community and support organizations. The proposed model would also allow for a greater role for the Municipal Stakeholders Board in setting the direction and priorities of the WPSEDC.

Governance

The WPSEDC is governed by a Municipal Stakeholders Board of elected officials which sets high-level policy direction, and a Steering Committee of municipal chief administrative officers (CAOs) which oversees the operations of the organization.

Under the new governance model, the role of the Steering Committee remains unchanged. The Steering Committee will meet bimonthly to receive updates and discuss program options, with the Chair and Vice-Chair of the Committee providing day-to-day direction to the Regional EDO.

Under the current terms of reference, the Municipal Stakeholders Board meets twice a year to approve the annual budget, set the strategic direction and focus of the WPSEDC, and focus on the 'big picture' issues impacting West Parry Sound's economy. This report is recommending that, starting in 2024, the Municipal Stakeholders Board meet quarterly, and that their mandate be expanded to include proactively soliciting BRE referrals from the business community and regularly reporting on the work of the WPSEDC to Municipal Councils and the broader community.

At present, the Municipal Stakeholders Board is comprised of the heads of Council of all member municipalities. This report is recommending that the criteria be changed to allow each member municipality to appoint one member to the Municipal Stakeholder Board, with eligible directors including members of Council, private sector representatives, and community representatives. Each member municipality would have the discretion to select a representative from one of these categories based on their local conditions and priorities.

These changes are intended to encourage the Municipal Stakeholder Board to take a proactive role in directing the activities of the WPSEDC and encourage deeper engagement of the member municipalities with the work of the Collaborative.

Budget

The current CIINO agreement budgeted \$455,000 in financial and in-kind contributions to operate the WPSEDC over three years. This amount provides salary, benefits, and travel expenses for the Regional EDO; administrative services from the host municipalities; and program funding for economic development initiatives. Based on this budget and actuals from 2020-2022, the annual budget for maintaining the current operations of the WPSEDC is approximately \$170,000.

Expenditures	Proposed 2024 Budget
Salaries & Benefits	\$127,000
Training & Development	\$1,200
Travel	\$15,000
Memberships	\$2,100
IT	\$2,600
Telephone	\$300
Rent	\$6,200
Special Projects	\$5,600
Transfers to Reserves	\$10,000
Total Expenses	\$170,000

This budget will allow for the continued operation of the WPSEDC at its current level of capacity, with a regional EDO responsible for BRE and investment attraction activities. Grant funding would be proactively pursued for special projects beyond daily operations. Special projects and potential grant sources would be identified annually as part of the regular budget process. The proposed budget establishes a reserve fund for the WPSEDC to build capacity for future larger-scale initiatives.

The activities of the WPSEDC would be funded by municipal contributions and supplemented, where possible, by pursuing grants and other outside sources of funding. Municipal contributions would consist of a base contribution of \$5,000, and a variable contribution based on a municipality's share of the region's population, total number of households, and assessment base. An example of municipal contributions based on a \$170,000 annual WPSEDC budget is included below.

Municipality	Base Contribution	Population-Based Contribution (1/3)	Household-Based Contribution (1/3)	Assessment-Based Contribution (1/3)	Total Contribution
Carling	\$5,000.00	\$3,377.21	\$4,498.98	\$4,832.64	\$17,708.83
McDougall	\$5,000.00	\$6,215.33	\$4,274.16	\$3,682.80	\$19,172.29
McKellar	\$5,000.00	\$3,214.12	\$3,870.50	\$3,210.06	\$15,294.68
Parry Sound	\$5,000.00	\$15,581.37	\$8,987.74	\$3,462.62	\$33,031.72
Seguin	\$5,000.00	\$11,959.53	\$12,331.95	\$17,035.05	\$46,326.53
The Archipelago	\$5,000.00	\$2,217.50	\$7,391.00	\$9,843.85	\$24,452.34

Whitestone	\$5,000.00	\$2,434.94	\$3,645.68	\$2,932.99	\$14,013.61
Total	\$35,000.00	\$45,000.00	\$45,000.00	\$45,000.00	\$170,000.00

Population and household figures are drawn from the Census of Population. Assessment figures are drawn from annual municipal financial information returns. Annual municipal contributions will be adjusted as these data sources are updated.

Implementation

The proposed timeline for the implementation of this model is as follows:

November 2022: Recommended governance and funding model endorsed by WPSEDC Steering Committee

January 2023: Recommended governance and funding model forwarded to WPSEDC Municipal Stakeholder Board for review and discussion

March 2023: Recommended governance and funding model endorsed by WPSEDC Municipal Stakeholder Board

May-June 2023: Recommended governance and funding model presented to Councils of member municipalities for inclusion in 2024 budget process

September-November 2023: Final reporting on results of 2020-2023 workplan to WPSEDC Steering Committee and Municipal Stakeholders Board. Final reporting to FedNor.

December 2023: End of CIINO grant term and commencement of new governance and funding model.



WPSEDC Overview and Progress Update

West Parry Sound Economic Development Collaborative

- The WPSEDC consists of the seven municipalities in West Parry Sound district, with a mandate to drive collaborative economic development by building on our current strengths and pursuing opportunities.



WPSEDC – FedNor Funding Arrangement

- Funding provided through Community Investment in Northern Ontario (CIINO) program
 - Current term: December 2020 – December 2023
 - 3-year budget of \$455,000
 - CIINO grant provides 71.67% of eligible costs (\$290,250)
 - Eligible costs include salary and travel; program costs are provided entirely by municipalities
 - Remaining budget (\$164,750) provided by WPSEDC municipalities, invoiced annually
 - Contribution rates specified by WPSEDC Terms of Reference: Parry Sound and Seguin provide 22% each, other members provide 11%
 - Terms of Reference require WPSEDC to review allocations if membership changes or the program is continued

Activities and Objectives

1. Lead pandemic and post-pandemic economic recovery efforts in collaboration with stakeholders;
2. Develop and implement an investment attraction strategy;
3. Work with key area stakeholders, including but not limited to the Parry Sound Area Municipal Airport and Business Park, the Parry Sound Industrial Park, and targeted locations including highway and waterfront areas to implement their respective strategic plans and attract new investments;
4. Work with the municipal staff and stakeholders to assist businesses to establish and expand within the West Parry Sound Area;
5. Develop and implement a workforce attraction strategy;

Activities and Objectives

6. Establish a network of successful entrepreneurs throughout the West Parry Sound Area to provide mentorship and contacts with potential investors;
7. Assist in increasing the housing capacity - both attainable and otherwise - in the Parry Sound Area;
8. Implement the regional marketing strategy that highlights key areas of targeted attraction and development in a collaborative effort;
9. Collaborate on local community economic development initiatives in the service area as a resource, where appropriate;
10. Serve as a primary point of contact for new and potential businesses looking to the area, working with stakeholders as a resource to develop and eventually locate in the West Parry Sound Area.

Systemic vs. Specific Challenges

Systemic challenges are issues that impact businesses across the region. It includes matters such as workforce availability and housing supply.

Although they affect the entire region, systemic challenges impact individual businesses in different ways.

WPSEDC works with individual clients to address the specific impacts of systemic challenges facing the region.

Our Priorities

- Business Retention and Expansion
- Development Readiness
- Investment Attraction
- Regional Engagement

Business Retention and Expansion (BR+E)

- Our Goal
 - To work with existing businesses to help them stay and grow in West Parry Sound
- Our Method
 - In-person visits to businesses to discuss challenges and opportunities and identify 'red-flag' issues
 - 200 business visits and 97 follow-ups since December 2020

Development Readiness

- Our Goal
 - To ensure that West Parry Sound is ready to welcome investment
- Our Method
 - Work with municipalities and businesses to ensure a mutual understanding of the development process
 - Creation of common guides to development in West Parry Sound

Investment Attraction

- Our Goal
 - Attract new business and new investment to West Parry Sound
- Our Method
 - Provide a single point of contact for new business inquiries
 - Organize familiarization (FAM) tours for prospective investors
 - Managed 47 unsolicited inquiries in since December 2020, with 25 in-person FAM tours

Regional Engagement

- Our Goal
 - To ensure that economic development activities in West Parry Sound are connected and coordinated
- Our Method
 - Regularly meet with federal, provincial, and other economic development supportive agencies to coordinate efforts

2023 Activities

- Address remaining items from FedNor agreement
 - Refresh of Investment Attraction Program
 - Review and update of 2017 Marketing Strategy
 - Refresh of investment attraction materials
 - Completion of BR+E program
 - Final report anticipated in spring 2023
 - Ongoing support of new investments



MEDIA RELEASE

For Immediate Release

West Parry Sound on the Move!

January 6, 2022 – Parry Sound, ON

Despite the ongoing impacts of COVID-19, there has been a surge of investment in West Parry Sound over the course of 2021. The West Parry Sound Economic Development Collaborative (WPSEDC) recently highlighted some of the successes achieved by area communities and business in 2021.

In 2021, West Parry Sound businesses successfully obtained over \$2.4 million in grant funding from the federal and provincial governments. These investments recognize successful and dynamic businesses in the region and are expected to create at least 40 new jobs when complete. Highlights include:

- *Connor Industries* received \$918,550 to renovate their facility, construct two new buildings, and purchase equipment. The project is expected to create 12 new jobs.
- *Crofters Food* received \$1,000,000 to construct a new facility and expand their production. The project is expected to create 9 full-time jobs.
- *RJW Enterprises* received \$113,968 to renovate their facility and purchase equipment. The project is expected to create 6 new jobs.
- *Wave Fibre Mill* received \$200,000 to establish a fibre processing mill at the Parry Sound Area Municipal Airport. The project is expected to create 10 new jobs.

The region also announced the approval of \$23.3 million in federal and provincial grant funding for the West Parry Sound Recreation and Culture Centre. “Enhancing our regional value proposition is vital to attracting talent and entrepreneurs to West Parry Sound,” said James Cox, Regional Economic Development Officer. “Recreational amenities are an important part of this, and when complete the Recreation and Culture Centre will form a key piece in our talent attraction efforts.”

Investments in regional infrastructure have also proceeded at the Parry Sound Area Municipal Airport, with a \$10 million joint federal, provincial, and municipal investment in the facility. This project will construct a new 5000 ft. runway with improved alignment and open several new lots in the Business Park. These projects recognize the potential of the Airport as a hub of investment and will position the park for future growth.

In August 2021, the federal and provincial governments allocated \$5.9 million towards improving broadband access in Seguin, and an additional \$12.9 million towards expanding access in areas of Whitestone and McKellar. In addition, the Parry Sound Area Industrial Park Board (Municipality of McDougall, Carling Township, Town of Parry Sound) has partnered with Vianet to erect a tower in the Industrial Park to improve connectivity to the businesses in the Park and the surrounding area. The Township of The Archipelago

contributed additional monies to further extend the height of the tower to enable connectivity to the Pointe au Baril area. The Township of The Archipelago has also partnered with Vianet to erect a tower in Pointe au Baril to improve the areas' connectivity.

Other investments include the construction of a new regional school in Parry Sound, scheduled to begin in March 2022. The new facility is anticipated to open in September 2023.

Construction is also nearing completion on the new Best Western Hotel on Pine Drive in Parry Sound. When complete, this \$10 million development will add 93 rooms to the area's accommodation offerings.

West Parry Sound Campus - Canadore College welcomed its first-ever cohort of 28 international students in September. This will infuse over \$600,000 in additional income to the local economy on an annual basis.

West Parry Sound has also seen a surge of private investment. The Parry Sound and Area Industrial Park has sold 17 lots during 2021, representing all of its remaining serviced land. Grant applications have been submitted to extend services to the remaining 12.47 acres of unsold unserviced land. Notable investments include:

- *ECO Development Group* purchased 6 lots for its future CLT (Cross Laminated Timber) prefab housing plant. This will be the first such enterprise in Northern Ontario. The CLT plant will occupy 25,000 sq. ft and create 45 jobs. Production is expected to start by early 2023.
- *Singular Solutions Inc.* purchased 3 lots to build a 23,000 sq. ft plant to produce biodegradable food packaging. The project will create 22 jobs, with production expected to start by the end of 2022.

The Town of Parry Sound hosted three international business delegations between October – December. The participating companies are looking to invest in production of electric vehicle charging stations, furniture for hotels and restaurants, and modular homes in the area. Each project is valued at \$2 - \$3 million (building and equipment). “The Parry Sound area remains an attractive location for doing business, due to its high quality of life and various financial incentives offered by the provincial and federal governments”, noted Vladimir Shehovtsov, Economic Development Officer, Town of Parry Sound. “We continue to support local business through this difficult time, as well as strive to attract new innovative companies to further diversify the area economy.”

In the coming year, the WPSEDC will continue to support business retention and expansion and attract further investments. The WPSEDC is a partnership between the 7 area municipalities in West Parry Sound District, comprised of the Township of The Archipelago, the Township of Carling, the Municipality of McDougall, the Township of McKellar, the Town of Parry Sound, the Township of Seguin, and the Municipality of Whitestone with a three-year funding commitment from FedNor. Its mandate is to build a supportive business environment in West Parry Sound through collaborative economic development projects.

For further information please contact:

James Cox, Regional Economic Development Officer
West Parry Sound Economic Development Collaborative
Tel: 705-774-1809
Email: edo@investwps.com

Vladimir Shehovtsov, Economic Development Officer
Town of Parry Sound
Tel: 705-746-2101 ext. 231
Email: vshehovtsov@townofparrysound.com

COMMUTING DATA FOR WEST PARRY SOUND

All data is from 2016 Census. Only data cells that had a figure of at least 20 are shown. There are sometimes quite a few municipalities with a figure of 10 or 15 and cumulatively these numbers can add up, but separately, 10 or 15 can be a less reliable figure because of the rounding which Statistics Canada does, described next.

Sometimes the sum of the individual municipal data may be larger than the figure for Parry Sound District. This happens with smaller numbers because Statistics Canada randomly rounds figures up and down to end in either “0” or “5”, so that several cells randomly rounded up may add 10 or 15 to the total, whereas the cell for the District has only been rounded once.

It is the same reason why a number of cells in the tables below will differ from the table cited in the LMG report, because while the data categories are the same, they are drawn from different Statistics Canada tables and each table has the random rounding applied differently.

COMMUTING TO AND FROM

Commuting data counts everyone who leaves their home to work in a fixed workplace outside the home. So, it does not count two categories of employed residents:

- Those working from home
- Those working in jobs that have no fixed workplace (for example, a construction worker who moves from one construction site to another) (thus, certain occupations will appear undercounted, especially tradespersons)

The commuting data shows two types of movement:

- Commuting to: everyone travelling to a location (it includes people leaving homes living in that location)
- Commuting from: everyone travelling from a location (it includes people living in that location travelling to a job in that location)

Just to provide a perspective on local commuting:

- 9,865 workers commuted to jobs in Parry Sound District in 2016;
- Of this number, 8,520 started their commuting journey from a home in Parry Sound District (86%).

The tables below provide the commuting data for the West Parry Sound municipalities. As far as First Nations communities are concerned, all we have is how many individuals leave homes to go to work (any further figure does not reach the minimum 20 threshold, with one exception for Parry Island First Nation, where 95 residents commute to Parry Sound Township for work):

- Magnetewan 1 IRI: 20 residents leave for work
- Parry Island First Nation IRI: 115 residents leave for work
- Shawanaga 17 IRI: 70 residents leave for work

TABLE 1: SEGUIN			
Commuting to Seguin		Commuting from Seguin	
From:	#	To:	#
ALL ONTARIO	790	ALL ONTARIO	1420
PARRY SOUND DISTRICT	570	PARRY SOUND DISTRICT	1055
Seguin	305	Parry Sound Town	720
Parry Sound Town	135	Seguin	305
Carling	30	Muskoka	125
McDougall	30	Toronto	50
Whitestone	25	Simcoe	45
McKellar	20	Peel	35
		York	30

TABLE 2: THE ARCHIPELAGO			
Commuting to The Archipelago		Commuting from The Archipelago	
From:	#	To:	#
ALL ONTARIO	130	ALL ONTARIO	125
PARRY SOUND DISTRICT	80	PARRY SOUND DISTRICT	60
The Archipelago	30	The Archipelago	30
		Parry Sound Town	20
		Muskoka	20

TABLE 3: McKELLAR			
Commuting to McKellar		Commuting from McKellar	
From:	#	To:	#
ALL ONTARIO	90	ALL ONTARIO	340
PARRY SOUND DISTRICT	70	PARRY SOUND DISTRICT	290
		Parry Sound Town	175
		McKellar	55
		McDougall	30
		Seguin	20

TABLE 4: McDOUGALL			
Commuting to McDougall		Commuting from McDougall	
From:	#	To:	#
ALL ONTARIO	335	ALL ONTARIO	990
PARRY SOUND DISTRICT	325	PARRY SOUND DISTRICT	915
McDougall	110	Parry Sound Town	730
Parry Sound Town	75	McDougall	110
Carling	40	Seguin	30
		Muskoka	20

TABLE 5: PARRY SOUND TOWNSHIP			
Commuting to Parry Sound T		Commuting from Parry Sound T	
From:	#	To:	#
ALL ONTARIO	4480	ALL ONTARIO	2315
PARRY SOUND DISTRICT	4165	PARRY SOUND DISTRICT	2185
Parry Sound Town	1925	Parry Sound Town	1925
McDougall	730	Seguin	135
Seguin	720	McDougall	75
Carling	250	Muskoka	40
McKellar	175	Simcoe	30
Whitestone	105		
Parry Island First Nation IRI	95		
Greater Sudbury	30		
The Archipelago	20		
Magnetawan	20		
Parry Sound, Unorganized, Centre Part	20		

TABLE 6: CARLING			
Commuting to Carling		Commuting from Carling	
From:	#	To:	#
ALL ONTARIO	90	ALL ONTARIO	410
PARRY SOUND DISTRICT	80	PARRY SOUND DISTRICT	350
Carling	30	Parry Sound Town	250
		McDougall	40
		Carling	30
		Seguin	30

TABLE 7: WHITESTONE			
Commuting to Whitestone		Commuting from Whitestone	
From:	#	To:	#
ALL ONTARIO	85	ALL ONTARIO	285
PARRY SOUND DISTRICT	70	PARRY SOUND DISTRICT	240
Whitestone	50	Parry Sound Town	105
		Whitestone	50
		Seguin	25

COMMUTING BY OCCUPATION

The data is much more limited, because dividing the commuting data into occupations requires a larger base of numbers. The following represent the larger datasets.

Table 8: Commuting data by major occupational categories by select municipalities

	0 Management occupations	1 Business, finance and administration occupations	2 Natural and applied sciences and related occupations	3 Health occupations	4 Occupations in education, law & social, community and government services	5 Occupations in art, culture, recreation and sport	6 Sales and service occupations	7 Trades, transport and equipment operators and related occupations	8 Natural resources, agriculture and related production occupations	9 Occupations in manufacturing and utilities
PARRY SOUND TOWNSHIP										
Parry Sound T to Parry Sound T	175	235	95	215	305	25	660	175	10	40
McDougall to Parry Sound T	50	145	45	135	95	10	150	60	0	35
Seguin to Parry Sound T	70	85	35	115	85	0	185	110	10	25
Carling to Parry Sound T	20	40	0	25	45	10	55	35	0	10
McKellar to Parry Sound T	25	15	10	35	15	10	40	25	0	0
SEGUIN										
Seguin to Seguin	50	25	20	10	20	0	110	40	10	15
Parry Sound T to Seguin	10	15	0	0	10	0	60	30	0	10
Seguin to Muskoka	30	25	0	0	10	10	10	30	0	0
McDOUGALL										
McDougall to McDougall	35	15	10	0	0	0	15	25	0	0



PROJECT ACTIVITY REPORT / RAPPORT SUR LES ACTIVITÉS

Claim No. / N° de réclamation :	Project No. / No de projet :	Recipient Name / Nom du bénéficiaire :
8	851 - 512779	Township of Archipelago

**PROJECT ACTIVITY REPORT (to be used to substantiate claims) /
RAPPORT SUR LES ACTIVITÉS (servant à corroborer les réclamations)**

Please provide a general statement of the activities undertaken since the project started or since your last claim. Attach any pertinent documentation/materials.

Veillez fournir un aperçu des activités entreprises depuis le début du projet ou depuis votre dernière réclamation. Joignez-y tout document pertinent.

Activities for this period have focused on completing outstanding items from the 2021-2023 West Parry Sound Economic Development Strategy. From December 2022-March 2023, key activities for the Regional Economic Development Officer include:

- Concluded the current West Parry Sound business retention and expansion program. The BR+E program featured a combination of general and industry-specific interviews. Interviews are arranged through both referrals from other agencies and cold calling. 202 interviews have been completed since the launch of the project, resulting in 102 requests for follow-up. Ongoing follow-up is being conducted with outstanding clients. Results were reported the WPSEDC Municipal Stakeholders Board in March 2023 and will be presented to area Councils in spring and summer of 2023.
- Working with the Parry Sound Area Municipal Airport Commission on the implementation of their new strategic plan. Specific focus has been given to the establishment of an Economic Development Advisory Committee, including business representatives and economic development staff, that will guide the further development and marketing of the Airport Business Park.
- Providing ongoing support and advice to local businesses with planning for workforce attraction and retention, locating funding opportunities and preparing grant applications, and making connections with potential private and public sector partnership opportunities. As a result of findings from the BR+E program, increased focus is being placed on assisting employers with adapting their operations to account for a smaller regional workforce.
- Working with the Parry Sound Area Industrial Park to improve communication of the development process to prospective investors.
- Developing and maintaining public-facing business resources, including the InvestWPS website and vacant land inventory.
- Working with the WPSEDC Steering Committee and West Parry Sound municipal councils to develop a sustainable model for maintaining economic development programs after the completion of the current project. The WPSEDC Municipal Stakeholders Board has committed to continuing the positive momentum created by over the past three years and is developing a new funding and operating model in order to continue operations.

Since December 2020, the Regional Economic Development Office has supported bringing eight new businesses to West Parry Sound, facilitating four business expansions, and assisting 102 businesses with specific support requests. 202 businesses were engaged as part of the Business Retention and Expansion program. These efforts have attracted and maintained an estimated 250 jobs in the West Parry Sound area.

Name / Nom : _____

Signature : _____

Date : _____

From: FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>

Sent: November 12, 2023 2:45 PM

To: undisclosed-recipients:

Subject: Project ECHO

*Good Day
Team.*

Please circulate this email to the Mayor, Council, and your Senior

Recently, the FONOM Board received the attached PowerPoint from Project ECHO. The wound statistics and their care concern the Board; therefore, they wanted to share the work being done by Project ECHO with our membership. You will note that the Letter explaining Project ECHO has two requests for letters of support. FONOM was sent support Letters and asked your Mayor or Council to consider it. The Board would also ask that this information be shared with Health Professionals in your community.

Project ECHO Ontario Skin and Wound is designed to train wound care teams (doctors, nurses, allied health) across the province of Ontario. We have a special target population of Indigenous, North, isolated and remote communities. Each ECHO cycle is 8 weeks with Cycle 1 (Leg and Foot Ulcers) and Cycle 2 (Pressure Injuries and Miscellaneous wounds). Our current ECHO Ontario Skin and Wound Care Cycle theme is leg and foot ulcers with a focus on limb preservation. The first 6 out of 8 sessions have had attendance rates of 173-200 participants from all 14 health districts in Ontario. Our target audiences have enhanced attendance (31 North-West, 21 in North-East, 71 in HNHB). A new ECHO Cycle 1 (leg & foot limb preservation) will begin on January 10, 2024 (contact Linda Dorrington at linda@woundpedia.com).

[Project Echo - Introduction to Project Echo Skin & Wound](#)

Project Echo

c/o Toronto Regional (Dermatology) & Wound Healing Clinic

1077 North Service Road

Unit 23, Suite 210

Mississauga, ON L4Y 1A6

Tel: 905-273-9892 Fax: 905-273-6409

rgarysibbald@gmail.com

Talk soon, Mac.

Mac Bain

Executive Director

The Federation of Northern Ontario Municipalities

615 Hardy Street North Bay, ON, P1B 8S2

Ph. 705-498-9510

Project ECHO Ontario Skin and Wound is designed to train wound care teams (doctors, nurses, allied health) across the province of Ontario. We have a special target population of Indigenous, North, isolated and remote communities. Each ECHO cycle is 8 weeks with Cycle 1 (Leg and Foot Ulcers) and Cycle 2 (Pressure Injuries and Miscellaneous wounds).

Our official partners in Project ECHO are Nurses Specialized in Wound, Ostomy and Continence Canada (NSWOCC) and Queen's University (Health Sciences Professional Development and Educational Scholarship). We are also collaborating with Sault College (microcredentials in skin and wound care, nursing curriculum and e-textbook). To improve patient outcomes, Diabetes Action Canada will become a proposed partner to measure educational outcomes and create databases.

Project ECHO Ontario Skin and Wound has had two funding cycles (2018-2021 and 2021-2024) and its renewal is scheduled for April 1, 2024. Our application is due at the Ministry of Health on November 30.

We are requesting two support letters for the following:

1. To continue ECHO Ontario Skin and Wound with evergreen funding (continuous funding guaranteed with annual budget negotiation), alongside additional support for educational outcomes and a collaboration with Diabetes Action Canada
2. To create a virtual identified patient consultation service utilizing Wound Bed Prep 2021 for patient navigation and clinician support for previous ECHO participants and to bring advanced wound care expertise to clinicians in Northern Ontario

We will be circulating 100 toolkits across Ontario with special target populations in the North (North-West and North-East) and Hamilton-Niagara Haldimand Brant (HNHB). These tool kits include 8MHz Dopplers and infrared thermometers, along with simple plantar pressure redistribution devices for application in the home care and community settings.

Our current ECHO Ontario Skin and Wound Care Cycle theme is leg and foot ulcers with a focus on limb preservation. The first 6 out of 8 sessions have had attendance rates of 173-200 participants from all 14 health districts in Ontario. Our target audiences have enhanced attendance (31 North-West, 21 in North-East, 71 in HNHB). **A new ECHO Cycle 1 (leg & foot limb preservation) will begin on January 10, 2024 (contact Linda Dorrington at linda@woundpedia.com).**

The Skills sessions are virtual and designed for use of the toolkit in the home care community setting. These are 1-hour long and added as a separate 3rd hour after our traditional 2-hour program. We have had an attendance of 133-150 healthcare professionals in these sessions with outstanding evaluations. There are educational follow-up assignments to facilitate practice of skills and improve community capacity.

Our funding will also include a request for collaboration with Diabetes Action Canada to collect data on educational and health care patient outcomes. This initiative will facilitate equal access to wound care specialist teams across Ontario for patients to receive quality care.

In addition to the de-identified patients in ECHO that moves knowledge and not patients, we need support for the newly trained professional teams. A virtual consult service that includes either patient navigation principles or direct clinician evidence-informed care planning will reinforce the education and set the stage to improve system and patient outcomes.

Project Ontario ECHO Skin and Wound
Virtual Wound Care & training for Regional Complex Wound Care Teams

Goal:

To train teams in the Health Districts/ Ontario Health Regions in Advanced Wound Care to treat the 20% of patients that are high resource/ longstanding home care clients that make up 80% of the cost to the system.

- Physicians/ Nurse Practitioners
- Nursing
- Allied Health (Chiroprody/Footcare, Registered Dietitian, Rehab – OT, PT)

Project ECHO Ontario proposed plan to support the Limb Preservation Program by targeting all patients with leg and foot ulcers below the knee especially those with stalled, maintenance or non-healable wounds (> 3-6 months on home care), not demonstrating a positive wound healing trajectory and/or are high resource utilization.

1. Advocate for HbA1c for all leg and foot ulcer patients
2. Utilize the wound care toolkits For Indigenous, Northern, Remote, & Isolated Communities
 - Audible handheld Doppler- any Multiphasic Wave is equivalent to APBI > 0.9 and adequate blood supply to heal. The Doppler sound can be recorded on a smart phone and sent for confirmation.
 - Can be part of the medical record for verification & save unnecessary visits to vascular surgeons in remote, isolated communities.
3. Establish a Provincial Vascular Surgery team to support evidence and implement the COMPASS study results from MacMaster to prevent strokes, heart attacks and premature deaths in persons with Peripheral Vascular Disease (Apixaban 2.5 mg bid and ASA 100 mg daily improved outcomes) [Steffel J, et al. 2020]
4. Manage Infection: N.E.R.D.S. & S.T.O.N.E.E.S.- 3 or more criteria to treat superficial/local (covert) infection topically, or Deep & Surrounding infection (Overt) systemically (Woo, Sibbald, 2009).
 - 7 Infectious disease doctor team – 4 have completed the International Interprofessional Wound Care Course and 3 are partial completion, working towards completion.
 - Systematic review of oral antibiotics for osteomyelitis to facilitate treatment in low resource communities avoiding intravenous therapy.
5. Screen for the high-risk diabetic foot & provide simple plantar pressure redistribution devices for low resource and home care patients.
 - The validated simplified 60 second screen for the high-risk diabetic foot takes 1 minute vs. The Inlow tool that has numerous questions, 3 parts and is best for the trained foot care specialist to provide care.
 - This tool and the Guyana Diabetes and Foot Care program decreased amputations 68% and identified 48% of 1266 persons screened with a high-risk foot (Lowe et al. 2015)
 - Team comprising of 5-foot care specialists was assembled (4 chiroprodists- 2 in the North, 1 Mitchener Professor, a community chiroprodist with experience in Guyana & Ethiopia, and a Podiatrist from Punjab India with a PhD in Biomaterials to create a simple plantar pressure redistribution kit to facilitate training and implementation of footwear into the community.

Project Ontario ECHO Skin and Wound
Virtual Wound Care & training for Regional Complex Wound Care Teams

- Engaged 50 community wound care specialists in ECHO Limb Preservation series from Hamilton- Niagara and 24 from Northeast eligible for toolkits and the other kits will be distributed to other target clinicians in the 12 additional healthcare districts.

Current Project ECHO Skin and Wound Care Leg and Foot Ulcer (limb preservation) cycle has seen a tremendous increase in the number of participants for the regular sessions and the skills/toolkits sessions. Previous ECHO cohorts had approximately 60 – 80 participants on each session

Date	Attendance ECHO Session	Attendance Skills/toolkit session
Oct 4 th	177	142
Oct 11 th	171	133
Oct 18 th	186	137
Oct 25 th	173	133
Nov 1 st	200	148
Nov 8 th	185	150

Proposed Virtual Consults:

- Wound Bed Prep.2021 Format (Soon to be published in April 2024- WBP 2024 for resource limited settings)
 - Graduates of ECHO leg and foot cycles and IIWCC
 - For 100 + Toolkit recipients (Limb Preservation ECHO)
 - Patient Navigation for Home Care Districts (after Waterloo Wellington published Project) all districts would be eligible with appropriately trained staff.
 - Initial consult x1 hour – patient / family member in the home with NSWOC at home care on CHRIS and consultant (Dr. Sibbald or WoundPedia Team member – our team collectively has 200 years + of wound care experience) and follow up.
 - Patient navigation publication home care clients since 2012 on:
Sept 2022: 48 consults: 29% healed, 66% smaller, over 70% less supply use, decreased nursing visits, improved infection management and decreased pain.

Lowé J, Sibbald RG, Taha NY, Lebovic G, Martin C, Bhoj I, Kirton R, Ostrow B; Guyana Diabetes and Foot Care Project Team. The Guyana Diabetes and Foot Care Project: a complex quality improvement intervention to decrease diabetes-related major lower extremity amputations and improve diabetes care in a lower-middle-income country. *PLoS Med.* 2015 Apr 21;12(4):e1001814. doi: 10.1371/journal.pmed.1001814. PMID: 25898312; PMCID: PMC4405371.

Steffel J, Eikelboom JW, Anand SS, Shestakovska O, Yusuf S, Fox KAA. The COMPASS Trial: Net Clinical Benefit of Low-Dose Rivaroxaban Plus Aspirin as Compared With Aspirin in Patients With Chronic Vascular Disease. *Circulation.* 2020 Jul 7;142(1):40-48. doi: 10.1161/CIRCULATIONAHA.120.046048. Epub 2020 May 21. Erratum in: *Circulation.* 2020 Jul 7;142(1):e23. PMID: 32436455.

Woo KY, Sibbald RG. A cross-sectional validation study of using NERDS and STONEES to assess bacterial burden. *Ostomy Wound Manage.* 2009 Aug 1;55(8):40-8. PMID: 19717855.

Project Ontario ECHO Skin and Wound
Virtual Wound Care & training for Regional Complex Wound Care Teams

Background:

Project ECHO Ontario Skin and Wound is designed to train wound care teams (doctors, nurses, allied health) across the province of Ontario. We have a special target population of Indigenous, North, isolated and remote communities. Each ECHO cycle is 8 weeks with Cycle 1 (Leg & Foot Ulcers) and Cycle 2 (Pressure Injuries & Miscellaneous wounds).

Our official partners in Project ECHO are Nurses Specialized in Wound, Ostomy and Continence Canada (NSWOCC) and Queen's University (Health Sciences Professional Development and Educational Scholarship). To improve patient outcomes, Diabetes Action Canada will become a proposed partner to measure educational outcomes and create databases.

Our ECHO faculty includes:

WoundPedia (193 years of combined wound care experience):

- Professor Gary Sibbald, MD, M.Ed., D.SC (Hon), FRCPC (Med)(Derm):
ECHO Skin & Wound Project Lead, IIWCC Director
- Reneeka Jaimangal, MD, MScCH, IIWCC: Project Manager for ECHO Skin & Wound
- Laurie Goodman, RN, MHSn: Clinical Coordinator IIWCC and ECHO Skin & Wound
- Pat Coutts, RN, IIWCC: Nursing Consultant
- Sunita Coelho, RN: Nursing Consultant
- Xiu Zhao, MD, CCFP (COE): Primary Care Physician
- Laura Lee Kozody, B.Sc., DCh: Chiropodist
- Andrew Mohan, BJourn: Multimedia Coordinator
- Linda Dorrington: Administrative Assistant

NSWOCC:

- Cathy Harley, RN, CEO of NSWOCC
- Kim LeBlanc, RN, PhD, Academic Chair
- Erin Rajhathy, RN, Core Program Lead for Community Engagement

Queen's University:

- Karen Smith, MD, Psychiatrist, Rehab Specialist
- Jolene Heil, RN, NSWOCC, Nursing Consultant
- Nancy Dalgarno, PhD, Director of Education Scholarship
- Eleftherios Soleas, PhD, Director of Continuing Professional Development
- Richard van Wylick, MD, FRCPC, Vice-Dean of Health Sciences Education

Adjunct Faculty:

- Patrick Rainville, Chiropodist
- Jeremy Caul, MCISc-WH, NSWOCC, Nurse Advisor for First Nations and Inuit Home and Community Care (Ontario Region)
- Dale Kalina, MD, MBA, FRCPC(ID)

Diabetes Action Canada:

- Catharine Whiteside, MD, PhD, FRCP(C), FCAHS
- Valeria Rac, MD, PhD