

CORPORATION OF THE TOWNSHIP OF MCKELLAR

October 21, 2025 – 6:30 p.m.

AGENDA

Topic: Regular Meeting of Council

Time: October 21, 2025, 6:30 P.M. [Closed Session beginning at 6:00 p.m.]

Location: Council Chambers, 701 Highway 124, McKellar, ON P0G 1C0

Join Zoom Meeting

<https://us06web.zoom.us/j/85992094992>

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

25-443
2025-55

1st Resolution
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 – September 16, 2025
 - 5.2 Litigation or potential litigation; pursuant to Ontario Municipal Act Section 239(2)(e) – Litigation, meeting with other side as required by settlement
- 6. CALL TO ORDER**
- 7. RESPECT AND ACKNOWLEDGMENT DECLARATION**

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

10. PUBLIC MEETING

11. DELEGATIONS AND PRESENTATIONS

- 11.1 Intact Public Entities Presentation on Cyber Security Insurance

12. COMMITTEE OF THE WHOLE

13. MOTION TO REVIEW A PREVIOUS MOTION

14. ADOPTION OF MINUTES OF PREVIOUS MEETING(S)

- 14.1 Minutes of the October 7, 2025, Regular Meeting

15. PLANNING MATTERS

- 15.1 Consent Application No. B18/2025 (Bastiaansen)
15.2 Consent Application No. B21/2025 (Quinn) (*Whitestone Application, McKellar Agreement for use of Road Allowance*)

16. COMMITTEE/BOARD MINUTES WITH RECOMMENDATIONS FOR APPROVAL

- 16.1 Minutes of the September 25, 2025, Recreation Committee Meeting

17. STAFF REPORTS WITH RECOMMENDATIONS FOR APPROVAL

- 17.1 CEMETERY-2025-02 Monument Repair Estimates for Hurdville and Lakeview Cemeteries
17.2 FD-2025-11 Month-End Status Updates for September 2025
17.3 BY-LAW-2025-04 By-law Enforcement Activity Report March to September 2025
17.4 ADMIN-2025-20 Transfer Station Bottle Shed Expression of Interest Summary of Requests Received
17.5 Request for Proposal 2025-15 Real Estate Services
17.6 ADMIN-2025-19 Winter Maintenance on Unassumed Township-Owned Roads - Summary of Professional Opinions (Legal and Insurance)

18. MAYOR'S REPORT

19. CORRESPONDENCE FOR CONSIDERATION

- 19.1 Aquatic Environment Report for Lake Manitouwabing, 2025 by Generations Effect
19.2 Invoice for West Parry Sound OPP Detachment Board Levy
19.3 Request for Municipal Support – Urgent Need for School Completion Timeline and Accountability – Parents for Parry Sound

20. MOTION AND NOTICE OF MOTION

- 20.1 Direction to Engineer to Start Phase II of Hurdville Road Reconstruction

21. BY-LAWS

- 21.1 By-law No. 2025-55 Being a By-law to Authorize the Mayor and Clerk to Sign an Agreement of Purchase and Sale (Berger Donation, lands for St. Stephen's Church Parking Area)
- 21.2 By-law No. 2025-37 Being a By-law to Authorize the Execution of an Agreement with Spectrum Telecom Group Ltd.

22. UNFINISHED BUSINESS

- 22.1 Unfinished Business as of October 21, 2025

23. NEW BUSINESS

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

25. CONSENT AGENDA – CORRESPONDENCE

- 25.1 AMO Watchfiles – October 2, 2025 & October 9, 2025
- 25.2 The Labour Market Group
 - (i) September 2025 Publication
 - (ii) August 2025 Jobs Report
- 25.3 Niagara Region Motion Respecting State of Emergency on Mental Health, Homelessness and Addictions
- 25.4 Town of Newmarket Automated Speed Enforcement Resolution
- 25.5 Town of Smiths Falls Support of H.E.R. Elect Respect Campaign
- 25.6 Regional Municipality of Waterloo – RE: Amending Ontario Regulation 391/21

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

27. CONFIRMING BY-LAW

- 27.1 By-law 2025-56 - Confirming the Proceedings of Council

28. ADJOURNMENT

Instructions for Joining the Council Meeting

1. Please try to sign in between 6:20 p.m. to 6:30 p.m. if possible; you are still welcome to sign in after 6:30 p.m. 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.

Cyber Insurance

Corporation of the Township of McKellar

Dianne Savage – October 21, 2025

Why the need for Cyber Insurance

Cyber attacks on municipalities are on the rise. In the past five years the Canadian Centre for Cyber Security is aware of over 100 targeted attacks since 2020.

As the saying goes - it's not if, but when...



Why Municipalities are Vulnerable

- Municipal governments hold large amounts of sensitive resident information, such as tax records, social security numbers, and voter information.
- The increasing use of internet-connected operational technology (OT) and smart systems expands the cyber threat surface, making them more vulnerable.
- The dependency on digital platforms and connected devices to deliver public services creates more opportunities for cybercriminals to cause service disruptions.



Why Municipalities are Vulnerable

- A lack of specialized cybersecurity knowledge within municipal IT departments can lead to gaps in essential security measures, such as data encryption, access control, and vulnerability management.
- Underinvestment in infrastructure has left many municipalities with legacy systems that are more susceptible to cyberattacks and don't easily integrate with modern security features.
- Target staff due to lack of cyber security training.



Insuring Clause 1 - Cyber Incident Response

- Cyber Incident Response provides coverage for the various costs associated with responding to and dealing with a cyber event, such as
 - legal costs,
 - digital forensic costs,
 - crisis communications costs and
 - privacy breach management costs.



Insuring Clause 2 – Cyber Crime

- Cyber Crime provides coverage for the losses associated with a range of cyber crime, primarily focusing on the theft of electronic fund through various techniques.
- Includes reimbursing theft of personal funds from senior executive officers and losses associated with identity theft.
- For example, a fraudster impersonates a CAO and requests that the finance team send a payment to a fraudulent bank account.



Insuring Clause 3 – Cyber Extortion

- Cyber extortion provides cover for paying a ransom demand for the insured if they face a cyber extortion incident.
- It includes expenses for:
 - handling the extortion situation,
 - buying cryptocurrency and
 - negotiating the ransom.



Insuring Clause 4 – System Damage and Business Interruption

- This insuring clause covers the costs associated with damage to computer systems and business interruption losses caused by cyber events.
- It includes costs associated with reconstituting computer systems to the position that they were in prior to the event.
- Covers costs of replacing computer hardware.



Insuring Clause 5 – Network Security & Privacy Liability

- This insuring clause provides cover for liability claims made or regulatory action taken against the insured as a result of a cyber event.
- It covers for any damages that impact a third party, such as malware spreading to a third party's computer system.
- This also covers the insured's senior executive officers including their chief information officer for any sums they become legally obliged to pay as a result of a cyber event. Defence costs are also covered.



Insuring Clause 7 – Media Liability

- This insuring clause provides cover for any damages the insured is required to pay, as a result of defamation or intellectual property rights infringement stemming from the insured's media content.
- Media content is broadly defined and includes both online and offline content and content created by artificial intelligence.



City of Hamilton Claim

- The City of Hamilton attack crippled their systems by and disabled roughly 80% of their network.
- Ransom was \$18.3 million CAD in exchange for a decryption key
- They did not pay the ransom and decided to build their systems. The city has spent \$18.4 million and will continue to pay nearly \$400,000 a month until November 2026 to rebuild its systems.



Town of St. Mary's Claim

- The town of St. Mary's cyber security incident in 2022 cost the town \$1.3 million which saw file and servers encrypted in an attack involving the notorious ransomware LockBit 3.0.
- The town paid the ransom of nearly \$300,000 based on recommendation of their security experts dealing with the incident.
- The town was fortunate that their IT staff noticed and quickly took their servers offline.



Town of Huntsville Claim

- The Town of Huntsville cyber-attack on March 10, 2024, was when an unauthorized user infiltrated the town's systems and data was compromised. The town temporarily brought their systems offline as a precautionary measure.
- The municipal office was closed for at least 2 days and meetings were rescheduled as specialists investigated the cyber security issue.
- Took the town over a month to recover all but 1 internal system but some services were still impacted due to some documents being inaccessible.



In Summary...

- Cyberattacks on municipalities are increasing.
- Attacks are more sophisticated and disruptive.
- Attacks disrupt essential services and infrastructure.
- Municipalities must assess vulnerabilities and invest in both insurance and cybersecurity infrastructure.
- Cyber insurance is a vital tool for municipalities to mitigate financial and operational risks associated with cyber threats
- It's no longer a question of *if*, but *when* a municipality will be targeted.

Thank you

**CORPORATION OF THE TOWNSHIP OF MCKELLAR****Council Meeting Minutes****October 7, 2025**

Mayor Moore called the meeting to order at 6:30 p.m.

ROLL CALL

Mayor Moore took Roll Call.

Present: Mayor David Moore
Councillors Mike Kekkonen, Nick Ryeland, Debbie Zulak
Regrets: Councillor Haskim
Staff: Clerk/Administrator, 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 Kekkonen

25-420 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Agenda for this Regular Meeting of Council, as presented.

Carried**RESPECT AND ACKNOWLEDGEMENT DECLARATION**

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

Moved by: Councillor Zulak
Seconded by: Councillor Ryeland

25-421 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the deputation from Peter Duffey, member of the Lake Stewardship and Environmental Committee, to present their new pamphlet entitled "Spraying for Mosquitos – Things to Consider";

AND FURTHER THAT the Council of the Corporation of the Township of McKellar does hereby direct staff to include the pamphlet "Spraying for Mosquitos – Things to Consider" with the 2026 Interim Tax Bills.

Carried

Moved by: Councillor Kekkonen
Seconded by: Councillor Ryeland

25-422 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby move into Committee of the Whole at 6:43 p.m. to review and discuss the draft By-law to Establish a Notice Policy.

Carried



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COMMITTEE OF THE WHOLE

Clerk/Administrator Karlee Britton presented the draft Notice Policy to Council for review and discussion. Council provided feedback regarding the structure of the policy and suggested revisions to specific notice requirements. The revised policy will be brought back to Council for further discussion following the incorporation of the recommended changes.

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

25-423 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby rise and report from Committee of the Whole at 7:38 p.m.

Carried

Moved by: Councillor Ryeland

Seconded by: Councillor Kekkonen

25-424 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Minutes of the September 16, 2025, Regular Meeting of Council, and September 19, 2025, Special Meeting of Council, as circulated.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Ryeland

25-425 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the draft conditions met letter for Consent Application No. B05/2024 (Moffatt); and

FURTHER authorizes the Clerk to sign the letter and send it to the Parry Sound Area Planning Board.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Ryeland

25-426 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the District of Parry Sound West (Belvedere Heights) Corporation Annual Information Meeting Minutes for June 20, 2024, Financial Statements Year End (Belvedere Heights) for December 31, 2024, Independent Auditor's report Year Ended (Community Support Services) March 31, 2025, and Board of Management Meeting Minutes for June 25, 2025, for information purposes.

Carried

Moved by: Councillor Ryeland

Seconded by: Councillor Zulak

25-427 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the District Social Services Administration Board Meeting Minutes for May 8, 2025, June 12, 2025, August 14, 2025, and the Special Meeting on June 17, 2025, for information purposes.

Carried

Moved by: Councillor Ryeland

Seconded by: Councillor Kekkonen

25-428 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Parry Sound Area Planning Board Meeting Minutes for May 26, 2025, and July 28, 2025, for information purposes.

Carried



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Moved by: Councillor Zulak

Seconded by: Councillor Kekkonen

25-429 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Township of McKellar Public Library Board Meeting Minutes for August 25, 2025, for information purposes.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Ryeland

25-430 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby receives Report ADMIN-2025-18, Request for Proposal 2025-15 Real Estate Services for the Sale of Municipal Property, from Karlee Britton, Clerk Administrator; and

Further That Council award the Request for Proposal 2025-15 to Land/Max Realty Inc. with a commission rate of 3.5%; and

Further That the Mayor and Clerk be authorized to execute all necessary documents to engage Land/Max Realty Inc. in accordance with the Township's Sale of Real Property By-law 2011-24.

Deferred

Moved by: Councillor Ryeland

Seconded by: Councillor Zulak

25-431 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby receives the Accounts Payable Preliminary Cheque Run Report for September 2025, from Roshan Kantiya, Treasurer, for information purposes.

Carried

Moved by: Councillor Ryeland

Seconded by: Councillor Kekkonen

25-432 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby receives Report ADMIN-2025-17, Circular Materials Notice from Depot Agreement, from Karlee Britton, Clerk Administrator; and

Further That Council authorizes the Mayor and Clerk to execute Change Order No. 1 to the Depot Operations Agreement No. 2024-00-120.

Deferred

Moved by: Councillor Zulak

Seconded by: Councillor Ryeland

25-433 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby receives the memo for the Good Roads 2025 Conference from Thomas Stoneman, Public Works Superintendent, for information purposes.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Ryeland

25-434 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby receives Report PW-2025-09 Public Works Updates, from Thomas Stoneman, Public Works Superintendent, for information purposes.

Carried



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Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

25-435 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby receives the memo for an update on the baseball field from Roshan Kantiya, Treasurer, for information purposes.

Carried

Moved by: Councillor Ryeland

Seconded by: Councillor Kekkonen

25-436 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby receives the memo for an update on Hurdville Road, Hurdville Bridge and Centre Road from Roshan Kantiya, Treasurer, for information purposes.

Carried

Moved by: Councillor Zulak

Seconded by: Councillor Ryeland

25-437 **WHEREAS** the Township of McKellar maintains a bottle collection shed at its transfer station, which is presently serviced by the Whispering River Orchestra, who have been the recipients of the associated funds;

AND WHEREAS the Council of the Township of McKellar identifies the opportunity for these funds to benefit other local groups dedicated to community enrichment;

THEREFORE, BE IT RESOLVED THAT effective November 1, 2025, the responsibility for managing the bottle collection shed at the Township of McKellar transfer station shall be transitioned from the Whispering River Orchestra to a local community group selected by the Council;

AND FURTHER directs the Clerk to invite expressions of interest from local community groups and present the submissions to Council for consideration at the regular meeting on October 21, 2025.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Ryeland

25-438 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2025-53, being a By-law to Define the Procurement of Goods and Services Policies and Procedures for the Corporation of the Township of McKellar, a first and second reading; and

FURTHER give a **third** reading and **Pass** in Open Council on this 7th day of October 2025.

Carried

Moved by: Councillor Kekkonen

Seconded by: Councillor Ryeland

25-439 **WHEREAS** the Council of the Corporation of the Township of McKellar carried Resolution No. 25-388, at a regular meeting of Council held on September 2, 2025, wherein the municipally owned roads to be winter maintained by the Township of McKellar for the winter season of 2025/26 only were listed in Schedule "A";



CORPORATION OF THE TOWNSHIP OF MCKELLAR

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NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby amend Resolution No. 25-388 with the addition of Fox Farm Road, from the year-round maintained road, Lakeshore Road, to the intersection with Watkins Lane, on a summer-maintained road.

Carried

Moved by: Councillor Kekkonen
Seconded by: Councillor Zulak

25-440 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the consent agenda for correspondence.

Carried

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

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

Moved by: Councillor Ryeland
Seconded by: Councillor Kekkonen

25-441 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2025-54, being a By-law to Confirm the Proceedings of Council, a first and second reading;
AND FURTHER give a Third reading and Pass in open Council this 7th day of October 2025.

Carried

Moved by: Councillor Zulak
Seconded by: Councillor Ryeland

25-442 **BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar adjourn this meeting at 10:29 p.m. to meet again on Tuesday, October 21, 2025, for a Regular Meeting of Council or at the call of the Mayor.

Carried

David Moore, Mayor

Karlee Britton, Clerk/Administrator

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

No. B 18/2025 (McK)

1. Applicant Information

Name of Applicant Virginia Bastiaansen
 Address 20 Waters Edge Trail
POB 58
 Postal Code P0G 1C0
 E-mail Address appliancespec@execulink.com

Home Tel No. (705) 773-3799
 Business Tel No. ()
 Home Fax Tel No. ()
 Business Fax Tel No. ()

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

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

Name of Owner _____
 Address _____

 Postal Code _____
 E-mail Address _____

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

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

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

Name of Contact _____
 Address _____

 Postal Code _____
 E-mail Address _____

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

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

2. Purpose of this Application (check appropriate box)

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

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

Explain: _____

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

3.1 Lot 1 _____ Lot 2 _____ Lot 3 _____

4. Location of the Subject Land Roll / PIN No.(s) 52127-0726

4.1 Municipality McKellar Lot(s) No.(s) 22 ncession No. 13
 Street Name and No. Waters Edge Trail M-Plan No. _____ Lot(s) _____
 Registered Plan No. Part(s) 42R17303 Parts 3-6 & 10 Parcel No. _____

5. Easements or restrictive covenants

5.1 Are there any easements or restrictive covenants affecting the subject land? NO ☒ YES

If **YES**, describe the easement or covenant and its effect:

Access over Waters Edge Trail to neighbouring property

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

6.1

	Frontage (m)	Depth (m)	Area (ha)	Existing Uses	Proposed Uses	Existing Structures	Proposed Structures
Retained Lot	110	±570	5.5	Seasonal	Residential	Cabin, Shed	Unknown
Lot Addition							
Right-of-way							
Benefiting Lot							
Severed Lot 1	46	230	0.95	Vacant	Residential	None	Unknown
Severed Lot 2	77	227	1.4	Vacant	Residential	None	Unknown
Severed Lot 3	77	227	1.0	Vacant	Residential	None	Unknown

6.2 Access (check appropriate space)

	Name	Retained	Benefiting Lot	Sever (Lot 1)	Sever (Lot 2)	Sever (Lot 3)
Provincial Highway						
Municipal (maintained all year)	Balsam Road			X		
Municipal (Seasonal)						
Other public road						
Right of way	Waters Edge Trail			X	X	x
Water Access	Ryan Lake				X	x

If Water Access Only

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

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

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

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

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

7. Official Plan

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

8. Current Application

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

YES ☒ NO ☒ UNKNOWN

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

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

☒ YES ☐ NO ☐ UNKNOWN

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

18-20 years ago

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

YES ☒ NO ☒ UNKNOWN

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

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

YES ☒ NO ☒ UNKNOWN

9. Original Parcel

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

YES ☒ NO ☒ UNKNOWN

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

10. Affidavit / Sworn Declaration

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

Dated at the Town _____ of Parry Sound _____ this _____ day
of July _____ 20²⁵

I, Virginia Bastiaansen _____ of the Township of McKellar _____ in the
County/District/Regional Municipality of Parry Sound _____ solemnly declare that all the statements
contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing
that it is of the same force and effect as if made under oath and by virtue of the **CANADA EVIDENCE ACT.**



Signature of Applicant or Agent

DECLARED BEFORE ME at the Town _____ of Parry Sound _____ in the
District _____ of Parry Sound _____ this 28th _____ day
of June _____ 20²⁵.



A Commissioner of Oaths

Patrick James Christie, a Commissioner, etc.,
Province of Ontario, for
Parry Sound Area Property Consulting Inc.
Expires September 4, 2027

11. Authorizations

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

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application for Consent
and/or Zoning By-law Amendment and I authorize _____ to make this application on
my behalf.

Date _____ Signature of Owner _____

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

Authorization of Owner for Agent to Provide Personal Information

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

Date _____ Signature of Owner _____

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

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

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

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

Date July 28, 2025

Signature of Owner 

13. Additional Fees

The applicant hereby agrees:

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

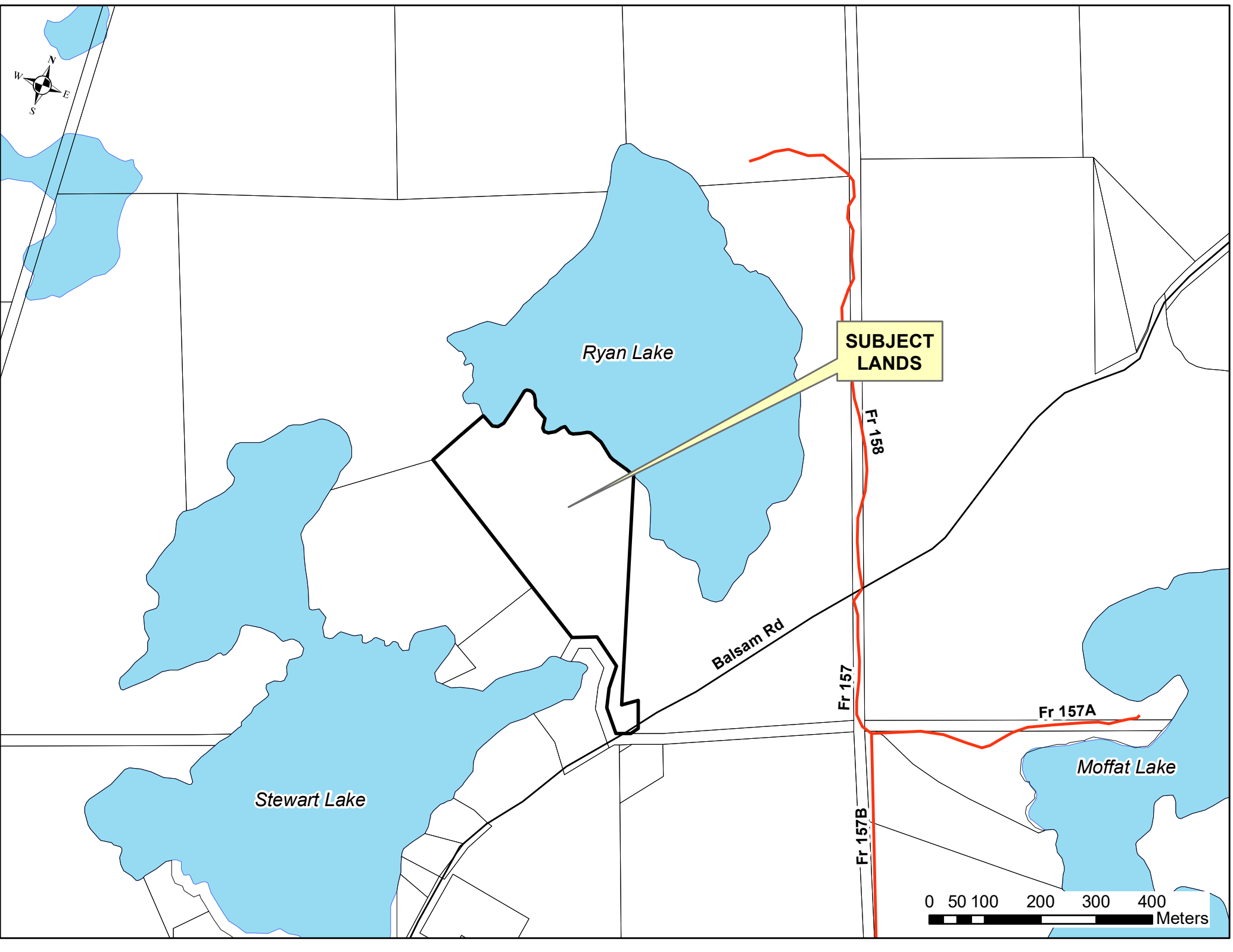
Date July 28, 2025

Signature of Owner 

Plans / Sketches	
SKETCHES TO BE SUBMITTED MUST BE BLACK AND WHITE ON PAPER 8 1/2" x 11"	
ONE COPY OF SKETCH, IF REPRODUCABLE	
ALL LETTERING MUST BE LEGIBLE. USE MULTIPLE SKETCHES AT DIFFERENT SCALES IF NECESSARY	
	Key Map – Available on the Planning Board Website (www.psapb.ca) http://psapb.ca/index.php/planning-board/forms/application-forms
	North Arrow
	clearly defined boundaries of severed and retained lots
	if more than one severed lot, label the severed lots according to the application (Section 6)
	the boundaries & dimensions of any land abutting the subject land that is owned by the owner of the subject land
	the distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing
	the dimensions of the subject land, the part that is to be severed and the part that is to be retained
	the location of all land previously severed from the parcel originally acquired by the current owner of the subject land
	the approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks
	the existing uses on adjacent land, such as residential, agricultural and commercial uses
	the location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way
	the location and nature of any easement affecting the subject land

PLANNING BOARD

<u>2023 Fees</u>	Base Fee \$1500 + \$750 per lot/lot addition, \$250 for each additional lot addition, \$250 per right-of-way + \$500 deposit for Professional Planning Services Change of Condition / Re-approval Fee (before lapsing) \$750 Stamping Fee for Retained Lot (Optional): \$750 A fee of \$325 payable to the Township of Carling is required for any application within the Township of Carling (The Township deposit will be reconciled in accordance with the Townships standard rate for their planner for actual time taken).
<u>NOTE:</u>	Additional expenses may be incurred (ie. Legal, Planning, Survey, Rezoning, Minor Variance, Parkland Fee) and are the responsibility of the applicant.



Ryan Lake

**SUBJECT
LANDS**

Fr 158

Balsam Rd

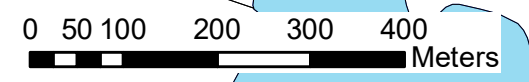
Fr 157

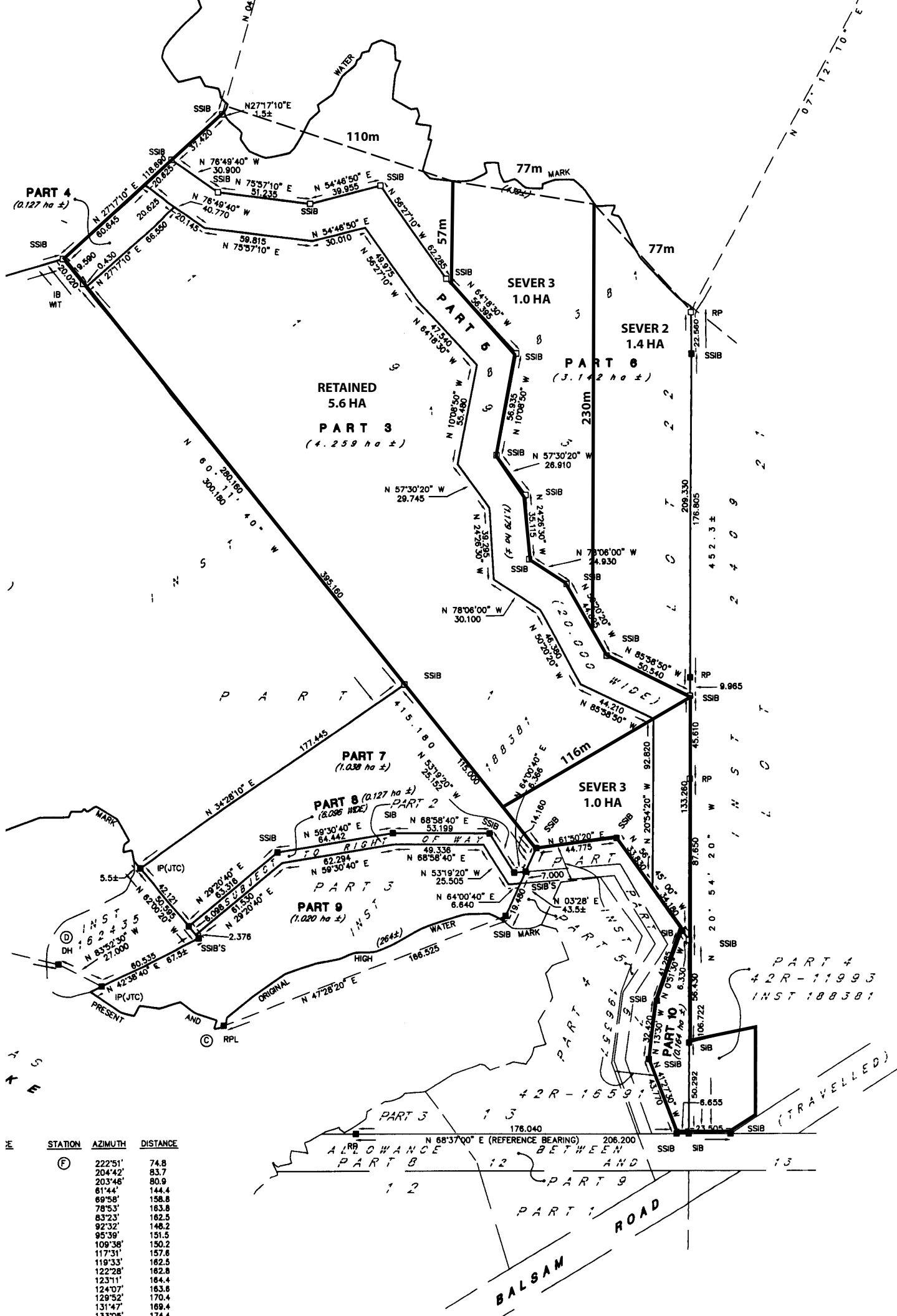
Fr 157B

Fr 157A

Moffat Lake

Stewart Lake





STATION	AZIMUTH	DISTANCE
(F)	222°51'	74.8
	204°42'	83.7
	203°46'	80.9
	61°44'	144.4
	69°58'	158.8
	78°53'	163.8
	83°23'	162.5
	92°32'	148.2
	95°39'	151.5
	109°38'	150.2
	117°31'	157.6
	119°33'	162.5
	122°28'	162.8
	123°11'	164.4
	124°07'	163.6
	129°52'	170.4
	131°47'	169.4
	133°00'	178.040

Site Map

retained land 6.5 ha

severed lot ③ 1ha (bush)

severed lot ② 1.4ha (bush)

severed lot ① 1ha

abutting property (residence + bush)

abutting property (bush) (vacant)

abutting property (vacant bush)

garage w/septic

home w/septic

**Paul Bastiaansen
174 Balsam Rd
705-713-3199**

Right of Way

private road

Municipal Right of Way

Balsam Rd

Ryan Lake

Lake Simileq

0 100m

North Arrow

Property Owners and Addresses:

Owner	Address
124 30	283
200 15	283
200 47	283
200 21	283
204 65	283
201 70	283
200 55	283
200 70	283
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PARRY SOUND AREA PLANNING BOARD

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

CONSENT APPLICATION NO. B18 2025 (Bastiaansen)

PART LOT 22, CONCESSION 13

Parts 3-6 & 10, Plan 42R-17303

20 Waters Edge Trail

Township of McKellar

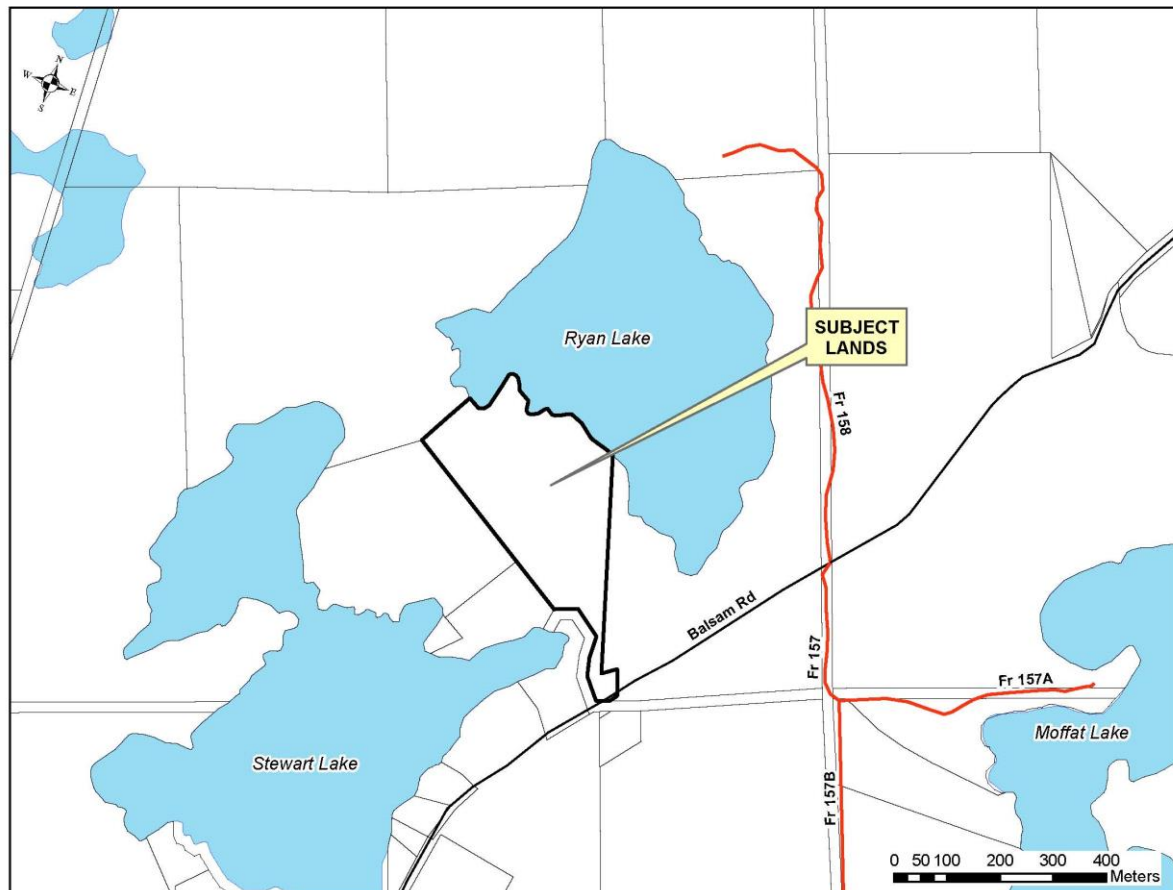
Roll # 492800000258030, PIN 52127-0726

Applicant: Virginia Bastiaansen

October 14, 2025

BACKGROUND / PURPOSE

Paul and Virginia Bastiaansen own a parcel of land fronting on Balsam Road and Ryan Lake in the Township of McKellar.

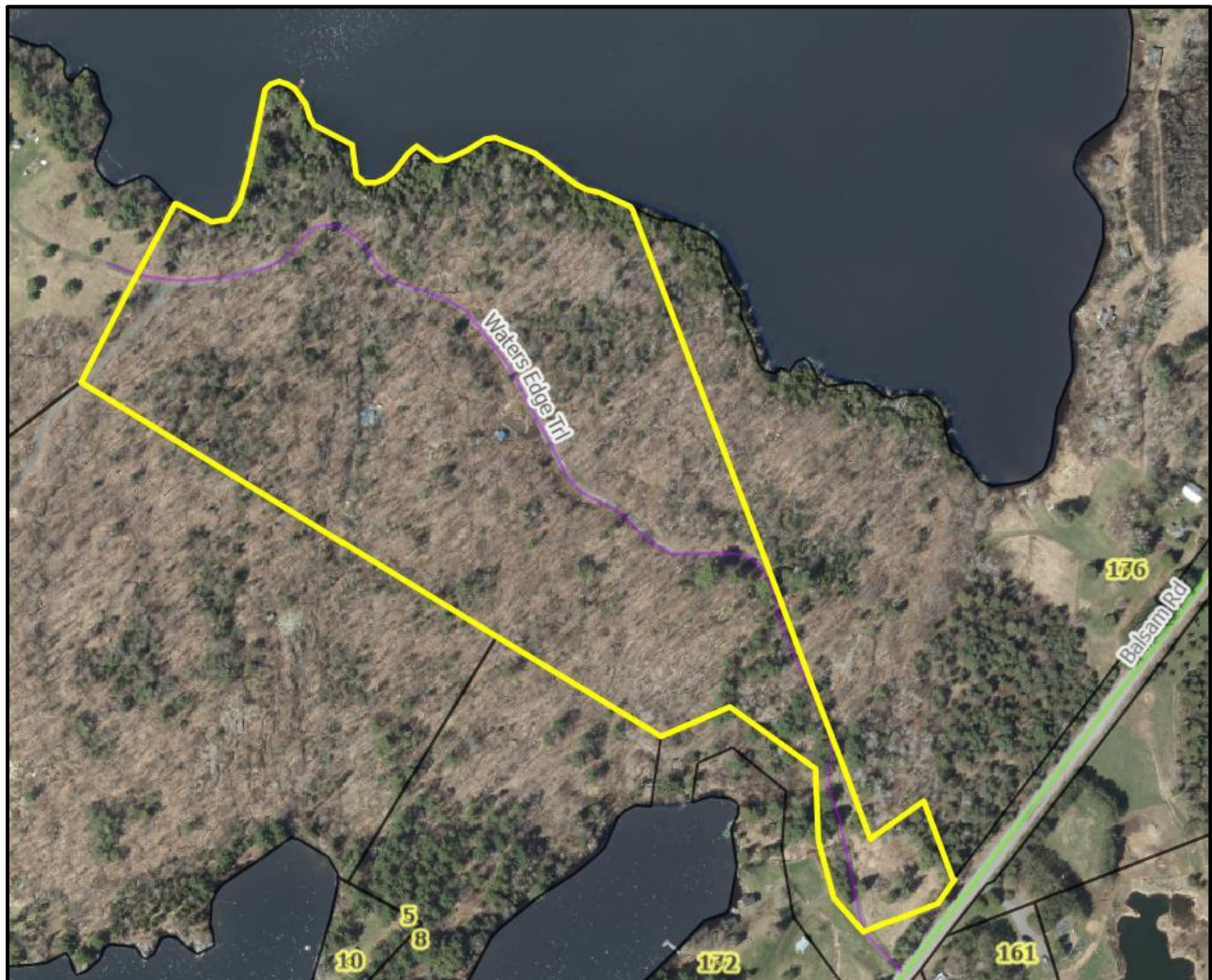


PROPERTY DESCRIPTION

The lands are approximately 22 acres (8.8 ha) with 46 meters frontage on Balsam Road and more than 260 metres of frontage on Ryan Lake.

The lot is accessed from Balsam Road via a private road known as Water's Edge Trail.

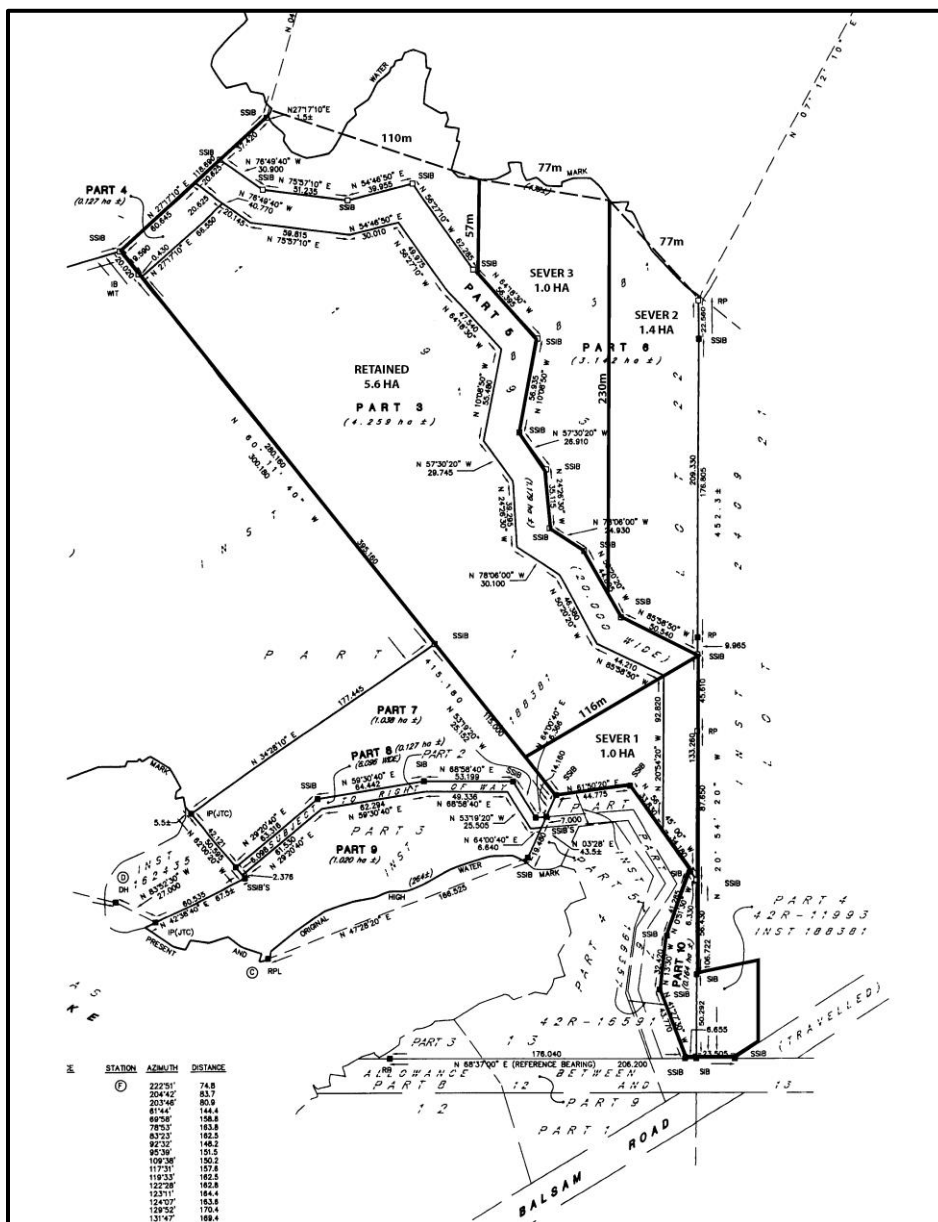
As shown below, subject lot is heavily forested, with an existing dock and small structures, but no main dwelling. Historically there was a separate lot on Balsam Road that may have included a main structure. This lot has since merged with the waterfront lot.



PROPOSED CONSENT

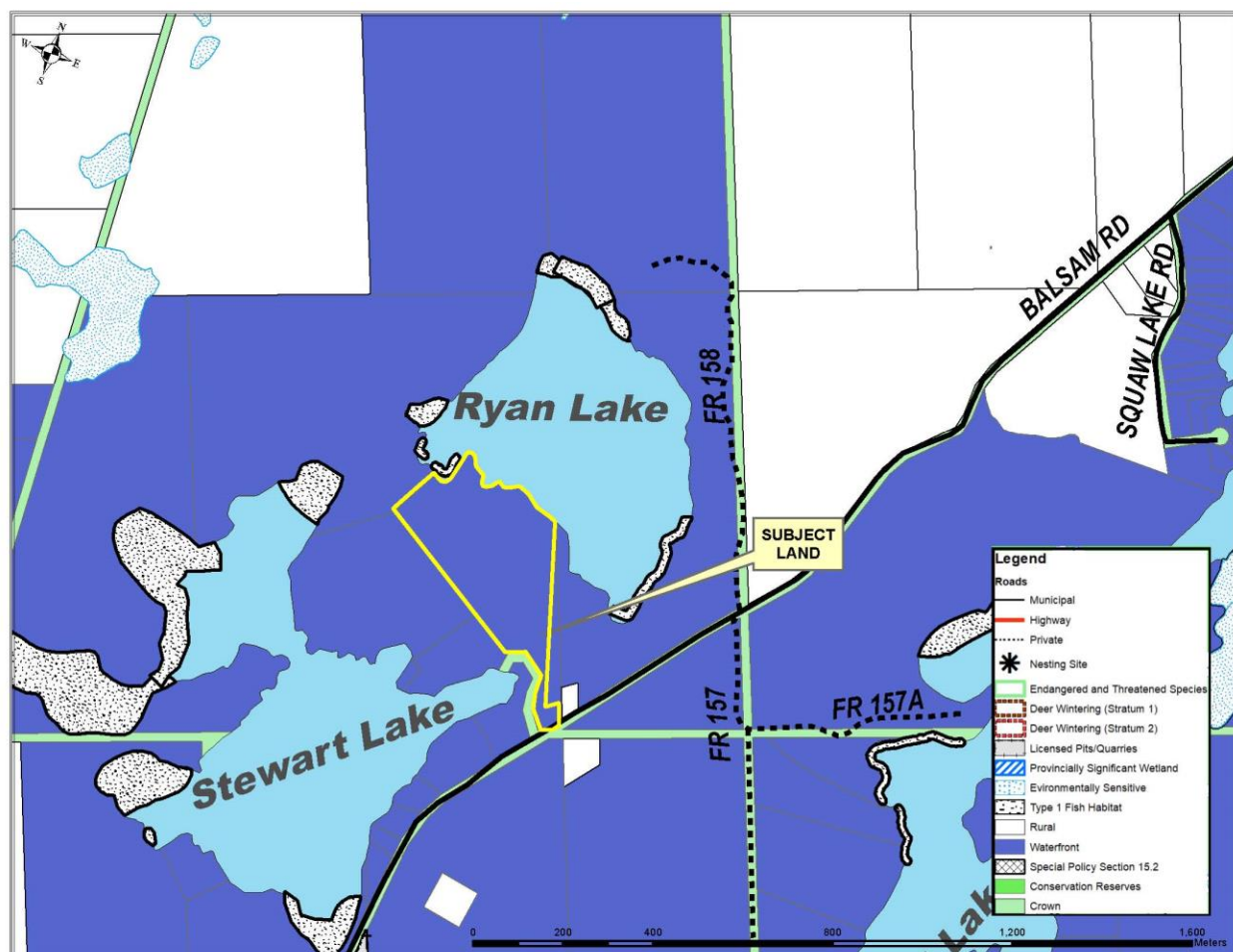
The proposed consent would create three (3) new waterfront lots on Ryan Lake, accessed by a private right-of-way (Water's Edge Trail) from Balsam Road.

Parcel	Frontage (m)	Depth(m)	Area (ha)
Rural Zone Requirements	60	45	0.8
Retained	110	±570	5.6
Severed 1	46	230	1.0
Severed 2	77	227	1.4
Severed 3	77	227	1.0



OFFICIAL PLAN

The lands to be severed are designated Waterfront in McKellar's Official Plan.



The Official Plan policies for this lake are as follows:

“ 8.19 Ryan Lake

8.19.1 *Ryan Lake is a small, spring fed lake that is located off Balsam Road. It flows into Stewart Lake and is surrounded predominantly by commercial and vacant lands. Currently, the lake is isolated, with no public access.*

8.19.2 *The lake's maximum depth is 6.0 metres; its mean depth is 2.5 metres. It receives inflow from a stream in the north and empties through a creek into Stewart Lake.*

8.19.3 *Ryan Lake contains surface phosphorus concentrations of 0.019 milligrams per litre, resulting in a mesotrophic classification. However, a phosphorus concentration of 0.039 milligrams per litre in*

bottom waters, combined with anoxic or oxygen-poor conditions from four to six metres, likely provides an additional source of phosphorus into Ryan Lake. The Ministry of Natural Resources and Forestry determined that walleye spawn around the inflowing creek mouth along the northern shoreline. Nearshore fish habitat is also abundant around this area in addition to localized features located around the western outflow and along the southern shoreline.

8.19.4 Phosphorus mitigation measures should be implemented to avoid any increases in phosphorus concentrations and subsequent depletions in dissolved oxygen values. “

Type 1 fish habitat is identified on one of the proposed waterfront lots where there is an existing dock.

The applicant retained FRiCorp. Ecological Services to assess the property and recommend phosphorus mitigation measures in response to these policies, the most notable of which are a 15 metre setback from Ryan Lake for any new buildings and 30 metres for any new septic system. A copy of this report is attached.

PROVINCIAL PLANNING STATEMENT (P.P.S)

The lands are considered Rural in the P.P.S. and are subject to following policies:

2.5 Rural Areas in Municipalities

1. Healthy, integrated and viable rural areas should be supported by:
 - a) building upon rural character, and leveraging rural amenities and assets;
 - b) promoting regeneration, including the redevelopment of brownfield sites;
 - c) accommodating an appropriate range and mix of housing in rural settlement areas;
 - d) using rural infrastructure and public service facilities efficiently;
 - e) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;
 - f) providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;
 - g) conserving biodiversity and considering the ecological benefits provided by nature; and
 - h) providing opportunities for economic activities in prime agricultural areas, in accordance with policy 4.3.
2. In rural areas, rural settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted.

3. When directing development in rural settlement areas in accordance with policy 2.3, planning authorities shall give consideration to locally appropriate rural characteristics, the scale of development and the provision of appropriate service levels.

Growth and development may be directed to rural lands in accordance with policy 2.6, including where a municipality does not have a settlement area.

2.6 Rural Lands in Municipalities

1. On rural lands located in municipalities, permitted uses are:
 - a) the management or use of resources;
 - b) resource-based recreational uses (including recreational dwellings not intended as permanent residences);
 - c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;
 - d) agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards;
 - e) home occupations and home industries;
 - f) cemeteries; and
 - g) other rural land uses.
2. Development that can be sustained by rural service levels should be promoted.
3. Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure.
4. Planning authorities should support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.
5. New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.

There are no inconsistencies with these policies.

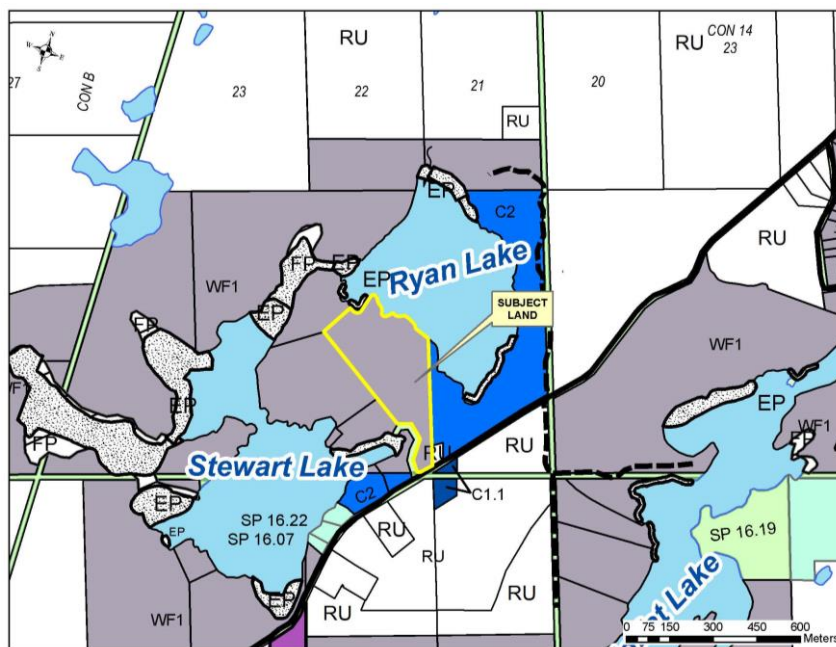
MINIMUM DISTANCE SEPARATION

The subject lands are across Balsam Road from a small farming operation. The minimum distance separation (MDS) calculations resulted in a required setback of 108 metres for any building on the neighbouring lot. The figure below shows a 108 metre radius that will need to be observed should a new structure be constructed.



ZONING BY-LAW

The lands are currently zoned Waterfront Residential 1 (WF1).



The proposed waterfront lots meet the requirements of the waterfront 1 (WF1) zone.

The remaining road-front lot will require a rezoning to Rural (RU) as it will no longer have frontage on Ryan Lake

RECOMMENDATION

That the proposed consent to create three (3) new waterfront lots fronting on Ryan Lake in Part of Lot 22, Concession 13, Township of McKellar as applied for by Virginia Bastiaansen in Application No. B18/2025(McK) be approved subject to the following conditions:

1. Payment of a fee in lieu of parkland as required in the Township of McKellar fee By-Law;
2. That the applicant enter into a Section 51(26) agreement to implement the recommendations of the FRiCorp. Ecological Services memorandum dated September 25, 2025;
3. That the severed lot 1 be rezoned to the Rural (RU) Zone;
4. 911 Addressing for the proposed new lots;
5. Payment of any applicable planning board fees.

Respectfully,



Patrick Christie, C.P.T.
Secretary-Treasurer
Parry Sound Area Planning Board

Memorandum



Mr. Patrick Christie, C.P.T.
Secretary – Treasurer
Parry Sound Area Planning Board

September 25, 2025

Consent Application B18/2025 (McK), 20 Waters Edge Trail, Ryan Lake, Township of McKellar

Dear Mr. Christie,

FRi Ecological Services (FRi) has been retained by the property owners of 20 Water's Edge Trail (the Applicants), to provide supporting documentation for a consent application which proposes to create three lots, two of which have frontage on Ryan Lake. Specifically, this memorandum addresses *Policy 8.19 Ryan Lake* from the Township of McKellar's Official Plan (OP). This memorandum provides useful background information, details respecting site-specific existing conditions, and recommendations for ensuring consistency with the Township's OP and lake-specific policies respecting development and phosphorus mitigation approaches.

Introduction

Ryan Lake is a small, spring-fed lake located off Balsam Road. It is a shallow lake with no public access and limited development. Ministry of Natural Resources information confirms the lake is a cool water system supporting Northern pike, pumpkinseed, largemouth bass, common shiner, walleye, smallmouth bass and yellow perch. A potential spawning/nursery area is identified in the northern-most bay. The entire frontage of the subject property includes as unspecialized fish habitat (Type 2). There are no spawning, nursery or other specialized features noted in the background information.

The OP policy 8.19 notes that Ryan Lake is classified as mesotrophic, with elevated phosphorus concentrations. The lake specific policy focuses on the goal of avoiding increases in the phosphorus concentrations in Ryan Lake.

Existing Site Conditions

A single, in-person field investigation was completed on September 9th, 2025 to assess the existing conditions on the proposed lots and associated nearshore area. The focus of the field work was

the two lots with frontage on Ryan Lake. The third proposed lot is not covered in as much detail as it is 'downstream' of Ryan Lake in terms of topography and runoff. Future activities on the non-waterfront lot will not affect Ryan Lake, nor do they have frontage on any lake. An overview map showing all three proposed lots is shown in Figure 1.

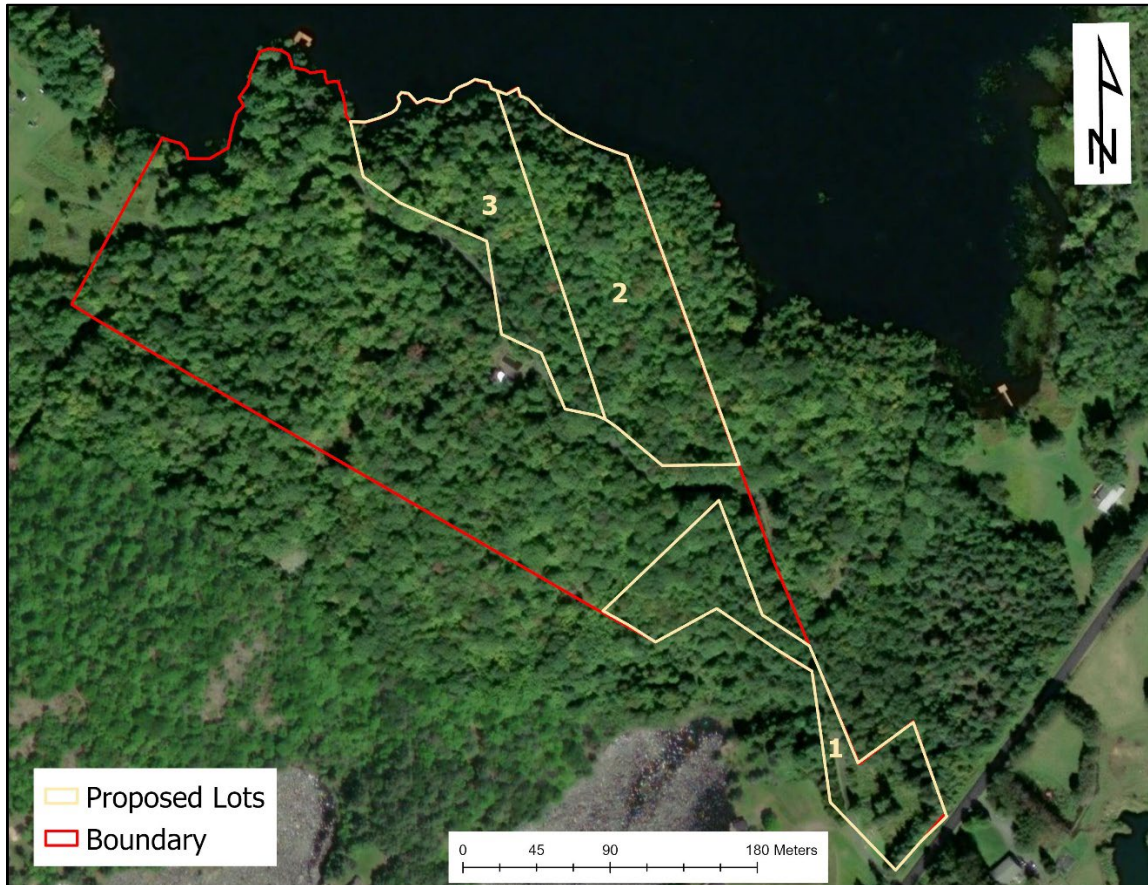


Figure 1: An overview map showing the proposed lots, two with frontage on Ryan Lake (Lots 2 and 3) and the other (Lot 1 in two parts) does not have lake frontage.

Ecosites

The ecosite assessment followed the provincial standard supported by the Ecosites of Ontario¹ field manual. The soil texture, depth and moisture regime were assessed. The *Field Guide to the Substrates of Ontario* (OMNRF 2015) was used to classify the soils as organic or mineral, and the effective texture assigned based on the standards outline in the field guide. e.g. coarse mineral.

Each ecosite description includes a list of the vegetation observed, including trees, shrubs, herbaceous vegetation, ferns and allies. The soil texture and depth as well as the associated moisture regime have the most significant influence on the ecosite designation.

¹ Ecosites of Ontario. 2009. Ecological Land Classification Working Group. 366 pp.

There are three terrestrial ecosites represented on the two lots with lake frontage. The ecosites are:

- G013Tt Very Shallow, Dry to Fresh: Hemlock – Cedar Conifer
- G018Tt Very Shallow, Dry to Fresh: Maple Hardwood
- G026Tt Very Shallow, Humid: Conifer

The non-lakefront lot has two terrestrial ecosites represented:

- G018Tt Very Shallow, Dry to Fresh: Maple Hardwood
- G200X Other Materials (mowed lawn, old field with a few scattered trees)

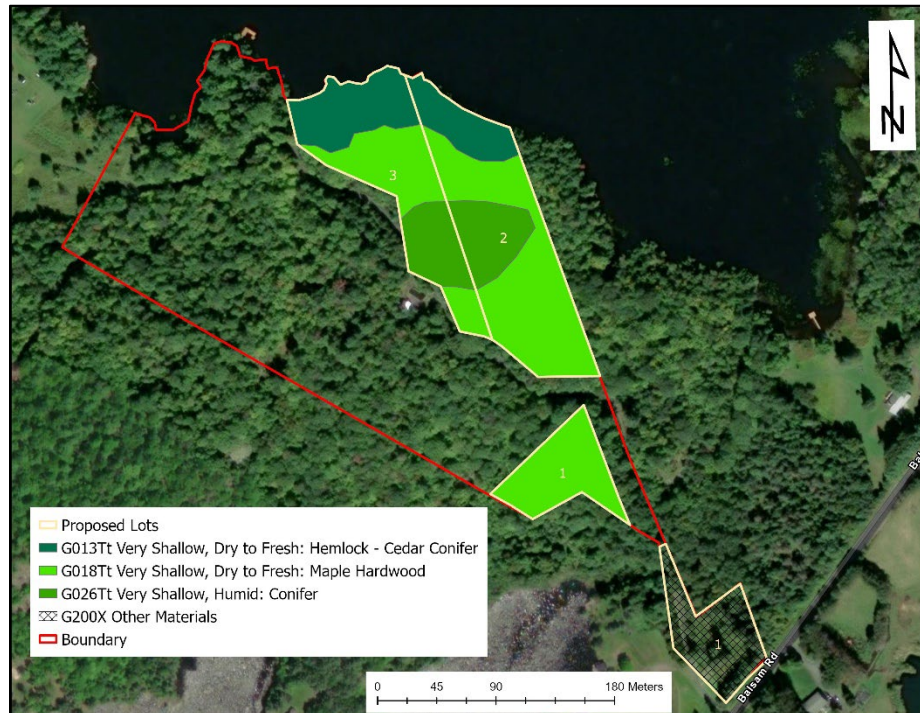


Figure 2: Ecosites on the subject property as assessed September 2025.

G013Tt Very Shallow, Dry to Fresh: Hemlock – Cedar Conifer

This tall-treed conifer dominated ecosite is represented in a wide band along the shoreline frontage of both proposed Lots 2 and 3. The soils in this ecosite were very shallow mineral over bedrock; with stones at the surface and little to no ground cover. Understory vegetation including shrubs and herbaceous vegetation were largely absent, likely because of the shading and needle litter which is highly acidic and precludes germination and growth for many species. Eastern hemlock (*Tsuga canadensis*), Eastern white cedar (*Thuja occidentalis*), and some yellow birch (*Betula alleghaniensis*) were present in the treed canopy. (Figures 3 & 4)



Figure 3 & 4: Representative photos of the G013Tt ecosite which runs along the shoreline frontage of both proposed Lots 2 and 3.

G018Tt Very Shallow, Dry to Fresh: Maple Hardwood

The G018 tall-treed maple hardwood ecosite is represented on all three lots and is the most common ecosite. It hosts a sugar maple (*Acer saccharum*) dominated canopy with inclusions of yellow birch, and ironwood (*Ostrya virginiana*) in the main canopy. The understory is diverse and includes a number of young tree species – sugar maple, red oak (*Quercus rubra*), white ash (*Fraxinus alba*), and balsam fir (*Abies balsamea*). There are a few shrub species represented including hobblebush (*Viburnum lantanoides*) and beaked hazel (*Corylus cornuta*). Herbaceous species include starflower (*Trientalis borealis*), mayflower (*Maianthemum canadense*), wild sarsaparilla (*Aralia nudicaulis*) and wood fern (*Dryopteris carthusiana*).

The soils in this ecosite are very fine mineral, almost floury in texture with areas of bedrock and stones at the surface. The topography was undulating in this ecosite with alternating areas of very shallow fine soil over bedrock to deeper (>15cm) soils. The moisture regime was dry to fresh.



Figure 5: Representative fine mineral soils in the G018 ecosite. Figure 6: View of G018 ecosite looking downhill toward Ryan Lake.



Figure 7 (left): Representative canopy and understory in G018 ecosite. Figure 8 (right): Example of bedrock at the surface in G018 ecosite.



Figure 9 (left): Representative photo of the groundcover and species in the G018 ecosite. Figure 10 (right): Representative photo of the understory and undulating terrain in the G018 ecosite.

G026Tt Very Shallow, Humid: Conifer

The G026 ecosite is similar in species composition to the maple hardwood (G018 ecosite) with the main difference that white spruce (*Picea glauca*), Eastern white cedar and balsam fir are represented in the canopy and as a larger relative percentage of the mature trees. This makes it a distinct ecosite. Soils are very fine mineral and shallow over bedrock with stones at the surface. The ecosite has natural depressions and seems to retain moisture such that small, isolated pockets of *Sphagnum sp.* persist.



Figure 11 (left): Representative photo of the G026 ecosite, note the presence of white spruce and balsam fir. Figure 12 (right): Example of small pockets of Sphagnum moss in the G026 ecosite.

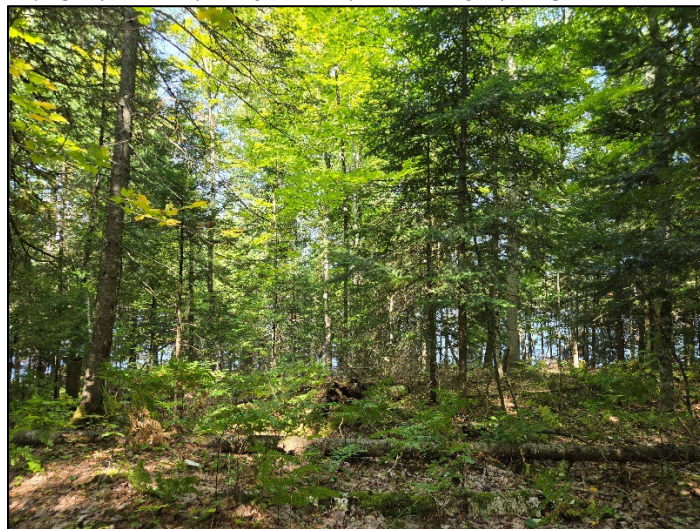


Figure 13: Representative photo of the conifer component of the G026 ecosite.

G200X Other Materials

This 'ecosite' is anthropogenic in nature and a result of historic agricultural activities. Presently, this area is subject to regular mowing and includes the Water's Edge Trail shared access. A screen shot from Google Maps is included below (Figure 14).



Figure 14: Screen grab from Google Maps showing the G200X ecosite on the subject property; this overlaps a portion of proposed lot 1.

Existing Conditions Summary

The subject property contains mature hardwood and mixedwood forests. The proposed lots are very large and offer many suitable locations for both a dwelling and accessory structures, including a septic system and private water well. These development areas can be set back from the shoreline of Ryan Lake while still allowing ample room for development. Specific setbacks are discussed in detail in the Recommendations section of this report. Setbacks for development activities are one of the primary recommendations to avoid/mitigate phosphorus inputs to Ryan Lake.

The shoreline frontage of both waterfront lots offer considerable choice for locating a shoreline access area and anticipated dock. The shoreline is largely bedrock and large boulders, with shallow mineral soils. The nearshore riparian area drops to depth quickly; there was little evidence of aquatic vegetation fronting either lot except for the extreme west boundary of proposed Lot 3. There is a small, shallow bay with an ephemeral water channel that outlets to Ryan Lake. There are patches of pickerelweed (*Pontederia cordata*) and water lily (*Nyphaea sp.*) along the shoreline in this bay.

Figure 15 shows the recommended areas along the shorelines of both Lots 2 and 3 where shoreline access and activity areas are recommended. Shoreline access should be limited to a single location e.g. contiguous, not two or more distinct cleared areas, and should be no more than 9 metres in width. This is consistent with limiting the maximum cleared shoreline area to 10% of the proposed lots' frontage. There is ~65 metres of shoreline fronting proposed Lot 2 where shoreline access is suitable and ~58 metres of shoreline fronting proposed Lot 3 where shoreline access is suitable.

These are reflected in Figure 15. Figure 15 also includes the recommended 30 metre no development for all components of the septic system (e.g. tank and field bed) and a 15 metre no development setback on the shoreline of Ryan Lake. There is a rock knob constraint area identified on Lot 2. The topography in this location would make development very challenging and a septic system highly challenging to impossible.

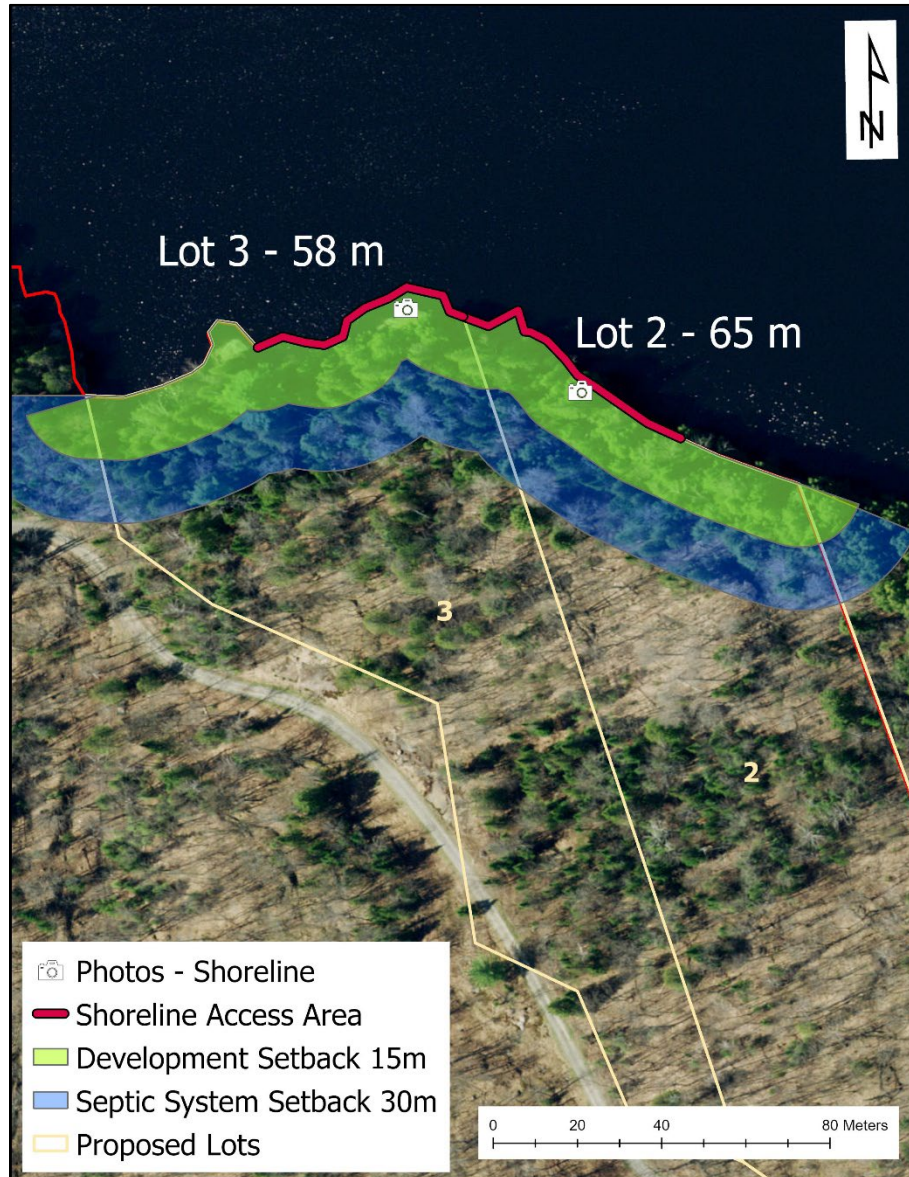


Figure 15: Shoreline access areas (red), photo locations shown in white, recommended 30 metre no development setback for septic systems, recommended 15 metre no development setback for other development, and rock knob constraint (lot 2 only) where development should be avoided.



Figure 16 & 17: Representative shoreline condition, areas suitable for access and dock location proposed Lot 2; photos taken at location identified in map shown in Figure 15.



Figure 18 (left): Representative photo of shoreline frontage on Lot 3 looking west, many suitable locations for access and a dock. Figure 19 (right): Photo looking east of Lot 3 showing water depths drop quickly, aquatic vegetation absent. See Figure 15 map.



Figure 20: Western boundary of proposed lot 3 (boundary marker visible behind white birch log), note aquatic vegetation fronting this area; bay to the west with some aquatic vegetation. Recommendations to avoid shoreline access/dock in this area.



Figure 21 (left): Lot 2 rock knob constraint – view from the top looking down toward lake. Figure 22 (right): View of rock knob from base looking up, note steepness, not suitable for development.

Phosphorus

Phosphorus is a naturally occurring in the environment. It has a major role in biological metabolism, but it is present in relatively small amounts compared to other macronutrients e.g. carbon, nitrogen, and is usually the first element to limit biological productivity².

Aquatic vegetation and algae growth in freshwater lakes is natural and part of a normal, healthy ecosystem. Zooplankton and benthic invertebrates rely on plants as a direct or indirect food source. Aquatic plant growth depends on several elements including phosphorus, but their growth is specifically limited by the low availability of phosphorus in freshwater systems. When additional phosphorus is added to a freshwater system, the growth of aquatic plants can increase.

Total phosphorus is often measured each spring when the water column is mixing and has not stratified (usually in May). The measure of total phosphorus in a lake result in a designation as oligotrophic (low phosphorus, low productivity), mesotrophic (moderate phosphorus & productivity) or eutrophic (high phosphorus and productivity).

When plants die, they fall to the bottom and decompose using up limited oxygen. In a stratified lake during the summer months, the water temperature dictates the total amount and concentration of dissolved oxygen available for fishes and other organisms³. If a lake has dense vegetation which dies and decomposes, the finite oxygen supply in the stratified areas of the lake (hypolimnion) are used up. This can have negative consequences for fish, especially cold water fishes like trout, who have a low tolerance of low dissolved oxygen concentrations.

Natural sources of phosphorus include precipitation, groundwater and natural surface water. The phosphorus levels in these sources is variable, and depends on the soil, geology and climatic characteristics for a drainage basin. It is important to note that the natural inputs from a particular area reflect the historic inputs that a lake has received for millennia. Sedimentary bedrock has much higher natural phosphorus leaching compared to igneous (Canadian Shield) bedrock. The subject property sits on the Canadian Shield and phosphorus inputs are expected to reflect the natural historical inputs.

Runoff from agriculture, storm sewer drainage and domestic sewage are artificial sources of phosphorus. These inputs typically increase the total phosphorus in a system and can result in increased algae growth. Malfunctioning domestic sewage systems, farming inputs, lawn fertilizers and storm sewer inputs are generally the source of additional phosphorus inputs to a lake system over the natural levels.

² Wetzel, R. G. Limnology. 2nd edition. Michigan State University.

³ Boreal Shield Watersheds. Lake Trout Ecosystems in a Changing Environment. J.M. Gunn, R. J. Steedman, and R. A. Ryder (Editors). 2004.

Ryan Lake Phosphorus Concentrations

Ryan Lake is designated as a mesotrophic lake in the Township's Official Plan meaning it has moderate phosphorus and productivity, as a measure of surface phosphorus concentrations. The Plan, policy 8.19, notes that Ryan Lake has higher phosphorus concentrations in the bottom waters which is also anoxic to oxygen-poor, resulting in limited oxygenated habitat which is available for living creatures including fish.

Ryan Lake supports a cool/warmwater fish community including largemouth bass, Northern pike, pumpkinseed, smallmouth bass, yellow perch and walleye as well as a variety of minnows species. Warmer water has less dissolved oxygen available for fish, so in natural warmer systems, warmwater fish communities are supported. These fishes have a naturally higher tolerance for lower dissolved oxygen levels compared to cold water fishes like lake trout (not present in Ryan Lake).

Recommendations – Phosphorus Mitigation Measures

FRi recommends the following measures to avoid or mitigate additional phosphorus inputs above the natural condition to Ryan Lake. These are consistent with the requirements of Policy 8.19.4 in the Township's Official Plan.

Each of the recommendations focus on preventing phosphorus inputs at the potential source.

1. Maintain a minimum 30 metre setback for all septic system components from the shoreline of Ryan Lake.
2. Maintain a minimum 15 metre no development setback except for all buildings, structures and vegetation clearing except for the recommended size-limited shoreline activity area which includes access, docking facilities. See Figure 15 above. The Official Plan and Zoning Bylaw require a minimum 10 metres for lots zoned WF1; however, this report recommends 15 metres and encourages future lot owners to maintain some native vegetation in the 15 – 30 metre setback area as well.
 - a. Vegetation slows down surface runoff e.g. rain and snow melt, and soils and plants take up phosphorus before it reaches the lake. This also prevents the creation of grassed lawns near the lake shore, which can increase phosphorus inputs when lot owners use fertilizers and the absence of tree root systems which otherwise take up phosphorus.
3. The allowable shoreline access and activity area should be limited to no more than 9 metres of clearing to access the shoreline and facilitate a floating dock (see Figure 15).
 - a. A 65 metre area along the shoreline of proposed lot 2 is shown in Figure 15. This area was chosen because it avoids steep slopes and any aquatic vegetation.
 - b. A 58 metre area along the shoreline of proposed lot 3 is shown in Figure 15. This area was chosen because it avoids steep slopes and any aquatic vegetation.

4. Avoid development that requires blasting, earth moving or otherwise disturbing the identified rock knob, a steep slope constraint on proposed lot 2.
5. All components of the septic systems on the proposed lots should be at least 30 metres from the shoreline (high-water mark); they should be designed and installed by a qualified person to ensure the 'Class', size, location and type are appropriate for the individual lots. Technological advances have resulted in new septic systems that do not leach any phosphorus to lakes.
 - a. For example, the Waterloo Biofilter systems include options for achieving maximum phosphorus and nitrate removal – see options here. <https://waterloo-biofilter.com/>
 - b. The future lot owners be subject to regular septic pump-outs e.g. biennial or triennial depending on use (seasonal versus year round), to ensure maintenance of the system.
6. The Township is within the North Bay Mattawa Conservation Authority's regulated area and any new septic systems will be approved and inspected by the NBMC technical staff. An NMBCA staff member visited the property in August 2025 and confirmed there are multiple suitable locations for a septic system and replacement, and the soil conditions are appropriate for the same. A permit and additional inspections will be required for future lot owners and their proposed systems.

In conclusion, the creation of two lots with water frontage and a third not on water, is not expected to result in an increase of phosphorus inputs to Ryan Lake provided the recommendations above are appropriately implemented.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'R Geauvreau', with a stylized, cursive script.

Rebecca Geauvreau
Senior Biologist, FRi Ecological Services

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

No. B 21/2025 (4)

1. Applicant Information

Name of Applicant Carl and Cynthia Quinn
 Address 119 FIRST ST LOUTH
ST CATHARINES, ON
 Postal Code L2R 6P9
 E-mail Address _____

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

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

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

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

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

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

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

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

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

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

2. Purpose of this Application (check appropriate box)

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

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

Explain: _____

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

3.1 Lot 1 _____ Lot 2 _____ Lot 3 _____

4. Location of the Subject Land Roll / PIN No.(s) _____

4.1 Municipality Whitestone Lot(s) No.(s) 18 ncession No. 1
 Street Name and No. 306 BALSAM RD M-Plan No. _____ Lot(s) _____
 Registered Plan No. Part(s) _____ Parcel No. 5179 S/S

5. Easements or restrictive covenants

5.1 Are there any easements or restrictive covenants affecting the subject land? NO ☒ YES

If YES, describe the easement or covenant and its effect:

Registered right-of-way from Balsam Road through McEwen Lands

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

6.1

	Frontage (m)	Depth (m)	Area (ha)	Existing Uses	Proposed Uses	Existing Structures	Proposed Structures
Retained Lot	142	1000	19	Vacant	Unknown	None	Unknown
Lot Addition							
Right-of-way							
Benefiting Lot							
Severed Lot 1	263	775	20.6	Hunt Camp	Hunt Camp	Camp and Accessory	Unknown
Severed Lot 2							
Severed Lot 3							

6.2 Access (check appropriate space)

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

If Water Access Only

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

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

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

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

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

7. Official Plan

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

8. Current Application

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

YES ☒ NO ☐ UNKNOWN ☐

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

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

☒ YES ☐ NO ☐ UNKNOWN ☐

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

B26/2008

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

YES ☐ ☒ NO ☐ UNKNOWN ☐

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

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

YES ☐ ☒ NO ☐ UNKNOWN ☐

9. Original Parcel

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

YES ☐ ☒ NO ☐ UNKNOWN ☐

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

10. Affidavit / Sworn Declaration

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

Dated at the Town of Parry Sound this 25 day
of September 5 2025

I, Carl and Cynthia Quinn of the City of St. Catharines in the
County/District/Regional Municipality of Niagara solemnly declare that all the statements
contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing
that it is of the same force and effect as if made under oath and by virtue of the **CANADA EVIDENCE ACT.**



Signature of Applicant or Agent

DECLARED BEFORE ME at the Town of Parry Sound in the
District of Parry Sound this 5 day
of September 2025.



A Commissioner of Oaths

Patrick James Christie, a Commissioner, etc.,
Province of Ontario, for
Parry Sound Area Property Consulting Inc.
Expires September 4, 2027

11. Authorizations

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

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application for Consent and/or Zoning By-law Amendment and I authorize _____ to make this application on my behalf.

Date _____ Signature of Owner _____

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

Authorization of Owner for Agent to Provide Personal Information

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

Date _____ Signature of Owner _____

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

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

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

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

Date September 5, 2025

Signature of Owner 

13. Additional Fees

The applicant hereby agrees:

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

Date September 5, 2025

Signature of Owner 

Plans / Sketches	
SKETCHES TO BE SUBMITTED MUST BE BLACK AND WHITE ON PAPER 8 1/2" x 11"	
ONE COPY OF SKETCH, IF REPRODUCABLE	
ALL LETTERING MUST BE LEGIBLE. USE MULTIPLE SKETCHES AT DIFFERENT SCALES IF NECESSARY	
	Key Map – Available on the Planning Board Website (www.psapb.ca) http://psapb.ca/index.php/planning-board/forms/application-forms
	North Arrow
	clearly defined boundaries of severed and retained lots
	if more than one severed lot, label the severed lots according to the application (Section 6)
	the boundaries & dimensions of any land abutting the subject land that is owned by the owner of the subject land
	the distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing
	the dimensions of the subject land, the part that is to be severed and the part that is to be retained
	the location of all land previously severed from the parcel originally acquired by the current owner of the subject land
	the approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks
	the existing uses on adjacent land, such as residential, agricultural and commercial uses
	the location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way
	the location and nature of any easement affecting the subject land

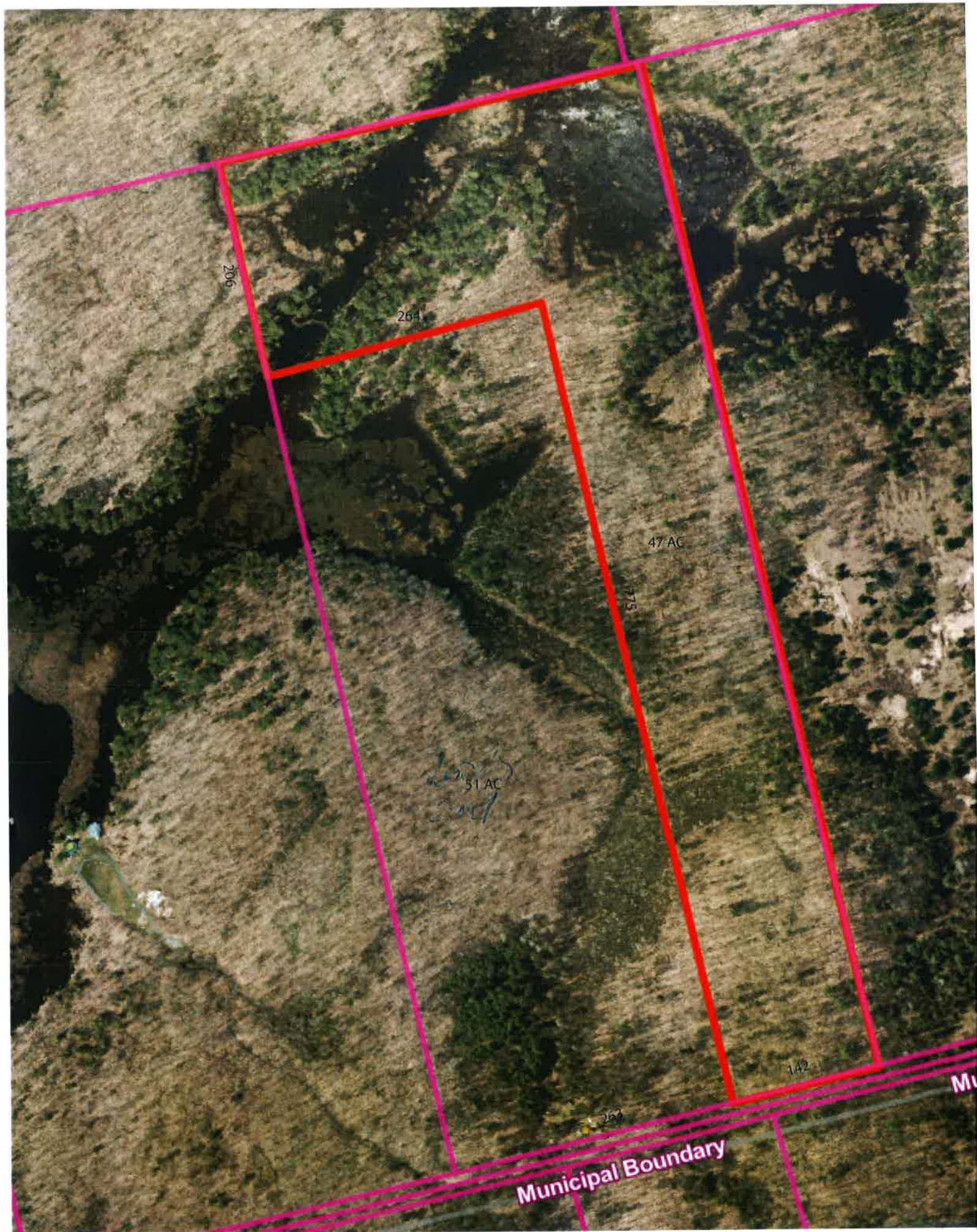
PLANNING BOARD

2023 Fees **Base Fee \$1500 + \$750 per lot/lot addition, \$250 for each additional lot addition, \$250 per right-of-way + \$500 deposit for Professional Planning Services**

Change of Condition / Re-approval Fee (before lapsing) \$750 Stamping Fee for Retained Lot (Optional): \$750

A fee of \$325 payable to the Township of Carling is required for any application within the Township of Carling (The Township deposit will be reconciled in accordance with the Townships standard rate for their planner for actual time taken).

NOTE: Additional expenses may be incurred (ie. Legal, Planning, Survey, Rezoning, Minor Variance, Parkland Fee) and are the responsibility of the applicant.



PARRY SOUND AREA PLANNING BOARD

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

CONSENT APPLICATION NO. B21 2025 W - Quinn

**LOT 18, CONCESSION 1
GEOGRAPHIC TOWNSHIP OF HAGERMAN
MUNICIPALITY OF WHITESTONE**

Roll # 493901000400100 PIN: 520890161

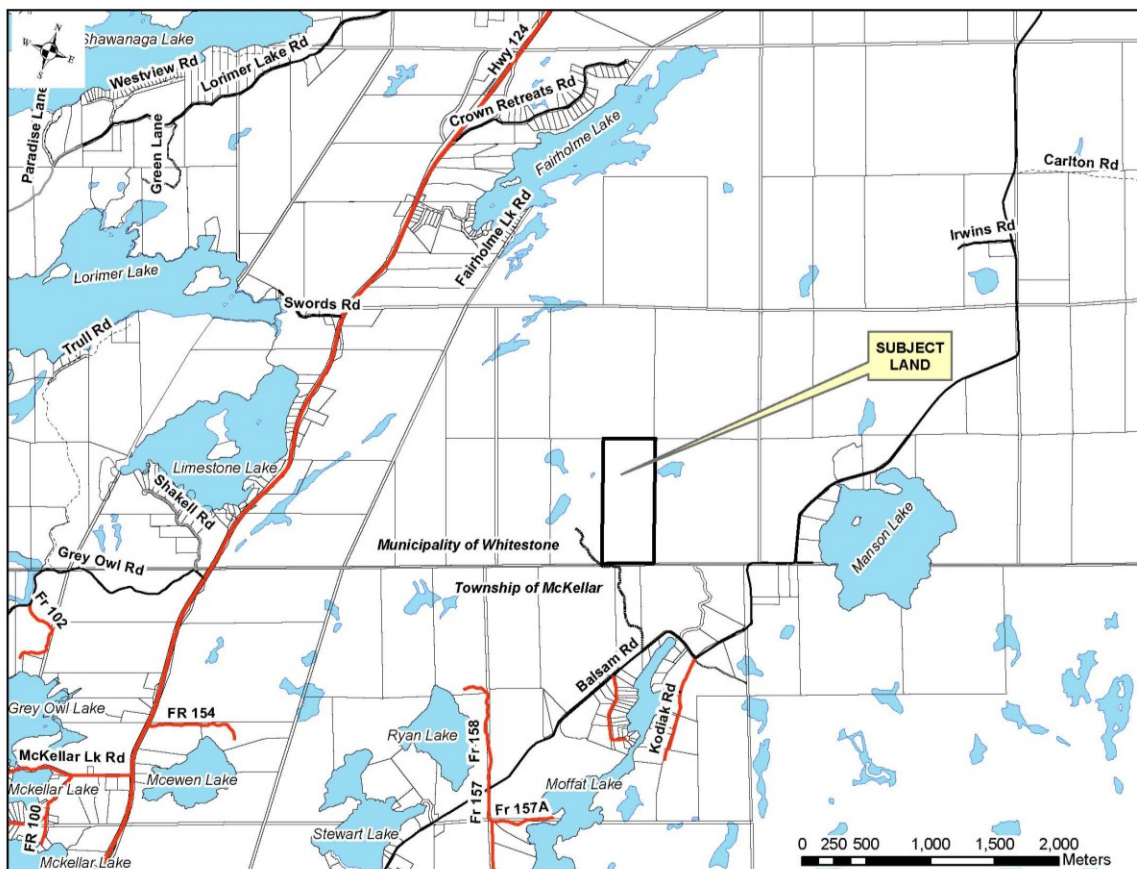
306 Balsam Road

Applicants: Andrew and Cynthia Quinn

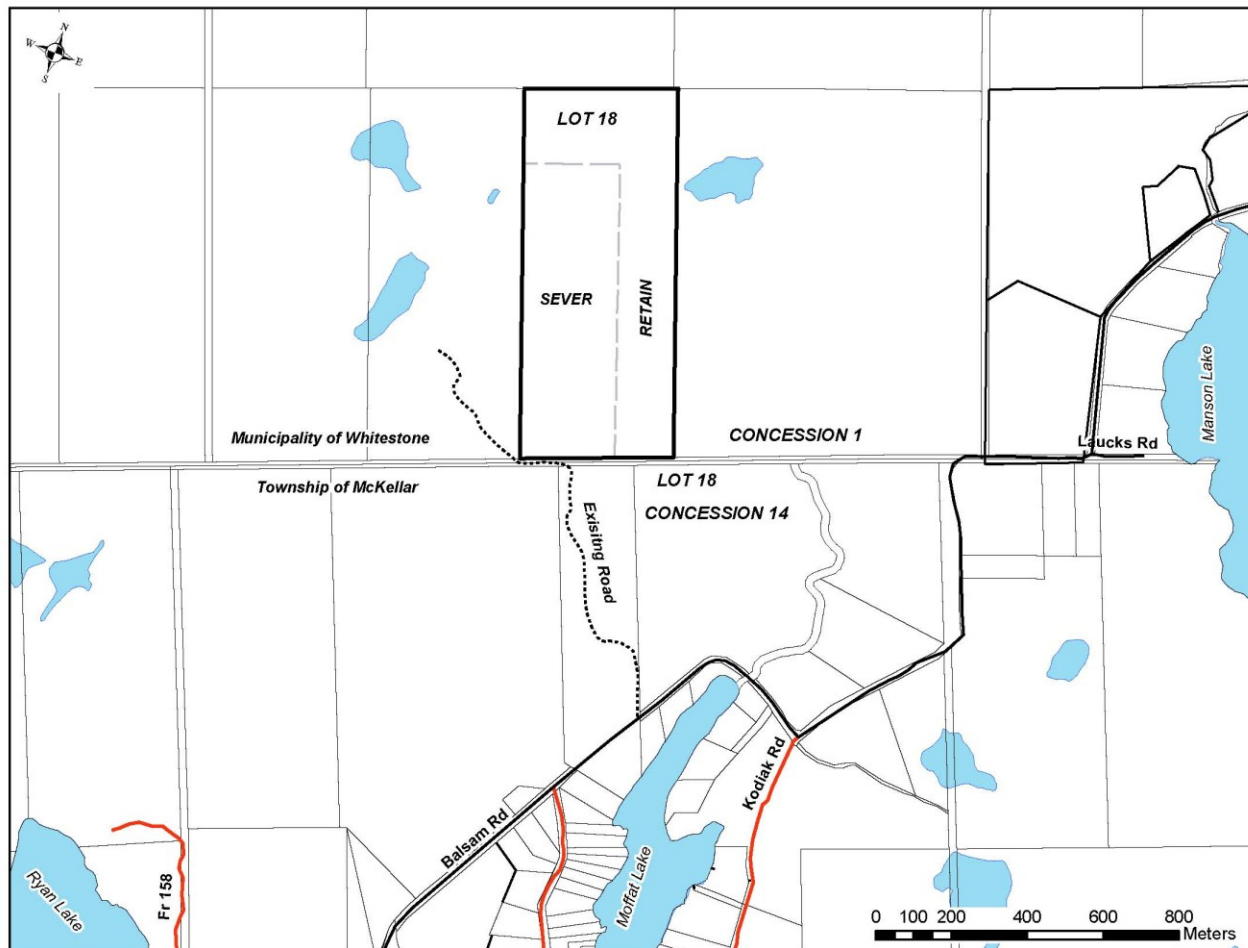
September 25, 2025

BACKGROUND / PURPOSE

Andrew and Cynthia Quinn own a 98 acre parcel of land being Lot 18, Concession 1 on the boundary of McKellar Township in the Municipality of Whitestone.



This parcel of land is accessed by a legal, registered right-of way from Balsam Road, through Lot 18, Concession 14 in the Township of McKellar and along the shared municipal road allowance.

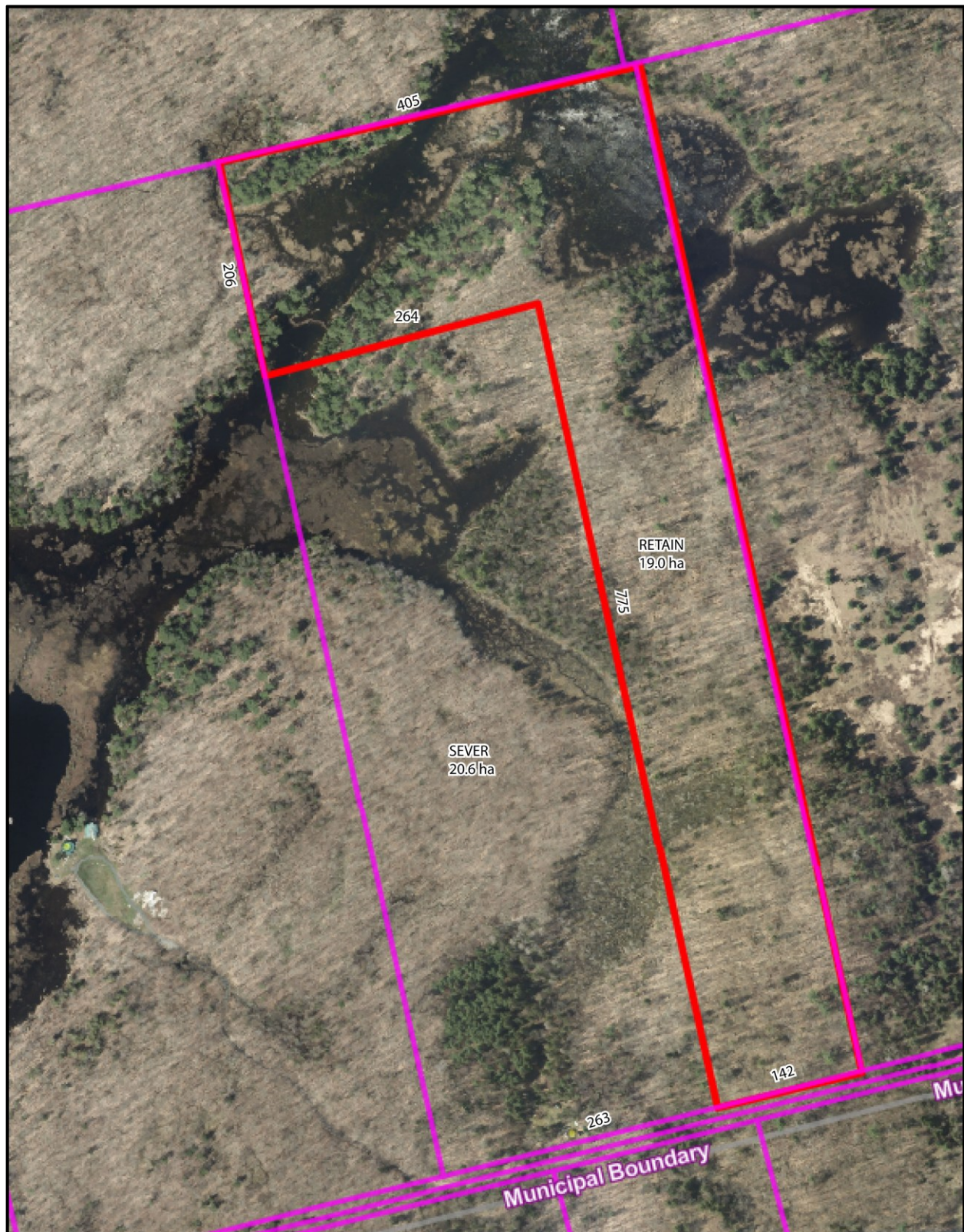


PROPOSED CONSENT

	Frontage (m)	Depth (m)	Area (ha)
Server	263	775	±20.6
Retain	142	±980	±19.0

The proposed consent is to create one (1) new Rural, accessed by the existing road and along the municipal road allowance.

EXISTING LOT CONDITIONS



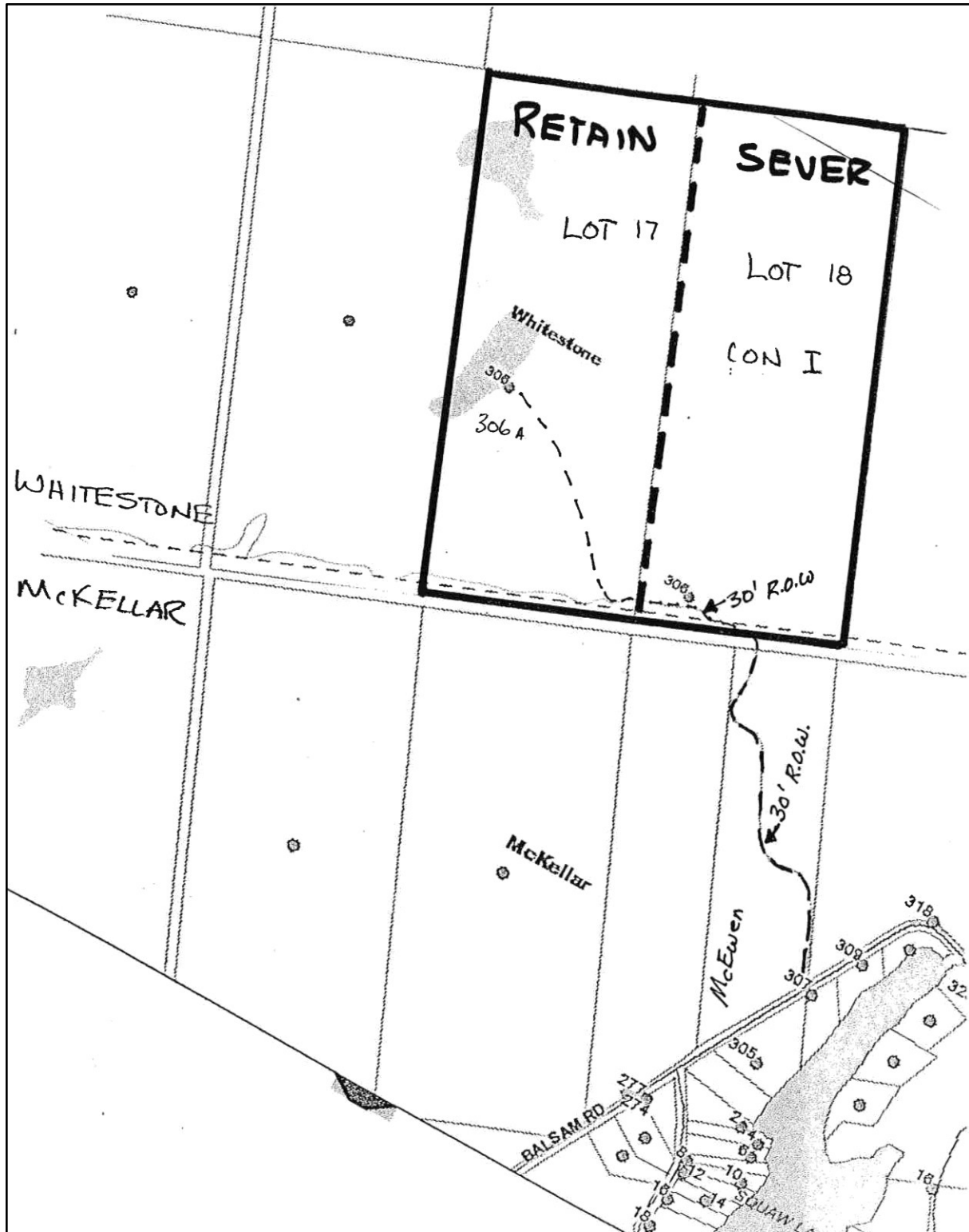


The air photos above show the lot conditions. The lot is mostly hardwood forest with low areas throughout the large acreage.

The lands have been predominantly used for hunting. The division line has been well thought out with the owners' intimate knowledge the "lay of the land". There is an existing, off-grid, dwelling (306 Balsam Road) located on the proposed severed lot. The retained lands may remain vacant or may be developed with a similar off-grid dwelling.

HISTORIC SEVERANCE

The subject lands are a result of application No. B26 2008 (W), a historic severance where two 100 acre lots, that had previously merged, were re-divided.



A right-of-way was registered and agreements to cross and improve the municipal road allowance were signed with both municipalities.

A copy of the consent decision is attached to this report.

OFFICIAL PLAN

The subject lands are designated Rural in the Municipality's Official Plan.

There are no natural heritage features identified on the mapping schedules in the Official Plan.

The Official Plan allows lot creation on private roads. A municipal road allowance is a public highway under the Municipal Act and can provide legitimate access so long as the proper agreements are in place as was done as a condition of the previous consent.

PROVINCIAL PLANNING STATEMENT (P.P.S)

These lands are considered Rural lands in the Provincial Planning Statement. Rural lot creation is supported by this document. and are subject to following policies:

2.5 Rural Areas in Municipalities

1. Healthy, integrated and viable rural areas should be supported by:
 - a) building upon rural character, and leveraging rural amenities and assets;
 - b) promoting regeneration, including the redevelopment of brownfield sites;
 - c) accommodating an appropriate range and mix of housing in rural settlement areas;
 - d) using rural infrastructure and public service facilities efficiently;
 - e) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;
 - f) providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;
 - g) conserving biodiversity and considering the ecological benefits provided by nature; and
 - h) providing opportunities for economic activities in prime agricultural areas, in accordance with policy 4.3.
2. In rural areas, rural settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted.
3. When directing development in rural settlement areas in accordance with policy 2.3, planning authorities shall give consideration to locally appropriate rural characteristics, the scale of development and the provision of appropriate service levels.

Growth and development may be directed to rural lands in accordance with policy 2.6, including where a municipality does not have a settlement area.

2.6 Rural Lands in Municipalities

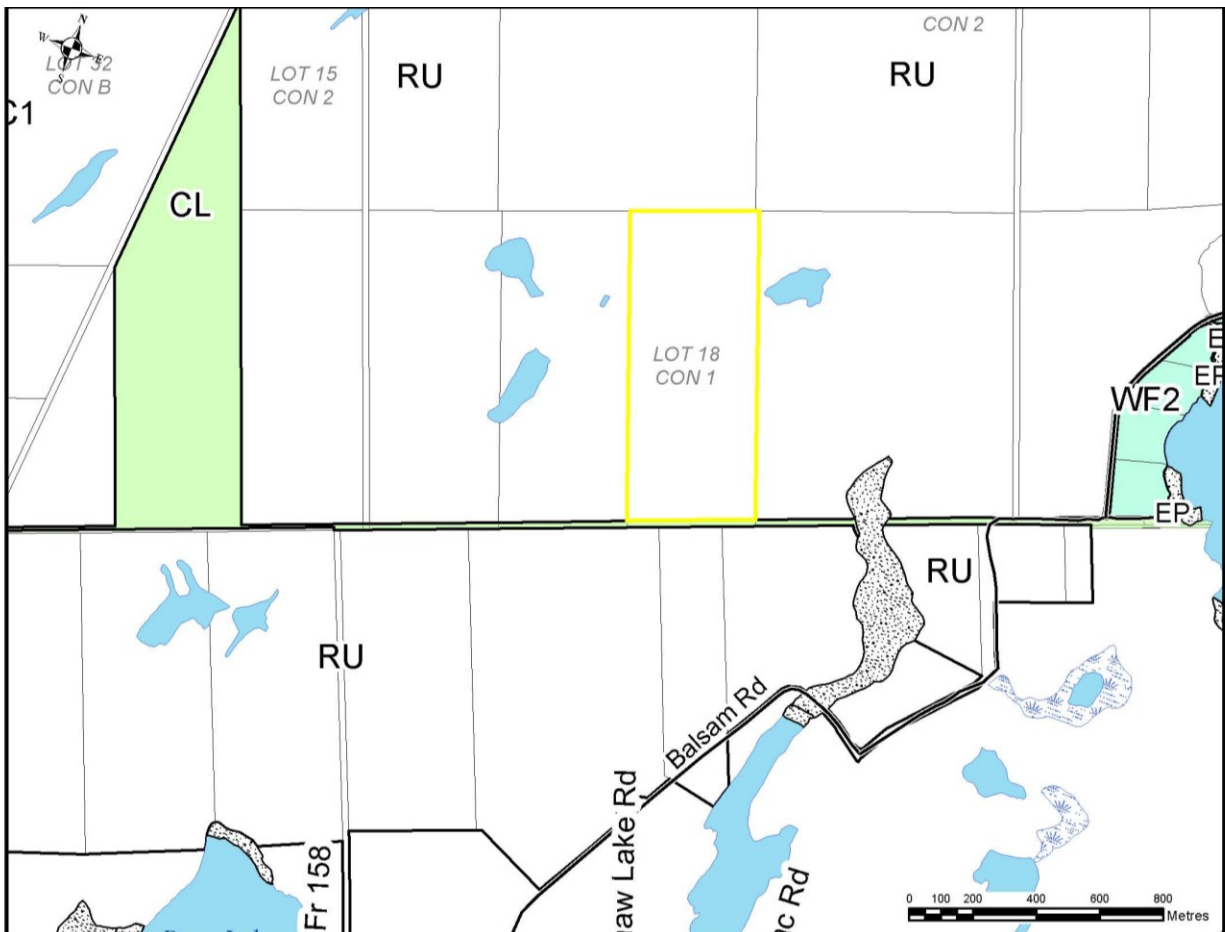
1. On rural lands located in municipalities, permitted uses are:
 - a) the management or use of resources;
 - b) resource-based recreational uses (including recreational dwellings not intended as permanent residences);
 - c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;
 - d) agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards;
 - e) home occupations and home industries;
 - f) cemeteries; and
 - g) other rural land uses.
2. Development that can be sustained by rural service levels should be promoted.
3. Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure.
4. Planning authorities should support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.
5. New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.

Although off-grid development is not specifically referenced, the statement supports a broad range of development and housing opportunities.

As mentioned, it is not clear whether the retained lands will be developed or remain vacant, but hunt camps have been a long standing and accepted land use in rural municipalities, including Whitestone.

ZONING BY-LAW

The subject lands are zoned Rural (RU) in the Municipality's Zoning By-law.
The proposed lot meets the Rural standard of 100 metres frontage (road allowance) and 2.0 hectares in area.



RECOMMENDATIONS

That the proposed consent to allow the creation of one (1) new rural lot in Lot 18, Concession 1, 306 Balsam Road as applied for by Andrew and Cynthia Quinn in Application No. B21/2025(W) be approved subject to the following conditions:

1. Payment of a parkland dedication fee be made in accordance with the current Municipal Fees and Charges By-law;
2. That the new lot receive 911 addressing from the Municipality;
3. That the owner update the agreement to improve and cross the municipal road allowance with the Municipality of Whitestone and the Township of McKellar to include the retained lot;
4. Payment of all applicable planning board fees.

Respectfully,



Patrick Christie, C.P.T.
Secretary-Treasurer
Parry Sound Area Planning Board

TOWNSHIP OF MCKELLAR

DATE: August 18, 2008

RESOLUTION No. 08- 185

Moved by Gerald Bell

Seconded by Debbie Zulak

That the Township of McKellar amend the first sentence of resolution No. 08-179 by requiring the easement to be a minimum of "~~10 metres in width~~". 30 Ft in width & 93.

Carried ✓

Defeated

David Moore
David Moore, Reeve

DIVISION VOTE

Councillor Gerald Bell
Councillor Tamara Black
Councillor Jury Naklowych
Councillor Debbie Zulak
Reeve David Moore

YEA

NAY

TOWNSHIP OF MCKELLAR**DATE: August 18, 2008****RESOLUTION No. 08- 185**Moved by Gerald BellSeconded by Debbie Zulak

That the Township of McKellar amend the first sentence of resolution No. 08-179 by requiring the easement to be a minimum of "~~10 metres in width~~". 30 Ft in width & 23.

Carried ✓Defeated David Moore
David Moore, Reeve**DIVISION VOTE**

Councillor Gerald Bell
Councillor Tamara Black
Councillor Jury Naklowych
Councillor Debbie Zulak
Reeve David Moore

YEA**NAY**

PARRY SOUND AREA PLANNING BOARD

RESOLUTION No. 2008-

Date: July 28th, 2008

Moved by: Joe Johnson

Seconded by: T.C. Sutcliffe

Recorded Vote	YES	NO
Peter Daleman		
Joe Johnson		
Hans Muysson		
Steve Crookshank		
Conrad van der Valk		
Bonnie Keith		
Debbie Zulak		
Tamara Black		
Bill Church		
Tom Sutcliffe		
Total		

That having regard to the items set out in Section 51(24) of the Planning Act, Planning Board hereby grant consent for one new 100 acre lot & ROW as applied for by Alan & Alvina Quinn in Application No.B26/2008(W) & (McK) as illustrated on the attached sketch and subject to the following conditions:

- 1) That the applicant provides the Secretary-Treasurer with:
 - (a) the original executed transfer (deed), a duplicate original and one photocopy;
 - (b) a copy of the survey plan deposited in the Land Registry office; and
 - (c) a schedule describing the severed parcel and naming the grantor and grantee attached to the transfer for approval purposes.
- 2) Payment of all applicable planning fees.

THE FOLLOWING ITEMS WILL REQUIRE A LETTER OF COMPLIANCE FROM THE MUNICIPALITY OF WHITESTONE

- 3) That an agreement to cross the road allowance will be required from both municipalities;
- 4) That the applicant pays the required parkland dedication fee to the Municipality;
- 5) That the applicant be responsible for costs per application fee for 9-1-1 numbering to the municipality;
- 6) That all fees for planning or other costs associated with the application be the responsibility of the applicant.

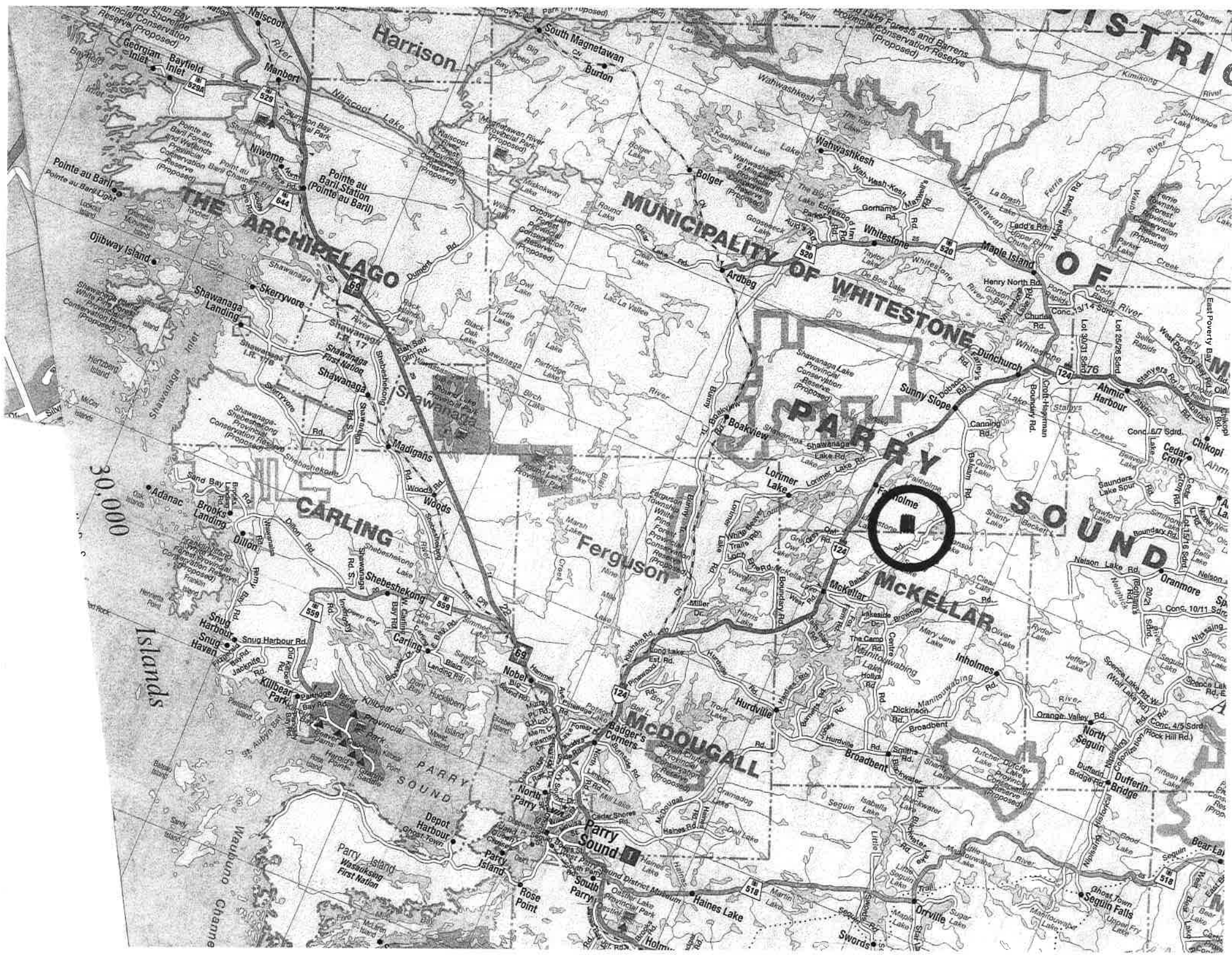
THE FOLLOWING ITEMS WILL REQUIRE A LETTER OF COMPLIANCE FROM THE TOWNSHIP OF McKELLAR

- 7) The applicants enter into an unopened road allowance improvement agreement,
- 8) The row width be approved by the Township.

CARRIED _____

DEFEATED _____

CHAIRMAN _____



RYAN & LEWIS
PROFESSIONAL CORPORATION
Barristers † Solicitors † Notaries Public

David A. Ryan, LL.B.
Karen E. Lewis, LL.B.(Hons)

97 James Street
Parry Sound, ON P2A 1T7
Telephone: 705-746-9365
Facsimile: 705-746-7159

December 22, 2008

Parry Sound Area Planning Board
4 Church Street
Parry Sound, Ontario
P2A 1Y3

Attention: Glenn Robinson

Dear Sir:

Re: Consent Application No. B26/2008(McK)(W) - Quinn
Our File No. 081508

This is to advise that we act on behalf of the owner with respect to the severance application and in that regard please find enclosed herewith the following:

1. Transfer/Deed of Land in triplicate - right of way - McEwen to Quinn
2. Schedule in triplicate
3. Transfer/Deed of Land in triplicate - Lot - Quinn to Quinn
4. Schedule in triplicate
3. Plan 42R-18516

We would request that you proceed to finalize the severance and return to our office two (2) stamped Deeds for the Right of way and four (4) copies of the Transfer/Deeds for the severed lot. We confirm that you will be retaining a copy for your records.

If you require any further information, please do not hesitate to contact our office.

Yours very truly,
Ryan & Lewis


David A. Ryan
DAR:wt
Enc.



General Delivery, 21 Church Street
Dunchurch, Ontario P0A 1G0

Phone 705-389-2466 ~ Fax 705-389-1855

www.whitestone.ca
E-mail: info@whitestone.ca

December 11, 2008

SENT BY FAX
746-2377

Parry Sound Area
Planning Board
4 Church Street
Parry Sound, ON
P2A 1Y3

ATTENTION: Glenn Robinson

Dear Mr. Robinson:

RE: Consent Application No. B26/2008(W) + (McK) - Quinn

The Municipality of Whitestone is informing you that Conditions #3, 4, 5 and 6 have been met to the satisfaction of Council.

I enclose the following:

1. Executed Unopened Road Allowance Improvement Agreement satisfying Condition #3.
2. Copy of receipt for payment of the Parkland Dedication Fee in the amount of \$750.00 and the 9-1-1 Numbering Fee in the amount of \$250.00 satisfying Condition #4 and 5.
3. Copy of receipt for payment of the Road Agreement Fee in the amount of \$500.00 satisfying Condition #6.

Yours truly,

A handwritten signature in cursive script, appearing to read "L. Nolan".

Lillian Nolan
CAO/Clerk

c.c. Ryan & Lewis (Fax 746-7159)

UNOPENED ROAD ALLOWANCE IMPROVEMENT AGREEMENT

THIS AGREEMENT MADE THIS DAY OF , 2008

BETWEEN:

ALLEN QUINN, ALVINA QUINN, ANDY QUINN AND CINDY QUINN

HEREINAFTER CALLED THE "APPLICANT"

AND

The Corporation of the Municipality of Whitestone

HEREINAFTER CALLED THE "MUNICIPALITY"

WHEREAS the APPLICANT has applied to the MUNICIPALITY for permission to use a section of unopened public road allowance for access to his or her or their property;

AND WHEREAS the MUNICIPALITY has agreed to permit the unopened public road allowance to be developed as a privately maintained public road allowance on the understanding that the APPLICANT will assume all responsibility for the construction and maintenance of the public road allowance and for any liability arising out of its use, and for any other cost to the MUNICIPALITY arising out of this agreement;

NOW THEREFORE, in consideration of the premises and the mutual agreements hereinafter contained, the parties mutually agree as follows:

1. DESCRIPTION OF UNOPENED ROAD ALLOWANCE

- 1.1 The unopened public road allowance to which this agreement applies is that described in Schedule "A" hereto.

2. APPLICANT'S LAND

- 2.1 The APPLICANT'S land(s) and the land which is intended to be serviced by the privately maintained road allowance to be constructed by the APPLICANT is described in Schedule "B" hereto.

3. PERMISSION TO CONSTRUCT ACCESS ACROSS PUBLIC ROAD ALLOWANCE

- 3.1 Permission - The APPLICANT may construct an access road over the section of unopened public road allowance described in Schedule "A", subject to the terms and conditions of this agreement. Such access road is hereinafter referred to as the "privately maintained public road allowance".
- 3.2 Land to be Serviced - The land intended to be serviced by the privately maintained public road allowance is the land which is described in Schedule "B" hereto. The APPLICANT shall not extend the privately maintained public road allowance to service any additional land.
- 3.3 Location of Road - The APPLICANT agrees that the improvements to the privately maintained public road allowance and road maintenance activities will be made entirely within the boundaries of the Public Road Allowance and that it is the obligation of the Applicant to determine, by survey if necessary, the location of the boundaries of the public road allowance described in Schedule "A".
- 3.4 Construction and Maintenance Costs - The cost of surveying, constructing and maintaining the privately maintained public road allowance shall be the sole responsibility of the APPLICANT and nothing in this agreement shall be construed

12-11-08;12:11PM;

WHITESTONE TWP ;705 748 7159

3/ 6

-2-

to impose an obligation on the MUNICIPALITY to assume the privately maintained public road allowance or to accept any responsibility whatsoever for its care or use. Such obligation shall only exist if the MUNICIPALITY enacts a by-law assuming such responsibility. The APPLICANT shall not trespass on private land adjacent to the Public Road Allowance, nor shall the APPLICANT deposit brush, stumps, soil, or other debris on private land next to the Public Road Allowance except with the written authorization of such adjacent land owner.

3.5. Condition of the Road - The APPLICANT shall maintain the privately maintained public road allowance in a condition that is safe and is consistent with the volume and type of traffic using the privately maintained public road allowance and shall not create any obstruction or excavation in the said privately maintained public road allowance which would cause a hazard to any person passing along it.

3.6. Public Access - The APPLICANT acknowledges that the privately maintained public road allowance is public and no barrier, fence or gate shall be erected on the road allowance.

3.7. Emergency Response - The APPLICANT hereby understands and recognizes that the road allowance and right-of-way leading to the road allowance is not up to full municipal standards and that the Municipality shall not be held responsible or liable if emergency vehicles are not able to access any and all properties at any and all times of the year.

4. **LIABILITY OF OWNER AND INDEMNIFICATION**

4.1. Indemnification - The APPLICANT covenants and agrees to indemnify and save the MUNICIPALITY harmless from and against all claims, demands, damages, costs, losses, charges and causes of action of any kind whatsoever arising out of the construction, maintenance, or use of the privately maintained public road allowance.

4.2. Assumption - The APPLICANT acknowledges that no part of this agreement constitutes the assumption by the MUNICIPALITY of any obligation to repair or maintain the said privately maintained public road allowance. Such obligation shall only exist if the Corporation enacts a by-law assuming such responsibility.

5. **TERMINATION OF AGREEMENT**

5.1 In the event that the municipality stops up and closes the privately maintained public road allowance in accordance with The Municipal Act, 2001, the applicants shall be deemed to have consented to the same, and to have waived and released any claim or entitlement to compensation.

6. **GENERAL**

6.1. This agreement shall endure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors, assigns.

6.2. Every provision of this Agreement by which the APPLICANT is obligated in any way shall be deemed to include the words "at the expense of the APPLICANT" unless the context otherwise requires.

6.3. For greater certainty, each APPLICANT on behalf of himself, herself, or itself, their heirs, successors and assigns, agrees jointly and severally with all other owners to indemnify and save harmless the MUNICIPALITY from and against any and all costs (including administrative expenses), claims, suits, actions and demands whatsoever which may arise either directly or indirectly by reason of the existence, supervision, enforcement and/or cancellation of this agreement.

12/11/2008 THU 12:15 FAX 705 386 7713
12/11/2008 12:50 7053891855

SR PLANING MILL
WHITESTONE

0002

PAGE 04

12-11-00; 12:11PM;

WHITESTONE TWP 1705 740 7150

4/ 8

-3-

IN WITNESS WHEREOF the parties hereto have hereunto executed this agreement and affixed their seals by the hands of their proper officers, where applicable.

DATED THIS 20th DAY OF Sept. , 2008.

Joe James
Witness
John
Witness
L. Nolan
Witness
L. Nolan
Witness

Cindy Quinn
OWNER
Alvin Quinn
OWNER
Alvin Quinn
OWNER

DATED THIS 22nd DAY OF Sept. , 2008.

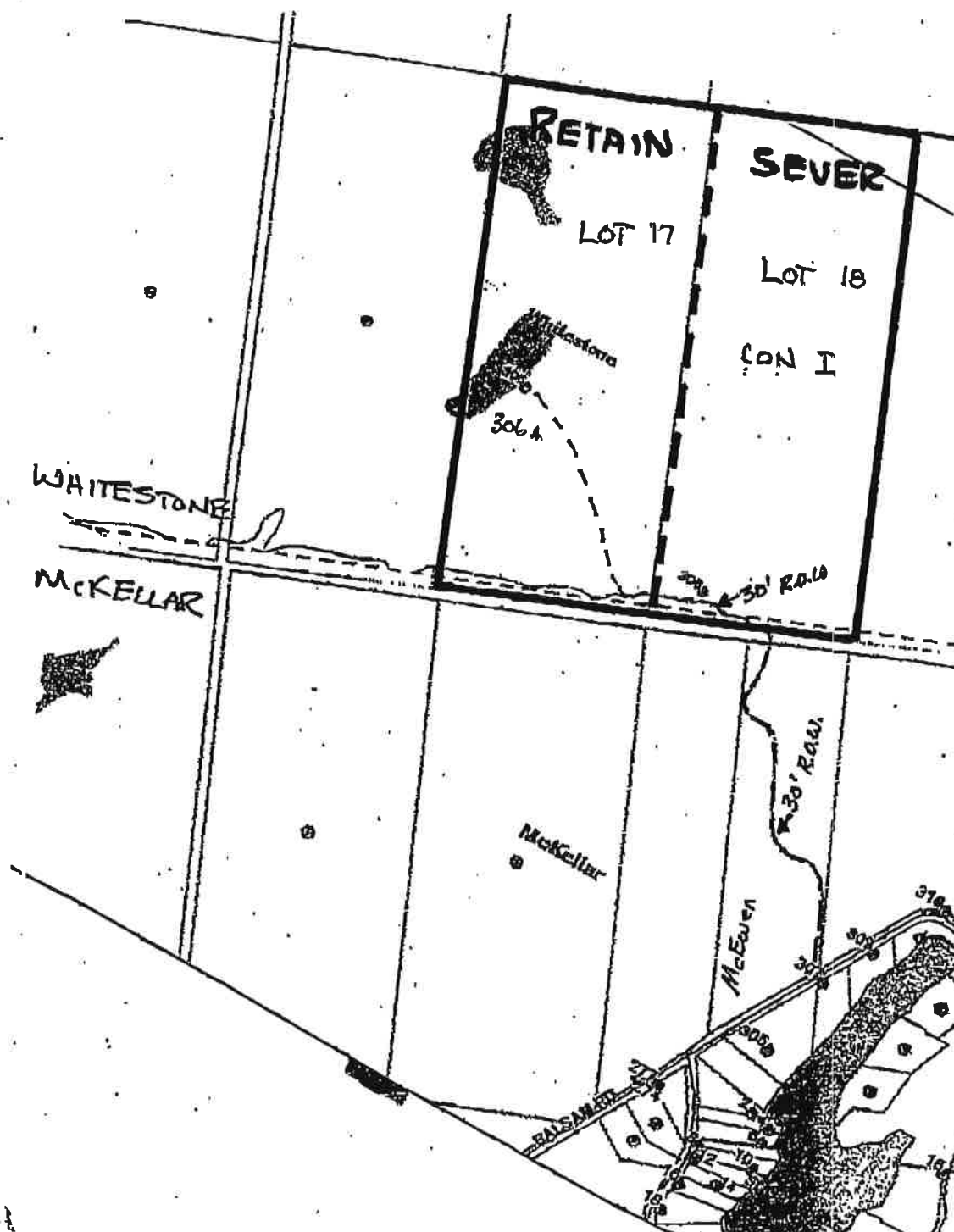
L. Nolan
Witness
James Hylle
Witness

AG CORPORATION OF THE Municipality of
TOWNSHIP OF MCKENZIE
per
Mayor Chris Armstrong
L. Nolan
Clerk-Treasurer, Shawn Rogers
CAO-Clerk Lillian Nolan

+

SCHEDULE "A"

Part of the Original Municipal Road Allowance between the Township of McKellar and the Municipality of Whitestone at the rear of Concession 14, Part Lot 14, as outlined on the sketch below.



12-11-08;12:11PM;

WHITESTONE TWP ;705 740 7159

6/ 6

-5-

SCHEDULE "B"

The land which is intended to be serviced by the privately maintained public road allowance to be constructed by the APPLICANT is described as:

All of Lots 17 and 18 in Concession 1, in the Municipality of Whitestone.

RECEIPT

MUNICIPALITY OF WHITESTONE
21 Church St.
Dunchurch, Ontario POA 1B0

5696919

PARTICULARS		AMOUNT
PAID BY CHEQUE		500.00
CASH		0.00
OTHER		0.00
CHANGE DUE		0.00

PAID BY CHEQUE: 500.00
CASH: 0.00
OTHER: 0.00
CHANGE DUE: 0.00

GENERAL RECEIPT # 8403-M.C
RECEIPT DATE: 2008-09-22
RECEIPT AMOUNT: ***500.00**
Five Hundred Dollars

SIGNED: Tammy Wylie
Treasurer

© Municipality of Whitestone

MUNICIPALITY OF WHITESTONE
21 Church St.
Dunbar, Ontario POA 1G0

5696920

RECEIPT

PARTICULARS

AMOUNT

Consent Fees

\$1,000.00

Andy Quinn

GENERAL RECEIPT # 8404-M.C.
RECEIPT DATE: 2008-09-22
RECEIPT AMOUNT: ***\$1,000.00**
One Thousand Dollars

BY CHEQUE: 1,000.00
CASH: 0.00
OTHER: 0.00
CHANGE DUE: 0.00

SIGNED:

Tammy Wylie
Treasurer

RETAIN

LOT 17

Whitestone

306 A

SEVER

LOT 18

CON I

WHITESTONE

McKELLAR

McKellar

McEwen

~~BALSAM RD~~

SQUAW LAKE

378.

23

325

784

Township of McKellar

P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

August 19, 2008

VIA FAX

Parry Sound Area Planning Board
4 Church Street
Parry Sound, ON
P2A 1Y3

Attention: Glenn Robinson

Dear Mr. Robinson:

Re: Application for Consent, file #B26/2008(W) - Quinn

Please be advised that the Council of the Township of McKellar, at its regular meeting on August 18, 2008, passed resolution No. 08-185 amending resolution No. 08-179 to reduce the required width of right of way to 30 feet from 20 metres.

A copy of resolution No. 08-185 is enclosed for your records. Please call if you have any questions regarding the Municipality's amended approval.

Yours truly



Shawn Boggs, AMCT
Clerk-Treasurer



General Delivery, 21 Church Street
Dunchurch, Ontario P0A 1G0
Phone 705-389-2466 ~ Fax 705-389-1855

www.whitestone.ca
E-mail: info@whitestone.ca

October 15, 2008

Mr. and Mrs. Al Quinn
306 Balsam Road
R.R. #1
Dunchurch, ON P0A 1G0

Dear Mr. and Mrs. Quinn:

RE: Consent Application No. B26/2008(W) + (McK) – Quinn

Please be advised that the Council of the Corporation of the Municipality of Whitestone passed the following resolution at its Regular Council Meeting of Tuesday, October 7, 2008:

By-Law 52 – Agreement for Usage of Road Allowance (Quinn)

2008-472

Moved by Councillor Alan Ladd

Seconded by Councillor Bill Church

That By-Law No. 52-2008, being a by-law to provide for the entering into of an agreement with part of the original Municipal Road Allowance between the Township of McKellar and the Municipality of Whitestone at the rear of Concession 14, Part Lot 14 and the land intended to be serviced by the privately maintained public road allowance to be constructed by the Applicant (Allen Quinn, Alvina Quinn, Andy Quinn and Cindy Quinn) as all of lots 17 and 18 in Concession 1, in the geographic township of Hagerman, in the Municipality of Whitestone be given three (3) readings, be taken as read, properly signed and sealed and numbered No. 52-2008.

Carried

If you have any questions or require additional information, please contact the undersigned at (705) 389-2466.

Yours truly,

Liliane Nolan
CAO/Clerk

c.c. John Jackson (Fax 746-1439)
c.c. Glenn Robinson (Fax 746-2377)
c.c. Charlie McEwen

"WHITESTONE, A PERFECT PLACE TO LIVE, WORK & PLAY"

PAUL F. FORTH
ONTARIO LAND SURVEYOR

Established 1972

Paul F. Forth, O.L.S., O.L.I.P.
Nancy L. Harris-Herr, B.Sc., O.L.S., O.L.I.P.
Darren R. Walker, B.Tech., O.L.S., O.L.I.P.

Survey Records of: William J. Beatty, O.L.S., C.L.S.
James K. White, O.L.S.
Douglas E. Magee, O.L.S.
T.E. Briggs, O.L.S.

September 22, 2008

Parry Sound Area Planning Board
4 Church Street
Parry Sound, Ontario
P2A 1Y3

Attention: Mr. Glenn Robinson, Secretary Treasurer

Re: **Application for Consent B26/2008 (W) (McK)**
OUR FILE #2008-143

Dear Mr. Robinson,

For your perusal and comment, please find enclosed herewith a copy of the draft reference plan of survey significant to the above mentioned consent application.

I trust that this is the information you require and respectfully await your reply.

Should you have any questions, please do not hesitate to contact this office.

Yours truly,



Paul F. Forth
Ontario Land Surveyor

encl.

c.c. Andy Quinn

PFF/lr

OK
24/08
Sept.

PARRY SOUND AREA PLANNING BOARD

4 Church Street, Parry Sound, Ontario P2A 1Y3
Telephone: (705) 746-5216 Fax: (705) 746-6558

CONSENT ANALYSIS - STAFF REPORT

July 9, 2008

FILE No.: B26/2008(W) + (McK) - Quinn

OWNER: Al & Alvina Quinn

LOCATION: Lot 17 & 18 Con 1 Hagerman One new lot
Lot 18 Con 14 McKellar ROW

PROPOSAL: One new lot & ROW

PLANNING REVIEW

Official Plan Rural

No concerns

Zoning Bylaw Rural

No issues

Planning Discussion

This application is for the creation of one new 100 acre lot and ROW. The new lot is in Whitestone, but will have a ROW across McKellar.

The severed and retained lots would be allowed to have a hunt camp. There is an existing building on Lot 17. The ROW across the McEwen property in McKellar has been agreed to by the family members to be 30 feet wide.

An agreement to cross the road allowances will be required from both municipalities.

PARRY SOUND AREA PLANNING BOARD - APPLICATION FOR CONSENT

4 Church Street, Parry Sound, Ontario P2A 1Y3 (Phone 705-746-5216 Fax 705-746-2377)

No. B 26/2008(w)

1. Applicant Information

1.1 Name of Applicant Al & Alving Quinn Home Tel No. (705) - 389-3946
Address 306 Balsam Rd. Business Tel No. ()
RR #1 Dunchurch Home Fax Tel No. ()
Postal Code Ont. P0A1G0 Business Fax Tel No. ()

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

Name of Owner Charlie McEwen Home Tel No. ()
Address RR #1 Dunchurch Business Tel No. ()
Ont. Home Fax Tel No. ()
Postal Code P0A1G0 Business Fax Tel No. ()

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

Name of Contact _____ Home Tel No. ()
Address _____ Business Tel No. ()
_____ Home Fax Tel No. ()
Postal Code _____ Business Fax Tel No. ()

2. Purpose of this Application (check appropriate box)

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

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

OTHER Explain: _____

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

3.1 LOT 1 Andy Quinn LOT 2 _____ LOT 3 _____

4. Location of the Subject Land Fire Route # 306 Assessment Roll # 010 684 00100

4.1 Municipality Whitestone Concession No. 1 Lot(s) No.(s) 18 & 17
Street Name and No. _____ M-Plan No. _____ Lot(s) _____
Registered Plan No. Part(s) _____ Parcel No. _____

5. Easements or restrictive covenants

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

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

6.1 SIZE	Retained	Sever (Lot 1)	Sever (Lot 2)	Sever (Lot 3)
Frontage (m)				
Depth (m)	3300'	3300'		
Area (ha)	100ac	100ac		
6.2 Existing Use	CAMP	NONE		
Proposed Use	SAME	CAMP		

6.3 Buildings or Structure (Attach Separate list if necessary)

	Retained	Sever(Lot 1)	Sever(Lot 2)	Sever(Lot 3)
Existing-Type & Size	900 ^{sq} CABIN 20'x20 SHED	NONE		
Proposed-Type & Size	NONE	UNKNOWN		

6.4 Access (check appropriate space)

Name	Retained	Sever(Lot 1)	Sever(Lot 2)	Sever(Lot 3)
Provincial Highway	☐	☐	☐	☐
Municipal(maintained all year)	☒ BALSAM RD	☒	☐	☐
Municipal road, seasonal	☐	☐	☐	☐
Other public road	☐	☐	☐	☐
Right of way	☒ OVER McEWEEN	☒	☐	☐
Water Access	☐	☐	☐	☐

IF WATER ACCESS ONLY

Parking and docking facilities to be used _____

Approximate distance of these facilities from the subject land _____

The nearest public road _____

6.5 Water Supply (circle appropriate response - E for Existing or P for Proposed)

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

6.6 Sewage Disposal (enter in appropriate space - E for Existing or P for Proposed)

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

7. Official Plan

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

RURAL

8. Current Application

8.1 Has the land ever been the subject of an application for approval of a plan of subdivision under section 51 of the Planning Act. If YES, and if known, specify the appropriate file number and status of application and/or Plan No.

☐ YES ☒ NO ☐ UNKNOWN

8.2 Has the land ever been the subject of a consent under section 53 of the Planning Act. If YES, and if known, specify the appropriate file number and status of application.

☐ YES ☒ NO ☐ UNKNOWN

8.3 Is the subject land currently the subject of an official plan amendment, zoning by-law, a Minister's zoning order, a minor variance, an approval of a plan of subdivision or a consent. If YES, and if known, specify the appropriate file number and status of application.

☐ YES ☒ NO ☐ UNKNOWN

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

☐ YES ☒ NO ☐ UNKNOWN

9. Original Parcel

9.1 Has any land been severed from the parcel originally acquired by the owner of the subject land. If YES, and if known, specify the date of the transfer, the name of the transferee and the land use on the severed land.

☐ YES ☒ NO ☐ UNKNOWN

10. Affidavit / Sworn Declaration

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

Dated at the TOWN of PARRY SOUND this 3RD day of JUNE 20 08

I, Alvin Quinn of the MUNICIPALITY OF WHITESTONE in the
County/District/Regional Municipality of PARRY SOUND solemnly declare that all the statements contained in this application
are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made
under oath and by virtue of the CANADA EVIDENCE ACT.

Alvin Quinn

Signature of Applicant or Agent

DECLARED BEFORE ME at the TOWN of PARRY SOUND in the DISTRICT of
PARRY SOUND this 3RD day of JUNE 20 08.

[Signature]

A Commissioner of Oaths

Print Name of Commissioner If not sealed

Glenn Francis Robinson, a Commissioner,
etc., District of Parry Sound, for
Parry Sound Area Planning Board.
Expires August 18, 2010.

11. Authorizations

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

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application for Consent and/or Zoning By-law Amendment and I authorize _____ to make this application on my behalf.

Date _____ Signature of Owner _____

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

Authorization of Owner for Agent to Provide Personal Information

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

Date _____ Signature of Owner Alvina Quinn

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

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

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

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

Questions about this collection of personal information should be directed to Glenn Robinson, Secretary-Treasurer.

Date JUNE 3, 2008 ^X Signature of Owner Alvina Quinn

13. Additional Fees

The applicant hereby agrees:

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

Date JUNE 3, 2008 ^X Signature of Owner Alvina Quinn
Print Name of Signature Alvina Quinn

TOWNSHIP OF MCKELLAR

DATE: July 21, 2008

RESOLUTION No. 08-171

Moved by Gerald Bell

Seconded by Debbie Zulak

That the Township of McKellar approve application for consent, file No. B26/2008(W) (Quinn) subject to the various commenting agency approvals and the easement being a minimum of 20 metres in width. Applicant to enter into an unopened road allowance improvement agreement with the Township prior to Planning Board final approval to permit access across road allowance.

Carried ✓ Defeated

David Moore
David Moore, Reeve

DIVISION VOTE

	YEA	NAY
Councillor Gerald Bell	_____	_____
Councillor Tamara Black	_____	_____
Councillor Jury Naklowych	_____	_____
Councillor Debbie Zulak	_____	_____
Reeve David Moore	_____	_____

TOWNSHIP OF MCKELLAR RECREATION COMMITTEE – MINUTES

Thursday September 25, 2025, 4:00 p.m.
McKellar Community Centre

PRESENT IN PERSON: Morley Haskim, Terry Lacey, Phil Jeffkins, Dinah
Ryeland-Brown, Kathy Deguara, Judy Ryeland
ABSENT: Francis Deguara, Michelle Dimmick

CALLED TO ORDER: 4:00 p.m.

APPROVAL OF THE MINUTES: Moved by K. Deguara and seconded by T. Lacey that the Recreation Committee of the Township of McKellar does hereby accept the minutes of the June 26, 2025, meeting. **Motion Carried (25-39).**

ADDITIONS TO THE AGENDA: Library organized Halloween Dance

APPROVAL OF THE AGENDA: Moved by J. Ryeland and seconded by K. Deguara that the Recreation Committee of the Township of McKellar does hereby accept the agenda for the Sept. 25, 2025, meeting. **Motion Carried (25-40).**

DECLARATION OF CONFLICT OF INTEREST: None

VISITORS: None

VISITOR DEPUTATIONS: None

CORRESPONDENCE RECEIVED: Email re: Yoga. Moved by J. Ryeland and seconded by K. Deguara that effective January 1, 2026, McKellar Recreation Committee will not be responsible for funds collected by groups. If rental of the Community Centre is deemed necessary or a fee is to be collected for an activity, that group will be directed to deal with the Township directly. **(Motion 25-42 Carried)**

REPORTS OF MEMBERS:

1. **Pickleball:** This activity continues to be popular in the community. Beginning Sept 30, 2025, this event will move inside the Community Centre. If the weather is favourable, outside play will be on two courts in the arena. This will also help if there is a large number of participants. The Township office has been informed of the changes to scheduling.

2. **Pickleball Tournament:** For the second year a Pickleball Tournament was organized and attended by an enthusiastic group of competitors. After the games the players enjoyed a barbeque and small awards presentation. Donations were accepted and the event may run again next year.
3. **Badminton:** It has been brought to the attention of the Rec Committee that holiday Mondays can be a loss of play time for this activity. If there is a stat holiday when badminton has been scheduled, if the Township calendar allows, badminton can arrange to play on the Tuesday of that week.
4. **Canoe/Kayak:** Approximately 12 participants took to Minerva Bay for a paddle around the bay. The response by all involved was positive and the event will continue next year. Other routes to be looked at for future tours.
5. **T-Ball:** This event has concluded for the year and was well received by everyone involved. Heather Chambers was a great coach and this event should continue next year.
6. **Ball Diamond Grand Opening:** This Community event was well attended. The Rec Committee is discussing a yearly baseball game between the Pickleball players and other worthy opponents.
7. **Fall Fair:** The Rec Committee set up in the arena with popcorn, games and prizes for the kids attending the fair, which proved to be a good draw to other events nearby. P. Jefkins is looking into other options for signage for the Committee so the public is aware that we are a community based group.

NEW BUSINESS:

1. **Volunteer List:** The list will be resent to members and additions/changes will be made.
2. **Pickleball:** With this activity moving inside, we are asking the Township of scheduling will allow the time to be extended to Tuesday 8:30am - 12:30pm and Friday 1pm to 4:30PM. Players will be limited to 16 - 20 people with the time being split between recreational and competitive play. This approach will be re-evaluated in 6 months. A notice with the changes will be posted on Facebook.
3. **Badminton:** Marc Davidson lead of the badminton group will be contacted with regard to changing the playing schedule when their time is affected by a Stat Holiday.
4. **Policy for use of Facilities by use of groups/individuals under MRC:** Refer to correspondence received in Minutes
5. **MRC Funding Events:** Refer to correspondence received in Minutes
6. **Trick or Trunk - 6pm Oct 25, 2025:** The Rec committee will be setting up in the bandshell at the community centre for the event. They will be handing out treats for the kids. The Lion's Club will also be attending this event. **Moved** by K.Deguara and seconded by J. Ryeland, the MRC to purchase inflatables up to \$500 to replace old and worn out decorations. These are to be used

during seasonal Recreation activities. **Motion Carried (25-41)**

7. **Square Dancing:** The Rec Committee will be reaching out to the individuals involved with this activity for more information about their intentions. The MRC asks what is required from the Committee as well as the plan for the event.
8. **Georgian Bay Winds Concert - 7pm. Oct 28, 2025:** M. Haskim has volunteered to watch the door for this performance. Any donations from this event will be donated to the Lions Club of Whitestone
9. **Halloween Dance/ Trick or Trunk/ Broadbent Walk - 4pm Oct 26, 2025:** In conjunction with Trick or Trunk to be facilitated by the Library., a “Monster Mash Dance” for kids 12 and under. Followed by Trick or Trunk in the parking lot and continuing in Broadbent with a Haunted Walk.
10. **Bert Weir Day:** At this time the MRC cannot commit to this day, however we can assist with promotion of the event.

Next Meeting: October 23, 2025, 2025, 4 pm

Adjournment: Moved by T. Lacey and seconded by K. Deguara that the Recreation Committee of the Township of McKellar does hereby adjourn at 5:30 p.m. **Motion Carried (25-43).**



Township of McKellar Report to Council

Prepared for: Council

Department: Cemetery

Date: October 21, 2025

Report No: CEMETERY-2025-02

Subject: Monument repair estimates – Hurdville and Lakeview

Recommendation

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

Further, that the Council of the Corporation of the Township of McKellar take into consideration the cost of repair options in the attached schedule of monuments, which have been assessed and are currently in the worst condition and stability; and

Further, the Council of the Corporation of the Township of McKellar authorizes staff to have the monuments repaired in the attached schedule in 2025 at a cost of \$2,770.00 plus HST to come out of the perpetual care fund. This price includes the use of the second repair option—a concrete pad (“floater”)—to stabilize the monument in Hurdville Cemetery that is currently broken into two pieces.

Further, the Cemetery Board give direction on developing budget pricing for additional recommended monument repairs for the 2026 Budget.

Background

At the request of the Public Works Superintendent, Thomas Stoneman, Sanderson Memorial conducted a site visit to inspect the monuments for which photographs had been provided via email. Each monument was visually assessed for condition and stability, and photographs, together with repair recommendations and associated costs, are attached to this report.

During the inspections, it was also observed that numerous monuments throughout the Township cemeteries are leaning, unstable, or have unsealed joints between pieces. These conditions pose a risk of toppling, particularly if a monument is pushed, climbed upon, or otherwise disturbed, which could result in injury or damage. It is estimated that approximately 90 monuments were identified as requiring attention between Hurdville and Lakeview Cemeteries.

Analysis

One thin marble monument at Hurdville Cemetery is broken into two pieces and requires significant repairs. Two repair options are proposed for Council's consideration.

Option 1 – Stainless Steel Channels with Concrete Footing

Under this option, the two pieces of marble would be set into stainless steel channels extending approximately six inches below the bottom of the marble. A twelve-inch-deep concrete footing would be poured, and the channels would be embedded into the wet concrete. Braces and clamps would hold the marble in place until the concrete cures. This method secures the two broken pieces together and reduces the potential for future breakage. The estimated cost for this option is \$825.00 plus HST.

Option 2 – Concrete Pad ("Floater")

Under this option, a concrete pad would be poured to match the marble's size, including the broken piece, and left above grade. The marble would then be set and puttied onto the cured pad, which would be installed on a slight slope to prevent water accumulation and allow drying. This method prevents damage from mowers or other equipment and slows deterioration. The estimated cost for this option is \$590.00 plus HST.

(Photographs of similar repairs using each method are attached for Council's reference.)

Financial Considerations

Financial costs are dependent on the specific condition of each monument. Based on the current assessments, repair costs range from approximately \$125.00 to \$825.00 per monument.

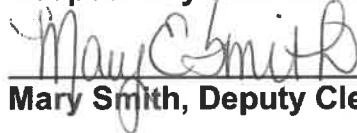
Conclusion

It is recommended that the attached monuments be repaired in 2025 at a cost of \$2,770.00 plus HST. This price includes the use of the second repair option—a concrete pad ("floater")—to stabilize the monument in Hurdville Cemetery that is currently broken into two pieces.

With respect to the approximately 90 additional monuments identified as requiring attention, Council may wish to authorize the selection of monuments per year and direct staff to prepare budget pricing for these repairs to be brought forward for consideration in each of the budget cycles.

Addressing these monuments proactively will enhance public safety, preserve essential heritage assets, and reduce potential future liability for the Township.

Respectfully submitted by:



Mary Smith, Deputy Clerk

Reviewed by:



**Thomas Stoneman, Public Works
Superintendent**

Attachments

Lakeview, McKellar



- Level
- Re seal

cost \$ 210.00 + hst.

Lakeview, McKellar



Bottom base under ground.

- Raise
- Level
- Re-seal all joints.

cost \$ 345.00 + hst.

Lakeview Mckellar



- Level
- Re-seal

Cost \$210.00 + hst.

Lakeview, McKellar



- Level
- Re seal

cost \$ 345.00 +hst.

Lakeview, McKellar



- Level

Cost. \$ 125.00

Hardville Cemetery



- Level

cost \$125.00 +hst.

Hurduille cemetery



- Level

- Re seal

\$345.00 + hst.

Hurdville cemetery



- Level

Cost \$ 125.00 + hst.

Hurdville Cemetery



Two Option.

1. Upright in channels
cost \$825.00 + hst.

2 Lay down as a floater
cost \$590.00 + hst.

Hurduille Cemetery



Metal monument set in a concrete base. Metal is breaking at the joint of the concrete.

- Remove concrete
- Re set metal monument in new concrete base
- Wording at the bottom of monument will now be in the new concrete base.

Cost \$ 350.00 + hst.





In memory of
MARY STANLEY
Daughter of
ROBERT & MARY
CROUCH
BORN MAY 1851
Aged 22 yrs
Died Nov 20 days
Rest in peace

WILLIAM O. KRAY
Born at
Tobacco & Mary
CROUCH
June 8, 1876
Aged 27 Yrs.

ROBERT THOMPSON
DIED
Dec. 30, 1871
Aged
20 yrs 2 m's
My sudden death proclaims aloud
To you my dying friend
To be prepared to meet your God
When he the summons sends.

KAY
GIVING MEMORY OF
WILLIAM O. KAY
1876-1898
IS BELIEVED WITH
ANNE F. CREIGHTON
1873-1874

DRODGE



Township of McKellar Staff Report

Prepared for: Mayor & Council

Department: Fire Department

Agenda Date: October 21, 2025

Report No: FD-2025-11

Subject: Month End Status Updates for September 2025

For the period from September 1 to October 15, the Township of McKellar Fire Department responded to a total of 13 calls:

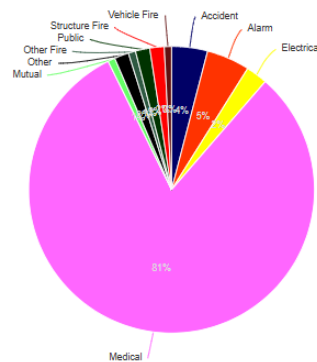
So far in 2025 we are at 123 total responses.

Incident Report Stats for 2025

2025

Change Year

Summary of Incidents



Total Incidents: 123

Apparatus and Equipment:

Apparatus were stable during the months of summer.

Some small issues were addressed and everything is operating as intended at this time.

We had a bit of a rodent issue at Stn 520 on Hurdville Rd. Some crew had noticed that mice had gotten in and chewed some of their gear and lengths of hose. The issue has been addressed, some equipment has needed to be replaced, and an exterminator was hired to take care of the issue. For good measure, the exterminator also set up several pieces at Stn 510 on Sharon Park, in order to prevent a similar issue from arising at that hall. Hopefully this proactive approach has taken care of these critters for a while.

Personnel and Training:

McKellar Fire posted a recruitment notice on social media with the intention of sending 2-3 new recruits through the Mutual Aid recruit program in the new year. This will help to ensure that we don't fall behind on our staffing as we have 3-5 current members leaving for various reasons. November marks the beginning of our Hazardous Materials Operations training as part of our department certification.

Public Relations:

McKellar Firefighters attended a few public events in the early fall handing out public education materials and answering questions.

Buildings and other assets:

Stuart Park Hydrant installation was completed in September, it was installed without issue and is now in service to the community.

The Government Docks Hydrant has been put off until next year, even though the permits and permissions arrived from the MOE, close analysis of the area discloses how difficult the installation will be, particularly due to the water lines being completely unmarked and unaccounted for in the area. McKellar Fire will canvas the residents in the area of the docks to get a better understanding of who owns what lines, and which ones are still active as compared to junk lines just sitting there. It is an unfortunate delay, but less of a headache than accidentally cutting someone's active supply.

Tanker Shuttle was a huge success, certifying the Township for the next 5 years with the insurance underwriters. McKellar Fire increased it's level of performance over past evolutions delivering over double the volume that we had been certified to deliver in the past.

Tower installation is an active project at this time, a full report will be submitted to council once the final signoff is completed.

McKellar has it's final Demo Day for SCBA trials at our training night on October 28. Scott SCBA will be bringing several units for us to put through their paces so that we can make experienced and educated recommendations to council for the impending SCBA purchase in January 2026.

Capital and Operating budget work has begun as well as operational planning based on our department needs, service goals, and achieving the necessary certifications by the provincially mandated deadlines.

Respectfully submitted by:

[Original Signed]

Robert Morrison, CEMC/Fire Chief

Reviewed by:

[Original Signed]

Karlee Britton, Clerk/Administrator

Attachments: None.



Township of McKellar Report to Council

Prepared for:	Mayor and Council	Department:	By-law Enforcement
Date:	October 21, 2025	Noise Exception:	BYLAW-2025-04

Subject: By-law Enforcement Activity Report – March 2025 to September 2025

Recommendation:

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

Summary:

In the spring of 2025 I completed the Ontario Bylaw Officer Core Competency Program through M.D. Burgess & Associates Inc. I reviewed the old files I received from Tom Stoneman which date back a couple of years and are a good reference when checking for any history of complaints against a particular address.

I also connected with the Manager of Bylaw Services for a larger township, that has a full time bylaw department, for mentoring and guidance. She has a leadership role with the Municipal Law Enforcement Officers' Association of Ontario and has been a very valuable resource for me.

I will be looking into other educational programs to take over the winter months, that might be helpful in the execution of my duties.

It has been my focus to gain compliance through education first and have found the vast majority of residents to be cooperative as demonstrated by their typically prompt compliance.

Bylaws for potential review and/or consideration:

Parking

I researched other municipalities' parking bylaws and their parking fines in order to review McKellar's and will have more information on this in the coming months. I can say that illegal parking does not get many calls for service.

Short Term Rentals

I expected there to be more complaints from residents against the short term rentals that do exist in the township. While there is definitely a strong opinion among residents that there should be a bylaw to govern these STRs, the reality on the ground is that I did not receive a lot of complaints against the conduct of short term tenants. This is encouraging and supports the idea that a STR bylaw would not necessarily have a big impact on the community.

Dogs/Animals

This is another bylaw that quite a few residents have expressed should be implemented. There are a few dogs around the township that are aggressive towards pedestrians and/or bicycles and even more dogs that are seen running at large. The big concern there, is that people are worried that they will hit these dogs with their cars. My standard reply to these complaints is that McKellar does not have a dog bylaw for me to enforce. The reality is that I would not be able to respond to aggressive dogs or dogs at large unless I had specialized training on the handling of such dogs, even if there was a dog bylaw. The township would also need to connect with a dog pound to take these dogs in, which presents a logistical challenge. I will be doing some research on what type of dog bylaws other small, rural municipalities have implemented that could work here in McKellar Township.

Special Events

During the period of this report we had the following special events:

2 x Alcohol Licences	2 Weddings
1x Community Outreach Event	August Market booth attendance in my capacity as the By-law officer with the McKellar Fire Department
2 x Noise Exemption Requests	Wedding and Rib Fest

Conclusion:

It has been a pleasure to serve as the Bylaw Enforcement Officer for McKellar Township and I look forward to receiving any feedback and/or questions you may have regarding this report. I will make the most of the quieter winter months to prepare for the next busy cottage season and welcome any suggestions you have to that end.

Respectfully submitted by:

[Original Signed]

Chris Kasulke
By-Law Enforcement Officer

Reviewed by:

[Original Signed]

Karlee Britton
Clerk/Administrator

Attachments: Call Summaries from March – September 2025.

Summary of Calls for Service for the period from March to September 2025

CATEGORY	MONTH	NATURE OF INQUIRY	OUTCOME
7 x Burning	May	Daytime fire w/o a permit	Firepit inspection and bylaw education.
	August	Recreational fire during High rating	Firepit inspection and bylaw education
		Daytime fire w/o permit	Firepit inspection and bylaw education
	September	Daytime fire w/o permit	Firepit inspection and bylaw education
		Daytime fire w/o permit	Firepit inspection and bylaw education
		Daytime fire w/o permit	1st site visit noone present; 2nd site visit: This is a church property; found one resident in kitchen who said he would pass on the rules to the person in charge, as he wasn't present the day of the fire.
		Daytime fire w/o permit	Firepit inspection and bylaw education
2 x Clean Yards	April	Self-reported a lot of vehicles and other debris on property; Wanted me to be aware in case any complaints come in	Owner is moving back to Europe by 2027 and the yard will be cleaned up, starting with some of the vehicles being shipped out this summer; Took photos for my records
	May	Debris left after structure removed is a safety hazard, with some old furnace debris left near his property line.	Property owner advised that the property is untouchable as per his lawyer until after a pending court case is resolved which may take until 2027
2 x Docks	July	Inquired about dock bylaw re: size, setback, etc.	Provided required bylaw info
		Abandoned cottage w/sundecks floating and seemingly going further into the channel; safety concern as there are no markers or reflectors to warn boaters or snowmobilers	Advised there is no Bylaw for this

7 x Dogs	March	Inquiry about enforcement of DOLA?	Advised there is no Bylaw for this
	May	Dog running at large	Advised to call OPP as there is no bylaw for this
	June	Aggressive dogs off leash	Advised that there is no Bylaw for this
	July	Concerned about dogs being neglected; often at large and barking constantly	Advised to call OPP as there is no bylaw for this
	August	Dangerous dogs	Advised that there is no Bylaw for this
		Dangerous dogs	Advised that there is no bylaw for this
	September	2 aggressive dogs barking all day	Have not been able to find anyone home yet; dogs are definitely aggressive and appear to be tied outside for long periods
2 x Fencing	June	Neighbour has built an 8' high fence; wants to know if this is legal	Advised that there is no Bylaw for this
	September	Asked if her neighbour could put up a really tall fence	Advised that there is no Bylaw for this
2 x Firearms Discharge	March	Is there a bylaw?	Advised that there is no Bylaw for this
	April	Concern around hunters on Balsam Trail due to its proximity to private properties along it's boundary	Looking into MNR enforcement while we draft a bylaw recommendation to prohibit hunting on Balsam Trail
1 x Fireworks	July	Fireworks outside of allowable dates/times	Site visit to give verbal warning and educate about fireworks bylaw

3 x General Inquiry	June	Inquiry about buying property through his incorporated company	Advised this is a matter for his real estate lawyer and/or accountant
	September	Caller wasn't getting water in her house and thought the township should come and fix it	Explained that this isn't a township issue and that she needed to call a plumber
		Questions regarding bylaws as caller was looking at purchasing a property in the township	Phone conversation with caller to answer all questions
1 x Light Pollution	August	Inquiry if we have a bylaw	Advised that there is no Bylaw for this
1 x Multiple	July	Multiple complaints: too many people, dogs, ATVs, trespassing, drones, noise, septic, etc	Attended site visit with Chris B. as he was going regarding the C-Can that does need a permit; no other violations
3 x Noise	June	Loud & profane music, which was turned up after complainant tried to speak with teenager directly; asked for a meeting before I went to speak with teen's partents	After meeting w/complainants they did ask me to speak w/neighbours, which I did and no further complaints have been brought forward
	July	Loud music	Music was turned off promptly
	August	Loud music	Caller advised music was turned down by 4 pm
3 x Parking	May	Truck and motorcycle parked on roadway	Both vehicles removed same day
	August	Contractor trucks parked near the shoreline are an eyesore	Advised that there was no bylaw infraction as it was on private property
		Illegal parking on side of road	Site visit, but found no cars parked illegally
1 x Property Grading		Complained about water runoff from #171 swamping out her property	Advised that there is no bylaw for property grading

6 x Road Allowance	April	Parking on road allowance	Bylaw education of both parties, which reached mutual understanding
	May	Neighbour's water runoff is flushing gravel into complainant's lot	Tom S. attended with me; No bylaw infraction found
		Dumping of brush in roadside ditch (cleared to erect fencing)	Property owner removed brush
	June	Inquiry about working on the easement at his property	Called him and he let me know that he had also called Chris B. who advised him that this is a Roads Dept issue and to call Tom
	July	White pickup truck parked on municipal easement	Vehicle was moved off the road allowance
	September	Concerned that neighbour is going to remove a large rock that is on her property	Advised her that this would be an OPP matter of trespass and theft
3 x Short Term Rentals	March	Is there a bylaw?	Advised that there is no Bylaw for this
	May	Several complaints regarding the STR nextdoor: trespassing, littering, light pollution, noise pollution and dogs at large	Worked with STR owner over the summer and resolved the issues as no further complaints have been brought forward
	July	Inquiry around enforcement for illegal STR despite not having a bylaw	Karlee and I responded via email to explain the township's position
3 x Signs	April	Violation: placing advertising signs on hydro poles around the township	Business owner removed signs promptly
	May	General inquiry	Bylaw information provided
	June	Profane sign posted at shoreline	Owner removed the offensive sign promptly
1 x Trailers		General inquiry for bylaw interpretation requested before end of summer	Bylaw information provided

3 x Trees	July	Confirming if he can cut trees along the shoreling for his client or if there is a bylaw against that	Advised that there is no bylaw for this
	August	Inquiry about cutting neighbour's tree that extends onto caller's property	Advised that there is no Bylaw for this
	September	Concerned that his neighbour's tree is going to fall on his cottage and he wanted to know who would be liable	Advised that there is no Bylaw for this
3 x Zoning - Illegal Use	April	Boat storage and mechanical services on residential property	Boats removed within a few weeks; No evidence of mechanical services being conducted on site
	August	Repeat complaint about boat storage and mechanical work on boats on residential zoned property	Site visit showed only one boat and no evidence of mechanical work being done on the property
		Repeat complaint about boat storage and mechanical work on boats on residential zoned property	Site visit showed only one boat and no evidence of mechanical work being done on the property



Township of McKellar Report to Council

Prepared for: Mayor & Council

Department: Administration

Date: October 21, 2025

Report No: ADMIN-2025-20

Subject: **Transfer Station Bottle Shed Expression of Interest Summary of Requests Received**

Recommendation:

WHEREAS the Council of the Corporation of the Township of McKellar directed that an Expression of Interest (EOI) be issued to local charitable and non-profit organizations for the management of the bottle shed located at the Township Transfer Station; and

WHEREAS two submissions were received from the Dun Ahmic Snowriders Snowmobile Club and the McDougall School Parent Council expressing interest in participating; and

WHEREAS both organizations have proposed they can maintain the bottle shed in a clean, safe, and organized manner and will utilize proceeds from bottle returns to support community initiatives;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar hereby approves the Dun Ahmic Snowriders Snowmobile Club and the McDougall School Parent Council as the participating organizations responsible for the management of the bottle shed at the Transfer Station, in accordance with the following schedule:

Dun Ahmic Snowriders Snowmobile Club: January, March, May, July, September, November

McDougall School Parent Council: February, April, June, August, October, December; and

FURTHER THAT each group shall be responsible for the maintenance, collection, and return of bottles during its assigned months, with all proceeds retained by the group responsible for that period; and

FURTHER THAT this arrangement shall be reviewed by staff should any concerns arise regarding the upkeep, cleanliness, or safety of the bottle shed, or as otherwise directed by Council.

Background:

At the regular meeting of Council held on October 7, 2025, Resolution No. 25-437 was passed, directing the Clerk to issue an Expression of Interest (EOI) to local charitable organizations and non-profits. The purpose of the EOI was to gauge interest in managing the collection of empty alcohol cans and bottles from the bottle shed at the Transfer Station. These containers are to be sorted, counted, and returned to the Beer Store for deposit refunds, with the proceeds retained by the participating organization. The EOI was posted on the Township's website on October 8, 2025, and distributed via email to eligible groups. The submission deadline was October 15, 2025.

Analysis:

Two submissions were received:

- Dun Ahmic Snowriders Snowmobile Club
- McDougall School Parent Council

These groups were instructed to provide:

- A brief description of your organization and the charitable purpose the funds would support.
- A proposed plan to ensure the bottle shed is kept clean, safe, and not at or over capacity.
- The estimated number of volunteers who would assist with collection.
- The proposed frequency of collection during both summer and winter months.

To ensure fairness in both the workload and the distribution of funds between the two groups, it is recommended that the year be divided as follows:

Group A January, March, May, July, September, November
Group B February, April, June, August, October, December

Each group is responsible for maintaining the bottle shed during its assigned months. The group will oversee all collection, sorting, and upkeep for that period.

Proceeds generated from the shed will remain with the group responsible for that month, as they are the ones maintaining and managing the site during that time.

Financial:

N/A

Policies Affecting Proposal:

N/A

Conclusion:

The Expression of Interest process successfully identified two capable community organizations willing to manage the Transfer Station bottle shed. Both the Dun Ahmic Snowriders Snowmobile Club and the McDougall School Parent Council have proposed their capacity and commitment to maintain the site responsibly.

Dividing the year between the two groups ensures a fair and balanced approach to both workload and revenue distribution while maintaining consistent upkeep of the facility. This arrangement supports community engagement and benefits local charitable initiatives without additional cost to the Township.

Respectfully submitted by:


Karlee Britton
Clerk/Administrator

Reviewed by:


Thomas Stoneman
Public Works Superintendent

Attachments: Submissions from both organizations.

Karlee Britton

From: [REDACTED]
Sent: October 14, 2025 12:15 PM
To: Karlee Britton; Karlee Britton
Subject: Bottle Shed

,i Karlee:

Further to our earlier request on behalf of the Dunahmic Snowriders Snowmobile Club, we would like to expand on our application.

Our club is made up of snowmobile enthusiasts from the local McKellar area. We have an active membership of over 50 individuals, with 20–25 members regularly attending our monthly meetings. At our most recent meeting, there was overwhelming support for our club to assume management of the bottle shed.

We are a truly local organization — all but one of our directors reside in McKellar Township, and the majority of our active members do as well. Last season, over 540 snowmobile trail permits were sold in the McKellar area alone, generating a significant positive economic impact for local businesses. Our trail network also connects to surrounding communities, further contributing to regional tourism and commerce.

Like many clubs, we suffer with financial cuts. Our funding for our trail system using our Skandic groomers is self funded. We must fundraise for the purchase of these machines of which we have three. These units come at a cost of approximately \$19,00.00 each and require replacement every four to five years. Without these machines we would be forced to close a substantial amount of our network.

Our plan is to manage the bottle shed in the same organized and reliable manner that we maintain our trail system throughout the season. The management team will consist of John Stewart, Jeff Stevenson, and Shawn Stanley. We plan to visit the site twice per week to organize and prepare items for removal.

Based on guidance from the McKellar Lion's Club, we understand that collections are typically required every three weeks in the off-season and every other week during peak periods. Our club is well equipped to handle this schedule, with a strong volunteer base ready to assist as needed. Should additional removals be required during busy times, we have the capacity to respond quickly.

We are also aware that bulk returns at the Parry Sound facility have become challenging. To address this, and with support from the Lion's Club, we have arranged discussions with the independent depot in Magnetawan to establish a designated drop-off schedule for seamless returns.

The Dunahmic Snowriders are well known and active in the McKellar community. We have proudly participated in the McKellar Rib Fest for the past three years, earning one 1st place and two 2nd place finishes. Our club has also hosted three consecutive 50/50 lotteries, with lucky winners receiving a total of \$24,270. Beyond fundraising, our members have received recognition at the provincial level — one volunteer was named Volunteer of the Year, and this year our club was awarded Club of the Year for District 10 by the Ontario Federation of Snowmobile Clubs.

We also play a role in local safety and emergency response, having assisted last season with two sled recoveries — one involving a fire in the bush and another on unsafe ice conditions.

As you can see, our club is dedicated and community-minded. We would greatly appreciate your consideration of this proposal and assure you that all funds raised will be reinvested locally to support and sustain a sport that is important to both our members and the wider community.

Sincerely,

The Dunahmic Snowriders Snowmobile Club,

John Stewart, Treasurer, Fund Raising Chairperson

Karlee Britton

From: John Stewart [REDACTED]
Sent: October 6, 2025 8:59 PM
To: Karlee Britton
Subject: Bottle Shed

Hi Karlee:

On behalf of the Dunahmic Snowriders Snowmobile Club we would like to make a formal request for consideration to allow our club the opportunity to manage the bottle shed at the Townships transfer station.

Like all clubs, we struggle with finances. The funding formula we operate under has been reduced again this year. Funds go towards maintaining our portion of the trail system in our area.

At a general meeting we proposed the project to our volunteers and had an overwhelming positive response.

The local Lions Club President Joyce Campbell offered their assistance in assuring we have a system in place similar to the one they run.

With a volunteer base of over fifty we feel we could manage the facility in a manner the township would expect.

John Stewart

Karlee Britton

From: crystal hoddy [REDACTED]
Sent: October 9, 2025 5:41 PM
To: Karlee Britton
Subject: Re: Transfer station empties

Good morning Karlee, I am Crystal Brear a member of the McDougall School parent council. I am writing this email to apply as a charitable organization to solely(or one of a few selected) take care of all the empties at the transfer station on McKellar centre road. We have many volunteers to help with 4-8 on any given day/weekend to help sort, transfer and maintain the cleanliness of the site monthly. We would make sure the bin is cleared and available to fill before and after long weekends and holidays. Many of our volunteers are in the township and use this transfer station regularly, therefore the empties bin will be monitored weekly-biweekly. We are prepared to be the sole caretakers of this financial opportunity for the students of McDougall school.

The funds collected would go directly to the Mcdougall school students for sports equipment, outdoor play, hot breakfasts and so much more that parent council financially provides.

Karlee please let me know if there is any other information you require.

Thank you
Crystal Brear

> On Oct 8, 2025, at 3:06 PM, Karlee Britton <KBritton@mckellar.ca> wrote:

> Good morning Karlee, I am Crystal Brear a member of the McDougall School parent council. I am writing this email to apply as a charitable organization to solely(or one of a few selected) take care of all the empties at the transfer station on McKellar centre road. We have many volunteers to help with 4-8 on any given day/weekend to help sort, transfer and maintain the cleanliness of the site monthly.

>

> The funds collected would go directly to the Mcdougall school students for sports equipment, outdoor play, hot breakfasts and so much more that parent council financially provides.



Township of McKellar Report to Council

Prepared for: Mayor & Council

Department: Administration

Date: October 7, 2025

Report No: ADMIN-2025-18

Subject: Request for Proposal 2025-15 Real Estate Services for the Sale of Municipal Property

Recommendation:

Be It Resolved That the Council of the Corporation of the Township of McKellar does hereby receive Report ADMIN-2025-18; and

Further That Council award the Request for Proposal 2025-15 to Land/Max Realty Inc. with a commission rate of 3.5%; and

Further That the Mayor and Clerk be authorized to execute all necessary documents to engage Land/Max Realty Inc. in accordance with the Township's Sale of Real Property By-law 2011-24.

Background:

The Township issued a Request for Proposal (RFP 2025-15) on September 3, 2025. The opportunity was posted on the Township's website and circulated to local real estate agents and brokerages.

Analysis:

The RFP closed on September 17, 2025, at 2:00 p.m. One submission was received, from Land/Max Realty Inc. of Mississauga.

As outlined in their submission, Land/Max Realty Inc. is a boutique brokerage with extensive experience representing Municipalities, school boards, private enterprises, and individuals in both the purchase and sale of properties across Ontario since 2011. The brokerage is a member of the Toronto Real Estate Board (TREB) and the Durham Region Association of Realtors (DRAR). Upon execution of a contract with the Township, Land/Max Realty Inc. will also join the Parry Sound Real Estate Board.

In accordance with By-law 2011-24, the Township's Sale of Real Property By-law, Section 6.4, Council has the authority to direct sell property to the public. In such cases, a property appraisal is required, conducted by an Appraisal Institute of Canada (AIC) designated appraiser, after which Council may set a sale price. All offers must be reviewed by Council, with the Clerk and Township solicitor facilitating the transaction, and final agreements signed by the Mayor and Clerk.

If pursuing the direct-sale method, signage would be placed on the property to direct potential buyers to the Township. However, direct sales cannot be listed on Realtor.ca, as only licensed agents may advertise properties on the Multiple Listing Service (MLS).

Rationale for Not Pursuing Direct Sale

While the Township could pursue a direct sale in accordance with By-law 2011-24, this option is not recommended. A direct sale would reduce costs to the Township by avoiding realtor commissions; however, it would also significantly limit the property's market exposure, as it could not be listed on Realtor.ca or promoted through the Multiple Listing Service (MLS).

Engaging Land/Max Realty Inc. ensures that the property is marketed broadly, reaching a larger pool of potential buyers, thereby increasing the likelihood of securing fair market value or higher. Using a licensed brokerage also strengthens the transparency of the process and protects the Township from concerns regarding limited advertising, restricted competition, or perceived favouritism.

For these reasons, while direct sale could generate modest cost savings, awarding the RFP to Land/Max Realty Inc. is the more prudent and transparent approach that supports accountability and best practices in Municipal property sales.

Financial:

Land/Max Realty Inc. has proposed a commission rate of 3.5%, with no additional disbursements or hidden fees.

By comparison, a direct sale would involve an appraisal cost of approximately \$2,500.00, in addition to advertising and legal fees. While this approach may appear less costly, it would significantly reduce the Township's ability to market the property widely, as the property would not be listed online through Realtor.ca or benefit from the professional reach of a licensed brokerage.

Policies Affecting Proposal:

By-law 2011-24 Sale of Real Property By-law, as amended.

Conclusion:

Engaging Land/Max Realty Inc. provides the Township of McKellar with professional representation, greater market exposure, and access to established real estate networks that will enhance the likelihood of achieving fair market value for Township-owned property. Although a direct sale may involve lower upfront costs, the limitations in visibility and marketing could hinder the Township's ability to secure the best possible outcome. Awarding the RFP to Land/Max Realty Inc. ensures a transparent, competitive, and efficient process.

Respectfully submitted by:

Karlee Britton

Karlee Britton, Clerk/Administrator

Attachments: 1) Tender Opening Form – RFP No. 2025-15
 2) Land/Max Realty Inc. Proposal



Township of McKellar

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

Phone: (705) 389-2842

Fax: (705) 389-1244

Tender Opening Unofficial Results

Real Estate Brokerage Services for the Sale of Municipal Property

Closing Date: September 17, 2025, 2:00 p.m.

Vendor Brokerage/Agent	Date/Time Rec'd	Commission Fee	Flat Rate	Number of Days to Sell
Land/Max Realty Inc.	Sept. 15/25 2 PM	3.5%	—	120

Request for proposals were opened at the Township Office at 2:00 p.m.


Mary Smith
Deputy Clerk


Karlee Britton
Clerk/Administrator



Purchasing Department
Township of McKellar

September 15, 2025

Dear Sir/Madam

Re: RFP # 2025-15

Please find enclosed our proposal to the Township of McKellar (the Township), to enter into a memorandum of understanding for Real Estate Brokerage Services. Land/Max Realty Inc. is a boutique brokerage that has worked with cities, municipalities, school boards, private business and individuals in both the purchase and sale of various properties throughout Ontario since 2011 the Company is a member of TREB. The company does not subcontract.

Our salespeople have experience with each type of service. Susan Palmer will be the main resource to the City and oversee all listings, development and implementation of marketing strategies, negotiations of the sales, Leases, and liaising with the Township to finalize agreements. Susan has been a salesperson at Land/Max for over 8 years and has worked extensively with our references. Susan came to Land/Max from working as a case worker for the City of Toronto. This experience has provided Susan with the skills to manage difficult situations diplomatically. Susan started at Land/Max as an assistant and administrator, preparing listings and offers using OREA Web Forms, booking and updating appointments, managing, and updating social media advertising, creating flyers etc. She obtained her license in 2016 and became a full-time salesperson. Susan has a thorough and complete understanding of the process of property sales.

April Musicco works closely with Susan and provides behind the scenes support to Susan and attends any "open house" or appointments with prospective buyers if Susan is unable to make it. April has been a salesperson at Land/Max since 2024. April came to real estate after many years working as an independent training consultant for various not for profit organizations and 1 for profit organization. She has superior interpersonal skills.

Badreddine Ahmadoun, the broker of record, oversees the work of the salespeople and ensures that documents are recorded and Compliance. The broker also offers potential leads to his salespeople regarding international marketing strategies.

The ideal working relationship with the town is one of collaboration. When Susan receives notification of a property being considered for sale, she will do some preliminary research to prepare for an initial consultation when a listing is being proposed so as to determine potential value, strategize marketing and potential buyer options prior to putting the property on the market. Susan and Laurie are available 24/7 to their clients by phone, text or email.



Land/Max is the ideal brokerage for your needs because we are a boutique firm that is capable of placing your Township at the top of listings, providing 24/7 service and has an international scope that increases the likelihood of excellent sales. Finally, having worked with towns, cities and private companies Land/Max offers the totality of knowledge and experience that will provide the University with excellent service and optimal sale prices.

I/We hereby propose to furnish all goods and/or services outlined in the attached proposal at the stated prices. No person, company, or Corporation other than undersigned has any interest in this proposal or in the proposed contract for which this proposal is made.

I have read and understand that as the successful Proponent I, and any and all subcontractors that I use to perform any of the work, must abide by Specifications as stated within the Township Proposal 2025-15; and that I am responsible to ensure any and all subcontractors are aware of this requirement.

Sincerely,

Authorized Signing Officer

Susan Plamer

Manager

Land/Max Realty Inc.

1425 Dundas St E., suite 207,

Mississauga ON L4X 2W4

Telephonenumber : 905-848-0900

Fax number : 905-848-0901

Email address : sales@Land-max.com



The Township of McKellar

RFP # 2025-15

Real Estate Brokerage Services for Sale of Municipal Property

Prepared for
Purchasing Department
Township of McKellar

From
Land/Max Realty Inc, Brokerage
1425 Dundas St E, suite 207
Mississauga ON., L4X 2W4

Closing September 17, 2025 @ 2:00 pm EST



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References:	9
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Company Information

Complete Legal Name and Address: Land/Max Realty Inc. 1424 Dundas St E., suite 207, Mississauga ON L4X 2W4.

Primary business and length of time Business Established: Real Estate, Established 2009

Number of Direct Employees: 15

Hours of Operation: Operational hours 24/7. Office hours: Monday – Friday 8.30 am to 4.30 pm. The office is opened by salespeople for any meeting scheduled after office hours



Certifications and Licenses

LAND/MAX REALTY INC.BROKERAGE
MISSISSAUGA ONTARIO
905-848-0900

LAND/MAX REALTY INC.

Category: Brokerage, City : Mississauga

Legal Name: LAND/MAX REALTY INC.

Registration Category : Brokerage

Registration Number : 4755765

Registration Status: REGISTERED

Registration Expiry : 2027/05/13

Corporation Information: [View](#)

Employee List: [View Employees](#)

Broker of Record : Badreddine Ahmadoun

Brokerage Address : 1425 Dundas St E Unit: 207 Mississauga, ON L4X 2W4 Canada

Brokerage Email: sales@land-max.com

Brokerage Phone : 905-848-0900

Brokerage Fax : 905-848-0901

Conditions and Discipline History:

None

SUSAN PALMER

Company Name: LAND/MAX REALTY INC.

Legal Name: Susan DAWN Palmer

Registration Category : Salesperson

Registration Number : 4800210

Registration Status: REGISTERED

Registration Expiry : 2026/03/16

Brokerage Name : LAND/MAX REALTY INC.

Brokerage Address : 1425 Dundas St E Unit: 207 Mississauga, ON L4X 2W4 Canada

Brokerage Email: sales@land-max.com

Brokerage Phone : 905-848-0900

Brokerage Fax : 905-848-0901

Conditions and Discipline History:

None

April Musicco

Company Name: LAND/MAX REALTY INC.

Legal Name: April Mary Musicco

Registration Category : Salesperson

Registration Number : 5050047

Registration Status: REGISTERED

Registration Expiry : 2026/05/01

Brokerage Name : LAND/MAX REALTY INC.

Brokerage Address : 1425 Dundas St E Unit: 207 Mississauga, ON L4X 2W4 Canada

Brokerage Email: sales@land-max.com

Brokerage Phone : 905-848-0900

Brokerage Fax : 905-848-0901

Conditions and Discipline History:

None

Badreddine Ahmadoun

Company Name: LAND/MAX REALTY INC.

Legal Name: Badreddine Ahmadoun

Registration Category : Broker

Registration Number : 4792419

Registration Status: REGISTERED

Registration Expiry : 2026/12/13

Brokerage Name : LAND/MAX REALTY INC.

Brokerage Address : 1425 Dundas St E Unit: 207 Mississauga, ON L4X 2W4 Canada

Brokerage Email: sales@land-max.com

Brokerage Phone : 905-848-0900

Brokerage Fax : 905-848-0901

Conditions and Discipline History:

None



Subcontractors: N/A



References:

Company Name: Noranheim Holdings Corp
Contact Name: Maria Renita
Title: Manager
Phone: 416-831-2941
Email: President@noranheim.com
Description of services provided. Purchase Lands for developments, Sale of Properties, Warehouse, Industrial Lands, Commercial Properties....
Successes and Challenges: No challenges.

Company Name: Citiland Express Inc
Contact Name: Najat Raissouni
Title: General Manager
Phone: 905-507-1154
Email: sales@citiland-express.com
Description of services provided. Purchase of Yard and Property with 180 acres for future development.
Successes and Challenges: No challenges

Company Name: Nijmegen Equity Partners Corp
Contact Name: Nora Madon
Title: Manager
Phone: 905-857-4698
Email: President@nijmegenequity.ca
Description of services provided. Purchase a commercial land for development of Condominiums Apartment buildings.
Successes and Challenges: No challenges



3. *How will you ensure that properties are sold in a timely manner and meet sale price expectations?*

To determine sale price expectations, Land/Max must first look at comparable in the local and surrounding market, determine the state of the market at the time of consideration of sale or lease (buyer's market, Lessee's market or seller's market) to set the price as agreed upon by the Township.

The company ensures a timely sale or lease by aggressively marketing the property across multiple real estate boards and cold calling potential investors who are interested in the type of development for which the property is listed

4. *Outline the process for selling properties.*

Review property usage and determine with University if this continues to meet the need of the area. Adjust the usage through submission to University Representative if required (for example: industrial, commercial to residential).

Determine the best acceptable rental price for the property.

Determine the type of bidding that will guarantee best price (all offers opened at same time vs an open listing)

Market the property

Receive offers

Review offers with University representative

Negotiate offers as needed

Accept offer as agreed by town representative and legal council



Additional Information



TOWNSHIP OF MCKELLAR
REQUEST FOR PROPOSAL No. 2025-15
REAL ESTATE BROKERAGE SERVICES FOR SALE OF MUNICIPAL PROPERTY

Form of Tender

Vendor:

Land/Max Realty Inc

Address:

6-2400 Dundas st w, Mississauga, ON L5K2R8

Telephone:

905 848 0900

Email: Sales @ Land-max.com

Contact Person:

Susan Palmer

BID AMOUNT

For the sale of PLAN 249 BLK A (McKellar). Commissions shall be all-inclusive of all expenses (excluding HST, if applicable) unless otherwise stated.

Commission Rate 3.5 % or Flat Fee \$ -N/A-

List any Disbursements or Additional Fees not included in the above rates:

-N/A-

\$

H.S.T.

\$

TOTAL PRICE*:

\$

* For bid evaluation purposes, if proposing a commission rate, calculate the total commission based on the current assessed value of \$253,000.00. This assessed value is subject to change, as the final sale price will be determined in consultation with and subject to approval by Council, taking into account current market comparables.

Based on current market conditions, the proponent projects the property will be sold within:

120 calendar days from the date of listing.
max

By signing below, I acknowledge that I have read and understand this Request for Proposal No. 2025-15 and I agree to abide by the terms and conditions contained here-in.

Authorized Signature:

Susan Palmer

Name:

Susan Palmer.

(Please Print or Type)

Date:

September 15, 2025

Witness:

[Signature]

Date:

September 15, 2025

*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.

Conflict of Interest Declaration

RFP No.: 2025-15 – REAL ESTATE BROKERAGE SERVICES FOR SALE OF MUNICIPAL PROPERTY

Property: **PLAN 249 BLK A** (McKellar)

RFP Closing Date: Wednesday, September 17, 2025

Proponent Name (Agent): Susan Palmer

Brokerage Name: Land / Max Realty Inc

Address: 6-2400 Dundas st w, Mississauga, ON

Phone: 905 848 0900 Email: Sales@Land-max.com L5X2R8

In submitting this proposal, I/we hereby declare that:

Neither I, as an individual, nor my brokerage, have represented, acted for, or provided real estate services to any current member of the Township of McKellar Council (Mayor David Moore, Cllr. Mike Kekkonen, Cllr. Morley Haskim, Cllr. Nick Ryeland, Cllr. Debbie Zulak) or the Clerk/Administrator (Karlee Britton) for the sale or purchase of their personal or business property within the past 365 days.

To the best of my/our knowledge, there is no actual or perceived conflict of interest in performing the services required under this RFP.

I/we acknowledge that if any potential conflict of interest arises before or during the term of the contract, I/we will immediately disclose it in writing to the Municipality.

I/we certify that the statements made in this declaration are true and correct, and I/we understand that providing false or misleading information may result in disqualification of the proposal or termination of any resulting agreement.

Authorized Signature: Susan Palmer Date: Sep 15 / 2025

Name & Title (Print): Susan Palmer, Manager / Rep Agents.

Witness Signature: [Signature] Date: Sep 15 / 2025

Name (Print): Karim Moin.

LAND/MAX REALTY INC.

Category: Brokerage, City : Mississauga

Legal Name: LAND/MAX REALTY INC.

Registration Category : Brokerage

Registration Number : 4755765

Registration Status: REGISTERED

Registration Expiry : 2027/05/13

Corporation Information: [View](#)

Employee List: [View Employees](#)

Broker of Record : Badreddine Ahmadoun

Brokerage Address : 1425 Dundas St E Unit: 207 Mississauga, ON L4X 2W4 Canada

Brokerage Email: sales@land-max.com

Brokerage Phone : 905-848-0900

Brokerage Fax : 905-848-0901

Conditions and Discipline History:

None



Real Estate
Council of Ontario

Certificate of Registration

Registration Number:

4800210

Name:

Susan DAWN Palmer
SUSAN PALMER

Employer:

LAND/MAX REALTY INC.

is registered under the *Trust in Real Estate Services Act, 2002*

Category:

Salesperson

Expiry:

03/16/2026





CERTIFICATE OF INSURANCE (THIS IS NOT AN INVOICE)

Professional Liability Insurance

3303128 Canada Inc. T/A Alternative Risk Services
Berkeley Castle, 250 The Esplanade, Suite 302, Toronto, ON, M5A 1J2

Insured Registrant: SUSAN DAWN PALMER

Registration/Certificate Number: 4800210

Master Policy No.: RECO092025-01

THIS POLICY CONTAINS A CLAUSE WHICH MAY LIMIT THE AMOUNT PAYABLE.

This document is subject to all agreements, conditions, exclusions and provisions of Master Policy No. RECO092025-01, as well as any amendments thereto during the policy period, issued on behalf of the **Insurers** to the Real Estate Council of Ontario. A copy of the Master Policy form issued to RECO is available at <https://myweb.reco.on.ca> and <https://reco-claims.ca>.

1. **Name of Canadian Intermediary:** Alternative Risk Services
2. **Policy Form:** Claims Made
3. **Named Insured:** Real Estate Council of Ontario
4. **Policy Period:**
From: September 01, 2025
To: August 31, 2026 - Both days inclusive, Standard Time at the address of the Named Insured
5. **Limits of Liability:**
Coverage A: Errors and Omissions Insurance
Limits: \$2,000,000 each **Claim**/\$4,000,000 Annual Aggregate
Coverage B: Commission Protection Insurance Extension
Limits: \$200,000 each **Claim**/\$4,000,000 Aggregate each **Occurrence**
Coverage C: Consumer Deposit Insurance Extension
Limits: \$200,000 each **Claim**/\$4,000,000 Aggregate each **Occurrence**
Sub-Limit: **Claims** arising out of **Social Engineering Fraud** under Coverage (B) and (C) are covered up to \$25,000 each **Claim**
6. **Deductible:**
Coverage A: Errors and Omissions Insurance
(a) \$2,500 for each **Claim** that resulted in a payment for settlement or judgment plus, if applicable:
(b) a further \$2,500 for each additional **Claim** against the same **Insured Member** reported within the current and prior three Policy Periods which results in a payment for settlement or judgment under this or a prior Policy.
Coverage B: Commission Protection Insurance Extension \$250 each **Claim**
Coverage C: Consumer Deposit Insurance Extension \$Nil

7. **Professional Services:** Real estate sales and brokerage services as defined in the Master Policy.
8. **Notice of Claim:** Errors & Omissions and Commission Protection Consumer Deposit
- | | |
|--|--|
| To: ClaimsPro LP
175 Commerce Valley Drive West
Suite 600
Markham, ON L3T 7P6

Toll Free: 1-877-740-1913
Fax: 1-866-735-1033
Email: claims@reco-claims.ca | To: Insurance Department
Real Estate Council of Ontario
3300 Bloor Street West
West Tower, Suite 1400
Toronto, ON M8X 2X2

Phone: 416-207-4800
Toll Free: 1-800-245-6910
Fax: 416-207-4820
Email: insurance@reco.on.ca |
|--|--|
9. **Insurers:** 90% Certain Underwriters at Lloyd's in accordance with and as specified in Agreement No. B1965 MGIA256118
- 10% Trisura Guarantee Insurance Company in accordance with and as specified in Agreement no. TRI256118

The insures have duly authorized 3303128 Canada Inc., trading as Alternative Risk Services (the Coverholder) to execute and sign this Certificate of Insurance on their behalf.

Dated: September 01, 2025



Authorized Representative

Important Information

- If at any time you are suspended or cease to be registered with RECO to trade in real estate, your insurance coverage immediately lapses. This includes, but is not limited to, failure to renew your registration by the expiry date, and/or non-payment of your insurance premium.
- Insurance payments are non-refundable in whole or in part.
- Your insurance coverage is on a claims-made basis. The Master Policy requires that any **Claim** made against you, or acts or circumstances which may subsequently give rise to a **Claim**, must be reported to the **Insurers** during the **Policy Period**.
- In the event The Master Policy is cancelled by the insurer(s) for any reason, including non-payment of premium, all coverage under the policy will cease.

Continuing Education

Course Name/Title	Course Type	Education Provider	Date Completed
2024 Update Course: Introduction to TRESA	Mandatory	RECO	01/18/2024
Update Course 2023	Mandatory	RECO	03/17/2023
Update Course 2025	Mandatory	RECO	07/24/2025
Business Analysis 2024	Elective	RECO	07/28/2025
Multiresidential Investment Properties	Elective	RECO	07/02/2023
Residential Condominiums	Elective	RECO	07/04/2023

Education Information

Education Programs

(<https://www.reco.on.ca/learners/about-real-estate-education-in-ontario>)

Ontario Labour Mobility Act

(<https://www.ontario.ca/laws/statute/09o24>)

Apply for an accommodation

(<https://www.reco.on.ca/education/apply-for-an-accommodation>)

Apply for education equivalency assessment

(<https://www.reco.on.ca/learners/more-information/education-equivalency-assessment>)

Phone Numbers



Phone : 416-207-4800

Toll-Free : 1-800-245-6910

Fax : 416-207-4820



Email

education@reco.on.ca (<mailto:education@reco.on.ca>)

For enquiries about education requirements, including Continuing Education (CE).

Mail

RECO Education Department



3300 Bloor Street West
Suite 1400, West Tower
Toronto, ON M8X 2X2



<http://www.facebook.com/RECOhelps>
<https://www.linkedin.com/company/real-estate-council-of-ontario>
<https://www.youtube.com/channel/UC5G1b5lcs>
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Laws professionals/news/ Policies (<https://www.reco.on.ca/agents-laws-brokerages-policies-plans-other-and-publications>)
& Resources
Policies (<https://www.reco.on.ca/agents-laws-brokerages-policies-plans-other-and-publications>)
and-
laws- brokerages)
policies-Plans
other- and
documentsPublications
(<https://www.reco.on.ca/about/plans-and-publications>)

Good Morning Karlee

Thanks for your email, here are the answers of your inquiries.

1. Yes, Commission is 3.5% plus HST - no additional fees .
2. We trade and work all over Ontario, I have completed many real estate transactions in area such as Cornwall, Napanee, Thunderbay and Kenora, Windsor and Red Deer Lake, Ontario..... I sold also houses and lands in Parry Sound area and GTA of course
3. No
4. Yes, Commission rate of 3.5% is based on the final sale price.

if you have any further questions, please call me directly at 416-995-1300

Regards

Susan Palmer

On 10/09/2025 11:10 AM EDT Karlee Britton <kbritton@mckellar.ca> wrote:

Hi Susan,

Thank you for your proposal. Council reviewed it on October 7th and had a few questions:

1. They want to confirm the commission rate of 3.5% plus HST, no additional fees (i.e. expenses for an agent to travel north to show the property, or sub-contractor's expenses to show the property on your behalf).
2. What is your experience selling property in this area?
3. If the property is not sold, do we pay anything?
4. Is the commission rate based on the final sale price, or the initial list price.

Council will discuss again on October 21st.

Thank you,

Karlee Britton, Dipl.M.A.
Clerk/Administrator
Township of McKellar
701 Hwy 124, P.O. Box 69
McKellar, ON P0G 1C0
P: 705-389-2842 Ext:4
Email :Clerk@McKellar.ca



Township of McKellar

Report to Council

Prepared for: Mayor & Council

Department: Administration

Date: October 21, 2025

Report No: ADMIN-2025-19

Subject: Winter Maintenance on Unassumed Township Owned Roads - Summary of Professional Opinions (Legal and Insurance)

Recommendation:

Be It Resolved That the Council of the Corporation of the Township of McKellar does hereby receive Report ADMIN-2025-19 for information.

Background:

Since 2009, Council has passed yearly resolutions approving winter maintenance on certain unassumed Township-owned roads, with language stating Council has no obligation to continue the program. No By-laws have been passed for this maintenance.

Some roads are summer maintained by the Township (Brownley Road, Jones Road, West Road, McKowen Road), while others are maintained by private road groups/associations (Bay Drive, Deerfield Road, Stoney Road, Dockside Drive, Bruce Trail) without formal agreements.

Most of the aforementioned roads do not meet Township standards, raising concerns about the Township's ability to safely maintain them.

Council approved winter maintenance for 2025/2026 season only (Resolution 25-388), with feasibility review planned for Spring 2026. The Township requested opinions from its solicitor and insurance company.

Analysis:

Solicitor's Opinion (Russell, Christie, LLP.)

Legal Authority

- Township has the ability to stop winter maintenance on unassumed roads.
- No legal obligation to continue maintenance on unassumed roads.
- *Caveat:* Roads must be verified as truly unassumed through records review.

Liability Concerns

- Maintaining unassumed roads not built to proper standards creates liability exposure.
- Once Township maintains a road, it opens the door to negligence claims.
- Minimum Maintenance Standards cannot be used as defence for unopened road allowances.
- Standards exist to ensure maintenance can be conducted properly and safely.

Key Recommendations

- Municipalities should not maintain unassumed roads.
- Verify road status before changing maintenance activities.
- If private maintenance is permitted, require licence agreements with insurance and indemnification.
- Make future maintenance decisions well in advance to allow residents time to pursue road assumption applications.

Insurance Company Opinion (Intact Public Entities)

Liability Exposure

- Township may still have liability for municipally owned unassumed roads.
- If serious injury occurs, Township would likely be named in lawsuit.

Identified Risks

1. Staff and Equipment:

- Increased risk of harm to operations staff on substandard roads (narrow roads, obstructed sight lines, steep hills).
- Risk of damage to Township vehicles and equipment.

2. Public Safety:

- Dead-ends lack proper turnarounds requiring backing up or maneuvering.
- Dangerous for public, especially children who may not be seen by operators.

Operational Impact

- Additional work on unassumed roads may impact regular winter maintenance.
- Could lead to liability if normal operations don't meet Township standards or MMS.

Key Recommendations:

- Implement documented inspection and maintenance systems with records.
- Ensure MMS compliance with written proof.
- Install proper warning and regulatory signage per Ontario Traffic Manuals.
- Install turnarounds at all dead ends.
- Establish level of service standards for Class 6 roads.

Financial:

- Potential costs for vehicle/equipment damage on substandard roads.
- Liability exposure if regular maintenance operations are compromised.
- Costs for recommended improvements (signage, turnarounds, documentation systems).

Policies Affecting Proposal:

Legislation

- Municipal Act, 2001 (Sections 26, 34, 44)
- O. Reg. 239/02 - Minimum Maintenance Standards
- Occupier's Liability Act
- Negligence Act

Township Policies

- By-law 2022-24 (road standards and upgrade process)
- Resolution 23-315 (upgrade process)
- Resolution 25-388 (2025/2026 winter maintenance)

Standards

- Ontario Traffic Manuals
- TAC Geometric Design Guide for Canadian Roads

Conclusion:

Both the solicitor and insurance company identified significant liability concerns with winter maintenance on unassumed roads.

The solicitor confirmed the Township's legal authority to discontinue winter maintenance on unassumed roads, but emphasized verification of road status is essential. Maintaining substandard roads creates negligence claim exposure without MMS defence protection.

The insurance company outlined specific risks to staff, equipment, public safety, and regular operations. Key concerns include operator safety on substandard roads, public danger at dead-ends without turnarounds, and potential compromise of regular maintenance operations.

Both professionals recommend formal agreements with insurance provisions if maintenance continues, proper infrastructure improvements, and documented maintenance systems.

Council will consider these opinions when deciding on future winter maintenance in Spring 2026.

Respectfully submitted by:



Karlee Britton
Clerk/Administrator

Reviewed by:



Thomas Stoneman
Public Works Superintendent

Attachments: 1) Letter to K. Britton - 2025-09-11
 2) McKellar Township Road Review

Russell, Christie, LLP

Barristers & Solicitors

W.D. (Rusty) Russell, Q.C., (1925-2019)
Douglas S. Christie, B.A., LL.B. (Retired)
William S. Koughan, LL.B.

Edward B. Veldboom, MSc. Pl. LL.B.
Michael F. Sirdevan, B.A. (Hons), LL.B.
Jennifer E. Biggar, B.A. (Hons), J.D.

September 11, 2025

Please reply to: Jennifer E. Biggar, Ext. 224
Email: jbiggar@russellchristie.com

Sent by Email

The Corporation of the
Township of McKellar
701 Highway 124, P.O. Box 69
MCKELLAR, ON, P0G 1C0

Attention: Ms. Karlee Britton

Dear Karlee:

**Re: Township of McKellar – JEB General Matters
Winter Maintenance on Unassumed Township-Owned Roads
Our File No. 64-103-045**

You have asked us for an opinion on whether the Township has the ability to stop winter maintenance on unassumed Township-owned roads, or if the Township has the legal obligation to continue this maintenance.

Background

We understand that since 2009, Council has been passing yearly resolutions to approve winter maintenance on certain Township-owned roads which have not been assumed. The yearly resolutions include such wording as “Council is under no obligation to continue this program” and “there is no obligation on Council to convert a municipally owned seasonally maintained road to a year-round maintained road, nor is there any obligation on Council to assume presently ‘unassumed’ municipally owned roads”. You advised that by-laws approving winter maintenance have not been passed with respect to these roads.

We inquired about summer maintenance for these roads, and you informed us that some of them are also summer maintained by the Township (Brownley Road, Jones Road, West Road and McKowen Road), with others being summer maintained by organized private road groups/associations (Bay Drive, Deerfield Road, Stoney Road, Dockside Drive and Bruce Trail).

For the roads that are summer maintained by the Township you have advised that this is also an informal arrangement which would have been approved by a resolution in or around 2009. You’ve told us that no by-law has been passed regarding summer maintenance or assumption for these roads, nor

505 Memorial Ave., Box 158, Orillia, ON L3V 6J3

Tel: 705-325-1326, Fax: 705-327-1811

Website: www.russellchristie.com General Email: info@russellchristie.com

are yearly resolutions passed for the summer maintenance. The Township has just been continuing to summer maintain year after year.

For the roads that are summer maintained by road groups/associations, you have advised that agreements have not been entered into between the Township and these groups to permit this maintenance.

Finally, you've also advised that many of these roads which are being approved for winter maintenance each year are not up to the required standard for Township assumption, and that many are, in fact, in poor condition or are otherwise currently constructed such that there are concerns about the Township's ability to adequately and safely maintain the roads.

Overview

Questions about road assumption, maintenance, and a municipality's obligations relating to same are not necessarily straight-forward. To answer your question, we will start by setting out some basic concepts about assumed roads, as well as seasonal maintenance of roads, to ensure that there is a common understanding of these terms. Accordingly, we will address the following:

1. What is the difference between an unassumed and an assumed road?
2. What is a seasonally-maintained road?
3. Can a municipality stop maintenance activities on an unassumed road?
4. Approach to unassumed, Township-owned roads

Analysis

1. What is the Difference between an Unassumed and an Assumed Road?

It is important to ensure a common understanding of the relevant provisions of the *Municipal Act, 2001* (the "Act") relating to a municipality's jurisdiction over and responsibility for public highways.

According to section 26 of the Act, all of the following are highways unless they have been closed:

1. All highways that existed on December 31, 2002,
2. All highways established by by-law of a municipality on or after January 1, 2003,
3. All highways transferred to a municipality under the *Public Transportation and Highway Improvement Act*,
4. All road allowances made by the Crown surveyors that are located in municipalities, and
5. All road allowances, highways, streets and lanes shown on a registered plan of subdivision.

A municipality has jurisdiction over all highways over which it had jurisdiction on December 31, 2002, and all highways established by by-law of the municipality on or after January 1, 2003, and all highways transferred to the municipality under the Act, the *Public Transportation and Highway Improvement Act* or any other Act (section 28(1) of the Act). Further, a municipality has jurisdiction over all road allowances located in the municipality that were made by the Crown surveyors, and all road allowances, highways, streets and lanes shown on a registered plan of subdivision (section 28(2) of the Act).

Section 44(1) of the Act provides that the municipality that has jurisdiction over a public highway shall keep it in a state of repair that is reasonable in the circumstances, including the character and location of the highway. The "Minimum Maintenance Standards" for the reasonable repair of highways are set out in Ontario Regulation 239/02.

Section 44 of the Act does not apply, however, to a highway laid out or built by a person before January 1, 2003 unless it was assumed for public use by the municipality or it has been established by by-law. Further, section 44 will not apply to (1) an unopened road allowance made by Crown surveyors, or (2) a road allowance, highway, street or lane shown on a registered plan of subdivision, until the municipality has passed a by-law to assume the highway for public use.

Therefore, after January 1, 2003, public highways can only be assumed by a municipality by passing of a by-law. However, before this date, public highways could come into existence and be assumed through dedication of the land for highway purposes and acceptance/assumption of that highway by the local municipality. Dedication could arise through a legal transfer of the lands by the prior owner or through registration on a plan of subdivision, but it could also occur through the simple fact that the public used the lands for travel without any opposition by the owner. Similarly, acceptance and assumption by the municipality could be implied based upon the spending of public funds on the road or the conduct of regular maintenance demonstrating an intention to assume the road.

If a public highway has not been unassumed, the municipality does not have any maintenance obligations for the highway under section 44 of the Act. These unassumed roads are commonly referred to as “unopened road allowances”. (The municipality would still have obligations under the *Occupier’s Liability Act* associated with ownership of an unopened road allowance – at this point, we will not delve into those obligations).

2. What is a Seasonally-Maintained Road?

To provide context for your inquiry, we will also include an explanation of what constitutes a seasonally maintained road.

There are no sections in the *Municipal Act, 2001* which speak to or which specifically authorize the existence of seasonally maintained roads. However, many municipalities, especially in rural/northern areas of the Ontario, have these kinds of roads, which are roads which have been assumed for public use/maintenance (and which are therefore “open” roads) but for which the municipalities have made a policy decision to only maintain during a certain part of the year (usually the summer months).

Where a road is assumed, the starting point for any discussion of a municipality’s responsibilities for road maintenance is section 44 of the Act. Subsections (1)-(3) of this section provide as follows:

Maintenance

44 (1) *The municipality that has jurisdiction over a highway or bridge shall keep it in a state of repair that is reasonable in the circumstances, including the character and location of the highway or bridge. 2001, c. 25, s. 44 (1).*

Liability

(2) *A municipality that defaults in complying with subsection (1) is, subject to the Negligence Act, liable for all damages any person sustains because of the default. 2001, c. 25, s. 44 (2).*

Defence

(3) *Despite subsection (2), a municipality is not liable for failing to keep a highway or bridge in a reasonable state of repair if,*

(a) it did not know and could not reasonably have been expected to have known about the state of repair of the highway or bridge;

(b) it took reasonable steps to prevent the default from arising; or

(c) at the time the cause of action arose, minimum standards established under subsection (4) applied to the highway or bridge and to the alleged default and those standards have been met.

Generally, a municipality has an obligation to maintain any public highway that has been assumed for use, and if it fails to maintain such a road it could be liable for any damages suffered by a user of that road. That said, subsection 44(1) provides for a qualification on the obligation such that the level of maintenance must be “reasonable in the circumstances”, which circumstances include the “character and location of the highway”. In Ontario a number of Court of Appeal decisions rendered in the last 10 years or so have clearly indicated that relatively little or lightly used roads in rural areas can be (or are) subject to a differing (lower) standard than those found in urban areas and that are subject to higher traffic volumes.

Subsection 44(3) also introduces “exemptions” (full or partial depending on the circumstances) from liability even in cases where the condition of the road caused damage to persons or property. The cumulative impact of the qualification in subsection (1) and the wording of subsection (3)(b) is that there appears to be room for municipalities to make policy choices concerning the level of winter maintenance that will be provided to certain roads (i.e., seasonally maintained roads). At this point we are not aware of any caselaw where seasonally maintained road policies/by-laws have been raised as a defence and tested under subsection (3) in the Courts.

In deciding whether seasonal maintenance of a road may be appropriate, a municipality must consider the historical use and development of the road and the lands served by the road. In our opinion, a number of factors come into play when considering whether it is appropriate and suitable to provide only seasonal (i.e., non-winter) maintenance of an assumed road. The Municipality should consider:

- the presence of year-round residents on the road;
- the application of zoning restrictions and Official Plan policies concerning such roads and how they have changed/evolved over time;
- the issuance of building permits for seasonal dwellings versus non-seasonal dwellings;
- whether the construction of the road is suitable for winter travel and maintenance;
- past maintenance activities (which may have been reflective of the presence of year-round residents and/or prior zoning/OP policies); and
- the financial resources available for upgrades and maintenance.

If a municipality decides to adopt a policy of seasonally maintaining certain roads, it must determine the level of maintenance to be provided and the specific time period during which that maintenance will occur. These roads should be clearly signed at both ends, with signage indicating the maintenance period, and public notice should be provided to ensure transparency. The policy should be formalized through a by-law, and as previously noted, seasonally maintained road policies would apply to “assumed” roads under section 44 of the Act (albeit ones with a reduced level of service). Given the implications of such a policy, a comprehensive discussion of best practices and legal considerations related to seasonal road maintenance for assumed roads is essential prior to implementation. Involvement of the municipality’s insurer in establishing the policy will be crucial as well.

3. Can a municipality stop maintenance activities on an unassumed road?

As noted above, you have asked if a municipality can stop maintenance activities on an unassumed road. In other words, if a municipality has provided winter maintenance on an unassumed road, is it obliged to provide winter maintenance on an ongoing basis?

In our opinion, no such principle of law or express statutory provision requires this. Where a municipally-owned road is unassumed/unopened, nothing in the Act requires that a municipality perform future maintenance of the road.

The caveat to this opinion is that the road must be unassumed. If a by-law has been passed assuming the road for public use or maintenance, or if through prior acts of regular maintenance on the road prior to January 1, 2003 the municipality assumed the road, then a municipality may be obligated to continue winter maintenance once it has started. Ultimately, in those cases of assumed roads, the question will be whether winter maintenance is required to ensure that the municipality complies with its obligations under section 44.

With respect to the specific Township roads in question, and especially where the Township is currently providing summer maintenance, prior to changing any maintenance activities you should conduct a review of the Township's records to make sure that there has been no assumption of these roads. If it is discovered that there has been an assumption of the roads, then these roads would be subject to section 44 of the Act. If this is the case, then the Township would still have the ability to either close such a road, (which would close it to public travel under the authority of section 34 of the Act) or to make changes to the level of service that may be provided on the road (see our discussion of seasonally maintained roads above); however, the Township would need to be mindful of the duties established under section 44.

4. Approach to Unassumed Township-Owned Roads

Generally, if a road has not been assumed by a municipality for public use/maintenance, then in our opinion the municipality should not start regularly maintaining that road. If the municipality wishes to provide regular maintenance to an unassumed road, then that should be established once the road is assumed and "opened".

Prior to assuming a road, a municipality should assess whether the road has been constructed to the municipality's established standards for municipally-assumed roads. A professional assessment of the road will likely be required. If the road does not meet the required standards, then the municipality should follow its established policy for the upgrade of such roads. In this case, the Township has already enacted By-law 2022-24 which sets out minimum standards for roads and a process through which landowners may upgrade substandard roads prior to municipal assumption. It is recommended that this policy be applied consistently to ensure fairness and transparency.

We understand that the Township's insurer has advised that maintaining an unassumed road that is not constructed to the proper standard could result in liability to the Township. We generally agree. The standards for road construction exist to ensure that maintenance of the road can be properly and safely conducted. Once the Township takes steps to maintain a road, the Township opens the door to negligence claims should someone using the road suffer injuries or damage. If negligence on the part of the Township is demonstrated, then liability and damages would follow, and the Minimum Maintenance Standards could not be used as a defence as they do not apply to unopened road allowances.

Where there is an unassumed/unopened road allowance (not maintained by the municipality) which is used by private individuals for access to their property, those private landowners may wish to undertake their own maintenance of the road. As noted above, you've advised that this is occurring during the summer on some unassumed Township-owned roads, and that the private road groups/associations who perform this maintenance have not entered into an agreement with or formally obtained other written permission from the Township. However, this arrangement may expose the Township to liability, should any loss, injury or damage occur to a user of this road, as the Township remains the owner of the road. Our recommendation is that where private maintenance of a municipally-owned road is permitted, that the municipality enter into a licence agreement with the persons wishing to construct or maintain the road. Such an agreement should include requirements for insurance and indemnification

of the municipality. A possible alternative, where the unopened road is not required for any future municipal purpose, may be to dispose of the unopened road allowance to the landowner(s) abutting the road.

Turning back to the question of continued winter maintenance on the roads in question, as noted above, providing that the roads are unassumed, Council has the ability to decide that the Township will stop providing future winter maintenance of these roads. We understand that Council has already decided to provide winter maintenance for these roads for the 2025-2026 season, but it will be considering whether to continue this in future years. As the winter maintenance has been occurring for a number of years now, we recommend that a decision on future maintenance is made well in advance of the end date, so that affected residents have the opportunity to determine if they wish to pursue an application for the Township to assume the roads, in accordance with By-law 2022-24, or pursue a formal agreement with the Township to privately maintain the roads.

If you have any questions or concerns, please do not hesitate to contact me.

Yours very truly,

A handwritten signature in black ink, appearing to read "J E Biggar".

JENNIFER E. BIGGAR

Executed pursuant to the Electronic Commerce Act, 2000

JEB/

October 15, 2025



Township of McKellar

Road Reviews

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1 Introduction

The Township of McKellar (“Township”) requested Intact Public Entities (“IPE”) to review a selection of roads that are currently receiving winter maintenance by the Township or are under consideration for receiving winter maintenance by the Township. The roads are a combination of roads that do not meet engineering standards, seasonal (summer maintenance only) roads, and municipally owned unassumed roads.

The complete list of roads requested for review is provided below:

1. Fox Farm Road
2. Moffat Road
3. West Road
4. Deerfield Road
5. Bay Drive
6. Stoney Road
7. Bruce Trail
8. Dockside Drive
9. Braemar Boulevard
10. Brownley Road
11. Craigmore Drive
12. Jones Road
13. Lakeview Crescent
14. McKowen Road
15. Grey Owl Road (end)

IPE staff met with Township staff on September 3, 2025, and drove the above-noted roads to review road conditions.

The purpose of IPE’s review of the subject roads was to:

- Provide risk management advice to assist the Township with reducing risk and liability on the roads.
- Highlight potential risks and hazards observed on the roads and suggest improvements to mitigate risks and hazards.
- Provide information on the potential for increased liability from conducting winter maintenance on the sub-standard roads, seasonal roads and municipally owned unassumed roads.

2 Background

The Township of McKellar is a rural recreational municipality with a road network that includes many low-volume dead-end roads. Several of the roads reviewed service mostly waterfront properties – many of which are used only seasonally as cottages.

It is believed that many of the roads in question may have initially been constructed as private roads and were not designed and constructed to the Township's standards, or they are "Township-owned unassumed roads" within older registered plans of subdivision that were also never constructed to the Township's standards.

The Township has been receiving requests from property owners for the Township to take over winter maintenance of several roads where the Township does not typically do winter maintenance. The roads being requested are a combination of seasonally maintained roads, municipally owned unassumed roads, and/or private roads.

The Council of the Township recently agreed to provide winter maintenance on select seasonal and unassumed roads for the 2025/2026 winter season (as per Township Council Resolution 25-388). The resolution is clear that there is no obligation on Council to convert a seasonally maintained road to a year-round maintained road, and there is no obligation on Council to assume any municipally owned unassumed roads. Further, the resolution states that winter maintenance shall be provided for the 2025/2026 winter season only, and feasibility of continuing winter maintenance on these roads will be reviewed in the spring of 2026.

The Township is now seeking feedback from IPE to assist their decision making regarding future winter maintenance operations on the subject roads.

3 General Risk Management Considerations

3.1 Road Liability Background

Municipalities are responsible for maintaining their roads in a state of repair that is reasonable in the circumstances, including the character and location of the roads. This responsibility is rooted in section 44 of the *Municipal Act*, which is copied below for reference:

44 (1) The municipality that has jurisdiction over a highway or bridge shall keep it in a state of repair that is reasonable in the circumstances, including the character and location of the highway or bridge.

(2) A municipality that defaults in complying with subsection (1) is, subject to the Negligence Act, liable for all damages any person sustains because of the default.

(3) Despite subsection (2), a municipality is not liable for failing to keep a highway or bridge in a reasonable state of repair if,

(a) it did not know and could not reasonably have been expected to have known about the state of repair of the highway or bridge;

(b) it took reasonable steps to prevent the default from arising; or

(c) at the time the cause of action arose, minimum standards established under subsection (4) applied to the highway or bridge and to the alleged default and those standards have been met.

(4) The Minister of Transportation may make regulations establishing minimum standards of repair for highways and bridges or any class of them.

(5) The minimum standards may be general or specific in their application.

When determining what constitutes a reasonable state of repair, the most important factor is that municipalities have a duty to prevent or remedy conditions on their roads that create an unreasonable risk of harm for drivers exercising reasonable care.

In addition to maintaining roads in a reasonable state of repair, it is important that municipalities' roads are built to generally comply with applicable engineering standards and guidelines. Two of the main applicable engineering standards and guidelines are:

- Ontario Traffic Manuals – especially Books 5 (warning signs), 6 (regulatory signs) and 11 (pavement markings)
- Transportation Association of Canada's Geometric Design Guide for Canadian Roads (for road design, geometry, etc.)

In the event that a motor vehicle crash/collision occurs, or another type of road user (e.g., pedestrian or cyclist) is injured, on one of the Township's roads, then the injured party may potentially sue the Township claiming it was negligent in failing to maintain its road(s) in a reasonable state of repair.

The Township may be able to defend against such claims by ensuring the following:

- The Township has a documented system in place for inspection, repair and maintenance of its roads, and it can prove that it is following that system with records.
- The Township is complying with O. Reg. 239/02 Minimum Maintenance Standards for Municipal Highways (the "MMS") and can prove compliance with records/documentation.

- The Township's roads have warning regulatory traffic signs installed in accordance with Ontario Traffic Manuals.
- The Township's roads are built in general conformity with the TAC Geometric Design Guide.

3.2 Municipally Owned Unassumed Roads

The Township's duty to maintain its roads in a reasonable state of repair per s. 44(1) of the *Municipal Act* applies to highways under the jurisdiction of the municipality. Since several of the roads in this review are "municipally owned unassumed roads," it is a complex matter whether the s. 44(1) duty applies to these roads: it may depend on the legal status of the roadway, the historical facts, past by-laws and agreements, etc. For greater certainty, the Township may want to consider getting expert legal opinion on the matter.

Based on IPE's research, however, the Township may still have liability associated with the roads that are municipally owned unassumed roads. If a serious injury were to occur on one of these roads and the injured party decided to sue to recover damages, it is very likely that the Township would be named in that action.

Many of the Township's unassumed roads may have never been assumed due to the fact that they have never been built to the Township's acceptable standards. The responsibility to bring the road(s) up to the Township's standards may be the responsibility of the original subdivider of the lands and/or the owners of the lots. The Township may want to consider reviewing historical subdivision agreements or other historical planning documents to verify whether there were provisions for who's bears responsibility for completing/paying for road upgrades.

3.2 Risks for Winter Maintenance on Sub-Standard Roads

By undertaking winter maintenance on unassumed roads that are not up to the Township's standards, the Township may be exposing itself to potential risks and liabilities.

The Township's operations staff may be at an increased risk of harm while doing winter maintenance on substandard roads. For example, on a narrow road, a plow operator may not have sufficient space to pass an oncoming vehicle, resulting in the plow running off the road to avoid a collision. Operators may also be put an increased risk of harm due to collisions caused by obstructed sight lines from steep hills or sharp curves. These also pose risk of damage to the Township's vehicles and equipment.

Winter maintenance on sub-standard roads may also create risk of danger for members of the public. For example, there are many dead-ends without proper turnarounds for

snowplows or other equipment. In these locations, Township operators are required to either back up over long distances or maneuver the vehicle to turn around. These activities can be dangerous for members of the public (especially children) who may be in the area and may not be seen by the driver/operator.

Another consideration is that the Township's regular winter maintenance operations may be impacted by taking on the additional work on unassumed roads. For example, if a snowplow gets stuck or damaged while working on one of the sub-standard roads, then the Township's winter response elsewhere may be affected. This could potentially lead to liability exposure if the normal winter maintenance operations do not meet the Township's level of service or the MMS standards.

4 Road Review – General Observations

4.1 Traffic Signs

There was an overall lack of both warning signs and regulatory signs on most of the roads observed.

Proper signage is an important part of the Township's duty to warn road users of hazards and to regulate traffic movement and safety. If signs are missing, obstructed, faded, improperly installed or not compliant with the applicable Ontario Traffic Manual standards, then the Township may be found negligent in the event of a crash or collision.

4.1.1 Warning Signs

The Township should ensure that warning signs are installed in accordance with Ontario Traffic Manual Book 6 – Warning Signs ("OTM Book 6") to provide necessary warning of hazards.

The following list summarizes some of the hazards that were observed during the drive-through of the roads:

- Sharp turns, winding roads, reverse curves
- Narrow roadways
- Steep grades
- Minimal/obstructed sight distances
- Lack of intersection control
- Bumps
- Areas potentially subject to flooding

Relevant warning signs that can be installed to address these hazards include, but are not limited to, the following:

- Wa-1L – TURN
- Wa-2L – SHARP CURVE
- Wa-3L – CURVE
- Wa-4L – SHARP REVERSE CURVE
- Wa-5L – REVERSE CURVE
- Wa-7t – ADVISORY SPEED
- Wa-6L – WINDING ROAD
- Wa-8 – CHECKERBOARD
- Wa-9 – CHEVRON ALIGNMENT
- Wa-11/12/13/14/15 – INTERSECTION (uncontrolled)
- Wa-21 – STEEP HILL
- Wa-22 – BUMP
- Wa-22A – BUMP AHEAD
- Wa-24 – NARROW STRUCTURE
- Wa-28 – ROADWAY NARROWS
- Wa-31 – NO EXIT
- Wa-33L – OBJECT MARKER
- Wb-1 = STOP AHEAD
- Wb-1A – YIELD AHEAD
- Wb-3 – NEW
- Wb-6 – KEEP RIGHT

4.1.2 Regulatory Signs

Regulatory signs in accordance with Ontario Traffic Manual Book 5 – Regulatory Signs (“OTM Book 5”) should be installed where warranted.

There was a general lack of regulatory signs (STOP, YIELD, MAXIMUM SPEED, etc.) observed during the drive-through.

STOP signs (Ra-1) are not required at every intersection, however, there were some locations where STOP signs should be installed to mitigate risk and liability. These include locations where a local roadway intersects with a higher speed/volume roadway, such as Stoney Road and Highway 124.

It is important that all STOP signs are installed at the proper height and location per OTM Book 5.

There was a general lack MAXIMUM SPEED signs, as well as some private/non-standard speed limit signs installed in some locations. Only official MAXIMUM SPEED signs in accordance with OTM Book 5 should be installed.

The Township should consider establishing maximum speed limits for each of the roads that were reviewed. Given the characteristics of many of the roads (narrow, winding, hilly, etc.), speed limits less than the statutory speed limit of 50 km/h may be warranted in several locations. Speed limits other than the statutory speed limits prescribed in section 128 of the *Highway Traffic Act* must be established by municipal by-law.

Information on determining proper maximum speed zones is provided in the TAC Canadian Guidelines for Establishing Posted Speed Limits.

4.1.3 Signs to Identify Limits of Township's Winter Maintenance

The Township may want to consider installing new signs to alert road users of the limits of where the Township does not provide winter maintenance, as in some locations this was not clear. This is important information to for road users to know, especially given that the Township is a recreational community that may receive visitors not familiar with the area.

4.2 Road Design/Geometry

Municipal roadway geometric design should generally comply with the standards of the TAC Geometric Design Guide for Canadian Roads ("TAC Guide").

During the drive-through of the Township's roads, several potential geometric design deficiencies were observed, including but not limited to:

- Steep hills/grades
- Inadequate/limited sight distance
- Sharp curves
- Lack of turnaround facilities

4.2.1 Steep Hills/Grades

Steep hills and grades can be potentially hazardous to road users. For example, not being aware of steep hills in time could result in drivers (particularly truck drivers) beginning the descent too fast and losing control over their vehicles. Steep hills can also be hazardous in winter conditions where they may become slippery and challenging to ascend or descend. Steep hills can also result in reduced sight lines and inadequate stopping sight distance.

The Township established maximum grades of 11% for Class 6 Roads and 8% for Class 5 Roads within By-Law 2022-24.

The TAC Guide establishes maximum gradients in Table 3.3.1. For a rural, local, undivided roadway, the maximum grade is 7% for rolling topography and 11% for mountainous topography. The TAC Guide states that the values in Table 3.3.1 may be adjusted to suit local and economic conditions. However, the TAC Guide also states that “maximum values should only be exceeded after a careful assessment of safety, cost, property and environmental implications.”

Where feasible, the Township should endeavor to have roads reconstructed to bring steep grades into compliance with the maximums established in By-Law 2022-24. At a minimum, warning signs should be installed to warn about steep grades or other hazards created by the steep grades.

In situations where the Township determines that it is not feasible to reconstruct roads to bring slopes into compliance with its standards, it should clearly document the rationale for such non-compliance, be it financial constraints, inadequate property/road allowance, etc.

4.2.2 Inadequate/Limited Sight Distance

The ability to see ahead is of critical importance in the safe and efficient operation of a vehicle. Sufficient sight distance must be provided to allow drivers to stop or maneuver around obstacles on the roadway surface and make safe turns.

The TAC Guide specifies stopping sight distances which are directly linked to design speed. The Township establishes a design speed of 40 km/h for Class 6 Roads and 50 km/h for Class 5 Roads in By-Law 2022-24. For a design speed of 40 km/h, a stopping sight distance of 50 m is required, and for a design speed of 50 km/h, a stopping sight distance of 65 m is required.

There were several locations where sight distances appeared to be below the standards specified in the TAC Guide. Sight distances may be limited or obstructed in several ways:

- Vertical curves (hills)
- Horizontal curves (sharp bends)
- Vegetation – trees/bush or unmaintained roadside growth

The Township should review locations with limited sight distances and, where feasible, make improvements to increase sight distance. Improvements may include brushing/clearing vegetation, flattening hill crests or widening curves.

3.2.3 Sharp Curves

Table 3.2.3 of the TAC Guide specifies minimum radii for rural roadways as follows:

Design Speed (km/h)	Minimum Radius (m)
40	60
50	100

For locations where minimum radii are not provided based on the design speed, the Township should consider installing warning signage to warn drivers of the sharp curve.

3.2.4 Lack of Turnaround Facilities

Proper turnaround facilities ensure that large vehicles (such as snowplows, large trucks, etc.) have suitable space to turn around safely. This is especially important during winter maintenance, so a snowplow can effectively clear snow and get turned around efficiently and safely.

Many of the dead-end roads reviewed did not have proper turnaround facilities; they were either not present entirely or not properly sized. These can pose safety concerns for residents where large vehicles may be required to unsafely back up or maneuver to get turned around. It also creates operational challenges for Township staff for snow clearing.

The Township should endeavour to improve its turnaround facilities so that large vehicles and snowplows can safely maneuver at dead ends. Ontario Provincial Standard Drawing OPSPD 500.010 provides a standard for turning basins for terminated rural roadways that could be applied.

3.3 Cross-Section Elements

Municipal roadway cross-section elements should generally comply with the standards of the TAC Guide.

3.3.1 Narrow Road Width

Several roads were observed to have narrow widths for the travelled portion of the roadway. The TAC Guide recommends a minimum through lane width of 3.0 m for low volume rural roadways (Table 4.2.1); however, this width can be reduced down to a practical lower limit¹ of 2.7 m. The Township's By-law 2022-24 specifies a minimum surface width of 6 m.

¹ "practical limit" values represent the range of values beyond which practical function is severely lessened or eliminated. For example, cars are typically 2.2 m wide and trucks are less than 2.7 m wide. However, the presence of large mirrors and the drivers' need for shy way from adjacent objects and

OTM Book 6 includes warning signs (Wa-28, ROADWAY NARROWS) to warn traffic of a reduction in roadway width, preventing two vehicles from passing or meeting safely without reducing speed. Drivers need to be warned of narrowing roads to have time to reduce speed and make driver judgements necessary to avoid head-on collisions or driving off the side of the road. Per OTM Book 6, this sign must be used where the pavement² is reduced to a width of less than 5 m.

3.3.2 Encroachments and Object Hazards

Objects within and immediately adjacent to the pavement constitute a hazard to passing traffic. Due to the rocky geology within the Township, some rock outcrops near the roadside may potentially be hazardous to road users – including to Township snowplows and their operators.

OTM Book 6 specifies OBJECT MARKER signs to be installed to warn road users that they are approaching potentially hazardous objects near the roadway, so that they can adjust their path and reduce speed, if necessary, to avoid them. Book 6 requires OBJECT MARKER signs to be installed to mark all hazards on the shoulder or within 2 m of the edge of the roadway.

3.4 Class 6 Highways

Many of the Township's roads are likely classified as Class 6 Highways under *O. Reg. 239/02: Minimum Maintenance Standards for Municipal Highways* (the "MMS").

The MMS classifies highways based on speed limit and average daily traffic, and Class 6 Highways include the following:

Average Daily Traffic	71-80 km/h speed limit	61-70 km/h speed limit	51-60 km/h speed limit	41-50 km/h speed limit	1-40 km/h speed limit
200-499	-	-	-	-	Class 6
50-199	-	-	-	Class 6	Class 6
0-49	Class 6	Class 6	Class 6	Class 6	Class 6

The MMS regulation does not apply to Class 6 Highways. Therefore, in the event of a claim against the Township for a motor vehicle collision on one of the Township's Class 6 roads, the Township would not be able to use the MMS as a defence against such a claim. Rather, it would have to rely upon one of the two other statutory defences available to it under section 44(3) of the *Municipal Act*.

travelers even at lower speeds and volumes means that a lane width of less than 2.7 m substantially decreases the lane's functionality.

² "Pavement" is defined as that part of the roadway having a constructed hard surface for the facilitation of vehicular movement.

With respect to its Class 6 roads, the Township may want to consider the following:

- Determine average daily traffic on all roads (per section 1(3) of the MMS)
- Confirm/establish speed limits on all roads
- Document (on a map or in a table) road classifications per the MMS for all Township roads
- For all Class 6 roads, establish (by policy or by-law) a level of service standard.
For example:
 - *The level of service for Class 6 roads will be equivalent to the minimum maintenance standards for Class 5 roads, as set out in O. Reg. 239/02, as amended.*
 - Develop your own maintenance standard that you deem to be reasonable for Class 6 roads, which may be less than that for a Class 5 road. Align the Class 6 maintenance standard with those of the MMS (e.g., create standards for frequency of patrol, snow accumulation, etc.).

5 Road Review – Specific Observations

This section provides some specific observations that were observed during the drive-through of the roads.

5.2 Bruce Trail

The end of Bruce Trail has a very steep slope which may be potentially hazardous for all road users. Additionally, there are steep side slopes along the roadsides and no proper turnaround. It is expected that winter maintenance of this section of road would be extremely challenging and potentially risky.

5.3 Deerfield Road

Deerfield Road has a combination of steep slopes, sharp curves and steep roadside slopes. There was also a lack of proper turn-around facilities. It is anticipated that winter operations would be extremely challenging on this road.

5.4 West Road

West Road is a long winding road that services just two properties at the end. Since it runs through a heavily treed area, there were some locations where vegetation obstructed sightlines and some sharp curves. There were no warning signs or other signs.

5.5 Fox Farm Road

Township staff noted that there was a request to extend winter maintenance further down Fox Farm Road to Watkins Lane. One significant concern with this proposal is that there is a very steep drop on Fox Farm Road immediately south of Watkins Lane which severely restricts sight distance for motorists in this location. For example, if a snowplow was maneuvering to turn around at Fox Farm Road and Watkins Lane, a northbound motorist cresting the hill may not see the snowplow sufficiently soon enough to slow down or stop to avoid a collision. Due to the sight distance restrictions here, the Township may want to consider requiring northbound vehicles to stop at Watkins Lane, to prevent potential collisions.

6 Summary of Items of Consideration

1. Have a documented system for inspection, repair and maintenance of all roads, and be able to prove that system is followed with records.
2. Comply with the MMS as much as possible and be able to prove MMS compliance with written records.
3. Ensure the Township's roads have warning signs and regulatory signs installed in accordance with Ontario Traffic Manuals.
4. Endeavour to have all Township roads built in general conformity with the TAC Geometric Design Guide.
5. Consider getting expert legal opinion to confirm whether the Township has an obligation to maintain its unassumed roads.
6. Consider reviewing historical subdivision agreements or other historical planning documents to verify whether there were provisions for who's bears responsibility for completing/paying for road upgrades.
7. Install new signs to alert road users of locations where the Township does not do winter maintenance of roads.
8. Install turnarounds at all road dead ends to provide safe movement of large vehicles.
9. Determine average daily traffic on all roads (per section 1(3) of the MMS).
10. Confirm/establish speed limits on all roads.
11. For all Class 6 roads, establish (by policy or by-law) a level of service standard.



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Aquatic Environment Report

Manitouwabing Lake

October 1, 2025

Prepared by



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Executive Summary

Generations Effect, a social enterprise of the Georgian Bay Mnidoo Gamii Biosphere, has prepared this Aquatic Environment Report for the Township of McKellar and Manitouwabing Lake Community Association (MLCA) to provide residents and cottagers with one report summarizing water quality and fish community monitoring data for Manitouwabing Lake. In addition, the report provides recommendations for further monitoring as well as possible stewardship activities. The report is divided into three sections to reflect this purpose—water quality, fish communities, and recommendations.

Water Quality

Volunteers on Manitouwabing Lake participate in the Lake Partner Program (LPP) and the MLCA and McKellar Township initiated a benthic monitoring program in 2020 (Figure 1).

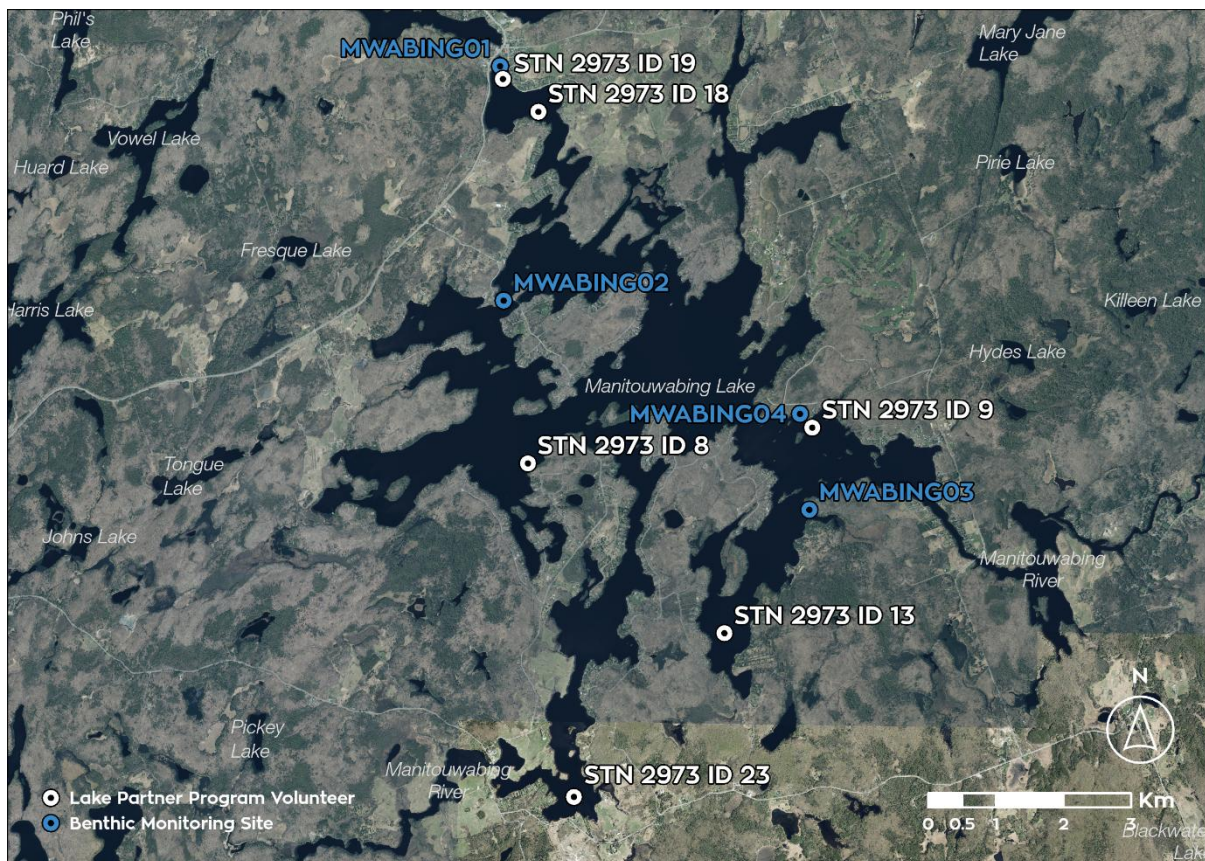


Figure 1. Active and recently active LPP and benthic monitoring sites on Manitouwabing Lake.

The LPP collects data about phosphorus, water clarity, calcium, and chloride from volunteers. The simple tests provide a strong basis for assessing the health of the ecosystem.

Monitoring total phosphorus (TP) is very important as phosphorus is the nutrient that controls plant growth (including algae) in lakes. Measuring TP year after year is necessary to detect long-term changes in water quality that may be due to impacts of shoreline development, climate change, and other stressors.

A high-level summary of current Manitouwabing Lake LPP results is presented in Table 1.

Table 1. Overview of Manitouwabing Lake LPP sampling results (Station 2973).

	Site ID 8	Site ID 9	Site ID 13	Site ID 18	Site ID 19	Site ID 23
Average TP	11.4 µg/L	13.3 µg/L	11.8 µg/L	10.2 µg/L	10.4 µg/L	11.4 µg/L
TP trend	No trend	No trend	No trend	No trend	No trend	No trend
Trophic status	Meso-trophic	Meso-trophic	Meso-trophic	Meso-trophic	Meso-trophic	Meso-trophic
Average Clarity	2.3 m	1.5 m	1.9 m	2.2 m	2.7 m	1.7 m
Average Calcium	3.9 mg/L	4.9 mg/L	3.1 mg/L	4.0 mg/L	3.9 mg/L	3.9 mg/L
Average Chloride	2.4 mg/L	0.7 mg/L	1.1 mg/L	7.0 mg/L	7.1 mg/L	2.0 mg/L

Note: TP is reported as an average for sites with three to five years of data or where there is no apparent trend. Trends are reported for sites with more than five years of data. Trophic status is described in terms of three broad categories—oligotrophic, mesotrophic, and eutrophic. TP concentrations between 10–20 µg/L indicate a mesotrophic or moderately enriched environment.

Volunteers with the MLCA also began monitoring water temperature and a variety of other parameters (e.g., dissolved oxygen, total dissolved solids, pH) in 2022. This additional monitoring, along with continued E. coli monitoring, is a joint effort by MLCA and the Township of McKellar and is overseen by a limnologist on the township's Lake Stewardship and Environmental Committee. These data can be viewed on [DataStream](#) and found on the [Township of McKellar website](#).

Benthic monitoring was initiated in 2020 at four locations throughout the lake following the Ontario Benthos Biomonitoring Network (OBBN) protocol. Benthic macroinvertebrates, or benthos, are small aquatic organisms (e.g., insects, crustaceans, worms) that spend all or part of their lifecycle living at the bottom of the lake. Some benthos can only be found in waterbodies with very good water quality, while others can tolerate poor water quality (Figure 2).

Benthic monitoring is a type of biological monitoring that uses an “effect-based approach” to provide information about how an ecosystem has responded to a stress. This complements water chemistry monitoring (e.g., TP, pH, dissolved oxygen) which looks at water quality from a “stressor-based approach”, providing information about an ecosystem’s exposure to stress. Together these approaches offer a more complete picture of aquatic ecosystem health (i.e., the lake’s exposure to stress and associated ecological response).

Site MWABING03 was discontinued in 2024 following the sale of the property on which sampling occurred. Sampling has continued at the remaining three sites. Currently, the benthic communities at each site are considered ‘typical’ when compared to other lakes in the region. This means that the benthic community in the lake is typical of what we would expect to find in this region.

A thorough review of existing water quality data for Manitouwabing Lake was conducted by aquatic scientist Bev Clark and published in 2018. The report indicates that TP concentrations throughout the lake are very similar among monitoring sites and between years. There is no clear evidence of increasing TP concentrations over time. The lake is at the lower end of the mesotrophic range (10–20 µg/L), meaning that it will share characteristics more like oligotrophic lakes. In addition, the lake is highly influenced by its watershed. This means that water in the lake will have water quality characteristics similar to the water coming in from the various sources, such as Manitouwabing River.

Highly pollution tolerant – most likely to be found in poor, fair, and good quality water



Chironomidae (Midge Larva)



Hirudinea (Leech)

Semi-pollution tolerant – most likely to be found in fair and good quality water



Anisoptera (Dragonfly Nymph)



Amphipoda (Scud)

Pollution sensitive – most likely to be found in good quality water



Ephemeroptera (Mayfly Nymph)



Trichoptera (Caddisfly Larva)

Figure 2. Benthic macroinvertebrates found in Manitouwabing Lake and their pollution sensitivities.

Fish Communities

Manitouwabing Lake is home to a variety of fish species. Table 2 provides a high-level overview of the fish communities in the lake.

Table 2. Summary of Manitouwabing Lake fish communities (see [link](#)).

Major fish species	Largemouth bass (introduced), smallmouth bass (introduced), walleye (introduced), black crappie (introduced), northern pike (introduced)
Other fish species	Lake whitefish, creek chub, brown bullhead, yellow perch, bluntnose minnow, eastern blacknose dace, cisco, pumpkinseed, rock bass, common carp, white sucker
Lake trout management	Not designated
Current stocking	None
Historic stocking	Walleye (1938, 1950–2010), smallmouth bass (1941, 1950–1966)
Contaminants (species tested)	Northern pike, walleye, black crappie

The most recent surveys conducted on Manitouwabing Lake were part of a Nearshore Community Index Netting (NSCIN) project undertaken in 2014 and 2015. Findings from the project suggest that the fish community of Manitouwabing Lake has changed significantly since the next most recent survey in 2004 (Figure 3). Since 2004, black crappie were illegally introduced to the lake and have become a major component of the fish community. Brown bullhead declined in abundance from the peak seen in 2004. Largemouth bass catch rates have increased steadily over the successive surveys, although they still comprise a small portion of the catch. Catch rates of the other species did not display any major changes. Based on the 2014–2015 NSCIN project, further walleye stocking is not advised by the Ministry of Natural Resources and the lake should instead be managed as a natural walleye lake.

Fish consumption advisories for Manitouwabing Lake are determined by the Ministry of Environment, Conservation and Parks. Fish are exposed to, and absorb, contaminants in the water in a variety of ways (e.g., consuming contaminated food) and pass those contaminants on to humans when consumed. In Manitouwabing Lake, mercury is the contaminant of concern. Table 3 summarizes the Manitouwabing Lake fish consumption advisories.

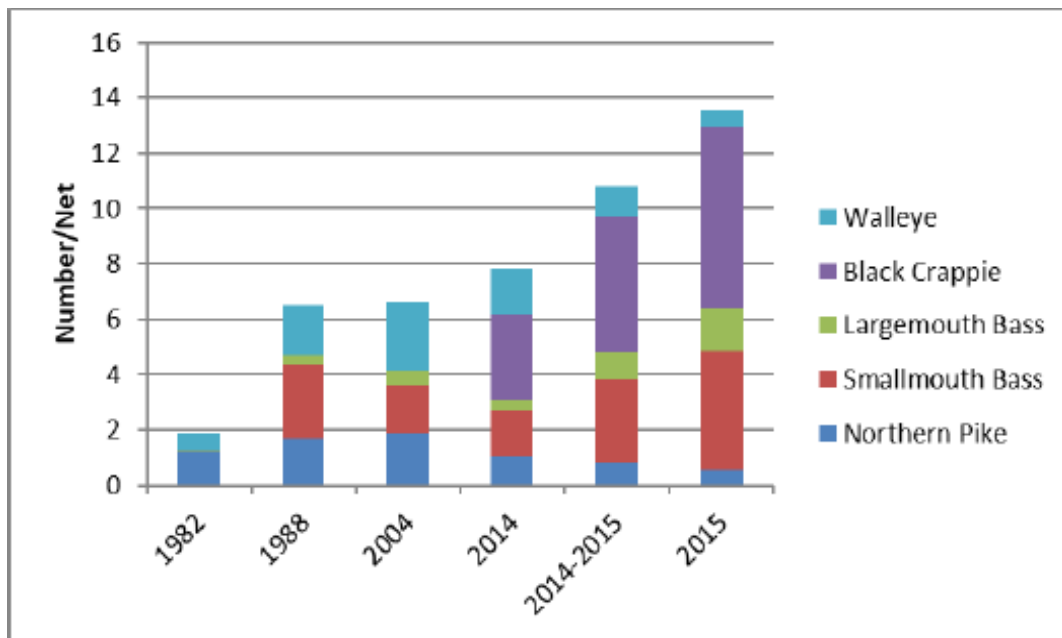


Figure 3. Catch rate (number/net) of major game fish species from 6' trap nets in Manitouwabing Lake, by year (Scholten, 2020).

Table 3. Fish consumption advisories for Manitouwabing Lake (see [link](#)).

Species	General Population	Sensitive Population*
Black crappie ¹	- max 32 meals/month of fish 20-25cm - max 12 meals/month of fish 25-30cm	- max 12 meals/month of fish 20-25cm - max 4 meals/month of fish 25-30cm
Northern pike ¹	- max 16 meals/month of fish 30-35cm, 35-40cm, and 40-45cm - max 12 meals/month of fish 45-50cm - max 8 meals/month of fish 50-55cm, 55-60cm, and 60-65cm - max 4 meals/month of fish 65-70cm, 70-75cm, and >75cm	- max 8 meals/month of fish 30-35cm and 35-40cm - max 4 meals/month of fish 40-45cm, 45-50cm, 50-55cm, and 55-60cm - no meals of fish >60cm
Walleye ¹	- max 8 meals/month of fish 25-30cm and 30-35cm - max 4 meals/month of fish 35-40cm, 40-45cm, and 45-50cm - max 2 meals/month of fish 50-55cm, 55-60cm, and 60-65cm - no meals of fish >65cm	- max 4 meals/month of fish 25-30cm - no meals of fish >30cm

* Women of child-bearing age and children under 15; ¹ Mercury

Recommendations

Based on results from LPP sampling, benthic monitoring, Clark's (2018) water quality report, and the most recent fish community survey, several recommendations are made in this report.

Water Quality

1. Continue annual LPP sampling at several sites. Preference should be given to sites that are spread throughout the lake and that have the longest datasets. Suggested sites are Station 2973, Site IDs 8, 9, 13, and 18.
2. Continue with annual benthic monitoring. With lakes in the region facing many threats (e.g., climate change, biodiversity loss, development, pollution), benthic communities act as a barometer of ecological change and impacts. Continuing to monitor the benthic community in Manitouwabing Lake will allow for trends to be tracked over time and the observation of any notable shifts (statistically significant changes) that would be cause for further investigation and potentially require remedial actions.
3. Continue with the additional water quality monitoring that was started on Manitouwabing Lake in the fall of 2022.
4. Should the MLCA wish to continue with bacteria monitoring, it should happen in the framework of a scientific investigation focused on testing specific hypotheses on potential sources of contamination through a focused sampling program. For example, recreational sites (e.g., beaches) could be considered for bacteria monitoring as per the province's [Beach Management Guidance Document](#).

Fish Communities

1. Anglers should make the switch to non-toxic tackle. Individuals can participate in the [MLCA supported "Let's Get the Lead Out Campaign"](#) by turning in their old lead tackle and receiving a voucher for the purchase of lead-free tackle products.
2. Anglers should familiarize themselves with [regulations](#) for the sale and possession of live bait in Ontario. Highlights include:
 - A valid fishing license is required to catch your own live baitfish, leeches, crayfish, and northern leopard frogs.
 - There are specific fish species that can and cannot be used as bait in Ontario (see permitted list of baitfish [here](#)).
 - Bait can only be caught in your home Bait Management Zone (BMZ) and cannot leave your BMZ.
 - Baitfish and leeches you catch cannot be sold unless you are a licensed dealer.

- If you fish outside your home BMZ, you must buy your baitfish and leeches locally, keep a receipt, and use or dispose of your bait within two weeks of the purchase date.
3. The app [MyCatch](#) by Angler's Atlas can be used by people fishing on the lake to log fishing trips and share fishing data confidentially with biologists.

Stewardship Activities

1. Encourage Manitouwabing Lake property owners to maintain and/or restore natural shorelines. GBB's [Life on the Bay Stewardship Guide](#) and [Planting for Pollinators](#) guide are helpful resources for property owners interested in native plants and naturalization. Native plants can be sourced from the MLCA [Native Plant Seedling Sale](#) and the annual GBB Native Plant Fundraiser (check the GBB [events page](#) in the spring).
2. Property owners interested in minimizing their ecological footprint can utilize GBB's [Life on the Bay Stewardship Guide](#).
3. There are many [citizen science programs](#) for interested cottagers and residents to get involved in (e.g., invasive species reporting, IceWatch, FrogWatch, Canadian Lakes Loon Survey).

1. Introduction

Manitouwabing Lake is situated within the Williams Treaty of 1923 and the Robinson-Huron Treaty of 1850 (Ministry of Indigenous Affairs, 2022) in the traditional territory of Wasauksing First Nation and Shawanaga First Nation (Figure 4).

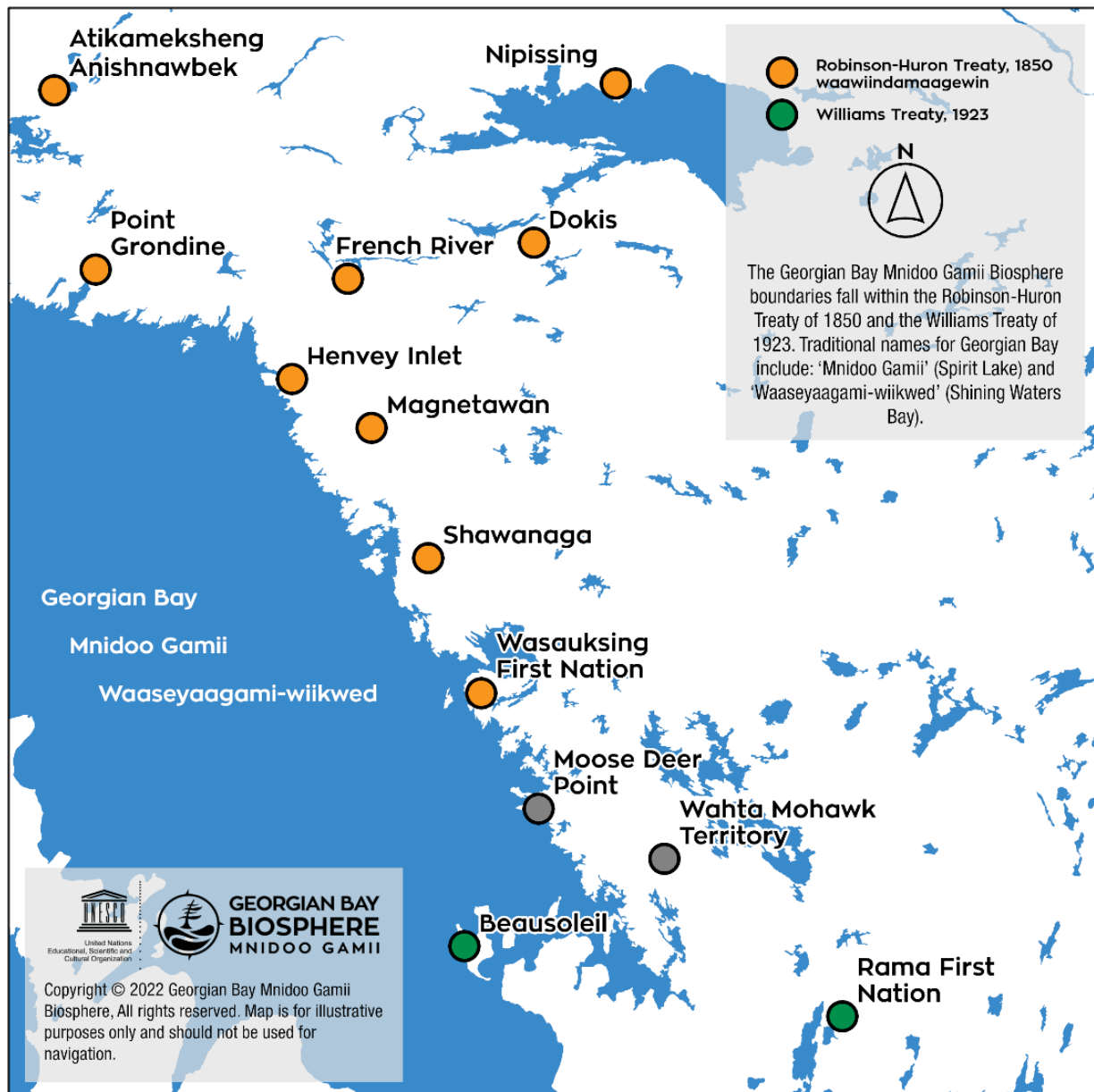


Figure 4. Signatories to the Robinson-Huron Treaty of 1850 and Williams Treaty of 1923.

Manitouwabing Lake is located almost entirely within the geographic and municipal township of McKellar (Figure 5). It is one of the largest lakes in the Parry Sound area, measuring roughly 1,200 hectares in size (Scholten, 2020). The lake collects water from a fairly large watershed through numerous inflows including the Manitouwabing River, and outflows at the south end of the lake (Clark, 2018). Lake water level is regulated by a dam located on the outflow at Hurdville which has raised the water by approximately 2.5 m from its natural level (Scholten, 2020). The dam is owned and operated by Parry Sound Generation Corporation for the purpose of hydroelectric power generation downstream at Parry Sound (McIntyre, 2005).

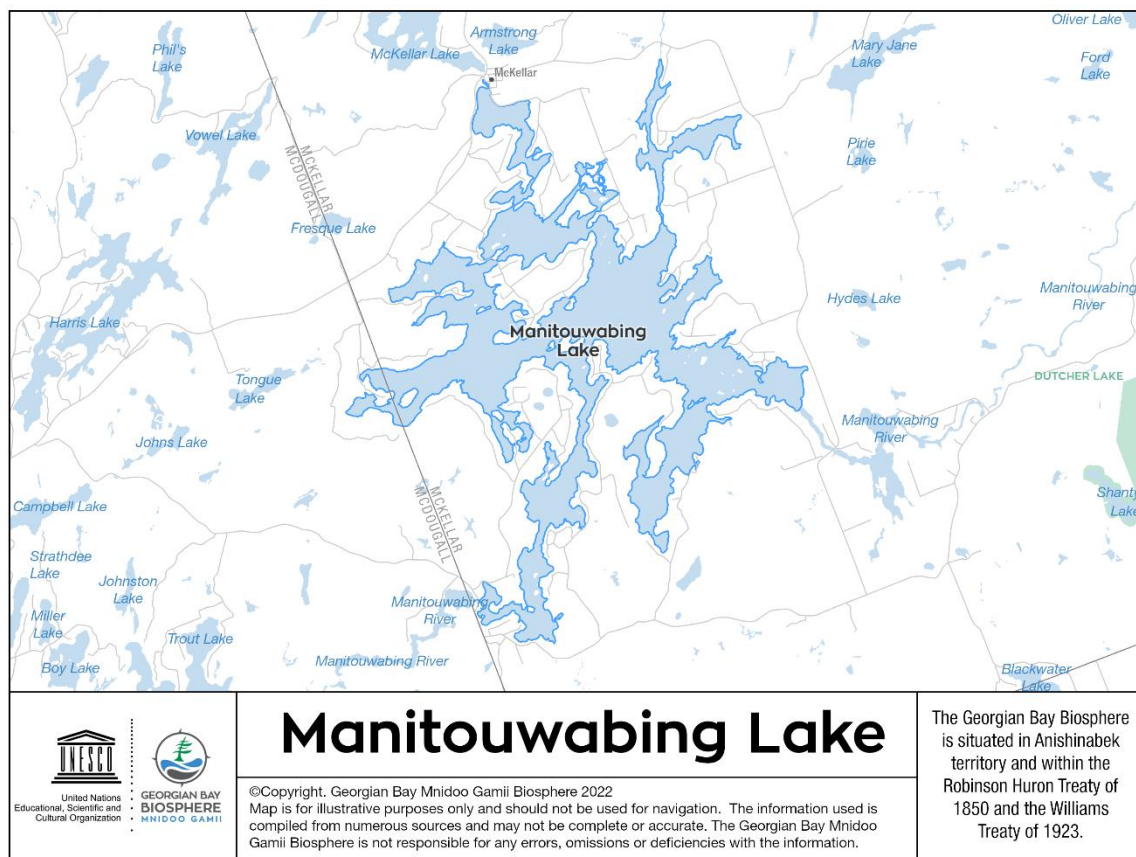


Figure 5. Manitouwabing Lake and surrounding area of McKellar.

The lake has a maximum depth of 33.6 m (110 ft), a mean depth of 5.6 m (18.4 ft) (McIntyre, 2005), and a flushing rate of 2.8 times per year (Clark, 2018). A diverse cool/warm water fish community is supported by the lake, dominated by northern pike, smallmouth and largemouth bass, black crappie, and walleye (Scholten, 2020).

Manitouwabing Lake is the site of six resorts and over 1,000 private residences (MLCA, 2019). Public access to the lake is possible from several boat launches as well as public docks.

2. Water Quality

2.1 Overview

Volunteers on Manitouwabing Lake participate in the Lake Partner Program (LPP) run by the Ministry of Environment, Conservation and Parks (MECP). All past and present LPP data for Manitouwabing Lake are available through the Lake Partner Program [open data website](#).

Volunteers also began monitoring water temperature and a variety of other parameters (e.g., dissolved oxygen, total dissolved solids, pH, E. coli) in 2022. This additional monitoring, along with continued E. coli monitoring, is a joint effort by MLCA and the Township of McKellar and is overseen by a limnologist on the township's Lake Stewardship and Environmental Committee. These data can be viewed on [DataStream](#) and found on the [Township of McKellar website](#).

Additionally, benthic monitoring is conducted at several sites on the lake (Figure 6).

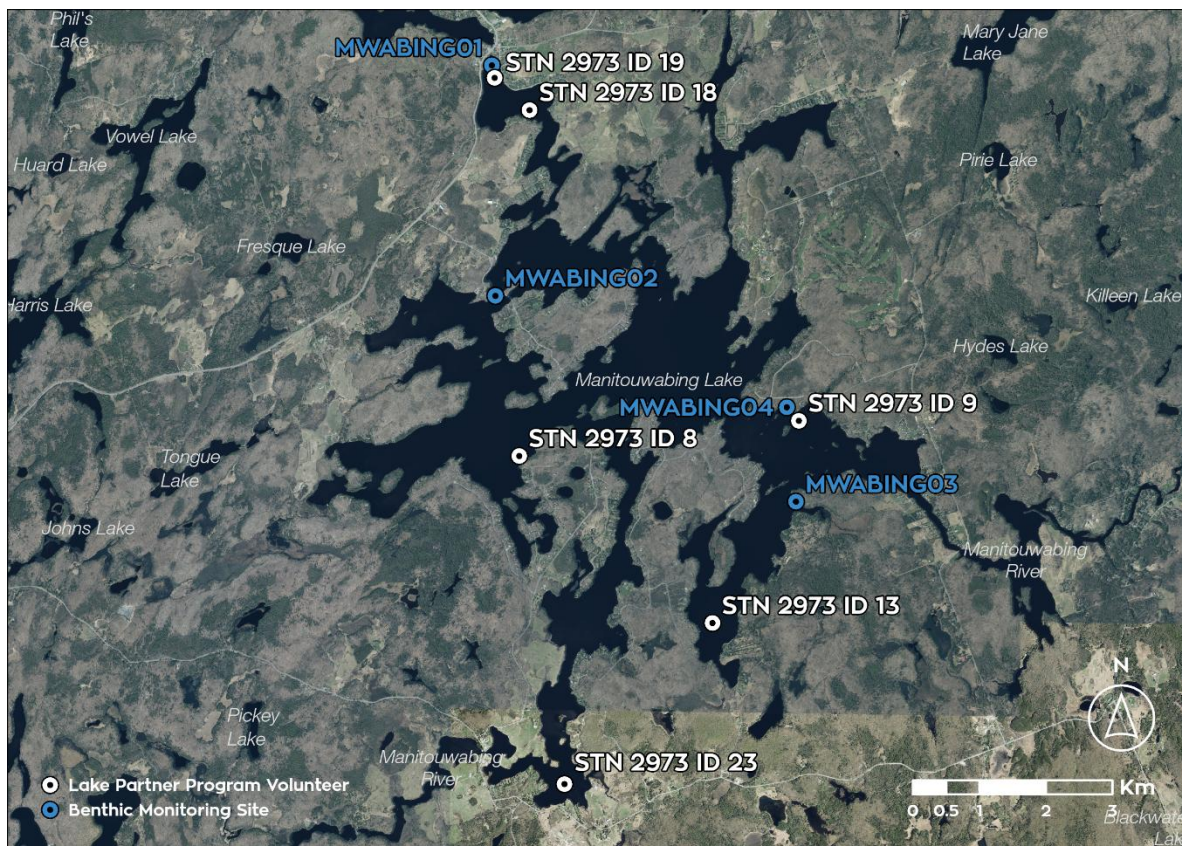


Figure 6. Active and recently active monitoring sites on Manitouwabing Lake.

2.2 Lake Partner Program

The [Lake Partner Program](#) (LPP) is an Ontario-wide, publicly funded, free program that collects data about phosphorus, water clarity, calcium, and chloride. The simple tests provide a strong basis for assessing the health of the ecosystem.

Monitoring TP is very important as phosphorus is the nutrient that controls plant growth (including algae) in lakes. Measuring TP year after year is necessary to detect long-term changes in water quality that may be due to impacts of shoreline development, climate change, and/or other stressors. Inland lakes require TP data to help assess background concentrations relative to present day concentrations. Data collected by volunteers are analyzed by the Dorset Environmental Science Centre (DESC) which makes all data [available online](#).

2.2.1 Methods

As a general rule, only one representative sampling location is required for each lake even in large convoluted lakes with multiple arms. In the event that there are compelling reasons to believe that water quality in different areas of the lake would be influenced differently by rivers or development, for example, or there are local observed differences or perceived problems, more sites might be recommended. Generally speaking, if the watershed influences are similar across a lake, the water quality will be similar as well.

Spring total phosphorus sampling (following [LPP protocols](#)) is sufficient for most locations in the region, as there are few areas that experience fall algal blooms. Additionally, Secchi disc water clarity measurements are taken each month at the same location as the TP samples. The black-and-white Secchi disc is lowered into the water until it is at the absolute limit of being visible. This depth is the Secchi depth of visibility, which is directly related to water clarity and can be used as a simple and effective monitoring tool for determining the effects of human activities on water clarity and, indirectly, on the nutrient content in the water.

The materials and instructions needed to take the water samples and conduct water clarity measurements are sent to volunteers by the province. Samples are returned (postage paid) to DESC for analysis and Secchi observation sheets are mailed to DESC in November.

2.2.2 Interpreting Results

Only data collected after the MECP took over coordination of the LPP (2002 to present) are shown in graphs and labelled on figures. Since 2002, LPP phosphorus samples have been analysed on a low-level phosphorus analyser that has increased the precision of results from $\pm 6 \mu\text{g}$ of phosphorus per litre to $\pm 0.7 \mu\text{g/L}$. Complete data for all historical and active sampling locations, including data collected prior to 2002, are available through the Lake Partner Program [open data website](#).

Water Clarity

In general, water clarity, as measured by Secchi depth, tends to be higher in open areas with good water circulation. Water clarity tends to diminish (smaller Secchi depth values) in enclosed bays, near wetlands or sources of organic material, and in lakes or areas that have higher nutrient levels either from natural or anthropogenic sources.

Secchi depth values should be compared over several years to assess whether there are water clarity trends for a particular area. Where more than one year of water clarity data exists for a sampling location, Secchi depth in metres is graphed and an average depth is given.

Calcium

Calcium is a nutrient that is required by all living organisms. Some organisms, including those that make up the lower food web, use calcium in the water to form their calcium-rich body coverings. The lower food web forms the foundation of a healthy food web. Prey fish and juvenile predatory fish (piscivores) rely on the lower food web as a main source of food for growth, and predators depend on plentiful prey for their growth. If the lower food web is in poor condition, in time higher levels of the food web will respond and reflect that condition. These organisms of the lower food web, like Daphnia, mollusks, clams, amphipods, and crayfish, are very sensitive to declining calcium levels.

Calcium concentrations have been shown to be decreasing in Canadian Shield lakes in response to depleted watershed stores of calcium caused by logging and decades of acid loading associated with acid rain. Combined with lower food availability and warmer temperatures predicted as part of a changing climate, this decrease represents an important stressor for many aquatic species.

Calcium concentrations should be considered over the long term to identify trends. Where more than one year of data exists for a sampling location, calcium concentration in mg/L is graphed.

Chloride

Chloride is a naturally occurring ion found dissolved in water. It can come from natural sources (e.g., weathering of rocks and soils) as well as human sources (e.g., road salt, water softener discharge, agricultural activities). Chloride is often measured as an indication of salinity, although other ions also affect salinity including calcium, magnesium, sodium, and others.

Lakes and rivers naturally contain low concentrations of chloride (generally <100 mg/L). Too much chloride can be toxic to freshwater plants and animals. The Canadian Council of Ministers of the Environment set the Canadian Water Quality Guidelines (CWQG) for the protection of aquatic life against effects of chronic exposure to chloride at a concentration of 120 mg/L.

A study by Sorichetti et al. (2022) found clear evidence of anthropogenic impact on chloride concentrations in Ontario inland lakes and that the primary source is runoff from de-icers and road salts. The authors state, “relatively higher and increasing historical chloride concentrations are measured in lakes that have winter-maintained roads or urban land use within their watersheds” (Sorichetti et al., 2022, p. 521). Most lakes examined in the study (79%) had chloride concentrations below 5 mg/L, 19.5% were between 5 and 40 mg/L, and 0.5% were above 40 mg/L (Sorichetti et al., 2022). These concentrations are well below the CWQG for the protection of aquatic life from exposure to chloride (120 mg/L). However, recent studies have shown that the CWQGs may not be protective of all taxa, “namely cladoceran zooplankton, particularly in low nutrient and soft-water lakes such as those on the Canadian Shield” (Sorichetti et al., 2022, p. 524).

Similar to calcium, chloride concentrations should be considered over the long term to identify trends. Where more than one year of data exists for a sampling location, chloride concentration in mg/L is graphed.

Total Phosphorus

As phosphorus is the nutrient that controls the growth of plants (e.g., algae) in the aquatic environment, TP concentrations are used to interpret nutrient status. The nutrient status of an aquatic environment is described in terms of three broad categories—oligotrophic, mesotrophic, and eutrophic (Figure 7).

- Oligotrophic or nutrient-poor = TP concentrations below 10 µg/L
- Mesotrophic or moderately enriched = TP concentrations between 10 and 20 µg/L
- Eutrophic or nutrient-rich = TP concentrations over 20 µg/L



Figure 7. Visual representation of how nutrient levels affect aquatic ecosystems (International Joint Commission).

The Interim Provincial Water Quality Objective (PWQO) for TP in lakes is 20 µg/L. This measure is intended to serve as a warning for, and to prevent, conditions that could result in the nuisance growth of algae. Results in this report are used to characterize trophic condition and assess TP trends (e.g., upward, downward). When interpreting data, the MECP cautions that although only three years of data are required to establish a reliable, long-term average to measure current nutrient status, a longer data set is required to examine trends. Some aquatic environments exhibit relatively large differences in TP between years, highlighting the need for long-term data collection to distinguish between natural variation and true anomalies.

Average TP is calculated for sampling locations with between three and five years of data, as well as, locations with five or more years of data for which there is no apparent trend. For sampling locations with five or more years of TP data and for which there is an apparent trend, a trend line is shown on the TP graph and average is not calculated. Visible outliers are removed for the purpose of determining whether a trend exists.

The LPP database (available [here](#)) contains TP data from over one thousand sampling locations across Ontario. Readers may find the database useful in

understanding how Manitouwabing Lake TP concentrations compare to other waterbodies across the province.

2.2.3 Results

All sites recently sampled on Manitouwabing Lake through the LPP have TP concentrations indicating mesotrophic conditions. This means the lake is moderately enriched with TP concentrations ranging from 10 to 20 µg/L.

Station 2973, Site ID 8	
• Description: West of Maplewood	• Average TP: 11.4 µg/L
• Data collector: LPP volunteer	• Average Secchi depth: 2.3 m
• Trophic status: mesotrophic	• Average calcium: 3.9 mg/L
• TP trend: no apparent trend	• Average chloride: 2.4 mg/L

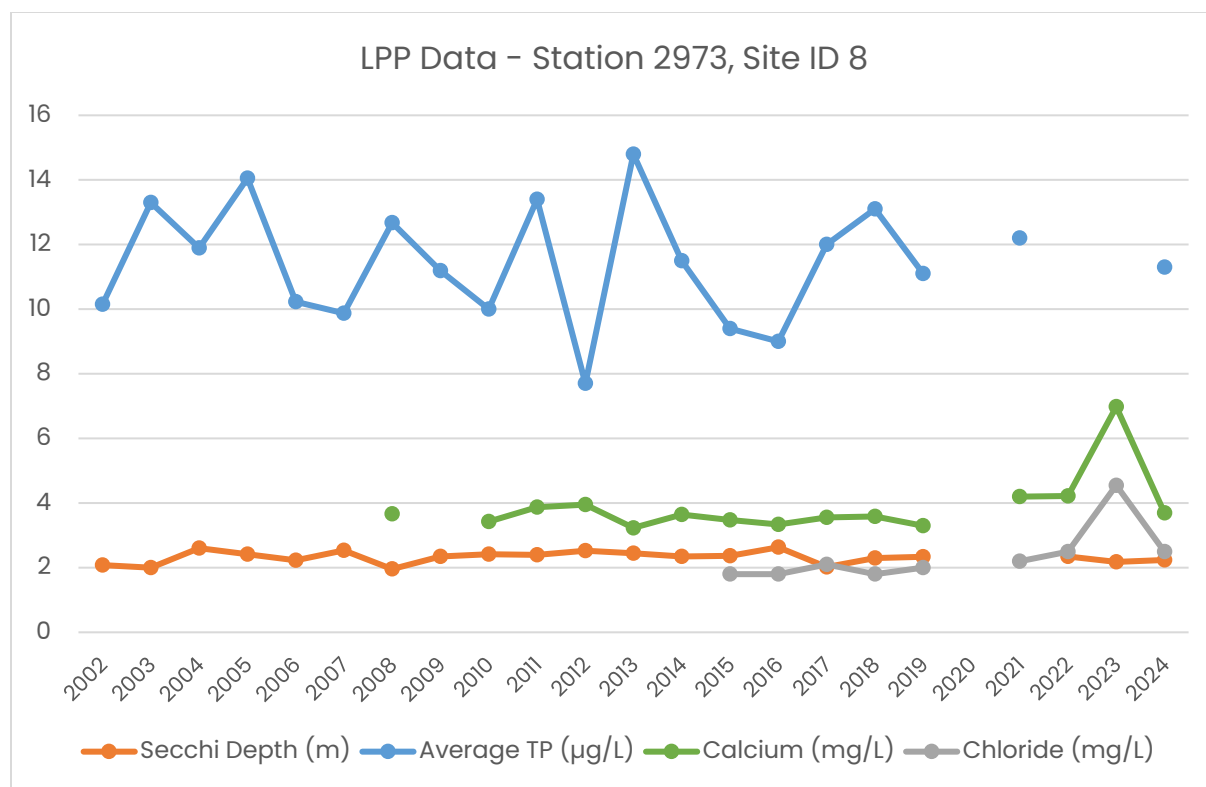


Figure 8. Lake Partner Program data for water clarity, calcium, chloride, and total phosphorus at Station 2973, Site 8. Note: TP data for 2022 and 2023 are considered outliers and are not shown on the graph.

Station 2973, Site ID 9	
• Description: E of Longhorn, Hardle's Cr	• Average TP: 13.3 µg/L
• Data collector: LPP volunteer	• Average Secchi depth: 1.5 m
• Trophic status: mesotrophic	• Average calcium: 4.9 mg/L
• TP trend: n/a	• Average chloride: 0.7 mg/L

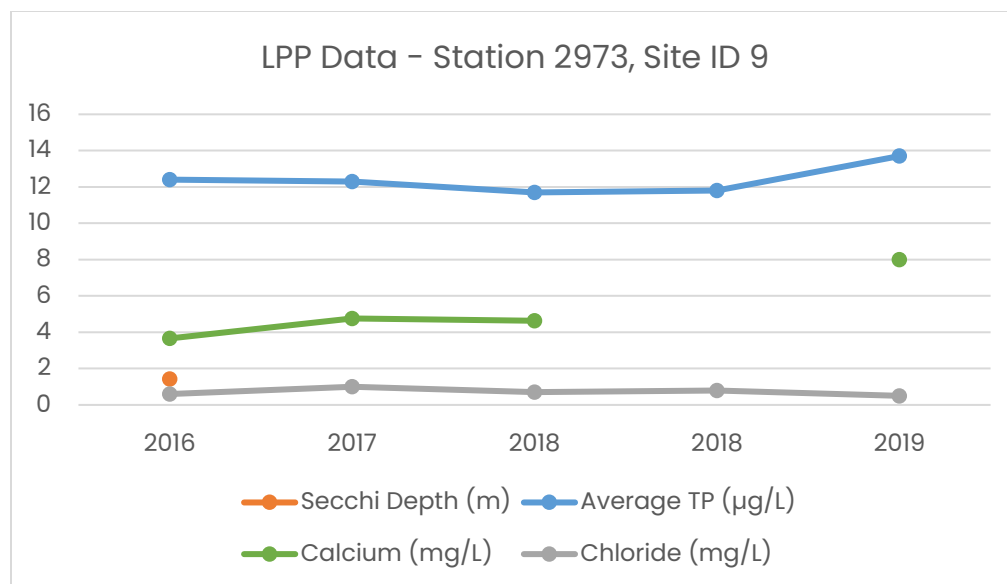


Figure 9. Lake Partner Program data for water clarity, calcium, chloride, and total phosphorus at Station 2973, Site 9. Note: two TP and chloride data points are given in the LPP database for 2018.

Station 2973, Site ID 13	
• Description: Jones Bay	• Average TP: 11.8 µg/L
• Data collector: LPP volunteer	• Average Secchi depth: 1.9 m
• Trophic status: mesotrophic	• Average calcium: 3.1 mg/L
• TP trend: no apparent trend	• Average chloride: 1.1 mg/L

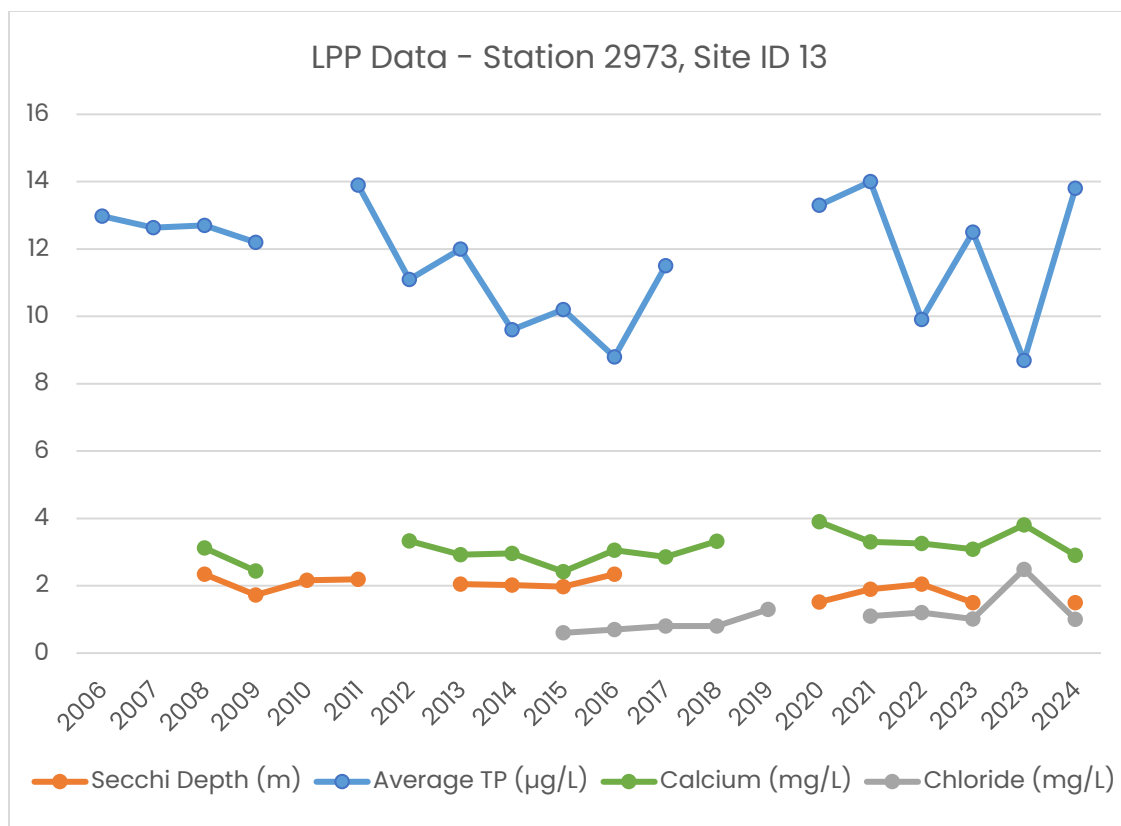


Figure 10. Lake Partner Program data for water clarity, calcium, chloride, and total phosphorus at Station 2973, Site 13. Note: two TP, calcium, and chloride data points are given in the LPP database for 2023.

Station 2973, Site ID 18	
• Description: McKellar Bay	• Average TP: 10.2 µg/L
• Data collector: LPP volunteer	• Average Secchi depth: 2.6 m
• Trophic status: mesotrophic	• Average calcium: 4.0 mg/L
• TP trend: no apparent trend	• Average chloride: 7.0 mg/L

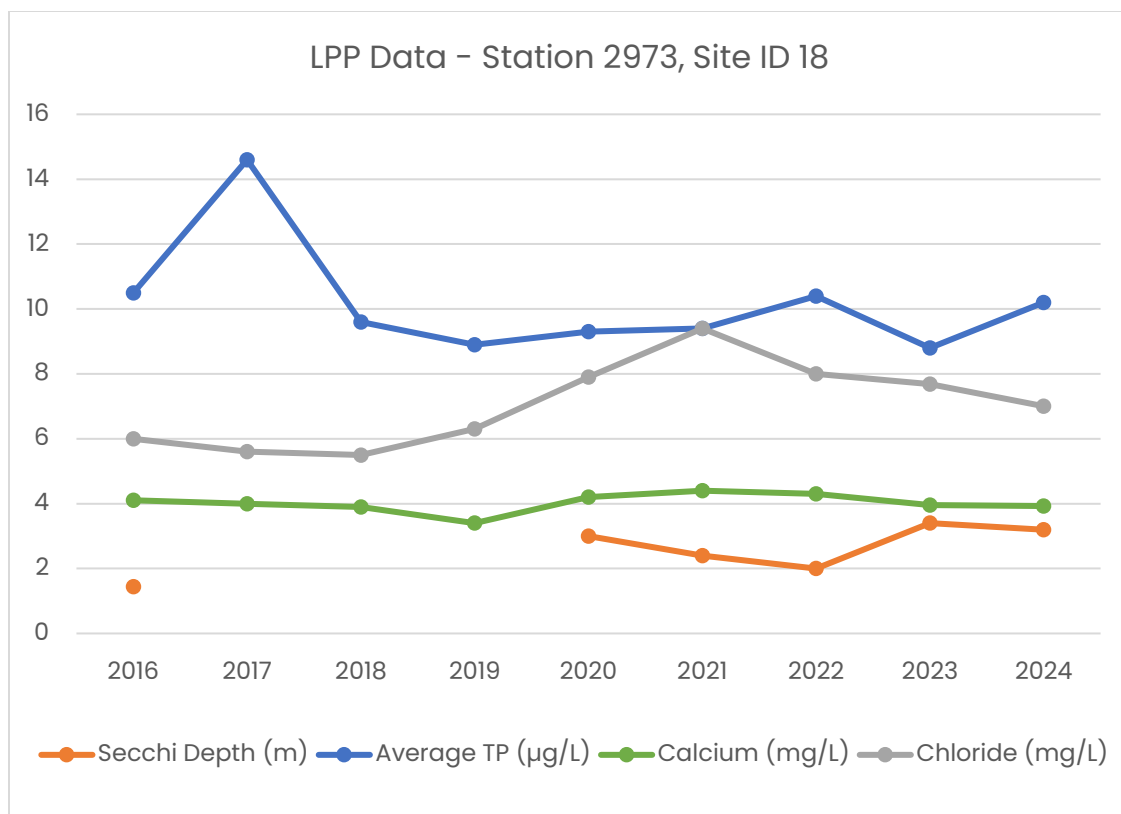


Figure 11. Lake Partner Program data for water clarity, calcium, chloride, and total phosphorus at Station 2973, Site 18.

Station 2973, Site ID 19	
• Description: McKellar Bay, near dock	• Average TP: 10.4 µg/L
• Data collector: LPP volunteer	• Average Secchi depth: 2.7 m
• Trophic status: mesotrophic	• Average calcium: 3.9 mg/L
• TP trend: no apparent trend	• Average chloride: 7.1 mg/L

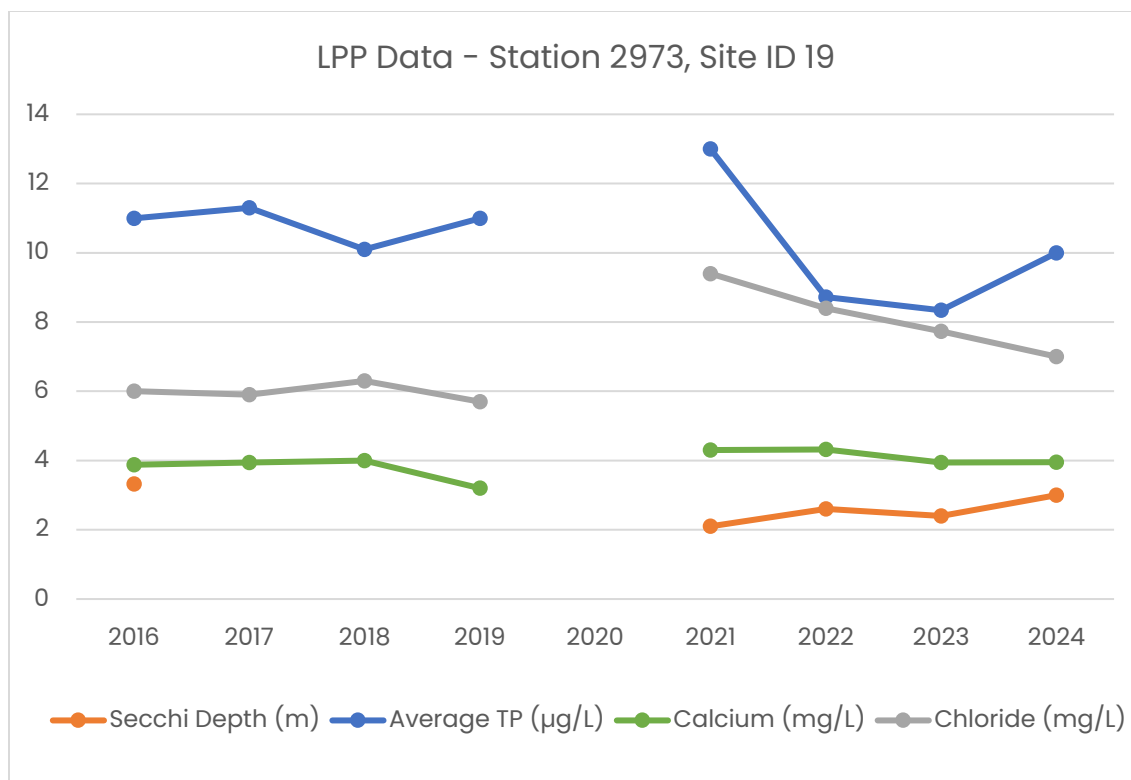


Figure 12. Lake Partner Program data for water clarity, calcium, chloride, and total phosphorus at Station 2973, Site 19.

Station 2973, Site ID 23	
• Description: East of Hurdville	• Average TP: 11.4 µg/L
• Data collector: LPP volunteer	• Average Secchi depth: 1.7 m
• Trophic status: mesotrophic	• Average calcium: 3.9 mg/L
• TP trend: no apparent trend	• Average chloride: 2.0 mg/L

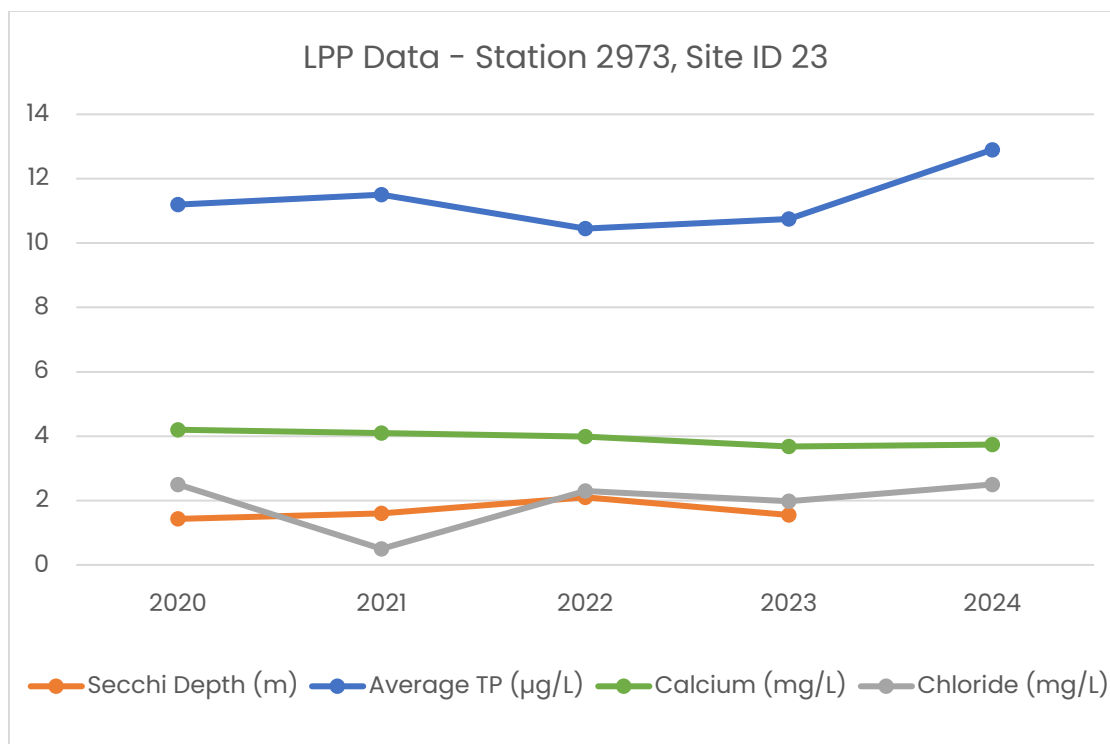


Figure 13. Lake Partner Program data for water clarity, calcium, chloride, and total phosphorus at Station 2973, Site 23.

2.2.4 Recommendations

Continue LPP sampling annually. Prioritize locations that have a long, continuous history of sampling or areas with notable water quality concerns. Suggested sites are Station 2973, Site IDs 8, 9, 13, and 18.

Continue with the additional water quality monitoring that was started on Manitouwabing Lake in the fall of 2022.

2.2 Benthic Monitoring

Different types of water quality monitoring provide environmental managers with complementary information. Most people are familiar with the idea of looking at water quality from a “stressor-based approach”. This includes monitoring water chemistry parameters like pH, dissolved oxygen, total phosphorus, and others. Stressor-based monitoring approaches provide important information about an ecosystem’s exposure to stress, but they leave unanswered questions about the significance (or effect) of that stress.

Biological monitoring (e.g., benthic monitoring) uses an “effect-based approach” to provide information about how ecosystems have responded to a stress, for example

by looking at fish communities or benthic macroinvertebrates. However, effect-based approaches leave unanswered questions about what stresses are being responded to. Therefore, these approaches (chemical and biological monitoring) are complementary and together provide a more complete picture of aquatic ecosystem health (i.e., the lake's exposure to stress and associated ecological response).

For example, volunteers on Manitouwabing Lake monitor phosphorus levels which provide a measure of exposure to stress (e.g., impacts from humans, climate change, invasive species). These measures could be phosphorus levels going up, going down, or staying the same. But what is the impact from these trends on the ecosystem? By adding benthic monitoring, we can start to see if and how the ecosystem is reacting to a stressor.

Over the last three decades, the use of biological monitoring in Ontario has increased dramatically. Researchers, water managers, and the larger scientific community are recognizing the ability of biological monitoring to reflect the impacts of stressors on aquatic ecosystems including the effects of non-point-source and episodic pollution, habitat changes, and the cumulative effects of multiple stressors.

Accordingly, the use of biotic changes to evaluate ecosystem condition and water management performance has grown in relevance and legitimacy – to the point that legal and regulatory frameworks in many countries now require information on biological condition. Ontario's Water Resources Act (R.S.O 1990, C. 040) and Environmental Protection Act (R.S.O. 1990, C. E19), for example, define impairment and adverse impact in clearly biological terms.

Benthic macroinvertebrates (or benthos) are small aquatic organisms (including insects, crustaceans, worms, and mollusks). The term benthic macroinvertebrate can be broken down to better understand the nature of these organisms. Benthic macroinvertebrates spend all or part of their life cycle living at the bottom of the lake (benthic), they are quite small but can generally still be seen with the naked eye (macro), and they lack a backbone (invertebrate).

These animals are well suited as indicators of water and sediment quality as they spend most or all of their lives (1–3 years) in constant contact with the benthic environment in a specific area. Furthermore, they are relatively easy and inexpensive to sample, and have varying tolerances to disturbances and pollution.

A healthy lake will support high richness (the number of species) and abundance (the number of individuals). If a lake has low species richness and mainly pollution-tolerant species, the lake could be impaired. Figure 14 highlights common taxa found in lakes throughout the Parry Sound-Muskoka District, including Manitouwabing Lake, and their varying pollution tolerances.

Highly pollution tolerant - most likely to be found in poor, fair, and good quality water



Chironomidae (Midge Larva)



Hirudinea (Leech)

Semi-pollution tolerant - most likely to be found in fair and good quality water



Anisoptera (Dragonfly Nymph)



Amphipoda (Scud)

Pollution sensitive - most likely to be found in good quality water



Ephemeroptera (Mayfly Nymph)



Trichoptera (Caddisfly Larva)

Figure 14. Benthic macroinvertebrates found in Manitouwabing Lake and their pollution sensitivities.

It is important to note that an aquatic ecosystem with pollution tolerant species is not necessarily a cause for concern. If pollution sensitive species are also present in the same area, this indicates that the water quality must be good enough for the pollution sensitive species to thrive, along with those that are less sensitive. When an aquatic ecosystem hosts pollution tolerant species with no evidence of pollution sensitive species, this could indicate a need for further investigation into potential water quality issues.

Changes in the benthic community of a lake (e.g., changes in the types of organisms, abundance) can indicate changes in the lake ecosystem (e.g., improvements in water quality, habitat alteration, introduction of invasive species).

Benthic macroinvertebrates are also an important part of the food web of a lake. Many benthic macroinvertebrates are critical food sources for a variety of fish species, while others play a key role in decomposing organic matter.

The objectives of the Manitouwabing Lake benthic monitoring program are to:

- Determine the ecological condition of Manitouwabing Lake and compare it;
- Compare Manitouwabing Lake to similar lakes in the Parry Sound-Muskoka District; and
- Compare sites within Manitouwabing Lake.

2.2.1 Methods

Certified Generations Effect staff oversee benthic macroinvertebrate sampling using the standardized Ontario Benthos Biomonitoring Network (OBBN) [protocol](#) for lakes. For each of the three sites monitored annually, three shallow, nearshore areas representative of the lake are selected as test sites (referred to as “lake segments” in the protocol) and sampled using the travelling-kick-and-sweep method. The individual doing the sampling disturbs the bottom of the lake in transects from 1 m depth to the water’s edge for approximately 10 minutes. Using a net, the dislodged material is collected and placed in a bucket. These samples are then processed to count and identify the different types of benthos in the sample (video available [here](#)). There are 27 different groups of benthos that are searched for, ranging in sensitivity to water pollutants and water quality.

2.2.2 Interpreting Results

Manitouwabing Lake has had benthic macroinvertebrate sampling conducted each year since 2020. The objective of the benthic monitoring is to characterize the average benthic community of the lake and compare it to lakes in the Parry Sound-

Muskoka District to determine whether the benthic community in Manitouwabing Lake is considered typical of what would be expected for a lake in this region.

The District Municipality of Muskoka has been working with lake associations to conduct benthic monitoring throughout the district since 2004. This rich Muskoka dataset, combined with additional benthic data for lakes in south-central Ontario from the DESC and from Jones et al. (2007), provides the basis needed for regional comparisons among lakes.

As detailed in the [2018 Muskoka Watershed Report Card Background Report](#), the Muskoka Watershed Council (MWC) reports on lake benthic communities in terms of the percentage of pollution-sensitive taxa found. Specifically, the pollution-sensitive taxa include larval mayflies (*Ephemeroptera*), dragonflies and damselflies (*Odonata*), and caddisflies (*Trichoptera*), collectively referred to as EOT. These taxa are very sensitive to pollution and habitat alterations, meaning that their numbers will be highest in healthy lakes and lowest in unhealthy or disturbed lakes. The average %EOT for a lake is compared to the normal range for %EOT in lakes in the region. In other words, this monitoring seeks to answer the question, does the %EOT for the lake of interest fall within the normal range of what would be expected for a lake in the region?

The normal range for %EOT in lakes in the region was determined by MWC for the Muskoka Watershed Report Card by “randomly selecting one data point from each lake sampled between 2012 and 2017 and characterizing the distribution of values observed among these lakes” (MWC, 2018, p. 46). The resulting range of %EOT values is shown in Figure 15 and is used for analysis in this report.

Following the methodology used by MWC (2018), the average %EOT was calculated for each of the three sampling locations using data collected between 2019 and 2023. The average %EOT for each site was then compared to the normal range (Figure 15) to determine whether the lake is considered typical, atypical, or extremely atypical. These categories are defined by MWC (2018) as follows:

- **Typical:** %EOT is between the 10th and 90th percentile. These lakes resemble the majority of lakes in the region, and therefore are comprised of typical percentages of EOT species.
- **Atypical:** %EOT is between either the 5th and 10th percentile or the 90th and 95th percentile. These lakes are outside of the normal range of the majority of lakes in

the region. The percentages of EOT species may be slightly higher or lower compared to the majority of lakes in the region.

- **Extremely Atypical:** %EOT is less than the 5th percentile or greater than the 95th percentile. These lakes do not represent the majority of lakes in the region in terms of the percentages of EOT species. These lakes may have very high or very low percentages of EOT species compared to the majority of lakes in the region.

If a lake is considered atypical or extremely atypical, additional monitoring may be necessary to try to understand potential causes and/or contributing factors.

Typical Range of EOT values, 113 Random Lakes

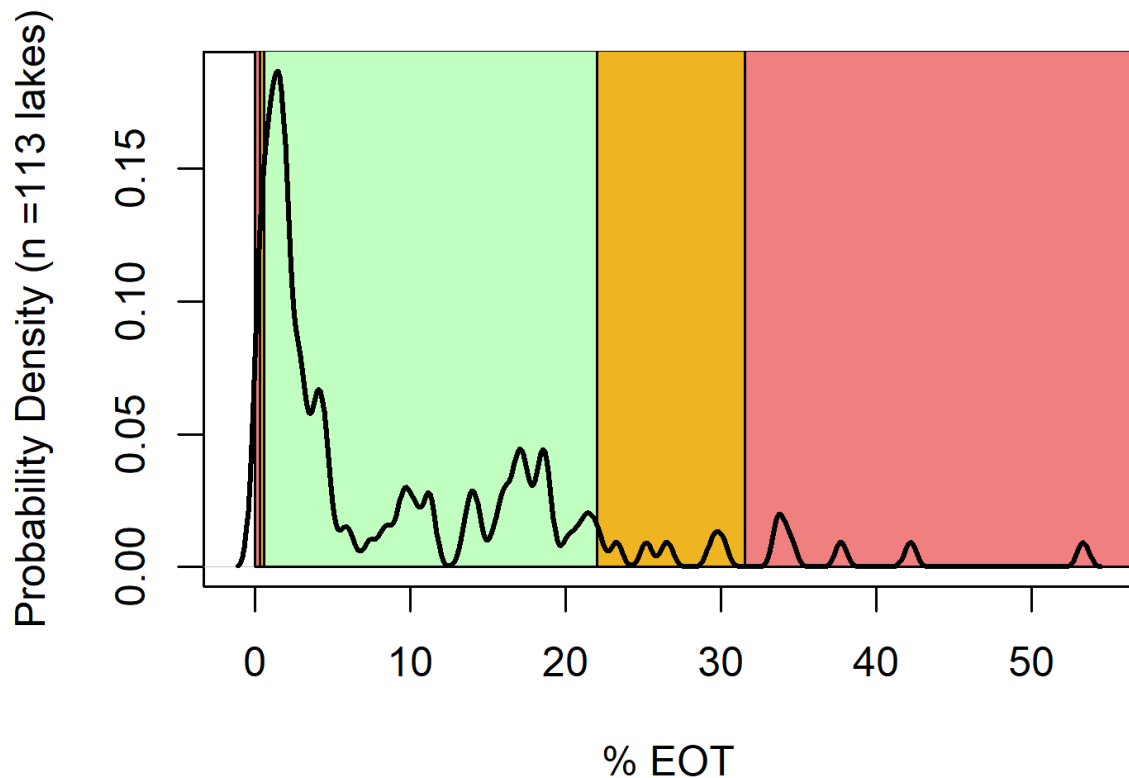


Figure 15. Range of %EOT values of sampled lakes in the region from 2012 to 2017. Typical is shown in green which is between the 10th and 90th percentile (%EOT between 0.55 and 20.99). Atypical is shown in orange which is between the 5th and 10th percentile (%EOT between 0.3 and 0.54) and 90th and 95th percentile (%EOT between 22.1 and 28.01). Extremely atypical is shown in red which is less than the 5th percentile (%EOT less than 0.29) or greater than the 95th percentile (%EOT greater than 31.5).

2.2.3 Results

Three sites (three lake segments each) were sampled in Manitouwabing Lake from 2020–2025 (MWABING01, MWABING02, MWABING04) (Figure 16). One site, MWABING03, was sampled from 2020–2023. This site will not be sampled going forward. Raw data is available upon request, please contact Katrina Krievins at kkrievins@generationseffect.com.

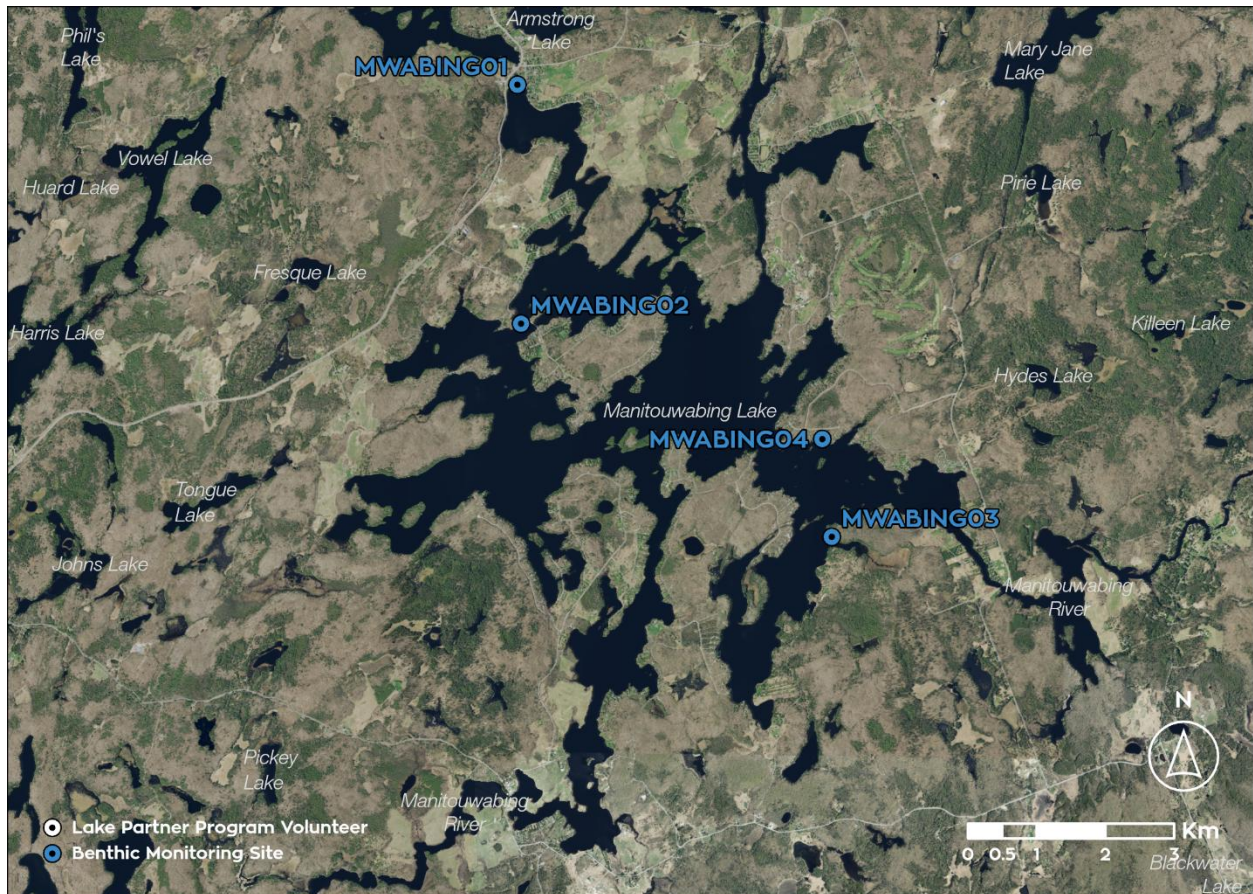


Figure 16. Benthic sampling locations on Manitouwabing Lake.

Site 1 – Manitouwabing Lake

As shown in Figure 17, the %EOT for site 1 on Manitouwabing Lake falls within the normal range of what is expected for lakes in the region.

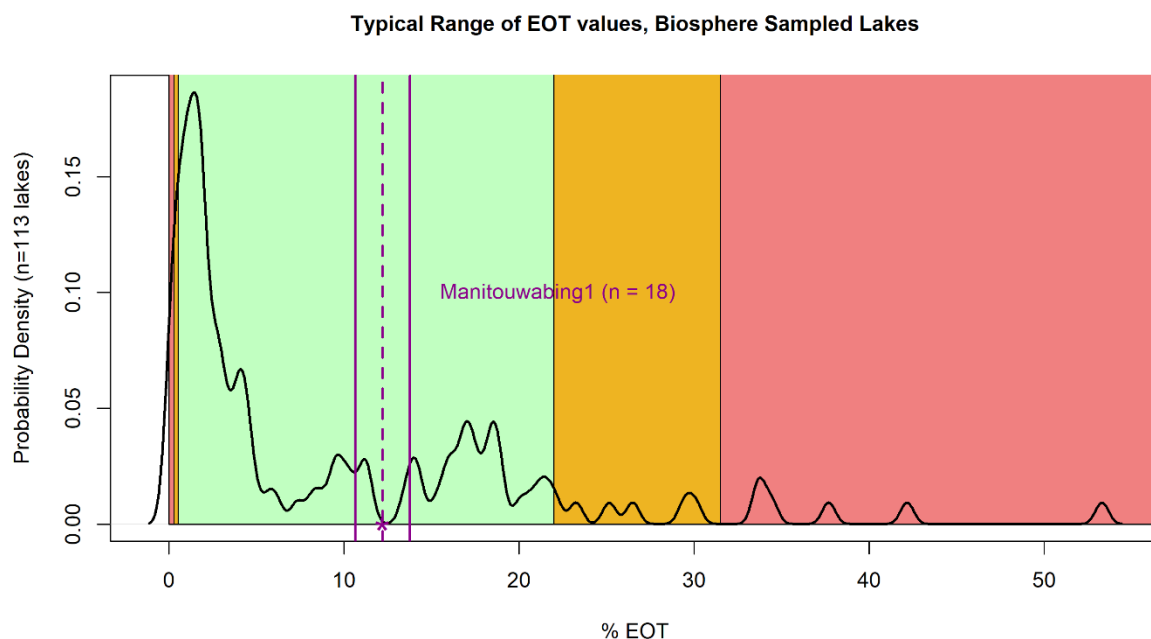


Figure 17. Manitouwabing Lake site 1 average %EOT (dashed purple line) and standard deviation (solid purple line) sampled from 3 lake segments over 6 years (n=18) fall within the "typical" category (green area) on the typical %EOT range plot (based on 113 sampled lakes).

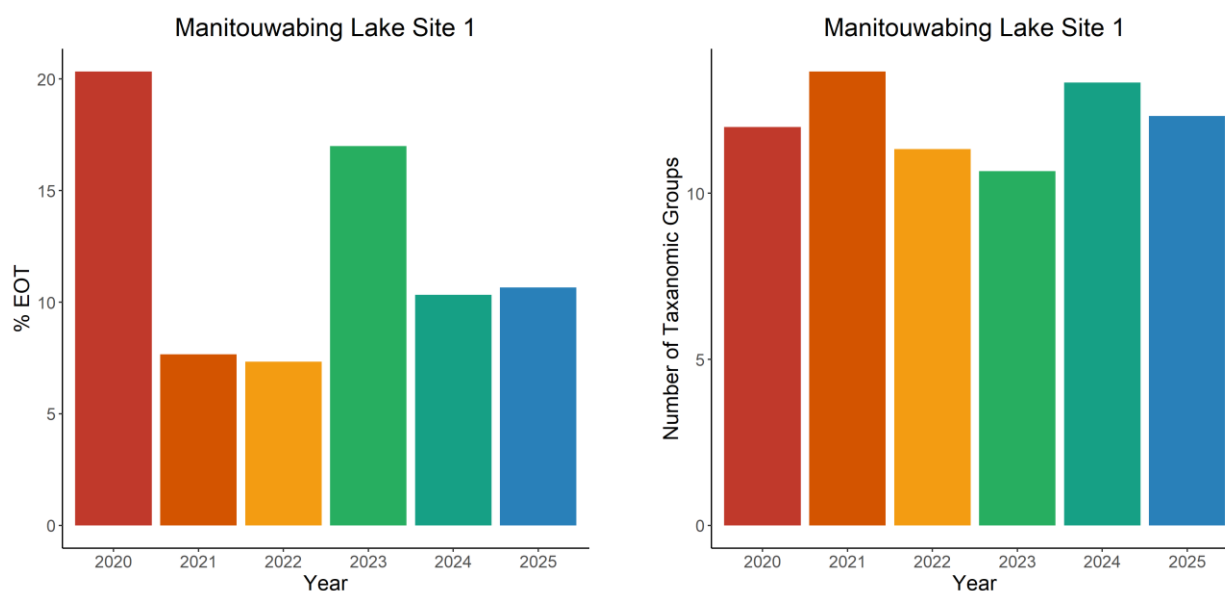


Figure 18. %EOT and the number of taxonomic groups for Site 1 on Manitouwabing Lake from 2020 to 2025.

Site 2 – Manitouwabing Lake

As shown in Figure 19, the %EOT for site 2 on Manitouwabing Lake falls within the normal range of what is expected for lakes in the region.

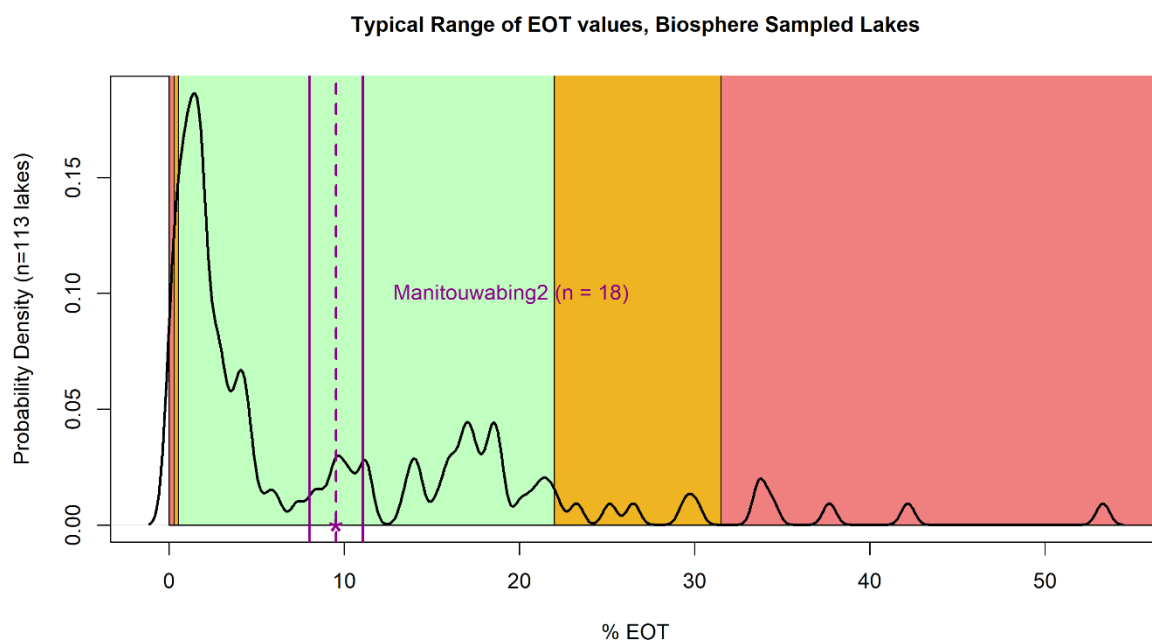


Figure 19. Manitouwabing Lake site 2 average %EOT (dashed purple line) and standard deviation (solid purple line) sampled from 3 lake segments over 6 years (n=18) fall within the "typical" category (green area) on the typical %EOT range plot (based on 113 sampled lakes).

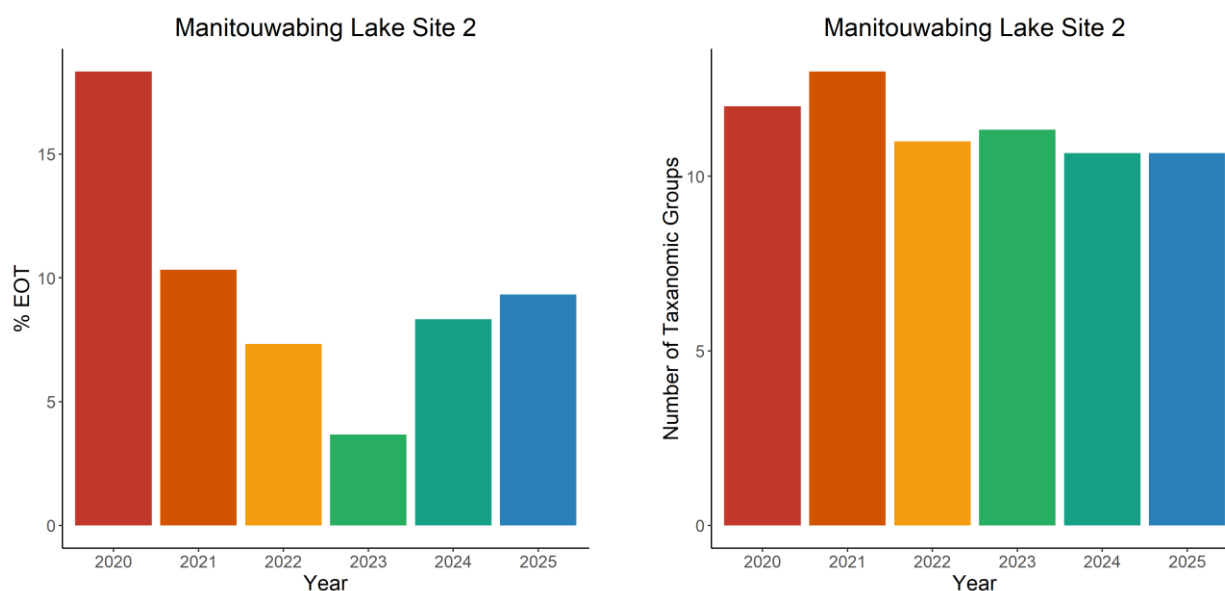


Figure 20. %EOT and the number of taxonomic groups for Site 2 on Manitouwabing Lake from 2020 to 2025.

Site 3 – Manitouwabing Lake

As shown in Figure 21, the %EOT for site 3 on Manitouwabing Lake falls within the normal range of what is expected for lakes in the region.

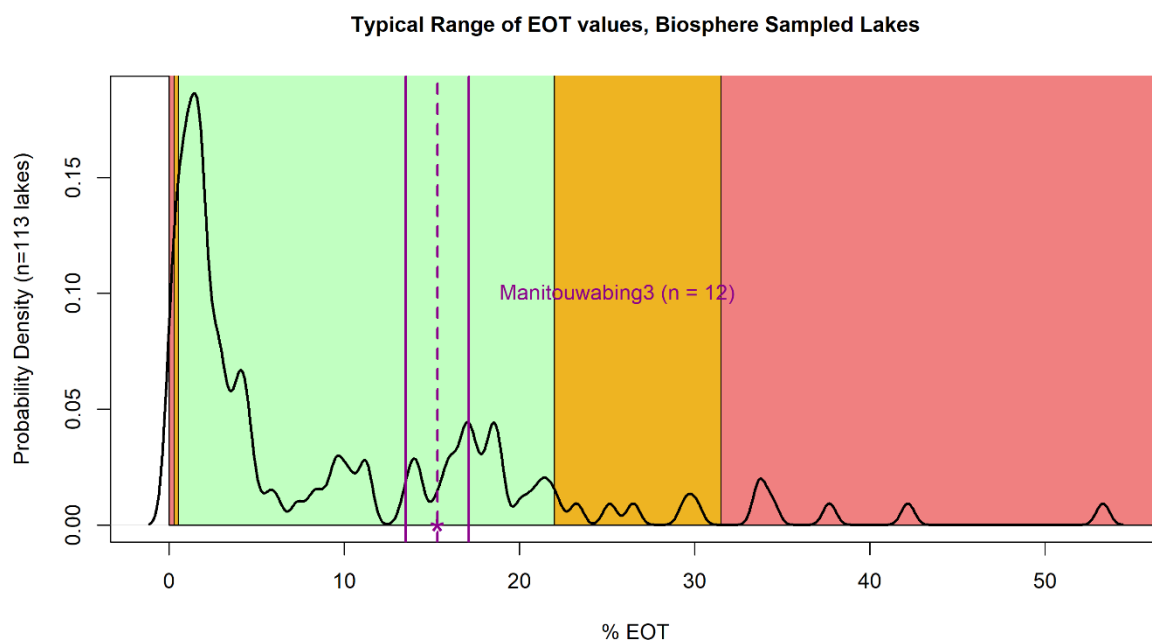


Figure 21. Manitouwabing Lake site 3 average %EOT (dashed purple line) and standard deviation (solid purple line) sampled from 3 lake segments over 4 years (n=12) fall within the "typical" category (green area) on the typical %EOT range plot (based on 113 sampled lakes).

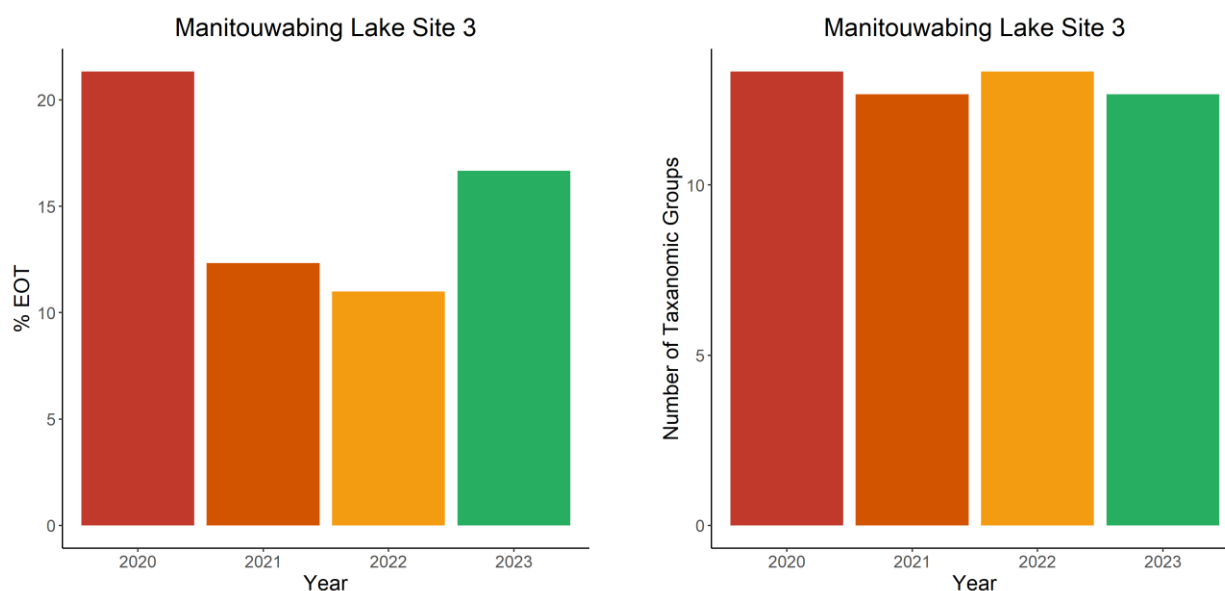


Figure 22. %EOT and the number of taxonomic groups for Site 3 on Manitouwabing Lake from 2020 to 2023.

Site 4 – Manitouwabing Lake

As shown in Figure 23, the %EOT for site 4 on Manitouwabing Lake falls within the normal range of what is expected for lakes in the region.

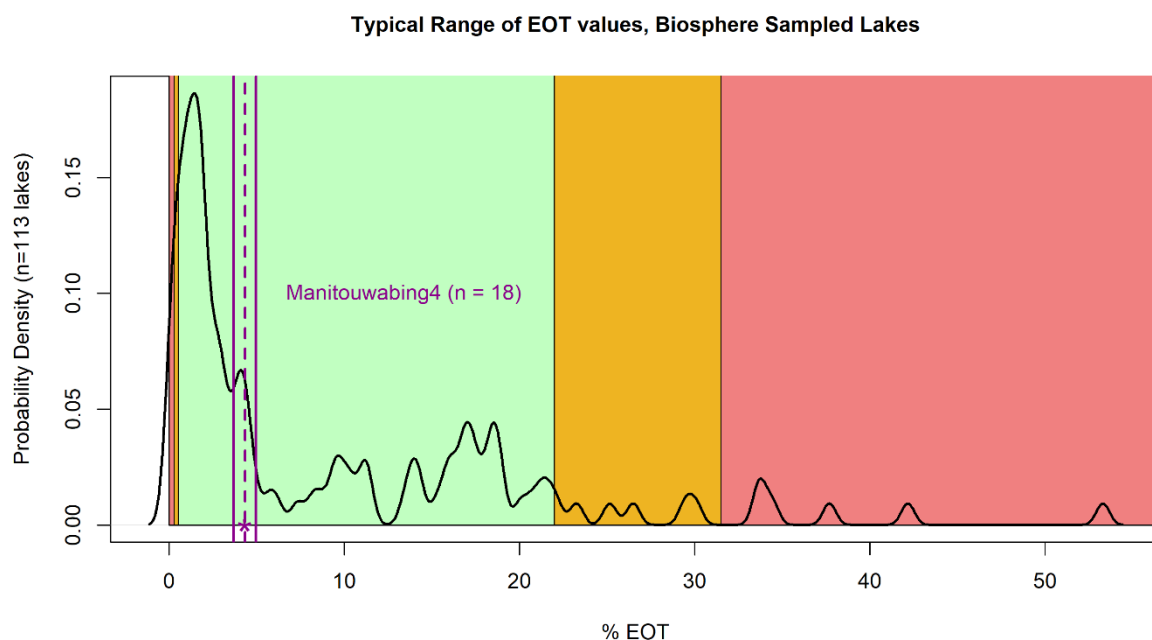


Figure 23. Manitouwabing Lake site 2 average %EOT (dashed purple line) and standard deviation (solid purple line) sampled from 3 lake segments over 6 years (n=18) fall within the "typical" category (green area) on the typical %EOT range plot (based on 113 sampled lakes).

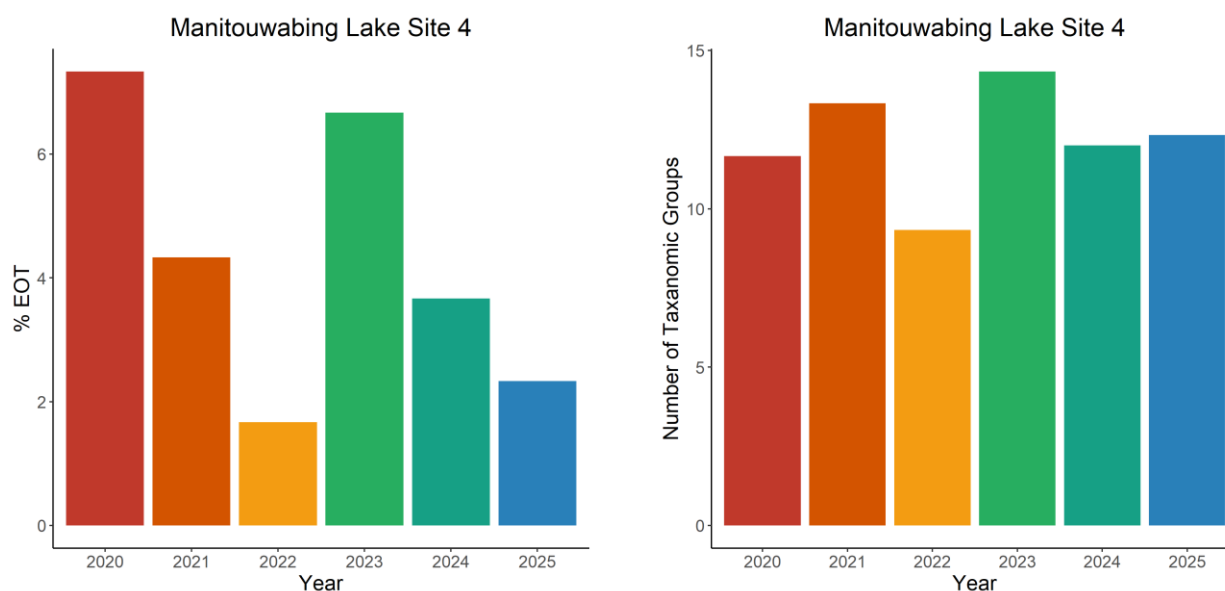


Figure 24. %EOT and the number of taxonomic groups for Site 4 on Manitouwabing Lake from 2020 to 2025.

2.2.4 Recommendations

With lakes in the region facing many threats (e.g., climate change, biodiversity loss, development, pollution), benthic communities act as a barometer of ecological change and impacts. Continuing to monitor the benthic community in Manitouwabing Lake will allow for trends to be tracked over time and the observation of any notable shifts (statistically significant changes) that would be cause for further investigation and potentially require remedial actions.

2.3 Manitouwabing Lake State of the Basin Review 2018

Bev Clark, Aquatic Scientist, was hired by the MLCA to conduct a thorough review of existing Manitouwabing Lake water quality data and provide recommendations for future water quality monitoring activities. Clark's report was published in 2018 and is available for download on the [MLCA's website](#). The key conclusion and recommendations from the report are provided in full below.

The following conclusions were drawn in Clark's (2018) report:

- The bottom line with respect to phosphorus is that concentrations are similar throughout the lake and consistent between years.
- The phosphorus values indicate a lake that is highly influenced by its watershed with no sign of deterioration in water quality (with respect to phosphorus) over the years.
- Manitouwabing Lake's mesotrophic status is not likely the result of human activity in the watershed but rather the result of export of dissolved organic carbon (DOC) from wetlands. Most of the 11.5 µg/L TP in Manitouwabing Lake has its origins as DOC in the watershed's wetland complexes.
- DOC concentrations throughout the lake are relatively similar (4.2-6.0 mg/L) with slightly more tea stained water in the south east areas of the lake. This relatively narrow range in DOC values throughout the lake indicates similar wetland conditions throughout the different subwatersheds.
- Manitouwabing Lake is not expected to support algal blooms.
- Bacteria data are difficult to interpret. There are conclusions that can be drawn by examination of the data, but there are also many aspects of bacteria in lake water that cannot be deduced from these data. Generally, the Manitouwabing Lake bacteria data show that about 5% of the samples are over 100 counts which is the guideline for recreational use. This indicates that the water is swimmable in most areas 95% of the time.

2.3.1 Recommendations

The following recommendations are made in Clark's (2018) report:

1. Several central locations (LPP Site #11, 1 and 3) and possibly one new location near the outflow be monitored by LPP volunteers with an effort to maintain a long-term monitoring record. Some of these sites may or may not be currently sampled. Long-term monitoring records are important to assess the effect of external drivers on the nutrient status of the lake.
2. The efforts used to collect bacteria data could be directed at other issues such as:
 - Education towards aspects of nearshore (shoreline) management.
 - Useful inventories such as areas where aquatic plants grow to assess whether the extent of plant beds are changing.
 - Long-term records of water levels and/or temperature.
3. Late summer monitoring of dissolved oxygen in the deepest location and in isolated bays where the depths are greater than 7-8 m (see page 11 of Clark (2018) report for a map) may provide additional information to address the potential for algal blooms. After areas are identified as having the oxygen depleted at the bottom (with measured oxygen profiles) in year one, there can be samples taken 1 meter from the bottom in subsequent years to assess whether or not there are elevated phosphorus concentrations in the bottom water.
4. All efforts should be made to ensure that invasive species do not enter the watershed. There are many organizations that provide guidance on invading species, e.g. The Federation of Ontario Cottagers' Associations.
<https://foca.on.ca/aquatic-invasive-species-program/>

Additional years of LPP results have become available since Clark's report was published in 2018. These additional data are available through the Lake Partner Program [open data website](#).

3. Fish Communities

3.1 Overview

Table 4 provides a high-level overview of the fish communities in Manitouwabing Lake.

Table 4. Summary of Manitouwabing Lake fish communities and their management (see [link](#)).

Major fish species	Largemouth bass (introduced), smallmouth bass (introduced), walleye (introduced), black crappie (introduced), northern pike (introduced)
Other fish species	Lake whitefish, creek chub, brown bullhead, yellow perch, bluntnose minnow, eastern blacknose dace, cisco, pumpkinseed, rock bass, common carp, white sucker
Lake trout management	Not designated
Current stocking	None
Historic stocking	Walleye (1938, 1950–2010), smallmouth bass (1941, 1950–1966)
Contaminants (species tested)	Northern pike, walleye, black crappie

The first documentation of a Ministry-led fish community study on Manitouwabing Lake is from 1959. A cursory survey documented the presence of walleye, smallmouth bass, largemouth bass, yellow perch, lake whitefish, and common carp. Northern pike, however, were not found to be present at that time. A historical note on the Ministry's lake file indicates that northern pike were introduced to the lake via unauthorized introduction in the 1960s. Interestingly, Manitouwabing Lake is the only lake known to contain common carp in the Parry Sound area. Another unreferenced historical note on the Manitouwabing Lake file states that carp were introduced to the lake at the turn of the century (1900) or earlier. Stocking of walleye began in 1938 and in 1941 for smallmouth bass (McIntyre, 2005).

During a 1974 Aquatic Habitat Inventory Survey, northern pike were documented in the lake for the first time. At this time, walleye, smallmouth bass, and brown bullhead were all captured in low numbers. On the other hand, northern pike, common white sucker, rock bass, yellow perch, and cisco were captured in high numbers (OMNR, 1974).

In 1982 a trap net and gill net survey was conducted on Manitouwabing Lake to assess the health of the fish population. Results of the survey indicated a well-balanced fish community with good recruitment, although productivity appeared low and there were indications of over-exploitation of game fish (McIntyre, 1983). When this survey was repeated in 1988, the results showed a drastic change to a coarse fish dominated community (i.e., dominated by fish other than game fish) (Sober, 1989). The brown bullhead population saw a dramatic increase between these two surveys. Weight and number of fish caught in 1988 were much higher than in 1982, attributable primarily to the growing brown bullhead population. Walleye, northern pike, and smallmouth bass populations were essentially unchanged.

Intensive creel surveys were conducted in the summer of 1983 and the winter of 1984. Together these surveys revealed high fishing pressure on Manitouwabing Lake and modest harvest of game fish (MacMillan, 1985a; 1985b). Fishing effort exceeded 30 rod hours per hectare with fishing for northern pike described as very good, but only fair for walleye and smallmouth bass. Comparing this information to volunteer creel data pooled from 1973-1979, it appears that fishing quality has not changed much on the lake over time.

In an effort to rebuild walleye stocks and promote natural rehabilitation in Manitouwabing Lake, several habitat enhancement projects were carried out over the decades. Details on some of these efforts are quite sparse. For example, in a note on the lake file in 1985, a walleye spawning bed enhancement project at Broadbent Rapids is mentioned (MNRF, 2010). A separate note added in 1988 states that spawning bed rehabilitation work was completed below the Hurdville Dam (limestone rock placement and sand removal) and spawning bed rubble was cleaned at a set of rapids on Middle River (MNRF, 2010). No other details are provided.

In addition to spawning bed enhancement work, lake-specific fishing regulations were changed in 1998. The walleye daily catch limit was reduced to two fish per day and a maximum size catch limit of 35.6 cm (14") was imposed (this regulation was later revoked in 2008). Furthermore, in 2000, the Manitou-Seguin Game and Fish Club commenced rehabilitative stocking of walleye fry, in partnership with the Ministry of Natural Resources (MNR). In 2000 and 2001 alone, over 638,000 walleye fry were stocked at various sites in Manitouwabing Lake (McIntyre, 2000; 2001).

An End of Spring Trapnet (ESTN) survey was conducted in 2004, shortly after walleye stocking began. The purpose of the survey was three-fold. First, to assess the status of the nearshore fish community, particularly the walleye population. Second, to

evaluate the impact of previous walleye fry stocking, and third, to evaluate the impact of regulations for walleye implemented in 1998.

ESTN surveys use live capture, 6' trap nets set overnight for approximately 24 hours. A total of 30 net sets were completed from May 17–June 10 resulting in the capture of 2,820 fish weighing over 1,400 kg. As summarized by McIntyre (2005), productivity was found to be exceptionally high, but over 70% of the catch weight was comprised of brown bullhead (Figure 25). Abundance indices for walleye, smallmouth bass, and largemouth bass were somewhat low relative to provincial and Parry Sound area lakes. These figures were similar to those observed on the lake in the 1980s (Figure 26). Northern pike abundance was slightly higher than the provincial and Parry Sound average and similar to abundance measured in the 1980s. Other nearshore species including yellow perch, rock bass, and pumpkinseed were caught in very low abundance.

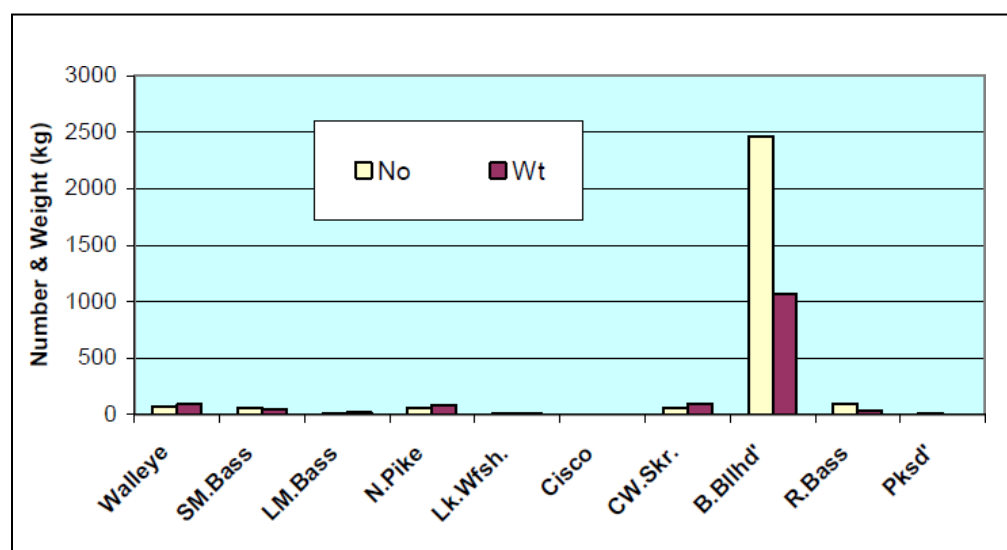


Figure 25. Catch composition for the 2004 ESTN survey on Manitouwabing Lake (McIntyre, 2005).

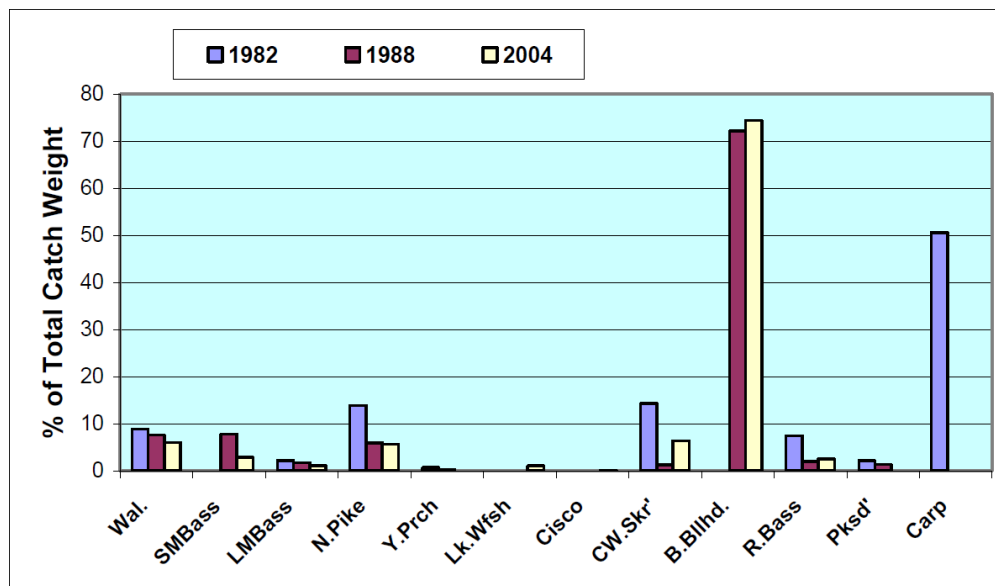


Figure 26. Catch composition by species for the 1982, 1988, and 2004 trapnet surveys on Manitouwabing Lake (McIntyre, 2005).

3.2 Nearshore Community Index Netting Project

Manitouwabing Lake was most recently surveyed by the MNR in 2014 and 2015 (Figure 27). A Nearshore Community Index Netting (NSCIN) project was conducted over the two years. The purpose of the survey was to obtain information on the composition of the fish community and the abundance and population of primary game fish species (Scholten, 2020).

NSCIN surveys use live capture, 6' trap nets set overnight for approximately 24 hours. Netting is conducted in late summer from August 1 until the surface temperature cools to 13°C. Net set locations are typically randomly selected, however in this case the same sites used in the 2004 ESTN (McIntyre, 2005) were used again. Captured fish are enumerated by species and major game fish species are sampled in greater detail including length, weight, and the collection of calcified structures for age determination.

A total of 16 net sets were completed from September 8-13, 2014 and 15 net sets completed from September 28-October 2, 2015. Most of the results presented in the NSCIN report are reported by combining results from both years.

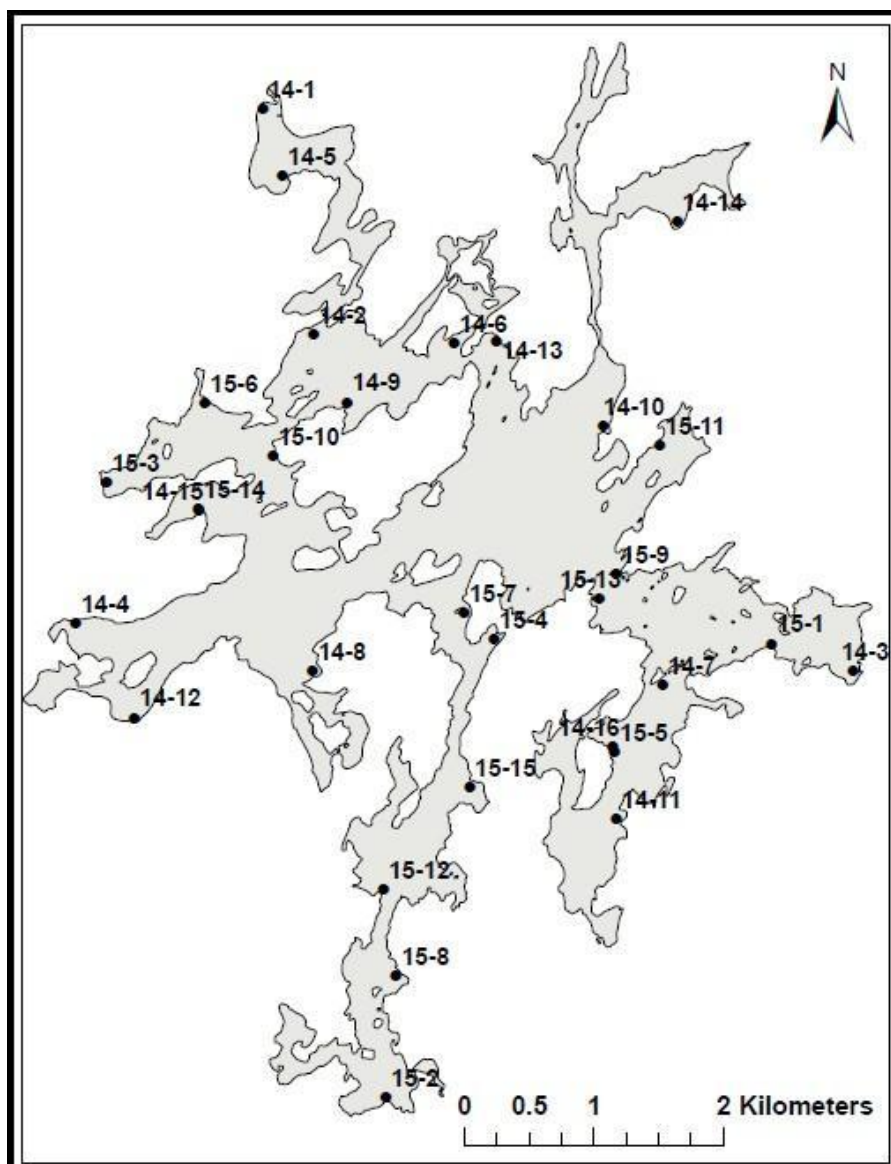


Figure 27. Manitouwabing Lake trap net set locations, NSCIN 2014-2015.

By both number and weight, brown bullhead was the most abundant species (average 16.4/net, 7.4kg/net). Of the large game fish, smallmouth bass were the most abundant by number and weight (3.0/net, 2.0kg/net). Northern pike (0.8/net, 1.1kg/net), largemouth bass (1.0/net, 0.8kg/net), and walleye (1.1/net, 1.6kg/net) were all caught at similar rates but varied more in their total weights due to differences in average size of each species. Black crappie were the most numerous game fish overall (4.9/net), but accounted for less weight (1.2kg/net). Finally, white sucker, rock bass, and pumpkinseed made up the remainder of the catch (Figure 28). Table 5 presents a summary of size and age ranges for each game fish species as well as an indication of growth rate.

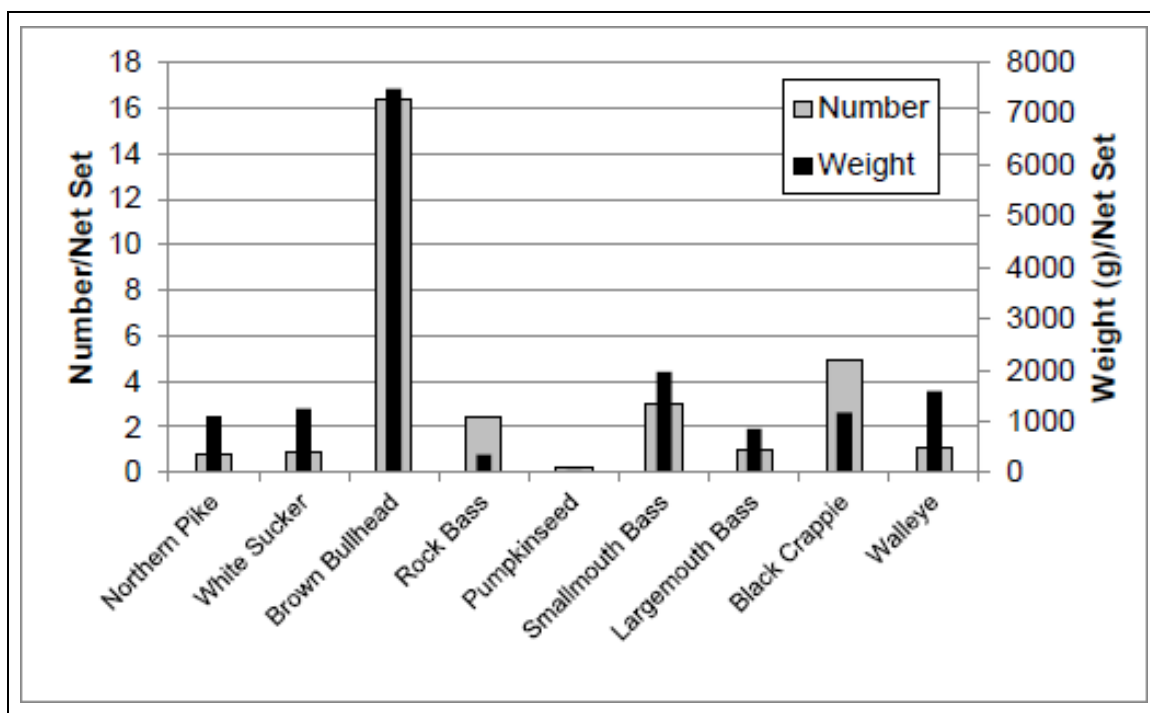


Figure 28. Catch summary by number (wide bars, left vertical axis) and weight (narrow bars, right vertical axis) for Manitowabing Lake NSCIN 2014-2015 (Scholten, 2020).

Table 5. Summary of game fish species' lengths, ages, and growth rates (Scholten, 2020).

	Walleye	Northern pike	Smallmouth bass	Largemouth bass	Black crappie
Min fork length (mm)	249	337	160	180	115
Max fork length (mm)	672	840	444	431	315
Mean fork length (mm)	487	559	325	347	232
Min age (years)	2	1	1	1	1
Max age (years)	19	8	12	9	5
Mean age (years)	7.7	4.3	6.1	3.1	2.7
Growth rate	Above average	Below average	Above average	Above average*	Above average

*The observed growth rate of largemouth bass was very rapid; above maximum values observed elsewhere in the province.

The 2014-2015 NSCIN report (Scholten, 2020) summarizes that overall, catch composition and abundance of the major game fish species caught were similar to previous surveys, other than the appearance of black crappie (Figure 29). While black crappie had been reported to occur in the lake previously, they did not occur when the last MNR survey was conducted in 2004. Since being illegally introduced to the lake, black crappie have become a major component of the fish community as evidenced by the fact that they were the second most commonly caught species by number. Several species previously documented were not caught during the 2014-2015 sampling including yellow perch, lake whitefish, cisco, and common carp.

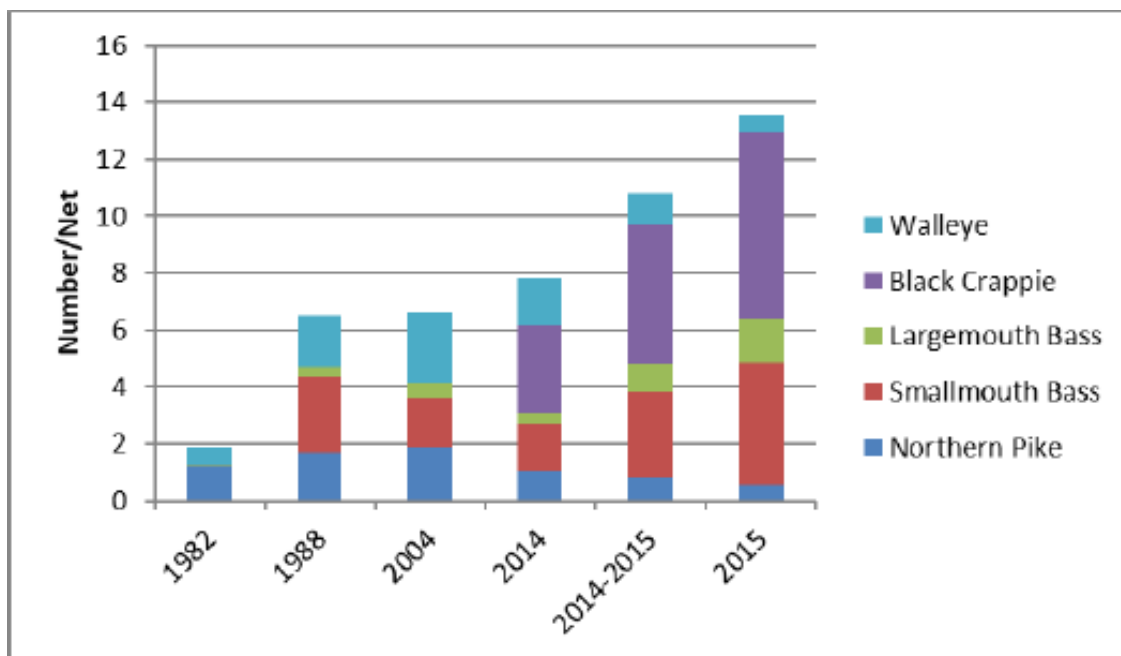


Figure 29. Catch rate (number/net) of major game fish species from 6' trap nets in Manitouwabing Lake, by year (Scholten, 2020).

The overall catch rates of northern pike and walleye in 2014-2015 were somewhat lower than in the past. Smallmouth bass, on the other hand, had a higher catch rate than observed in 1988 and 2004, but not to the point of concluding that a long-term trend has occurred. Largemouth bass catch rate has increased with each successive survey reflecting a real long-term increase in abundance. Brown bullhead catch has shown the greatest variation over surveys; none were caught in 6' trap nets in 1982, extremely large numbers were caught in 1988 and 2004, and a decrease occurred in 2014-2015 (Figure 30). Scholten (2020) states that the implications of changing bullhead abundance on other members of the fish community is unclear but that a real decline in abundance more recently may ease competitive interactions with other species.

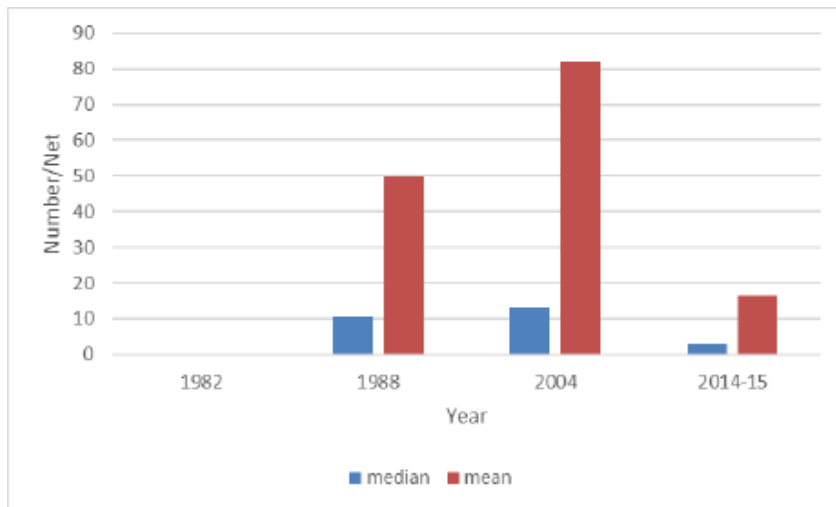


Figure 30. Mean and median catch of brown bullhead from 6' trap nets in Manitouwabing Lake, by year (Scholten, 2020).

Based on the findings from the 2014–2015 NSCIN project, it was determined that Manitouwabing Lake should be “managed as a natural walleye lake and supplemental stocking should not be done” (Scholten, 2020, p. 15). Provincial guidelines recommend that stocking of a species not occur when a viable self-sustaining population is present (OMNR, 2002). Furthermore, the report recommends that “no lake-specific management actions take place at this time” (Scholten, 2020, p. 15).

3.3 Consumption Advisories

Consumption advisories or restrictions on fish are commonplace across jurisdictions in North America. Fish are exposed to, and absorb, contaminants in the water in a variety of ways (e.g., consuming contaminated food, absorption from the water as it passes over their gills). Contaminants found in fish can come from local sources, as well as sources from thousands of kilometers away (e.g., airborne contaminants that end up in the water via rain or snowfall). Examples of contaminants that are known to be transported long distances include mercury, polychlorinated biphenyls (PCBs), and toxaphene.

Based on species, size, and location, certain fish are more or less suitable to eat than others. Smaller fish tend to be less contaminated than larger fish of the same species. In the Great Lakes, leaner fish (e.g., bass, pike, walleye, perch, panfish) tend to have much lower contaminants than fatty species like trout and salmon. In inland lakes, top-predatory fish such as pike and walleye generally have greater contaminants than panfish or whitefish.

Advisories provide consumption advice for the general population and sensitive populations. The sensitive population includes women of child-bearing age (women who intend to become pregnant or are pregnant) and children younger than 15 years of age. These groups are considered sensitive because pregnant women and nursing mothers can affect the health of their baby through a diet elevated in contaminants, and young children are affected by contaminants at lower levels than the general population.

In terms of advisories for eating fish from Manitouwabing Lake, mercury is the contaminant of concern (Table 6). Specifically, advisories exist for black crappie, northern pike, and walleye due to concerns around mercury. To learn more about fish consumption advisories and how to reduce the risk from contaminants in fish, please visit the [MECP website](#) on eating Ontario fish.

Table 6. Fish consumption advisories for Manitouwabing Lake (see [link](#)).

Species	General Population	Sensitive Population*
Black crappie ¹	- max 32 meals/month of fish 20–25cm - max 12 meals/month of fish 25–30cm	- max 12 meals/month of fish 20–25cm - max 4 meals/month of fish 25–30cm
Northern pike ¹	- max 16 meals/month of fish 30–35cm, 35–40cm, and 40–45cm - max 12 meals/month of fish 45–50cm - max 8 meals/month of fish 50–55cm, 55–60cm, and 60–65cm - max 4 meals/month of fish 65–70cm, 70–75cm, and >75cm	- max 8 meals/month of fish 30–35cm and 35–40cm - max 4 meals/month of fish 40–45cm, 45–50cm, 50–55cm, and 55–60cm - no meals of fish >60cm
Walleye ¹	- max 8 meals/month of fish 25–30cm and 30–35cm - max 4 meals/month of fish 35–40cm, 40–45cm, and 45–50cm - max 2 meals/month of fish 50–55cm, 55–60cm, and 60–65cm - no meals of fish >65cm	- max 4 meals/month of fish 25–30cm - no meals of fish >30cm

* People who are pregnant or may become pregnant and children under 15; ¹ Mercury

4. Summary of Recommendations

4.1 Water Quality

Continue annual LPP sampling. If capacity is limited, preference should be given to sites that are spread across different areas of the lake and that have the longest datasets. Long-term datasets are important to assess the effect of external drivers on the nutrient status of the lake (Clark, 2018). Suggested sites are Station 2973, Site IDs 8, 9, 13, and 18.

Continue with annual benthic sampling to accurately characterize and track trends in the benthic community in the lake. Lakes in the region are experiencing increasing pressures, such as climate change, invasive species, and development. It is important to continue monitoring water quality even in lakes considered to be healthy so that if/when changes start to occur, those changes are noted and appropriate actions can be taken swiftly (e.g., stewardship actions, enhanced monitoring or studies). Without long-term, continuous monitoring, changes in the benthic community and water quality more broadly may go unnoticed until there is a significant problem.

Continue with the additional water quality monitoring that was started on Manitouwabing Lake in the fall of 2022. Reporting out to the public on results of the monitoring in a way that is understandable and meaningful for a general audience is very important. Continue providing water quality testing reports to Council and consider using the Lake Stewardship and Environmental Committee [Facebook page](#) as another means of sharing results with the general public for increased engagement.

Should the MLCA wish to continue with bacteria monitoring, it should happen in the framework of a scientific investigation focused on testing specific hypotheses on potential sources of contamination through a focused sampling program. For example, recreational sites (e.g., beaches) could be considered for bacteria monitoring as per the province's [Beach Management Guidance Document](#).

4.2 Fish Communities

The MLCA has joined the [“Let’s Get the Lead Out Campaign”](#) to raise awareness and encourage anglers to make the switch to non-toxic tackle.

As part of their efforts, the MLCA has launched a local exchange program where anglers can bring old lead tackle to one of two drop off locations for proper disposal. Drop off locations are the MLCA booth at the McKellar Market and the McKellar Public Library. In return, participants receive:

- A \$10 voucher to be used on a purchase of lead-free tackle products at Canadian Tire in Parry Sound;
- A draw ticket for fishing gear and a loon painting; and
- All kids receive a loot bag.

This campaign is a practical, positive way to remove toxic fishing gear from circulation and reward anglers who choose conservation-minded alternatives.

The province of Ontario released [new regulations](#) for the sale and possession of live bait in July 2020, anglers should familiarize themselves with these changes to remain in compliance with the new regulations at all times. Highlights include:

- A valid fishing license is required to catch your own live baitfish, leeches, crayfish, and northern leopard frogs.
- There are specific fish species that can and cannot be used as bait in Ontario (see permitted list of baitfish [here](#)).
- Bait can only be caught in your home Bait Management Zone (BMZ) and cannot leave your BMZ.
- Baitfish and leeches you catch cannot be sold unless you are a licensed dealer.
- If you fish outside your home BMZ, you must buy your baitfish and leeches locally, keep a receipt, and use or dispose of your bait within two weeks of the purchase date.

The app [MyCatch](#) by Angler's Atlas can be used by people fishing on the lake to log fishing trips and share fishing data confidentially with biologists. Use of the app can help supplement fisheries data between MNR population surveys.

4.3 Stewardship Activities

MLCA should continue to encourage Manitouwabing Lake property owners to maintain and/or restore natural shorelines. GBB's [Planting for Pollinators](#) guide offers property owners assistance in choosing plants for their property that are native to eastern Georgian Bay and that help to enhance the property and

conserve important natural habitats. Native plants can be sourced from the MLCA [Native Plant Seedling Sale](#) and the annual GBB Native Plant Fundraiser (check the GBB [events page](#) in the spring).

Property owners interested in decreasing their ecological footprint can also utilize GBB's [Life on the Bay Stewardship Guide](#). The guide covers a range of topics including how to live with wildlife, how to use landscaping to improve water quality, best practices during construction, how to store chemicals and garbage, and many more. The Life on the Bay guide is designed to be used by waterfront property owners on Georgian Bay and inland lakes.

There are many [citizen science programs](#) for interested cottagers and residents to get involved in. Examples include invasive species reporting, IceWatch, FrogWatch, Canadian Lakes Loon Survey, and many others.

5. References

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Thank You Miigwech

Generations Effect
is a social enterprise rooted in the
Georgian Bay Mnidoo Gamii Biosphere.

We provide consulting services that advance
ecological, social & economic well-being.

We give back to the communities in which we
work, in support of the United Nations
Sustainable Development Goals &
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We know decisions made today
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WEST PARRY SOUND OPP DETACHMENT BOARD CONSEIL DU DÉTACHEMENT DE WEST PARRY SOUND DE LA POLICE PROVINCIALE

WEST PARRY SOUND OPP DETACHMENT
DÉTACHEMENT DE WEST PARRY SOUND DE LA POLICE PROVINCIALE

2025 BUDGET

Adopted June 26, 2025

	Qty	Rate	Budget
Revenue			
Levies	8	\$3,464.13	\$27,713.00
Grants	0	\$0.00	\$0.00
Total Revenue			\$27,713.00
Expenses:			
Honorarium (4 members x 4 meetings)	16	\$125.00	\$2,000.00
Admin Support	1	\$5,000.00	\$5,000.00
Insurance	19500	\$0.21	\$4,095.00
OAPSB Membership	1	\$3,600.00	\$3,600.00
Website Hosting and Data Storage	6	\$400.00	\$2,400.00
Website Design	1	\$2,000.00	\$2,000.00
Audit	1	\$8,000.00	\$8,000.00
Financial Software (Quickbooks)	6	\$53.00	\$318.00
Bank Fees & Financial Charges	6	\$50.00	\$300.00
OAPSB Conference	0	\$0.00	\$0.00
Meals, Mileage and Travel exp	0	\$0.00	\$0.00
Misc	0	\$0.00	\$0.00
Total Expenses			\$27,713.00
Surplus / (Deficit)			\$0.00

Notes:

Some items such as software and bank fees are only budgeted at 6 months. No mileage or Travel is expected in 2025. These line items are expected to increase for 2026.

Cost of Insurance was lower with having an OAPSB membership. Independent insurance was not much less than the combined cost of the OAPSB insurance and membership fee.

From: Parents for Parry Sound <parentsforparrysound@gmail.com>

Sent: Tuesday, October 14, 2025 11:54 AM

Subject: Request for Municipal Support – Urgent Need for School Completion Timeline and Accountability

Dear Mayors and Councillors of West Parry Sound,

We are reaching out on behalf of *Parents for Parry Sound* to provide an update and respectfully request your continued support regarding the ongoing delays and lack of transparency surrounding the new JK–12 school project.

As of today, we have yet to receive a response from the **Minister of Education, Paul Calandra**, to our formal letter requesting clear timelines and benchmark dates for the completion of the new school. While we understand that an investigation into the Near North District School Board (NNDSB) has taken place, no findings or updates have been shared publicly with families, staff, or municipalities. We also have reached out to the Deputy Minister and have received zero response.

We have, however, received a letter from Superintendent **Tim Graves**, which provided minimal clarity and did not include any confirmed timelines or next steps for completion. In the meantime, **additional demolition and reconstruction** have been observed at the new build site:

- Flooring in the front foyer has been removed, with replacement work reportedly planned.
- Last week, crews were outside using jackhammers to rip up newly installed concrete walkways around the building.

These visible setbacks continue to cause deep concern among parents, students, and staff — many of whom are experiencing ongoing anxiety and uncertainty about the safety and future of their learning environment.

We are asking all **West Parry Sound municipalities** to **collectively reach out to both the NNDSB and the Minister of Education** to demand a firm timeline for the completion and safe occupancy of the new JK–12 school. A united municipal voice will help amplify the need for transparency and accountability, ensuring that families and educators can plan for the future with confidence.

Your ongoing support and advocacy have been instrumental in keeping this issue at the forefront. Additional municipal correspondence to the Ministry and the Board would go a long way in reinforcing the urgency and importance of resolving this situation.

Thank you for your continued leadership and for standing with our students and families.

With appreciation,

Vicki Christie, Shane Reynolds & Amy Black

Parents for Parry Sound



CORPORATION OF THE TOWNSHIP OF MCKELLAR
BY-LAW NO. 2025-55

**Being a By-law to Authorize the Mayor and Clerk to
Sign an Agreement of Purchase and Sale
(Berger Donation, lands for St. Stephen’s Church
Parking Area)**

WHEREAS Sections 8, 9 and 10 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, give a municipality broad authority to pass by-laws authorizing the acquisition of lands; and

WHEREAS Section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under that Act or any other Act; and

WHEREAS the Corporation of the Township of McKellar wishes to acquire certain lands from Michael Berger, which are more particularly described in Schedule “A” (the “Lands”) to be used as a parking area for St. Stephen’s Church, located at 11 Dickinson Road; and

WHEREAS the Michael Berger, the owner of the said Lands, has agreed to transfer the Lands to the Township by way of charitable donation; and

WHEREAS Council deems it in the public interest to acquire the Lands and to authorize the execution of the necessary Agreement of Purchase and Sale, attached hereto as Schedule “B”, to complete the transaction;

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

1. **THAT** this Council hereby authorizes the acquisition from Michael Berger of Lands more particularly described in Schedule “A” by way of charitable donation;
2. **THAT** the Mayor and Clerk are hereby authorized and directed to execute the Agreement of Purchase and Sale, attached hereto as Schedule ‘B’, for the acquisition of the said Lands and to complete the acquisition substantially in accordance with the terms of said Agreement.
3. **THAT** Schedule ‘A’ and ‘B’ attached hereto form part of this By-law.
4. **THAT** the Mayor and Clerk are further authorized to execute any and all other documents and take any actions necessary to give effect to the intent of this By-law.
5. **THAT** this By-law shall come into force and take effect on the date of its final passing.

READ a **FIRST** and **SECOND** time this 21st day of October 2025.

David Moore, Mayor

Karlee Britton, Clerk Administrator

READ a **THIRD** time and **PASSED** in **OPEN COUNCIL** this 21st day of October 2025.

David Moore, Mayor

Karlee Britton, Clerk Administrator

Schedule 'A' to By-law 2025-55

Part of PIN 52130-0311(LT), being Part Lot 16 Concession 4 McKellar; described as Part 1, Plan 42R22755.

Schedule 'B' to By-law 2025-55

[Attach Agreement of Purchase and Sale]

DRAFT

CORPORATION OF THE TOWNSHIP OF MCKELLAR
BY-LAW NO. 2025-37

**Being a By-law to Authorize the Execution of an
Agreement with Spectrum Telecom Group Ltd.**

WHEREAS Section 5(3) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that the powers of a Municipal corporation shall be exercised by By-law unless otherwise authorized; and

WHEREAS Section 9 of the *Municipal Act, 2001*, provides that a Municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority; and

WHEREAS the Township of McKellar is undertaking the construction of a new telecommunications tower located on Lee's Road, in anticipation of the decommissioning of the existing tower on Balsam Road, to be scheduled for 2026; and

WHEREAS Spectrum Telecom Group Ltd. has agreed to contribute to the construction costs of the new tower in exchange for a designated position on the tower and a reduced rental rate for a period of three years; and

WHEREAS the Corporation of the Township of McKellar deems it necessary and appropriate to enter into an agreement with Spectrum Telecom Group Ltd. for the aforementioned contribution to support the construction of the new telecommunications infrastructure;

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

1. **THAT** the Mayor and Clerk/Administrator are hereby authorized to execute an agreement between the Township of McKellar and Spectrum Telecom Group Ltd., attached as Schedule "A" to this By-law.
2. **THAT** the Mayor and Clerk/Administrator are further authorized to take all necessary actions and execute any additional documents required to give effect to the agreement.
3. **THAT** this by-law shall come into force and take effect on the date of its final passing.

READ a FIRST and SECOND time this 5th day of August 2025.

David Moore, Mayor

Karlee Britton, Clerk/Administrator

READ a THIRD time and **PASSED** in **OPEN COUNCIL** this 5th day of August 2025.

David Moore, Mayor

Karlee Britton, Clerk/Administrator

THIS AGREEMENT made in duplicate this _____ day of _____, 20__

BETWEEN: CORPORATION OF THE TOWNSHIP of McKELLAR

(hereinafter referred to as the "Licensor")

OF THE FIRST PART

AND: SPECTRUM TELECOM GROUP LTD.

(hereinafter referred to as the "Licensee")

OF THE SECOND PART

TELECOMMUNICATIONS TOWER and SHELTER AGREEMENT

Site: McKellar, RP 42R-16731 Parts 6 & 7

Township of McKellar

District of Parry Sound

(Property legally described on Schedule "A")

WHEREAS on or about the 2nd day of September 2014, the Licensor and Licensee signed a tower and shelter agreement that provided certain rights and privileges associated with the installation and operation of various radio communication systems at a Municipally owned tower site located near the intersection of Balsam Road and Centre Road in the Township of McKellar. The Municipality wishes to terminate this agreement and enter into an agreement at a new tower site to be developed at the transfer station located at, RP 42R-16731, Parts 6 & 7, in the Township of McKellar (referred to hereinafter as the **Site**).

AND WHEREAS upon completion of construction at the new site, and the installation of its telecommunication equipment, the Licensee agrees to remove its equipment located in the shelter and on the tower located at the Balsam Road Tower Site.

WHEREAS the Licensee further agrees to contribute a one-time construction charge to facilitate construction of the new tower **Site**.

THEREFORE, in consideration of good and valuable compensation, the receipt of which the Licensor acknowledges, and the mutual covenants set out below, the Licensor and Licensee (collectively referred to herein as the **Parties**) agree as follows:

1. **LICENCED FACILITIES:** The Licensor hereby grants the Licensee the right to install a radio communication system and associated equipment in areas designated at its tower **Site** as well as inside the Licensor owned shelter which is legally described on Schedule A. In addition, the Licensee is allowed to

attach backhaul and various distribution antennas, along with associated transmission lines, on the tower.

2. **TERM:** An initial Term of 5 years, beginning on the "Commencement Date", shall apply.
3. **Commencement Date:** For the initial Term, a Commencement Date of January 1st, 2026, shall apply.
4. **EXTENSION:** The Licensee may request to extend the initial term of this Agreement for up to two (2) additional periods of five (5) years each. Any such extension shall be subject to the Licensor's approval and must be formalized through a written amendment to this Agreement, duly executed by both parties.
5. **LICENSE FEES:** In consideration of the rights granted to the Licensee by the Licensor herein, the Licensee shall pay the Licensor in advance (at the beginning of each month), the amount of **\$180.00** monthly plus HST to locate the antennas and equipment on the tower and inside the Licensor's equipment shelter for the first 3-years of the term with no increases. The amount increases to \$300.00 monthly plus HST, subject to annual CPI adjustments thereafter. This fee shall be adjusted annually (on the anniversary date) to account for inflation. The annual adjustment of the monthly fees shall be calculated using the Bank of Canada Inflation Calculator, and the rate used based on Statistics Canada consumer price index (CPI) inflation statistics for the previous 12-month period.

In addition to the Fees payable, the Licensee shall provide three (3) complementary wireless Internet connections including the associated subscriber equipment (subject to the conditions set forth in Article 22). The complementary connections will be installed at the Transfer Station site located at 13 Lee's Road, the Fire Hall located at 3 Sharon Park Drive, and the Fire Hall located at 710 Hurdville Road. Where the technology allows, these connections will have a maximum throughput of 25 Mbps in the download direction and 5 Mbps in the upload direction.

6. **CONSTRUCTION CHARGE FEE:** The Licensee agrees to pay to the Licensor a one-time payment of forty thousand dollars (\$40,000.00) to facilitate the construction of a tower on the **Site**. This Fee is payable within 30 days after the services have been transferred from the Balsam Road Tower Site to the new Site. If this Agreement is canceled for any reason prior to or during the first 2 Terms (10 years) by the Licensor, this Construction Fee shall be refunded to the Licensee in full.
7. **SITE ACCESS:** The Licensee, their agents, invitees, and contractors shall have unrestricted access to the Site. Also included are the non-exclusive rights of unrestricted access for the connection (aerial or underground) to the appropriate Utility's, fibre optic, and telephone facilities. At its discretion, the Licensee is permitted to push aside or remove any snow accumulation on the driveway and parking area to facilitate the ongoing access that may be

required for its operations and maintenance activities. The Licensee may not grant any rights to a third party for use of the access road and parking area that is inconsistent with the uses permitted herein. Usage of the driveway and parking area by the Licensee shall not adversely impact the Licensor's use of the property.

8. **USE** of the Site and access rights granted by the Licensor herein shall be for the purpose of installing, removing, replacing, relocating, maintaining, supplementing, and operating, at its sole expense, telecommunications facilities and equipment and the provision of telecommunication services.
9. **HYDRO** energy required for the operation of the telecommunication facilities shall be provided by the Licensor to the Licensee at the Licensor's sole expense. Provision of any new AC circuitry that may be required to extend AC power from the Licensor's main breaker or sub-distribution panel to the equipment shall be installed at the expense of the Licensee.
10. **SITE ABANDONMENT:** If the Licensor disposes of, decommissions, or abandons the site, or removes the tower from the property for whatever reason, any one of these actions shall terminate the Agreement and the Licensee covenants and agrees to remove its equipment at the Licensee's sole discretion. With consideration given to the telecommunication services provided by the Licensee to subscribers in the area from the site, the Licensor agrees to provide the Licensee with 12-month's written notice of any intention to abandon the site or remove the shelter and tower, which will be subject to the one time construction fee being reimbursed if terminated in the first term as outlined in Article 6.
11. **TERMINATION** of this agreement may be exercised by the Licensee at any time on 12 months' written notice without further liability if the Licensee cannot obtain all necessary rights and approvals required from its senior management, any governmental authority, and/or any third party to operate the telecommunications facility, or if any such right or approval is cancelled, expires or is terminated, or if for any other bona fide reason (e.g. interference with the Licensee's signals, damage or destruction, Site decommissioning) the Licensee determines that it will be unable to use the Site for its intended purpose. If the Licensee defaults under this agreement and such default is not being diligently remedied within 90 days after notice (force majeure excepted), the Licensor may terminate this agreement on 12 months' written notice.
12. **INDEMNIFICATION:** The Licensee shall accept any responsibility for liability attached to its own acts or omissions. The Licensee will not indemnify the Licensor for liabilities for which the Licensor is responsible at law or other accidental losses not caused by the Licensee.

The Licensee further covenants and agrees to be responsible for and pay for any damages to persons or property caused by the erection or maintenance of the said equipment where the Licensee acknowledges liability or is found to be liable in a court of law.

Notwithstanding any of the foregoing, neither party shall be liable for damage to persons or property caused by the negligence of the other party or those for whom the other party is responsible for in law.

The Licensee shall maintain during the Term and any extensions, public liability and property damage insurance coverage of not less than \$5,000,000 per occurrence. Such insurance shall name the Licensors as an additional insured.

Upon request of the Licensors, and thereafter upon renewal of the insurance policy, the Licensee shall provide to the Licensors evidence of such insurance having been obtained and maintained in the form of a certificate of insurance.

13. **MAINTENANCE of SITE:** The Licensors shall keep the premises serviceable and in good repair.
14. **REMOVAL of LICENSEE'S EQUIPMENT:** The indoor and outdoor equipment, shall be and remains the property of the Licensee and must be removed by the Licensee upon termination of the Agreement.
15. **COMPLIANCE WITH APPLICABLE LAW:** The Licensee covenants and agrees that the installation of the said equipment, and the maintenance thereof will be done in compliance with all lawful by-laws, rules, and regulations of the jurisdiction and municipality or other competent authority and further covenants and agrees to save harmless the Licensors from any costs, charges or damage to which the Licensors may be put or suffer by reason of the Licensee's breach of any such by-laws, rules, or regulations.
16. **SUCCESSORS and ASSIGNS:** The terms and conditions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.
17. **HAZARDOUS SUBSTANCES:** The Licensors represents that it has no knowledge of any substance on the Site that is identified as hazardous, toxic, or dangerous in any applicable federal, provincial, or local law, or regulation. The Licensors shall be responsible for any pre-existing contamination of the Site. The Licensors and the Licensee shall not introduce or use any such substance on the Site in violation of any applicable law.
18. **TERMINATION OF PRIOR TOWER SITE AGREEMENT:** Subject to conditions specified herein, and construction of the 200-foot tower and the installation of associated equipment referenced in Article 1, execution of this Agreement shall supersede and terminate the prior Site Agreement in force between the Licensee and the Licensors, dated September 2nd, 2024, for tower and shelter space at the Licensors's tower site located on Balsam Road. After the tower is fully commissioned and subscribers transferred to the new tower at the Lee's Road Transfer Station, the Licensee shall remove its equipment cabinet at a time agreed upon by the Parties at the Licensee's sole expense.
19. **ASSIGNMENT** of this agreement may be made to any corporate affiliate or principal lenders of a purchaser of part or all of the Licensee's assets.

20. **NOTICES:** Notices shall be in writing and sent by mail, postage prepaid, deemed received 3 days after mailing. If transmitted by facsimile or email transmission, such notices will be deemed received on date transmitted. Any applicable Notices shall be sent or transmitted to the address, or email address of the parties as set forth below.
21. **MISCELLANEOUS:**
- a) The Licensee, upon paying Rent and providing service specified as Other Compensation, shall have quiet possession of the Site. The Licenser shall not cause or permit others to interfere with or impair the quality of the telecommunications services being rendered by the Licensee from the Site. In the event of any such interference or impairment, service quality shall be assessed by the Licenser through a comparison of documented bandwidth levels before and after the incident. The Licensee shall have 24-hour, 7-day a week access to the Site subject to the Licenser's reasonable security requirements.
 - b) The Licenser shall, at the Licensee's expense, assist and co-operate with the Licensee in obtaining local authority approvals for the Licensee's permitted uses.
 - c) If the Licenser wishes to have any of the Licensee's infrastructure that is installed on the Site (under the terms of this Agreement) moved, altered, or relocated for whatever reason, then the Licenser must obtain the consent of the Licensee and the Licenser shall cover the cost and expense of the approved change. The Licenser will not be held responsible for the cost of any infrastructure modification initiated by the Licensee or any third party that may be necessary to accommodate any future requirements or to comply with any applicable laws, by-laws, rules, or regulations.
 - d) The Licensee shall have the exclusive right to occupy the second-highest position on the tower for the operation of its telecommunications facility throughout the Term of this Agreement and any extensions thereof. The highest position on the tower shall be reserved for the Township's equipment. All other third parties, if any, shall be located on the tower at positions below the Licensee's equipment.
 - e) The Licenser and/or its agent represents and warrants that it has full authority to enter into and sign this agreement and bind the Licenser accordingly.
 - f) The terms and conditions of this agreement shall extend to and bind the successors and assigns of the Licenser and the Licensee.
 - g) The Licenser shall permit the Licensee or its contractor's full access to the Site, in advance, for the purpose of satisfying itself, at its own expense, as to the appropriate conditions for the intended use of the Site, provided the Licensee repairs any damage caused by any tests or inspections.
 - h) This Agreement shall be governed by the laws of the Province of Ontario. Invalid provisions are severable and do not impair the validity of the balance of this Agreement. The Licenser agrees to keep this Agreement and its terms confidential and not disclose them unless compelled by law.

22. **ADDITIONAL PROVISIONS:**

- a) The location the Licensor designates to receive the Internet service connection(s), as referenced in Article 5, must be approved by the Licensee and be within the wireless coverage footprint established by the Licensee in the Township of McKellar. The service will be made available to the Licensor on or about the time service is turned up and generally made available to the public. These services do not include the cost of any masts or towers that may be required to acquire the wireless service. The Licensor shall bear the cost of any such mast or tower.
- b) Upon installation of the Internet services provided under the terms of the Agreement herein, the Licensor will be required to comply with terms and conditions set forth in the NetSpectrum published "Acceptable Use Policy" (AUP) which can be found at NetSpectrum's web site: <http://www.netspectrum.ca>. The purpose of this AUP is to encourage fair and responsible use of the Internet resources provided and to discourage activities that may degrade the overall usability of network resources and infrastructure.

23. **Contacts:**

The Licensor (Notices):

Township of McKellar
Attn: Clerk Administrator
701 Highway #124
McKellar, Ontario P0G 1C0
Telephone No. (705) 389-2842
Email: clerk@mckellar.ca

The Licensor (Rental Payments):

Township of McKellar
Attn: Treasurer
701 Highway #124
McKellar, Ontario P0G 1C0
HST Number: 10813 3331 RP0001

The Licensee: (Notices)

Spectrum Telecom Group Ltd.
Attn: General Manager
505 Frood Road
Sudbury Ontario P3C 5A2
Telephone No. (705) 673-6661
Email: ghatton@spectrumtelecom.ca
HST Number: 84426 5298 RT0001

IN WITNESS WHEREOF the parties have executed the Agreement as follows,

Licensor:

By the Corporation of the Township of McKellar on the ____ day of _____, 20__

By: _____
Name: David Moore
Title: Mayor

Witness (to the signature of D. Moore)

By: _____
Name: Karlee Britton
Title: Clerk/Administrator

Witness (to the signature of K. Britton)

We have the authority to bind the corporation.

Licensee:

By Spectrum Telecom Group Ltd. on the ____ day of _____, 20__

By: _____
Name: Darren Schankula
Title: Vice President of Corporate Operations

I have the authority to bind the corporation.

Witness: (to the signature of D. Schankula)

(Schedules "A" attached)

Schedule A

METRIC

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

PLAN 42R - 16733

REVISED AND EXPLORED

1:100

LAND IS RETURNED FOR THE LAND TRAIL

DIVISION OF PARRY SOUND

I HEREBY CERTIFY THAT THIS PLAN OF SURVEY OF CONVEYANCE WAS MADE BY ME OR UNDER MY SUPERVISION ON THE 25TH DAY OF JUNE, 2004

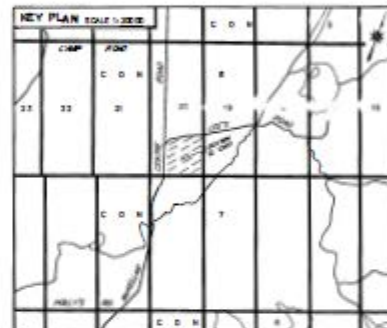
DATE

S.O. HARRIS, O.L.S.

FORWARDED TO DEPOSIT THIS PLAN OF SURVEY OF CONVEYANCE WAS MADE BY THE SURVEYOR GENERAL OF ONTARIO ON THE 25TH DAY OF JUNE, 2004

PART	WT. LOT	CON.	ACRES	HECTARES	RIGHTS	REMARKS
1			20.384	82.384		
2			0.056	0.023		
3			1.384	0.008		
4			48.784	0.011		
5	10	5	0.056	0.023		
6			0.056	0.023		
7			0.056	0.023		
8			0.056	0.023		
TOTAL AREA			38.432	15.384		

TOWNSHIP OF MCKELLAR PLAN 42R-16733



NOTE:
REMARKS ARE ATTACHED AND ARE REFERRED TO THE WEST PART OF THE ORIGINAL ROAD ALLOWANCE BETWEEN LOTS 20 AND 21, CONCESSION 7 AND 8 AS SHOWN ON THE PLAN. THESE REMARKS ARE REFERRED TO THE ORIGINAL PLAN ON THE NORTH EAST CORNER OF LOT 20, CONCESSION 8.

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SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
1. THE SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYOR ACT AND THE LAND TRAIL ACT AND NO FURTHER WORK WAS DONE.
2. THE SURVEY WAS COMPLETED ON MAY 10, 2004.
3. THE PLAN AND FIELD NOTES WERE PREPARED FROM AN ACTUAL SURVEY PERSONNEL UNDER MY PERSONAL SUPERVISION AND I WAS PRESENT ON THE SITE DURING THE SURVEY.
4. I AM A MEMBER OF THE ONTARIO LAND SURVEYORS ASSOCIATION.
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PLAN OF SURVEY OF
LOCATION CL 13451, 1/400
PART OF LOT 20, CONCESSION 8
TOWNSHIP OF MCKELLAR
DISTRICT OF PARRY SOUND
SCALE 1:2000
METRES
L.U. MAUGHAN COMPANY LIMITED
ONTARIO LAND SURVEYORS
5 MAURRAY STREET, PARRY SOUND, ONTARIO
P2A 1E8 (705) 746-5835 FAX 746-7276

PROJECT: 42R-16733 PLAN: 42R-16733 FIELD: 42R-16733



22. Unfinished Business

Date	Res. No.	Item & Description	Assigned to	Status
		Deerfield-Bay Road Upgrades	Public Works & Administration	No response from the Association, project on hold.
		Stoney Road, Dockside Drive and Bruce Trail (Fire Route 152, 152A, 152B) Road Upgrades	Public Works & Administration	Road studies completed. Awaiting 2/3 in favour.
		Moffat Road Upgrades	Public Works & Administration	Road study completed.
Mar. 7/23	23-204	By-law 2023-23 Being a By-law to Regulate Dogs in the Township	By-law Enforcement	By-law deferred at Dec. 19/23 meeting. BLEO to make updates and present to Council at a future meeting.
Feb. 7/24	24-080	By-law 2024-15 Being a By-law to Amend the Parking By-law (with respect to fees)	By-law Enforcement	Report to Council on the area Municipality fees.
Mar. 1/24	24-107 25-194	Quotations for Playground Equipment for Broadbent Ball Park	Administration	Staff have submitted an NOFHC grant for this project.
Mar. 4/25		Add to the greeting message that calls are recorded	Administration	Current phones do not have this capability. Contract is up in September 2027.
May 6 /25		Sever Township Property on Dockside Drive to create 5 new non-waterfront lots	Administration	Surveying of 5 lots is 50% completed.
July 15/25	25-307	Agreement with Spectrum Telecom Group	Administration/Fire Department	On the agenda for October 21 st . Tower installation was completed on October 10 th .
August 19/25		Monument repairs in cemeteries (Lakeview and St. Stephen's)	Administration and Public Works Department	Report to Council on October 21, 2025 meeting.
August 19/25		The lights in the McKellar Arena need to be replaced	Administration/Public Works Department/Treasury	Lights were delivered, waiting to be installed.
August 19/25		The floor in the Community Hall and the McKellar Arena is to be replaced	Public Works Department	RHH Engineering is reviewing arena floor. Staff are pricing flooring for the hall, with samples to come.
Oct. 7/25	25-430	Real Estate Services RFP for Sale of Property at the corner of Craigmore Dr. and Burnett's Road.	Administration	Clerk asked questions to agent, item on the agenda for October 21 st .
Oct. 7/25	25-432	Circular Materials Change Order for Depot Operations Agreement	Administration	
		Asset Management Report		Waiting edits from Consultant, to be presented to Council once received.



AMO Watchfile



October 02, 2025

In This Issue:

- AMO's Work-Learn Institute Municipal Talent Project.
- MECP best practices for Source Water Protection Program.
- Household Food Waste Prevention webinar.
- Mastering Crisis Communications for Elected Officials - October 8-9.
- 2nd Annual Healthy Democracy Forum - Program details.
- AMO Trade & Tariff Forum: Understanding and planning for Ontario's economic future.
- Understanding your Cybersecurity Risks and How to Respond - October 21.
- Addressing growth through asset management.
- Blog - Solutions for Failing Water and Wastewater Infrastructure.
- Show me the money webinar.
- Fluorescent lamps phase-out - Is your municipality ready?
- MADD Canada releases recommendations for municipalities.
- Pembina Institute Guide on Granting Municipal Support Confirmations.
- OPPI's Fall Employer Readiness course.
- AdvantAge municipal councillors webinar: The Current LTC Environment.
- Careers.

AMO Matters

AMO is partnering with the University of Waterloo's Work-Learn Institute to explore how work-integrated learning (WIL) can support long-term municipal workforce development. If you are a municipal CAO or HR manager, [please share your experience working with student co-ops and interns.](#)

Provincial Matters

The Ministry of the Environment, Conservation and Parks is accepting applications to assist municipalities and First Nations communities to develop source water protection action plans. Applications can be submitted until October 31, 2025. Contact SourceProtectionFunding@ontario.ca for more information.

Federal Matters

[Register now](#) for Environment and Climate Change Canada's (ECCC) webinar series showcasing Waste Reduction and Management Division's Grant and Contribution funding recipients and their food waste prevention projects.

Education Opportunities

Crises aren't planned - but communication is. As a local leader, knowing how and when to respond is critical for stability in your community during a crisis. Join this workshop to develop, master and deliver

your own messages with confidence. View full *Managing Communications through Crisis* details and register [here](#).

Instances and success of cyberattacks on municipalities are increasing – are you prepared? To effectively protect your municipality, elected officials must understand how to best prepare for a cyber incident. This training focuses on understanding potential risk, identify preventative actions, and define your role during an incident. View full *Cybersecurity for Municipal Councillors* training details and register [here](#).

The 2026 municipal election is on the horizon. This year's *Healthy Democracy Forum* examines the critical issues leaders (present and future) need to consider regarding local engagement and civility. Program information is available here [here](#) and to register click [here](#).

Join your colleagues and experts in discussion on building Ontario's economic future October 24 at Toronto's Sheraton Centre. Understanding that the economic and diplomatic consequences will continue for many years, AMO is assembling members and subject matter experts to plan today for a stronger and more stable Ontario. [Program information is now available](#). Register [here](#).

Join us next week on October 7th at 1 PM for a panel on [growth and asset management](#) and capital planning. Pose questions to municipal staff from Muskoka, Thunder Bay, Centre Wellington, and Minto. [Register here](#).

LAS

Much of the essential Ontario municipal water and wastewater infrastructure is in need of repair, and the costs are substantial, especially for the portions of the system that are the responsibility of private homeowners. [Read about an available solution](#) in our latest blog.

Municipal buildings account for a significant portion of energy consumption and greenhouse gas emissions. [Show me the money webinar](#) on October 24 will explain the benefits of an energy focus while exploring and providing links to many sources of funding available to move your municipal projects forward.

Starting 1 January 2026, federal regulations will begin phasing out mercury-containing lamps, including fluorescent and HID lighting. How ready is your municipality? Join us for a free webinar on October 29 to learn more. [Register here to attend](#).

Municipal Wire*

MADD Canada has released their [Top 10 Report](#) outlining what municipalities can do to minimize impaired driving and support those impacted.

The Pembina Institute has released [Power Playbook Part 2](#), a step-by-step infographic guiding Ontario municipalities through the process of granting MSCs to energy development proposals and maximizing community benefits.

Looking for tools to support and invest in new hires? Register for OPPI's [Employer Readiness course](#). It includes an AMO supported employer handbook exploring HR best practices for retention and long-term success.

This [free AdvantAge webinar](#) on October 14 from 1-2pm will share insights related to long-term care governance and compliance for municipal councillors and their staff.

Careers

[Specialist, Labour Relations - City of London](#). Closing date: September 30, 2025

[Chief Administrative Officer - Toronto Police Service Board](#). Closing Date: October 29, 2025.

[Physician Recruitment and Engagement Specialist - City of Quinte West](#). Closing Date: October 17, 2025

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

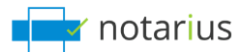
[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)





October 09, 2025

In This Issue:

- Applications open for AMO's 2026 Youth Fellowship Program!
- AMO's Work-Learn Institute Municipal Talent Project.
- Consultation: Development Charge deferral to occupancy permits.
- MECP best practices for Source Water Protection Program.
- Seeking re-election or first-time candidate? AMO's new, free workshop series is for you.
- 2nd Annual Healthy Democracy Forum - Program details.
- AMO Trade & Tariff Forum: Understanding and planning for Ontario's economic future.
- Understanding your Cybersecurity Risks and How to Respond - October 21.
- 10% discount for AMO members - Catalyst Municipal Cyber Range Program.
- Upcoming Webinar: Cyber Safe Elections.
- Blog: Solutions for Failing Water Infrastructure.
- Unlock incentives & funding for your energy projects.
- Fluorescent lamps phase-out - Is your municipality ready?
- Western University Local Government Awards of Excellence .
- Frameworks for Success - Employer Readiness Course (FOR EMPLOYERS).
- AdvantAge municipal councillors webinar: The Current LTC Environment.
- Careers.

AMO Matters

AMO is seeking applicants for its 2026 Youth Fellowship Program. Share this opportunity with students and youth interested in local government, governance, and the health of our democracy. Through this Fellowship, participants learn about municipal governance and policy while gaining exposure to real-time issues facing Ontario's municipalities. [Applications are due October 30.](#)

AMO is partnering with the University of Waterloo's Work-Learn Institute to explore how work-integrated learning can better support long-term municipal workforce development. If you have experience overseeing a student placement in a municipal setting, [please share your experience working with student co-ops and interns.](#)

Provincial Matters

The Ministry of Municipal Affairs and Housing is seeking comments on amendments to the Development Charges Act that would allow payment of DCs to be deterred to building permit issuance or first occupancy of the building. [Comments are open](#) until October 17.

The Ministry of the Environment, Conservation and Parks is accepting applications to assist municipalities and First Nations communities to develop source water protection action plans.

Applications can be submitted until October 31, 2025. Contact SourceProtectionFunding@ontario.ca for more information.

Education Opportunities

Stronger Leaders, Stronger Communities is designed to equip you with the tools, resilience, and confidence to meet the challenges of the political landscape head-on. This workshop series is being offered at no charge in two streams: those considering re-election in 2026 and a second for first-time candidates who want to explore whether elected office is right for them. [Full details and registration information here.](#)

The 2026 municipal election is on the horizon. This year's *Healthy Democracy Forum* examines the critical issues leaders (present and future) need to consider regarding local engagement and civility. Program information is available [here](#). Click [here to register](#).

Get a reliable assessment of tariff and trade disruptions and identify economic opportunities. Economic and diplomatic consequences will continue for many years, so AMO is assembling members and subject matter experts to plan today for a stronger and more stable Ontario. Join us in discussion on building Ontario's economic future October 24 at Toronto's Sheraton Centre. [Program information](#) is now available. [Click here to register](#).

Instances and success of cyberattacks on municipalities are increasing – are you prepared? To effectively protect your municipality, elected officials must understand how to best prepare for a cyber incident. This training focuses on understanding potential risk, identify preventative actions, and define your role during an incident. View full *Cybersecurity for Municipal Councillors* training details and [register here](#).

LAS

The TMU Catalyst Municipal Cyber Range Program is specifically designed to prepare municipal IT staff for real-world cyberattacks. The immersive simulations are led by an experienced cybersecurity trainer, giving participants practical skills they can immediately apply. [AMO members receive 10% off](#) with code "AMO10" at registration.

LAS' Sewer and Water Line Warranty Service partner, SLWC, explains how [aging drinking water and wastewater systems present significant challenges](#) for municipalities. The blog paints an opportunity for municipalities to offer optional support for homeowners.

Join us on November 4th, 2025 for a live panel discussion on how municipalities can protect residents and election infrastructure from digital threats. Experts will share practical strategies for citizen education, cybersecurity best practices, and navigating cyber insurance. [Register Now](#).

Has your energy efficient project ever been delayed or deferred due to lack of funding? [Check out this free webinar](#) on October 24 to discover how to access thousands of dollars in energy incentives and rebates. [Registration is now open](#).

Starting 1 January 2026, federal regulations will begin phasing out mercury-containing lamps, including fluorescent and HID lighting. How ready is your municipality? Join us for a free webinar on October 29 to learn more. [Register here to attend](#).

Municipal Wire*

Western University's Local Government Program is [seeking nominations](#) for its annual Award of Excellence and Emerging Leaders Award open to anyone who has shown a commitment to delivering outstanding service to their communities.

Looking for tools to support and invest in new hires? Register for OPPI's [Employer Readiness course](#) at no cost to attendees. It includes an AMO supported employer handbook exploring HR best practices for retention and long-term success.

This [free AdvantAge webinar](#) on October 14 from 1-2pm will share insights related to long-term care governance and compliance for municipal councillors and their staff.

Careers

[Project Manager, Policy Planning - Township of King](#). Closing Date: October 15, 2025.

[GIS and Asset Management Coordinator - Township of Southwold](#). Closing Date: October 15th, 2025

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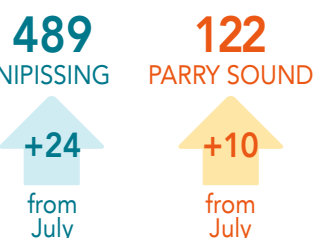
September 2025

LABOURFOCUS

The Labour Market Group

JOBS REPORT AUGUST 2025

TOTAL NUMBER OF JOB POSTINGS



TOP INDUSTRY WITH VACANCIES

NIPISSING

Health Care & Social Assistance (24.7%)

PARRY SOUND

Health Care & Social Assistance (26.2%)

To view the full report, visit our website
www.thelabourmarketgroup.ca
readysethired.ca

Questions or concerns?
 Feel free to contact us at
info@thelabourmarketgroup.ca



T. 705.478.9713

150 First Ave. West
 Suite 103, North Bay, ON
 P1B 3B9

The Labour Market Group is funded by:



EMERGING TRENDS IN THE SIZE OF LOCAL BUSINESSES

Both regions are dominated by small firms. Real Estate and Construction are consistently largest, but Health Care in Nipissing and Professional Services in Parry Sound are gaining importance.

Top Industries in Nipissing Ranked

RANK 1

Real Estate

26%



RANK 2

Construction

10%



RANK 3

Health Care

10%



Top Industries in Parry Sound Ranked

RANK 1

Construction

20%



RANK 2

Real Estate

19%



RANK 3

Professional Services

8%



PERCENTAGE OF SMALL FIRMS

Firms with 4 employees or less are lower than for Ontario, but both regions have more mid-sized firms (5–49 employees) than Ontario.

65% zero-employees

16% 1-4 employees

19% > 5 employees

Nipissing

69% zero-employees

18% 1-4 employees

13% > 5 employees

Parry Sound

Nipissing Number of businesses by employee size range, June 2024

INDUSTRY SECTOR (2-DIGIT NAICS)	NUMBER OF EMPLOYEES							
	ZERO-EMPLOYEES	1-4	5-9	10-19	20-49	50-99	100+	TOTAL
53 - Real Estate, Rental & Leasing	1621	108	25	9	4	1	0	1768
23 - Construction	369	188	80	31	25	5	5	703
62 - Health Care & Social Assistance	349	156	67	40	25	12	11	660
44-45 - Retail Trade	199	112	118	101	50	21	6	607
81 - Other Services	334	139	45	22	5	2	0	547

Parry Sound number of businesses by employee size range, June 2024

INDUSTRY SECTOR (2-DIGIT NAICS)	NUMBER OF EMPLOYEES							
	ZERO-EMPLOYEES	1-4	5-9	10-19	20-49	50-99	100+	TOTAL
23 - Construction	492	270	100	30	9	2	0	903
53 - Real Estate, Rental & Leasing	821	48	3	2	0	0	0	874
54 - Professional, Scientific & Technical Services	271	74	17	9	1	1	0	373
81 - Other Services	246	92	19	5	6	1	0	369
44-45 - Retail Trade	143	72	50	34	25	6	4	334

Statistics Canada, Canadian Business Counts, June 2024

www.thelabourmarketgroup.ca

SECTOR GROWTH IN NIPISSING & PARRY SOUND

JUNE 2021 TO JUNE 2024

KEY SHIFTS NIPISSING

Health Care & Social Assistance rose to 3rd largest industry by employers.

Health Care & Social Assistance



Growth driven mainly by **+60** zero-employee firms vs. **+16** staffed firms.



Gains in **dentists**, other health practitioners, and out-patient centres (mostly zero-employee).



Day-care services shifted from a decline in zero-employee firms to a strong growth in staffed firms



Physician offices and ambulatory services saw mixed results.

KEY SHIFTS PARRY SOUND

Professional, Scientific & Technical Services moved into 3rd place.

Professional Services



+77 zero-employee firms were added, compared to **+16** staffed firm additions.



Consulting services grew most, but nearly all firms were unstaffed.



Computer systems design showed strong gains in staffed firms, likely creating the most jobs.



Accounting and payroll services also added staffed firms.

LARGE EMPLOYERS

Both regions are adding firms, but job creation is strongest where subsectors are shifting toward staffed growth—Health Care in Nipissing and IT & accounting in Parry Sound. Nipissing also has a far stronger base of very large employers.



Nipissing

23 firms with 200+ employees, spanning health care, education, government, mining, retail, and transport.



Parry Sound

Only 3 such firms, including a specialty hospital and elder care.

Statistics Canada, Canadian Business Counts, June 2024



**NOW
AVAILABLE!**

LOCAL LABOUR
MARKET PLAN 2025

Questions or concerns?
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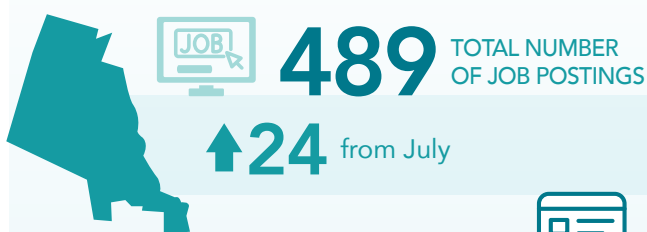
MONTHLY JOBS REPORT

August 2025

The Labour Market Group
Guiding partners to workforce solutions.

NIPISSING DISTRICT

There were 489 job postings recorded, in August, for Nipissing District. This figure is higher in month-over-month (+5.2%, +24) comparisons but significantly lower in year-over-year (-19.0%, -115) comparisons. Making it three months in a row of decreases in YoY numbers however it is also the second month in a row where we saw increases in MoM numbers. There were 239 unique employers this month; almost identical in month-over-month number (-0.8%, -2).



OF THE 489 JOB POSTINGS



100%

Collected from online sources.



13.7%

(67) Requiring a bilingual individual.

22.7%
(111) Criminal Record Check.



For postings that listed an annual salary.



\$82,638.98/year
AVERAGE



\$28.84
HOURLY WAGE

The average hourly wage in August for those postings which listed one.

Of the 210 postings which listed an hourly wage 9% (19) were listed at the **provincial minimum wage of \$17.20/hour.**

PARRY SOUND DISTRICT

There were 122 job postings recorded for the Parry Sound District in August. This is higher in month-over-month (+8.9%, +10) numbers and a significant decrease in year-over-year (-26.5%, -44) comparisons. Like Nipissing, this is the third month in a row wherein there is a drop in YoY numbers. It is encouraging that after seeing a decline in MoM numbers in June, we saw constant numbers in July and an increase in August, showing a positive trend. There were 71 unique employers this month; slightly lower in month-over-month (-2.7%, -2) comparisons.



OF THE 122 JOB POSTINGS



100%

Collected from online sources.



1.6%

(2) Requiring a bilingual individual.

13.1%
(16) Criminal Record Check.



For postings that listed an annual salary.



\$73,760.31/year
AVERAGE



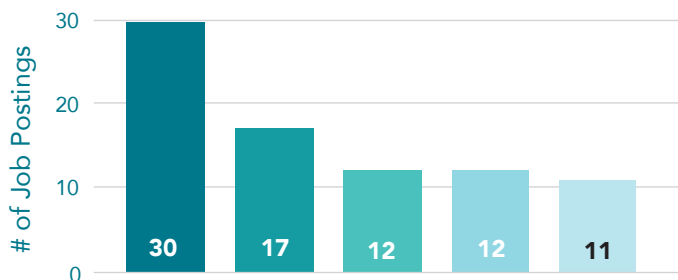
\$25.22
HOURLY WAGE

The average hourly wage in July for those postings which listed one.

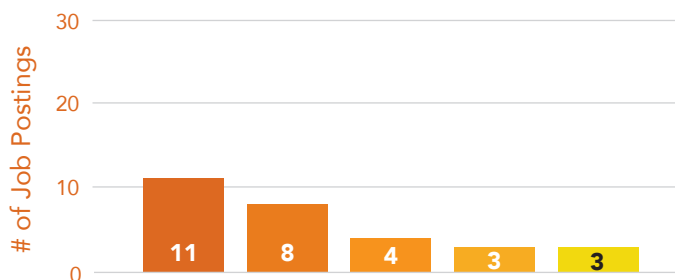
Of the 73 postings which listed an hourly wage 12.3% (9) were listed at the **provincial minimum wage of \$17.20/hour.**

* North American Industry Classification System (NAICS) is the system utilized by the governments of Canada, United States and Mexico in order to classify companies based on their primary functions/objectives.

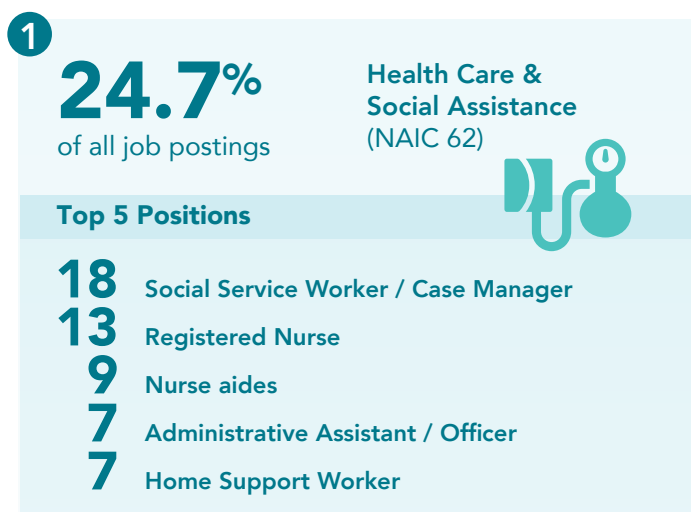
TOP 5 EMPLOYERS POSTING JOBS



TOP 5 EMPLOYERS POSTING JOBS



TOP 5 INDUSTRIES HIRING (NAICS)



- 2** **17.8%** Retail Trade (NAICS 44-45)
- 3** **10.6%** Educational Services (NAICS 61)
- 4** **8.0%** Transportation & Warehousing (NAICS 48-49)
- 5** **8.0%** Accommodation & Food Services (NAICS 72)

The Health Care and Social Assistance (NAICS-62) industry saw the most number of job postings in August making almost a quarter, 24.7% (121) of the total, this industry also had the largest MoM decrease (-3.9%, -12). However, this is nothing alarming as a contribution of almost a quarter is expected from this industry which it is satisfying. The Retail Trade (44-45) industry saw the largest month-over-month increase of + 4.5%.

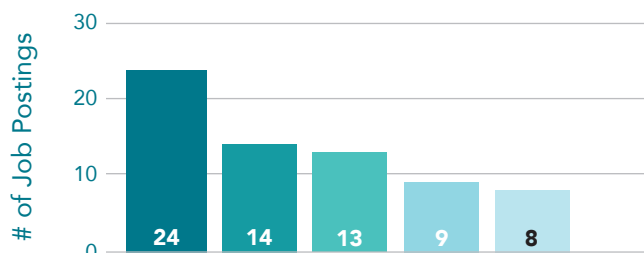
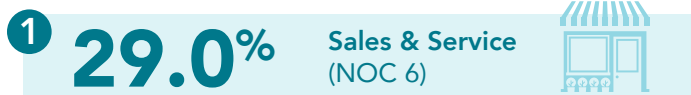
TOP 5 INDUSTRIES HIRING (NAICS)



- 2** **18.0%** Accommodation and Food Services (NAICS 72)
- 3** **13.1%** Retail Trade (NAICS 44-45)
- 4** **11.5%** Manufacturing (NAICS 31-33)
- 5** **6.6%** Construction (NAICS 23)

In line with expectations, the Health Care and Social Assistance (NAICS-62) industry saw the greatest number of job postings in August with 6.2% (32) of the total, it also saw the largest decrease (-5%) this month, however, this means there were only 3 less jobs posted this month than the last. The Manufacturing (NAICS-31-33) industry saw the largest month-over-month increase + 6.1%.

TOP 3 OCCUPATIONAL CATEGORIES (NOC)



- Sales Associate
- Food Service Worker / Barista
- Retail / Wholesale manager
- Clerk
- Customer Service Representative



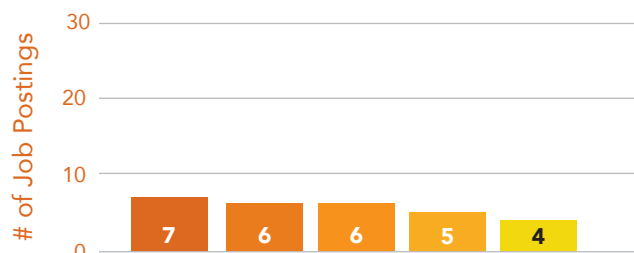
- Social Service Worker / Case Manager (23)
- Teacher - Elementary / Kindergarten (18)
- Home Support Worker (7)
- Early Childhood Educator / Assistant (6)
- Social Workers (4)



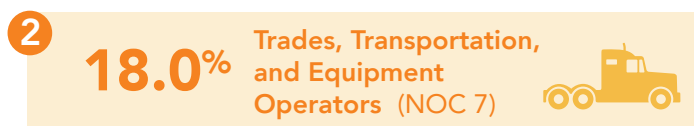
- Truck Driver (13)
- Automotive Service Technician (6)
- Material Handler (6)
- Building Maintenance Worker (5)
- Delivery Drivers (5)

Sales and Service (NOC-6) based occupations made up 29.0% (142) of all the job postings listed in August. Contrary to June and July, the Education, Law and Social, Community and Government Services (NOC-4) based occupations saw the biggest increase this month (+16.8%), moving it back into the top 3. Contrary to July, the Trades, Transportation, and Equipment Operators (NOC-7) based occupations saw the largest decrease (-3.4%), almost similar to last month's increase. Looking at managerial roles, 20 of 34 fell in the Sales and Service occupations and 5 in Business, Finance and Administration. As for the 6 senior managerial roles, 2 belonged to the Education industry and 2 to Public Administration.

TOP 3 OCCUPATIONAL CATEGORIES (NOC)



- Cook / Chef / Baker
- Food Service Worker
- Clerk
- Cleaner
- Food and Beverage Servers



- Material Handler (4)
- Truck / Bus Drivers (4)
- Autobody Repairers (2)
- Insulators (2)
- Public Works Labourers (2)



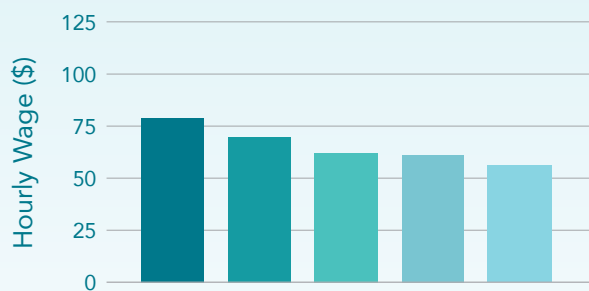
- Social Service Worker / Case Manager (5)
- Home Support Worker (5)
- Early Childhood Educator / Assistant (4)
- Teacher - Elementary / Kindergarten (2)
- Teacher - Secondary (2)

Sales and Service (NOC-6) based occupations represented the largest number of job postings in August (40.2%, 49). It also saw the largest month-over-month decrease (-5.4%, -2). The largest increase (+5.5%) was seen in the Trades, Transportation, and Equipment Operators (NOC 7) occupations. Looking at managerial roles, of the 12 roles advertised, half (6) fell in the Sales and Service occupations; there were no senior manager roles advertised this month.

TOP 5 HOURLY WAGE VACANCIES



\$78.79 Pharmacist
@ IDA pharmacy



\$69.17 Nurse Practitioner
@ West Nipissing General Hospital

\$62.23 Social Service Worker - After Hours
@ 'Nijjaansinaanik Child and Family Services

\$61.50 Veterinarian
@ Bay City Animal Hospital

\$56.36 Paramedic - Acting Superintendent
@ District of Nipissing Social Services
Administration Board

TOP 3 ANNUAL SALARY VACANCIES

\$200,000.00

Sales Associate – Automotive
@ 401 Auto - North Bay Chrysler

\$162,602.00

External Director - School Of Social Work
@ Nipissing University

\$154,000.00

Product Manager
@ Miller Technology Incorporated



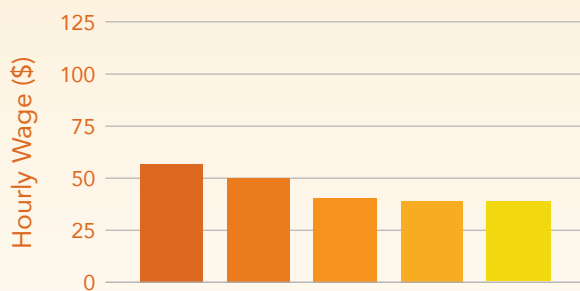
Lowest Annual Salary \$36,000.00

Clerk
@ Metro

TOP 5 HOURLY WAGE VACANCIES



\$57.03 Director Of Care – Assistant
@ Eastholme Home for the Aged



\$56.00 Registered Nurse - Surgical Services
@ West Parry Sound Health Centre

\$44.26 Social Service Worker - Indigenous Mental Health
and Addictions @ Canadian Mental Health Association

\$38.66 Resort Manager
@ Jolly Roger Inn & Resort

\$36.30 Truck Driver
@ Hall Construction Inc

TOP 3 ANNUAL SALARY VACANCIES

\$118,614.00

Human Resources Manager
@ Eastholme Home for the Aged

\$110,614.00

Treasurer
@ Municipality of Powassan

\$100,000.00

Mechanic – HVAC
@ Reliance Home Comfort



Lowest Annual Salary \$36,000.00

Clerk
@ Walmart

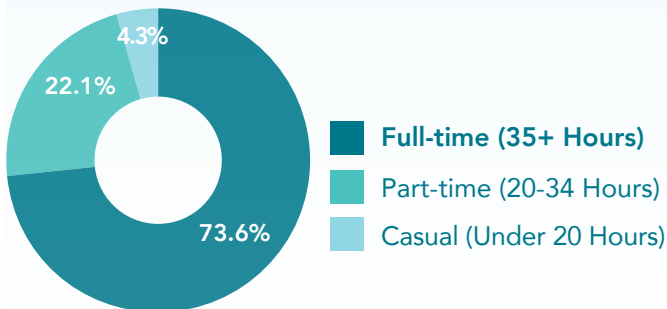
42.9%, of the jobs in August listed an hourly wage. The average was \$28.84/hour, higher (+2.3%, +\$0.66) than the current 12-month average of \$28.18/hour. Of the 210 postings, which listed an hourly wage, 9.0% (19) were listed at the provincial minimum wage of \$17.20/hour. For postings that listed an annual salary, the average was \$82,638.98/year. This is higher (+3.7%, +\$2,958.02) than the current 12-month average of \$79,680.96/year.

59.8% of the job postings listed an hourly wage in August. The average was \$25.22/hour. This is lower; -5.9% (-\$1.53/hour), than the current 12-month average of \$26.81/hour. Of the 73 postings which listed an hourly wage, 9 (12.3%) were listed at the provincial minimum wage of \$17.20/hour. The average annual salary listed was \$73,760.31 slightly higher than the current 12-month average (1.7%, +\$1,262.28) of \$72,498.03. These fluctuations are expected as only a very small share of job postings list the annual salary in the district.

FULL-TIME / PART-TIME BREAKDOWN

73.6% of listings in August ↓ **2.5%** from July

73.6% (360) of the listings in August indicated that the employment offered would be classified as full-time. This figure is slightly lower, -2.5%, from the previous month when 76.1% of the job postings were classified as full-time.

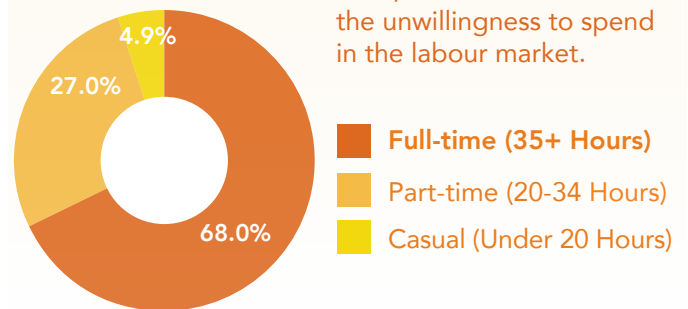


489 Postings listed hours offered (100%)

FULL-TIME / PART-TIME BREAKDOWN

68.0% of listings in August ↓ **7.9%** from July

68.0% (83) of the listings in August indicated that the employment offered would be classified as full-time. This is a decline; -7.9%, from the previous month where 75.9% of the job postings were classified as full-time. That's four consecutive months of decline in full-time roles, another indicator of the unwillingness to spend in the labour market.

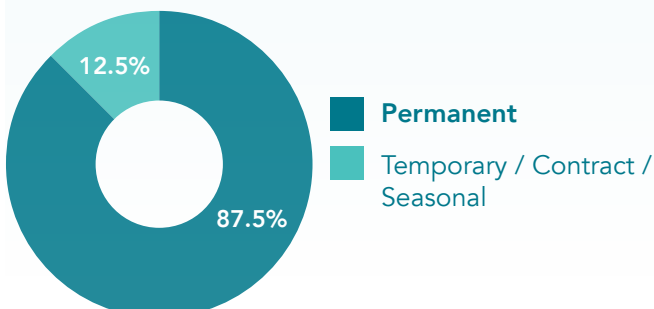


122 Postings listed hours offered (100%)

TERM OF EMPLOYMENT

87.5% of listings in August ↓ **1.5%** from July

87.5% (428) of the listings in August stated that the opportunity in question would be permanent. This is slightly lower (-1.5%) to the previous month's figure of 89%.

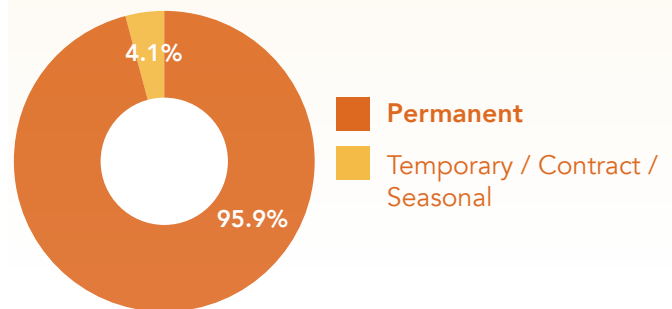


489 Postings listed hours offered (100%)

TERM OF EMPLOYMENT

95.9% of listings in August ↑ **3.0%** from July

95.9% (117) of the listings in August stated that the opportunity in question would be permanent. This is slightly higher (+3.0%) than the previous month's figure of 92.9%. There are fewer full-time roles, and more roles are on a permanent basis.



122 Postings listed hours offered (100%)

ALL EMPLOYERS WITH POSTINGS IN MONTH



NIPISSING DISTRICT

401 Auto - North Bay Chrysler
A&W (Northgate Shopping Centre)
A&W Restaurant
A.G. Electric LTD
A1 Blasting Mats
AIDS Committee of North Bay and Area
AIM Kenny U-Pull
Aramark Canada Ltd.
Ardene
Ashley HomeStore North Bay
Battano Construction Limited
Bay City Animal Hospital
Bay Truck Stop Family Restaurant
Bayland Property Management
Bdo
Best Buy
Best Care Kennels
Best Western North Bay Hotel & Conference Centre
Beyond Sushi
Binx Professional Cleaning
Blue Seal Farm
Bluenotes
Boart Longyear Inc.
Body Back in Motion
Bradwick Property Management
Brainworks
BrokerLink - Parry Sound
Brookfield Global Integrated Solutions
Bulk Barn Foods Limited
Burger World - Hammond
Caisse Alliance
Canada Cartage
Canadian Addiction Treatment Centres
Canadian Addiction Treatment Pharmacy
Canadian Mental Health Association
Canadian Tire - North Bay
Canadore College - College Drive
Canarino Nissan
Can-Blast Inc
Canor Construction
CarePartners
CARQUEST Canada
Cascades Casino
Cash 4 You Corp.
Cassellholme Home for the Aged
Churchill's
CIBC - North Bay
CJ Limited - Charm Diamond Centres
Claire's
Closing the Gap Healthcare
Commissionaires
Community Counselling Centre of Nipissing
Community Living North Bay
Conseil Scolaire Catholique Franco-Nord
Conseil scolaire public du Nord-Est de l'Ontario
Contrans Flatbed Group
Cooper Equipment Rentals
Cosmoprof Canada

Crisis Centre North Bay
Davedi Club
Dawson Dental - North Bay
Defence Construction Canada
Di-Corp
District of Nipissing Social Services
Administration Board
Dollarama L.P.
East Side Mario's
Eclipse Stores Inc
Ed Seguin & Sons Trucking and Paving
EMCO Corporation
Enbridge Inc.
Exp Global Inc.
Eye Associates of North Bay
Fastenal
Fat Bastard Burrito Co.
FedEx Express Canada
Fire & Flower Inc
First Choice Haircutters
First Student / First Transit
Fowler Construction
Gangnam Korea - North Bay
GardaWorld
Gardewine
Gateway Wellness Collective
Giant Tiger - North Bay
GoodLife Fitness
Greco's Pizza and Pasta - Algonquin Ave.
Green Vision
Griffin Jewellery Designs
Groupe Optimum Inc.
Hands, TheFamilyHelpNetwork.ca
Hearing Life Canada
HearingLife Canada Ltd.
Holiday Inn Express Suites North Bay
Homewood Suites by Hilton North Bay
IDA - Mattawa Pharmacy
IDA pharmacy
Indigo Books & Music
Intelcom | Dragonfly
IPC
Jean M Savignac General
Woodwork Ltd
Jiffy Lube
Kaltech Mining Services Ltd.
Karis Disability Services (formerly Christian Horizons)
Kendall, Sinclair, Cowper, Daigle & Houlden LLP
Kia North Bay
Kohltech Windows & Entrance Systems
Krown Rust Control
Kumon of North Bay
Labonte Concrete Ltd
Lafarge Canada Inc
Les Compagnons des francs loisirs
Les Soeurs de l'Assomption de la Sainte vierge
LHD Equipment
LifeLabs
Linde Plc.
Loblaws Companies Limited
Lucenti Orlando Professional Corporation

M. Sullivan & Son Limited
Magna Corporation
Manitoulin Group of Companies
March of Dimes Canada
Marina Point Village
McDonald's (North Bay)
McDonald's (West Nipissing)
McDougall Energy Inc.
McDougall Insurance and Financial
Metal Fab Ltd.
Metis Nation of Ontario
Metro - North Bay
Michaels
Miller Paving
Miller Technology Incorporated
Ministry of the Environment, Conservation and Parks
Ministry of the Solicitor General
Morguard
Motion Industries
Municipality of West Nipissing
National Defence
National Diabetes Trust
Neddy's North Bay Hyundai
NECO Community Futures Development Corporation
Niijaansinaanik Child and Family Services
Nipissing Serenity Hospice
Nipissing University
Nipissing-Parry Sound Catholic District School Board
Nordic Minesteel Technologies Inc.
North Bay Denture Clinic
North Bay Food Bank
North Bay Golf & Country Club
North Bay Humane Society
North Bay Indigenous Hub
North Bay Machining Centre Inc.
North Bay Parry Sound District Health Unit
North Bay Regional Health Centre
Northern Brick
Northern Lakes Dental
Northern OK Tire
Northern Shores Pharmacy
One Kids Place Children's Medical
Treatment Center of North East Ontario
Ontario Aboriginal Housing Services
Ontario Health
Ontario Ministry of Natural Resources and Forestry
Ontario Ministry of Transportation
Ontario Northland
Oxford Learning Centres, Inc.
P&G Auto Parts
Paramed Home Health Care
Pavao Contracting Inc
Pearle Vision
Petro Canada
PHARA
Pilot Diamond Tools Ltd.
Pizza Pizza - North Bay
Quantum Lifecycle Partners LP
Queen Street Family Dentistry
Rainbow Concrete Industries Ltd.

Redpath Mining Contractors and Engineers
Rexall
Riv Chip Stand
Roots Canada
Royal Bank of Canada - North Bay
Royal Bank of Canada - Sturgeon Falls
Royal LePage Real Estate
Savage Ford Sales Limited
Scotiabank - North Bay
Seaboard Transport Group
Sephora Canada
Serco Canada Inc.
Shoppers Drug Mart
Sienna Senior Living
Sobeys - North Bay
Softmco
Spencer Gifts
Spirit Halloween
Stantec
Staples Canada
Stock Transportation
Stockfish Automotive Group
Subway - Lakeshore Drive
Subway - Pinewood Park Drive
Subway - Shirreff Ave.
Subway - Sturgeon Falls
Syl's Neighbourhood Kitchen
Taco Bell
Talize
TD Bank - North Bay
The Children's Aid Society of the District of Nipissing and Parry Sound
The Corporation of the City of North Bay
The Lindsay Weld Centre for Children
The Station Tap House & Steak Co.
The Submarine Place
ThinkOn
Thermo Coustics Limited
TJX Companies - Homesense
TJX Companies - Winners
TNT Landscaping
Tokyo Smoke
Total Cabinet Modules
Trans Canada Safety
Twiggs - Cartier St.
Union of Ontario Indians
Valin Partners
Value Village
Victorian Order of Nurses / VON
Volkswagen North Bay
Voyageur Aviation Corp
Voyago
Wacky Wings
Walmart - North Bay
Weed Man North Bay
Wendy's Restaurants - North Bay
West Nipissing General Hospital
WhisBay Traders Ltd.
William Perrins Auto Body
Workplace Safety North
YMCA of Northeastern Ontario

Continued on next page



PARRY SOUND DISTRICT

180 Smoke
1886 Lake House Bistro
Adams Bros. Construction
Agilec
Almaguin Highlands Community Living
Almex Group
Alouette Bus Lines
Aramark Canada Ltd.
Bayshore Health Care
Bernard's Bistro On The Lake
Best Western Plus Parry Sound
Binx Professional Cleaning
Brand Momentum Inc.
Breathe Easy Spa Boutique
Campbell Painting
Canadian Mental Health Association
Closing the Gap Healthcare
Community Living Parry Sound
Corporation of the Township of Seguin

Crofters Food Ltd
CSN Buchans
CSN Collision Centre - Phil's
Dent Bay Baking Company
Eastholme Home for the Aged
Edgewater Park Lodge
Gardens of Parry Sound Retirement Home
Gingrich Harris Copeland, Chartered Professional Accountants
Grand Tappattoo Resort
Hall Construction Inc
Hands TheFamilyHelpNetwork.ca - North Bay
Hands, TheFamilyHelpNetwork.ca
IDA pharmacy
Iron Design Welding
Jolly Roger Inn & Resort
KFC - Parry Sound

LCBO
Legend Spirits
Magnetawan Grill and Grocery
Maid to Perfection
Municipality of Powassan
Muskoka Auto Parts Limited
Nails by Siri
Near North District School Board
Nipissing-Parry Sound Catholic District School Board
No Frills - Stacie and Troy's
Oakcrest Co.
Parry Sound Inn and Suites
Petro Canada
Reliance Home Comfort
RONA - Parry Sound
Royal Bank of Canada - Sundridge
Schlager Inc.
Shawanaga First Nation

Shawanaga First Nation Healing Centre
Soundseals Insulation
Stacked Pancake and Breakfast House
Subway - Parry Sound
Swift Canoe and Kayak
Tailwinds Bar & Grill
The Drop
The Friends
Tim Hortons - Burks Falls
Tim Hortons - Parry Sound
Town and Country Motel
Township of Perry
Trestle Brewing Company Limited
Walmart - Parry Sound
Wasauksing First Nation
West Parry Sound Health Centre
Wilson Transportation LTD
YMCA of Simcoe/Muskoka



WHAT IS THE LMG MONTHLY JOBS REPORT?

This Jobs Report is a monthly publication produced by the Labour Market Group.

Each month we compile this report based on our job portal **readysethired.ca**.

Readysethired.ca is an online job portal that provides and collects real time job postings within the districts of Nipissing and Parry Sound. These postings are updated daily and provide job seekers with a one stop shop for local current employment opportunities.

FOR MORE INFORMATION & FURTHER DETAILS ABOUT LOCAL JOBS, PLEASE CONTACT :

The Labour Market Group
readysethired.ca
info@thelabourmarketgroup.ca



The Labour Market Group
Guiding partners to workforce solutions.

Administration

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www.niagararegion.ca

September 30, 2025

CL 14-2025, September 25, 2025***DISTRIBUTION LIST******SENT ELECTRONICALLY*****Motion Respecting State of Emergency on Mental Health, Homelessness and Addictions**

Regional Council, at its meeting held on September 25, 2025, passed the following motion:

WHEREAS Niagara Region issued three separate declarations of emergency in the areas of homelessness, mental health and opioid addiction on February 23, 2023, recognizing that the scope and scale of the crisis surpasses the Region's capacity to respond effectively; and

WHEREAS following the submission of the three declarations of emergency, the Provincial Emergency Operations Centre (PEOC) has engaged with the Region's Community Emergency Management Coordinator (CEMC); and

WHEREAS these issues have continued to intensify and add further strain to the social support system in Niagara over the past two years; and

WHEREAS municipalities across Ontario are continuing to experience similar challenges; and

WHEREAS a coordinated, province-wide approach and associated funding support is required to address the growing emergency of mental health, homelessness and opioid addiction, the scale of which falls well beyond the scope of what a municipality can address.

NOW THEREFORE BE IT RESOLVED:

1. That Niagara Region **ADVOCATES** that the Province support a coordinated approach between the Ministry of Health, the Ministry of Municipal Affairs and Housing, and the Ministry of Children, Community and Social Services to address ongoing challenges related to mental health, homelessness and opioid addiction;
2. That Niagara Region **FORMALLY ADVOCATES** for Provincial funding to address identified gaps in programs and services contributing to the state of emergency including affordable housing, supportive housing, addictions treatment, and mental health supports for vulnerable populations; and

3. That this motion **BE SENT** to the Provincial and Federal Governments, FCM, AMO and all municipalities in Ontario.

Yours truly,



Ann-Marie Norio
Regional Clerk

:kl

CLK-C 2025-109

Distribution List

Premier of Ontario
Prime Minister of Canada
Federation of Canadian Municipalities (FCM)
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities



Legislative Services
 Town of Newmarket
 395 Mulock Drive
 P.O. Box 328 Station Main
 Newmarket, ON L3Y 4X7

clerks@newmarket.ca
 tel.: 905-953-5300
 fax: 905-953-5100

October 7, 2025

Sent via email

The Honourable Doug Ford, M.P.P., Premier of Ontario, Legislative Building, Queen's Park, Toronto, ON, M7A 1A1, premier@ontario.ca

The Honourable Prabmeet Singh Sarkaria, M.P.P., Minister of Transportation, 5th Flr, 777 Bay St. Toronto, ON, M7A 1Z8, minister.mto@ontario.ca

The Honourable Michael S. Kerzner, Solicitor General, M.P.P., Solicitor General, George Drew Bldg., 25 Grosvenor St. Toronto, ON, M7A 1Y6, Minister.SOLGEN@ontario.ca

Ms. Dawn Gallagher Murphy, M.P.P., Unit 22, 16635 Yonge St., Newmarket, ON, L3X 1V6, dawn.gallaghermurphy@pc.ola.org

The Association of Municipalities of Ontario (AMO), 155 University Ave., Suite 800, Toronto, ON, M5H 3B7, resolutions@amo.on.ca

All Ontario Municipalities

RE: Automated Speed Enforcement Resolution – Town of Newmarket

I am writing to advise you that at the Council meeting held on October 6, 2025, the Town of Newmarket Council adopted the following recommendations regarding the above referenced matter:

Whereas Automated Speed Enforcement (ASE) is by far the most effective speed mitigation and safety tool that municipalities have had access to; and,

Whereas The Ontario Safety League has expressed that ASE is effective and that it supports the use of ASE; and,

Whereas The Ontario Association Chiefs of Police has expressed that ASE is effective and that it supports the use of ASE; and,

Whereas The Hospital for Sick Children and Toronto Metropolitan University have studied ASE and found that speed is the single most important factor in pedestrian injury risk and ASE can be an effective way to reduce that risk, especially in areas where children are most vulnerable; and,

Whereas The Canadian Automobile Association (CAA) found that 73 percent of Ontario drivers slow down when nearing an ASE camera and 52 percent shared that they are unlikely to speed up after they pass through an ASE zone; and,

Whereas ASE frees up more time for police officers to attend to serious crimes, such as home invasions and auto theft; and,

Whereas One of the top complaints that Council has received from residents for decades is speeding on residential streets; and,

Whereas Since implementing ASE, Newmarket has observed between 58 percent and 90 percent reductions in the number of vehicles exceeding the speed limit in the community safety zones with automated speed enforcement; and,

Whereas the Town's ASE program has recorded speeds of 125 km/hr, 113 km/h, and 96 km/h in school zones with speed limits of 40 km/h.

Therefore, be it resolved:

1. That the Council of the Town of Newmarket opposes the Ontario Government's proposal to cancel municipal ASE programs; and,
2. That the Council of the Town of Newmarket requests the Premier of Ontario or Minister of Transportation meet with municipal leaders to develop provincial legislation, regulations and standards to ensure municipal ASE programs are fair, transparent and consistent throughout Ontario as opposed to eliminating the programs; and,
3. That the Council of the Town of Newmarket requests that the Ontario Government consider the following amendments to address Provincial concerns:
 - Only implement ASE in school zones; and,
 - Establish a province-wide minimum threshold over the speed limit at which tickets are issued; and,
 - Require extensive communication campaigns warning drivers that ASE cameras will be implemented, including warning tickets, well ahead of activating the cameras, and install permanent flashing signs at the camera locations; and,
 - Establish a maximum fine amount for ASE, and,
 - Establish a maximum number of cameras per municipality, and,
4. That copies of this motion be distributed to the following:
 - Premier Doug Ford; and,
 - Hon. Prabmeet Singh Sarkaria, Minister of Transportation; and,
 - Hon. Michael S. Kerzner, Solicitor General; and,
 - Dawn Gallagher Murphy, MPP, Newmarket -- Aurora; and,
 - All Ontario Municipalities; and,
 - The Association of Municipalities of Ontario.



Legislative Services
Town of Newmarket
395 Mulock Drive
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Newmarket, ON L3Y 4X7

clerks@newmarket.ca
tel.: 905-953-5300
fax: 905-953-5100

Yours sincerely,

Simon Granat
Legislative Coordinator



SMITHS FALLS

RISE AT THE FALLS

October 8, 2025

Association of Municipalities of Ontario
155 University Ave | Suite 800 Toronto, ON M5H 3B7
resolutions@amo.on.ca

To Whom it May Concern:

Re: Support of H.E.R. Elect Respect Campaign

Please be advised that the Council of the Corporation of the Town of Smiths Falls passed the following resolution at their September 15, 2025, Council meeting:

WHEREAS democracy is healthy when everyone is able to participate fully and safely and contribute to the well-being of their community;

AND WHEREAS we are witnessing the dissolution of democratic discourse and respectful debate across all levels of government and in neighbouring jurisdictions;

AND WHEREAS Ontario's municipally elected officials are dealing with increasingly hostile, unsafe work environments facing threats and harassment;

AND WHEREAS social media platforms have exacerbated disrespectful dialogue, negative commentary, and toxic engagement which disincentivizes individuals, especially women and candidates from diverse backgrounds from running for office;

AND WHEREAS better decisions are made when democracy is respectful and constructive and the voices of diverse genders, identities, ethnicities, races, sexual orientation, ages and abilities are heard and represented around municipal council tables;

AND WHEREAS the Association of Municipalities of Ontario's Healthy Democracy Project has identified concerning trends with fewer people voting in local elections and running for municipal office;



SMITHS FALLS

RISE AT THE FALLS

AND WHEREAS in 2024, female elected representatives from across Halton formed a group called H.E.R. (Halton Elected Representatives) which pledged to speak out against harassment and negativity in politics and called on elected officials to uphold the highest standards of conduct;

AND WHEREAS H.E.R. Halton has launched a campaign called Elect Respect to promote the importance of healthy democracy and safe, inclusive, respectful work environments for all elected officials that encourages individuals to participate in the political process;

AND WHEREAS on June 5, 2025, the Canadian Association of Feminist Parliamentarians launched a non-partisan "Parliamentary Civility Pledge" to encourage all parliamentarians to commit to end workplace harassment and increase civility on Parliament Hill, modelled after the pledge developed in Halton by representatives of H.E.R.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Smiths Falls supports the Elect Respect pledge and commits to:

- *Treat others with respect in all spaces—public, private, and online,*
- *Reject and call out harassment, abuse, and personal attacks,*
- *Focus debate on ideas and policies, not personal attacks,*
- *Help build a supportive culture where people of all backgrounds feel safe to run for and hold office,*
- *Call on relevant authorities to ensure the protection of elected officials who face abuse or threats, and*
- *Model integrity and respect by holding one another to the highest standards of conduct.*

AND THAT the Council of the Corporation of the Town of Smiths calls on elected officials, organizations and community members to support the Elect Respect campaign and sign the online pledge at www.electrespect.ca ;

AND THAT a copy of this resolution be sent to the Association of Municipalities of Ontario, the Federation of Canadian Municipalities, Ontario Municipalities, relevant MPs and MPPs, Smiths Falls Police Services, the Ontario Provincial Police and the Royal Canadian Mounted Police.



SMITHS FALLS

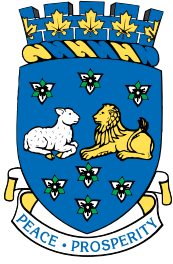
RISE AT THE FALLS

Please do not hesitate to contact me with any questions and/or concerns.

Yours truly,

Kerry Costello
Town Clerk

cc: Federation of Canadian Municipalities (FCM)
Association of Municipalities of Ontario (AMO)
Ontario Municipalities
M.P. Scott Reid, Lanark-Frontenac-Kingston
M.P.P. John Jordan, Lanark-Frontenac-Kingston
Smiths Falls Police Services
Ontario Provincial Police
Royal Canadian Mounted Police



REGIONAL MUNICIPALITY OF WATERLOO

OFFICE OF THE REGIONAL CLERK

150 Frederick Street, 2nd Floor
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October 8, 2025

Honourable Doug Ford,
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier:

Re: Amending Ontario Regulation 391/21

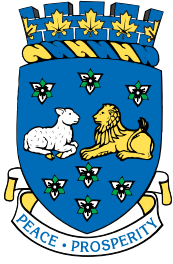
Please be advised that the Council of the Regional Municipality of Waterloo at their Sustainability, Infrastructure, and Development meeting held on October 7, 2025 approved the following motion:

Whereas under Ontario Regulation 391/2, Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of for 'eligible' sources only; and

Whereas 'ineligible' sources, which producers are not responsible for, include business improvement areas, places of worship, daycares, camp grounds, public facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks; and

Whereas the province amended Ontario Regulation 391/2 to not expand services for new public space recycling; and

Whereas should a municipality continue to provide services to the 'ineligible' sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs;



REGIONAL MUNICIPALITY OF WATERLOO

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www.regionofwaterloo.ca

Therefore, be it resolved that Region of Waterloo Council request that the province amend Ontario Regulation 391/21, Blue Box so that producers are responsible for the end-of-life management of recycling products from all sources as stated above; and

Further that Council request the support of all Ontario Municipalities; and

That Minister McCarthy be asked to provide more information on the estimated \$171M in savings for municipalities through this program.

Please accept this letter for information purposes only. If you have any questions please contact Dorothy McCabe, Councillor DMcCabe@regionofwaterloo.ca

Regards,

Chris Fraresso, Legislative Services Specialist

cc: Todd McCarthy, Minister of the Environment, Conservation, and Parks
Mike Harris, Minister of Natural Resources and Forestry
Rob Flack, Minister of Affairs and Housing
Robin Jones, AMO President
Waterloo Region municipalities
All Ontario Municipalities
First Nation Councils