October 7, 2025 – 6:30 p.m.

#### **AGENDA**

Topic: Regular Meeting of Council Time: October 7, 2025, 6:30 P.M.

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

#### Join Zoom Meeting

#### https://us06web.zoom.us/j/84376668998

Dial by your location 25-420 1<sup>st</sup> Resolution +1 647 374 4685 Canada 2025-53 1<sup>st</sup> By-law +1 647 558 0588 Canada

- 1. CALL TO ORDER
- 2. ROLL CALL
- 3. DECLARATIONS OF PECUNIARY AND/OR PERSONAL INTEREST AND GENERAL NATURE THEREOF
- 4. ADOPTION OF AGENDA
- 5. CLOSED SESSION
- 6. CALL TO ORDER

#### 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 Lake Stewardship and Environmental Committee – Presentation of new Pamphlet "Spraying for Mosquitos: Things to Consider"

#### 12. COMMITTEE OF THE WHOLE

12.1 ADMIN-2025-16 – Draft By-law to Establish a Notice Policy (Notice By-law)

#### 13. MOTION TO REVIEW A PREVIOUS MOTION

#### 14. ADOPTION OF MINUTES OF PREVIOUS MEETING(S)

14.1 Minutes of the September 16, 2025, Regular Meeting of Council and September 19, 2025, Special Meeting of Council

#### 15. PLANNING MATTERS

15.1 Consent Application – B05-2024 (Moffatt)

### 16. COMMITTEE/BOARD MINUTES WITH RECOMMENDATIONS FOR APPROVAL

- 16.1 The District of Parry Sound West (Belvedere Heights) Corporation:
  Annual Information Meeting Minutes (June 20, 2024), Financial
  Statements Year End Belvedere Heights (December 31, 2024),
  Independent Auditor's Report Community Support Services Year Ended
  (March 31, 2025), Board of Management Meeting (June 25, 2025)
- 16.2 District Social Services Administration Board Meeting Minutes May 8, 2025, June 12, 2025, August 14, 2025, and Special Meeting Minutes for June 17, 2025
- 16.3 Parry Sound Area Planning Board Meeting Minutes May 26, 2025, July 28, 2025
- 16.4 Township of McKellar Public Library Meeting Minutes August 25, 2025

#### 17. STAFF REPORTS WITH RECOMMENDATIONS FOR APPROVAL

- 17.1 ADMIN-2025-18 Request for Proposal 2025-15 Real Estate Services for the Sale of Municipal Property
- 17.2 Accounts Payable Preliminary Cheque Run Report for September 2025
- 17.3 ADMIN-2025-17 Circular Materials Notice for Depot Operations Agreement October 7, 2025
- 17.4 Memo to Council Good Roads 2025 Conference
- 17.5 PW-2025-09 Public Works Updates
- 17.6 Memo to Council Update of Baseball Field
- 17.7 Memo to Council Update of Hurdville Road Hurdville Bridge Centre Road

- 18. MAYOR'S REPORT
- 19. CORRESPONDENCE FOR CONSIDERATION
- 20. MOTION AND NOTICE OF MOTION
  - 20.1 Bottle Shed Collection Funds

#### 21. BY-LAWS

21.1 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

#### 22. UNFINISHED BUSINESS

22.1 Unfinished Business as of October 7, 2025

#### 23. NEW BUSINESS

23.1 Gymnasium and Outdoor Arena Floor Replacement

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

#### 25. CONSENT AGENDA – CORRESPONDENCE

- 25.1 AMO Watchfile September 11, 18, and 25, 2025
- 25.2 Letter from Minister of Transportation and Internal Trade (September 12, 2025)
- 25.3 Township of Carling Call to Action Support for Parry Sound Students and Families (September 11, 2025)
- 25.4 Township of Carling Call for Ministry of Education and Near North District School Board for Transparency, Accountability and Safe Learning Plans for Students (September 11, 2025)
- 25.5 The Corporation of the Township of Larder Lake Resolution #18 Requesting a Moratorium on Aerial Spraying of Glyphosate in the Timiskaming Forest (September 10, 2025)
- 25.6 The Corporation of the Township of Larder Lake Request for Extension of Certification Deadlines under Ontario Regulation 343/22 (September 10, 2025)
- 25.7 Municipality of Killarney Requesting Support regarding 4-laning of Highway 69/400 from Parry Sound to Sudbury (September 16, 2025)
- 25.8 Town of Cobalt NORDS Pilot Program (September 17, 2025)
- 25.9 Township of Seguin Resolution No. 2025-234 Near North District School Board (September 19, 2025)
- 25.10 Township of Hilliard NORDS Pilot Program (September 17, 2025)

- 25.11 Township of the Archipelago Parry Sound Mega School (September 19, 2025)
- 25.12 Town of Parry Sound Call for Transparent Accountable Governance of the NNDSB (September 16, 2025)
- 25.13 Municipality of Brighton Motion COU-2025-390 (September 15, 2025)
- 25.14 Township of the Archipelago Opposition to the Georgian Bay Aspiring Geopark (September 19, 2025)
- 25.15 Solicitor General Review of the Ontario Provincial Police (OPP) cost recovery (September 26, 2025)
- 25.16 Natural Asset Management Program Newsletter (September 2025)
- 25.17 Town of Aurora Council Resolution RE: Elect Respect Campaign Support (September 23, 2025)
- 25.18 Woolwich Township Resolution Passed by Woolwich Township Council Bill c-16 First Nations Clean Water Act (September 26, 2025)

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

#### 27. CONFIRMING BY-LAW

27.1 By-law 2025-54 - 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.



### Township of McKellar

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

Phone: 705-389-2842 Fax: 705-389-1244

#### Request for Delegation/Deputation before Council

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

#### PLEASE PRINT CLEARLY

Name of Person to Appear: Peto	er Duffey				
Address:					
Phone: Home:	Business:	Cell:			
Name of Group or Person(s) bein	ng represented (if applicable)	: Lake Stewardship and			
Environmental Committee	of McKellar Township				
Meeting date requested to appe	Meeting date requested to appear before Council: Oct 7, 2025				
Subject Matter of Deputation: Presentation of a new pamphlet - Spraying for Mosquitos:					
Things to Consider (draft a	attached)				
With this educational pamphlet we hope to discourage fogging of insecticides by					
residents to eradicate biting insects. We would further request that this pamphlet be mailed					
with the tax notices in January/February 2026 in order to be delivered before the spring.					
Detailed written submission must the Council meeting.	st be attached or submitted to	o the Clerk by 1:00 p.m. the Wednesday prior to			
Peter Duffey Signature:	Da	<sub>ate:</sub> September 7 2025			

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

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

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

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

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

### Protecting Our Natural Resources For Future Generations

We all know the township is growing in population and with it, the pressure on the environment is increasing. The use of chemical-based pesticides can have far reaching consequences on our environment and will contribute to the already mounting pressures on it.

As the residents of McKellar, we all share a responsibility to protect our natural resources for generations to come. Why not consider natural alternatives to insect control?

The more steps each of us take to reduce the use of chemicals around our community, the more we help preserve our ecosystem for future generations.

Together, we can all help reduce the effects that insecticides applied through spraying or fogging methods have on our environment. By using more organic and natural alternatives, we will help ensure our entire ecosystem remains healthy for generations to come.

The insects so vital to our ecosystem will thank you.



Produced by the Township of McKellar Lake Stewardship and Environmental Committee.

A committee created to pursue a mission of fostering environmental awareness, understanding and appreciation to protect and sustain our municipality's abundant natural resources, which enhance the quality of life for our residents and seasonal visitors

For more information on what you can do to help protect our precious natural resources for future generations, go to:

#### www.McKellar.ca

and visit the Environment tab for residents.

# SPRAYING FOR MOSQUITOES



#### THINGS TO CONSIDER



#### **Factors to Consider**

Whether it's blackflies or mosquitos, biting bugs are not a welcome sight for residents and cottagers. Over the years, that has led to many people turning to chemical-based solutions to reduce bugs on their property. The application of insecticides in the past was typically done through spraying. Recently, fogging has become the application method used by most pest control companies.

One problem with many chemical-based solutions is that other insects can be affected. Bees, butterflies, ladybugs, and dragonflies are also killed by the application of insecticides. Insecticides don't just kill those biting bugs, they can kill a whole host of insects that are beneficial and crucial to our fragile environment.

When insecticides are applied, any residue left behind washes off vegetation when it rains and the runoff can go into the soil, lakes, rivers, streams and groundwater.

As for how safe they are to humans, the information varies but we've all seen the signs after application.



#### The Pollinator Problem

Thousands of different species act as pollinators including bees, flies, beetles, butterflies, moths, as well as larger specimens such as hummingbirds and small mammals. Some pollinators are being killed directly by insecticides, other populations who rely on bugs as their source of food are reduced due to a lack of available food sources. Using any kind of chemical spray to eradicate insects has far reaching consequences. You have no doubt heard about the falling bee populations and the problems that it is causing worldwide. One bee can return to the hive after an outing and can be contaminated by an insecticide. That single bee can wipe out an entire colony. Not only is it a problem in natural hives, beekeepers can also lose entire apiaries costing thousands of dollars because one bee returned with insecticide on it.

When pollinator populations fall, our food chain is disrupted. Many fruit and vegetable crops rely on pollinators to keep yields abundant. It is estimated pollinators are responsible for one out of every three bites of food we take. If we lose pollinator populations, crops yields are reduced which in turn will lead to higher prices at the grocery store.



#### **All Natural Bug Control**

Encourage dragonflies to visit your yard by planting native plants that attract them such as Black-eyed Susan. Dragonflies also love to bask on rocks to stay warm so having some spots available for them to perch will help attract them. Eliminating the use of pesticides will also help the dragonflies to flourish. A single dragonfly can eat hundreds of mosquitos and blackflies a day. No wonder residents announce their arrival each spring as "the return of the McKellar Air Force".



Bats are also a great method of naturally controlling the biting insects. You can attract bats by installing a bat house.

Eliminate places where standing water exists on your property. If you have things like bird baths or kiddie pools, change the water regularly. Mosquitoes will breed in standing water.

To help with a bug free experience, use fans to circulate the air around your patio or deck. Even the slightest breeze can keep biting bugs away.

Using a non-chemical approach to insect control will help ensure you aren't inadvertently killing the beneficial insects our ecosystem so desperately needs.



### **Township of McKellar Report to Council**

Prepared for: Mayor & Council **Department:** Administration Date: October 7, 2025 **Report No:** ADMIN-2025-16

Subject: Draft By-law to Establish a Notice Policy (Notice By-law)

#### Recommendation:

Be It Resolved That the Council of the Corporation of the Township of McKellar does hereby receive Report ADMIN-2025-16; and the accompanying draft Notice Policy for Council's review and discussion.

#### **Background:**

The Township's current Notice By-law (2003-04) was likely enacted in response to the Municipal Act, 2001, and its associated amendments coming into effect in 2003. Due to its age and the many subsequent amendments to the Municipal Act, the By-law is now significantly outdated. Several sections referenced in the original By-law have since been repealed and are no longer in force.

The only amendment to the By-law since its enactment was By-law 2011-11.

#### **Analysis:**

The newly drafted By-law has been structured in the form of a Public Notice Policy. Appendix "A" sets out relevant sections of the Municipal Act that stipulate notice requirements. In addition, notice requirements from certain Ontario Regulations and the Planning Act have been incorporated.

For ease of reference and improved transparency, hyperlinks have been embedded throughout the policy, allowing direct access to the applicable legislation and regulations. This approach modernizes the By-law and enhances accessibility for both staff and the public.

#### Financial:

N/A

#### **Policies Affecting Proposal:**

Ontario Municipal Act, 2001, as amended; and Planning Act, 1990, as amended.

Conclusion:
Updating the Township's Notice By-law is long overdue. The proposed draft aligns with current legislative requirements and, once adopted, will provide Council, staff, and residents with a clear and consistent framework for public notice.
Respectfully submitted by:
Karlee Britton, Clerk/Administrator

# CORPORATION OF THE TOWNSHIP OF MCKELLAR BY-LAW NO. 2025-52

Being a By-law to Establis	h a Public Notice Policy

**WHEREAS** Section 270 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, states that a municipality shall adopt and maintain a policy with respect to the circumstances in which the municipality shall provide notice to the public, and, if notice is to be provided, the form, manner and times notices shall be given; and

**WHEREAS** Sections of the Municipal Act, 2001 require a municipality to give notice to the public generally of its intention to pass certain by-laws, notice of the holding of certain required public meetings, and notice of other matters; and

**WHEREAS** the Corporation of the Township of McKellar deems it advisable to set out reasonable minimum requirements for those actions by the municipality for which the notice requirements are not prescribed under the provisions of the Act or its regulations; and

**WHEREAS** the Council of the Corporation of the Township of McKellar advisable to establish a public notice policy;

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

- 1. **THAT** the Public Notice Policy, attached hereto as Schedule 'A' and forming part of this by-law is hereby adopted.
- 2. **THAT** if a section of this by-law is found invalid (ultra vires) by a court of competent jurisdictions, such section shall be deemed severable, and all other sections of this by-law shall remain in force and effect.
- 3. **THAT** By-laws No. 2003-04 and 2011-11, along with any and all amendments thereto, are hereby repealed in their entirety.

day of October 2025

4. **THAT** this By-law shall come into force and take effect upon its passing.

DEAD a EIDCT and CECOND time this

READ a FIRST and SECOND time this	day of October, 2	2025.	
David Moore, Mayor	Karlee Britton, Clerk Administrator		
READ a THIRD time and PASSED in OP	EN COUNCIL this	day of October, 2025.	
David Moore, Mayor			
Karlee Britton, Clerk Administrator			

#### Schedule 'A' to By-law 2025-52

#### The Township of McKellar Public Notice Policy

#### **Purpose**

The Corporation of the Township of McKellar acknowledges the importance of having an informed public. The Township of McKellar is an accountable and transparent organization that believes that its residents should be made aware of the business of the municipality, and as such, that commitment is characterized in the Township of McKellar's values of Transparency and Accountability. Section 270 of the Municipal Act, 2001 affirms that the municipality shall adopt and maintain a policy with respect to the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.

#### **Policy Statement**

This Policy describes the circumstances in which notice shall be provided to the public and the form, manner, and times notice shall be given as required under section 270(1)4 of the Municipal Act, 2001, S.O. 2001, c.25.

#### Scope

This policy applies to public notices issued by the Corporation of the Township of McKellar, pursuant to the Municipal Act, 2001, with the following exceptions:

- 1. Where notice is otherwise prescribed by statute, regulation, by-law or other policy;
- 2. The requirements of notice are prescribed in another policy, resolution or by-law;
- 3. Where Council directs an alternate form or manner of public notice or deems that notice is not required.

#### **Definitions**

"Clerk" means the Municipal Clerk/Administrator for the Corporation of the Township of McKellar.

"Council" means the Council of the Corporation of the Township of McKellar.

"Day" means calendar days including Saturdays, Sundays and holidays.

"Municipal Act" means the Municipal Act, 2001, S.O. 2001, c.25, as amended.

**"Newspaper"** means a local online publication, published at regular intervals and circulated with the municipality so as to provide reasonable notice to those affected.

**"Notice"** means a written, printed, electronic, published, or posted notification or announcement.

**"Posted"** means the erection of a sign in the vicinity of the lands that are subject to the notice.

**"Public Notices"** means the subdirectory of the Township of McKellar's website where notices are electronically disseminated to the public (https://www.mckellar.ca/en/news/public-notices.aspx? mid =42112)

**"Published"** means published on the Website, or in the **"Newspaper"**, as required.

"Registered Mail" means registered mail that requires the recipient to sign for it and is delivered by Canada Post or a courier service.

**"Social Media"** refers to the Corporation of the Township of McKellar's official accounts on internet-based technologies and sites specifically designed for the public dissemination of information, new, opinions, and other matters of interest in a freely available manner. These include but are not limited to, Facebook.

**"Subject Matter"** means the issue, measure, requirement, meeting or other matter in respect of which a notice is being given.

"Township" shall mean the Corporation of the Township of McKellar.

**"Website"** means the official Corporation of the Township of McKellar's internet website.

#### **Policy**

#### 1. Application

Where the Township is required to give Public Notice under a provision of the *Municipal Act*, *Ontario Regulation* or the *Planning Act*, the notice shall be given in a form and manner and at times indicated in this By-Law unless;

- The Act, another statute, or a regulation prescribes or permits otherwise;
- The requirements of notice are prescribed in another policy, resolution or by-law;
- Council directs that other public notice is to be given as the Council considers necessary in the circumstances, upon adoption of a resolution of Council.

The form, manner and timing for giving of notice as set out in this By-Law shall be deemed to be the minimum requirement and nothing in this By-Law shall prevent the use of more comprehensive methods of Notice or for providing for a longer notice period. Wherever possible, public notice should be written in plain language in a manner that promotes openness and engagement from members of the public.

The Township's Accessibility Policy shall be followed to ensure that the notices are produced and published/posted in clear language and in such a way to be in an accessible format thereby reducing barriers to the public.

#### 2. Provision of Notice

Where the Township is required to give public notice or notice to other parties pursuant to a provision of the Municipal Act, or where Council deems it appropriate to prescribe notice to the public or other parties, notice shall be given pursuant to Appendix "A" attached hereto.

The provision of notice shall primarily be by publishing to the Township's website; however, notice may also be provided in the form of direct delivery, including hand delivery, direct mail, newspapers, location signs, radio and television (e.g. media releases).

A public notice given under this provision utilizing the municipal website shall be sufficient even if the Township of McKellar website is not accessible at all times during the public notice period.

Notwithstanding the provisions of this By-Law to the contrary, section 2 shall not be applicable where:

- 2.1. The Municipal Act, or another Act or regulations, prescribe specific notice requirements; or
- 2.2. The Council of the Township of McKellar directs that public notice be given in a manner different from the public notice provisions of paragraph 2.

#### 3. Timing of Notice

Where notice of intention to pass a by-law or notice of public meeting is required to be given, such notice shall be provided in the time frame prescribed in the legislation or its regulations and if it is not prescribed, notice shall be given pursuant to Appendix "A" as attached.

#### 4. Minimum Requirements

This policy sets out the minimum requirements for providing notice; nothing in this policy shall prevent the use of additional methods of Public Notice or for providing for a longer Public Notice period.

No public notice shall be required under the provisions of this By-law where Council is authorized by the Municipal Act to consider a matter in a meeting closed to the public.

#### 5. Additional Public Notice

If a matter is deferred at a Council meeting or if a matter is considered at a subsequent Council meeting, no additional public notice shall be required, except where the Municipal Act, or other Provincial Statute(s) provides otherwise, or if Council directs that additional public notice be given.

#### **6.** Emergency Provisions

The Public Notice requirements of this policy may be waived by the Clerk/Administrator, in consultation with the Mayor, where a matter arises, which in the opinion of the Clerk is considered to be of an urgent, or time-sensitive nature, or which could affect the health, safety, or well-being of the public, impact the welfare or security of public or private property or Township infrastructure, seriously impact service delivery, if a State of Emergency is declared, or when so advised by a Provincial or Federal Ministry. In such cases, the Clerk shall make best efforts to provide as much notice as is reasonable under the circumstances.

#### 7. Contents of Public Notice

Notice to the Public shall contain the following information when applicable:

- 7.1. A general description of the subject matter under consideration or otherwise involved;
- 7.2. Reference to the applicable legislation, regulation or Township by-law under which the Notice is being given.
- 7.3. Where the matter relates to a defined location, sufficient particulars of the location to identify it generally, such as reference to a municipal address or street intersection, or a legal description or plan or key map;
- 7.4. The purpose of any meeting of which notice is required to be given or the purpose and effect of the proposed action.
- 7.5. The date, time and location of the meeting and virtual meeting link (if applicable);
- 7.6. The name and address of the person who will receive written comments on the issue which is the subject of the meeting and the deadline for receiving such comments;
- 7.7. That Notice is given by The Corporation of the Township of McKellar, or by the Clerk, or designate on its behalf;

#### 8. Responsibility

It is the responsibility of the appropriate Department Head in coordination with the Clerk, or Deputy Clerk, to ensure notice requirements applicable to their department are met, and that notices meet the Township's accessibility requirements.

#### 9. Accessibility

It is the responsibility of the appropriate Department Head, in coordination with the Clerk or Deputy Clerk, to ensure that notice requirements applicable to their department meet the Township's commitment to accessibility requirements. If requested, staff are to provide alternative formats.

#### 10. Amendments

Over time, additional notice requirements may be determined. In such cases, Appendix "A" shall be amended and updated if required. Delay in amending Appendix "A" does not preclude the implementation of notice requirements determined by Council or staff, or legislation. Schedule "A" can be amended by resolution of Council.

#### 11. Attachments

Appendix A – Public Notice Requirements

#### **Revision History**

This Policy shall be reviewed every five (5) years by the Clerk and will be revised in light of any changes in legislation.

#### **Appendix "A" - Public Notice Requirements**

#### Part III - Specific Municipal Powers under the Ontario Municipal Act

#### 1. Section 34 – Permanent Closure of Highway

Municipal Act requirement: None.

Township of McKellar notice requirement: as per the Township's current policy for the closure and sale of Road Allowances.

By-law 2024-04: Notice of a Public Meeting will be posted on the Municipality's website at least fourteen (14) days prior to the Council meeting. The purpose of the meeting is to allow the public to speak in favour or against the application. At this meeting, Council will choose to deem the lands subject to the application surplus. If the lands are not deemed surplus and Council wishes to retain the land, the applicant will be notified and the process ends. The applicant's deposit will be refunded within thirty (30) days. The consideration amount for the lands subject to the application may be considered at this meeting if an appraisal has been received by the Municipality at this time.

#### 2. Section 48 – Naming Private Roads

Municipal Act requirement: A local municipality may name or change the name of a private road after giving public notice of its intention to pass the by-law.

Township of McKellar notice requirement: as a minimum:

- notice will be posted for at least twenty-eight (28) days on the Township's website and posted in the area of the proposed road naming/changing that will be viewed by its residents.
- All ratepayers fronting the private road will be mailed a notice to the last known address of the owner.
- Notice will be provided to the abutting Municipality, if applicable.
- Notice will be posted at the Municipal Office.

#### 3. Section 81 – Utilities

Municipal Act requirements: A municipality shall provide reasonable notice of the proposed shut-off to the owners and occupants of the land by personal service or prepaid mail or by posting the notice on the land in a conspicuous place.

Township of McKellar notice requirements: As required by the Act.

#### 4. Section 99 – Advertising Devices

Municipal Act requirement: none.

Township of McKellar notice requirement: notice to be posted on the website – 14 days.

#### 5. Section 110 - Agreements for Municipal Capital Facilities

Municipal Act requirements: (5) Upon the passing of a by-law permitting a municipality to enter into an agreement under this section, the clerk of the municipality shall give written notice of the by-law to the Minister of Finance. 2001, c. 25, s. 110 (5); 2015, c. 27, Sched. 5, s. 4 (2). (8) Upon the passing of a by-law under subsection (6), the clerk of the municipality shall give written notice of the contents of the by-law to, (a) the assessment corporation; (b) the clerk of any other municipality that would, but for the by-law, have had authority to levy rates on the assessment for the land exempted by the by-law; and (c) the secretary of any school board if the area of jurisdiction of the board includes the land exempted by the by-law.

Township of McKellar notice requirements: As required by the Act.

#### Part IV - Licenses under the Ontario Municipal Act

#### 6. Section 150 – General Licensing Powers

Municipal Act requirement: none.

Township of McKellar notice requirements: Notice to be posted to the Township website a minimum of 14 days prior to the Council meeting where the matter is being considered.

#### 7. Section 151 – Business Licensing

Municipal Act requirement: None.

Township of McKellar notice requirement: Notice to be posted to the Township website a minimum of 7 days prior to the Council meeting at which any By-law to license businesses under Section 151 is being considered.

#### Part V - Municipal Reorganization under the Ontario Municipal Act

#### 8. Section 173 – Restructuring Proposal

Municipal Act requirement: Before the council of a municipality votes on whether to support or oppose a restructuring proposal, the council shall or may, as applicable, do the following things when the proposal is being developed or after it is developed:

- Council shall consult with the public by giving notice of, and by holding at least one public meeting.
- Council shall consult with such persons or bodies as the Minister may prescribe.
- Council may consult with such other persons and bodies as the municipality considers appropriate.

Township of McKellar notice requirement: Council shall hold at least one public meeting. Notice to be posted to the Township website 14 days prior to the Council meeting at which the Subject Matter is being considered.

#### 9. Section 187 – Change of Name of Municipality

Municipal Act requirement: None

Township of McKellar notice requirement: Council shall hold at least one public meeting. Notice to be posted to the Township website a minimum of twenty-eight 28 days prior to the Committee of the Whole, Public Meeting or Council meeting at which the Subject Matter is being considered.

#### 10. Sections 204-210 – Business Improvement Areas

Municipal Act requirement: Before passing a by-law under subsection 204 (1), clause 208 (2) (b), subsection 208 (3) or section 209, notice of the proposed by-law shall be sent by prepaid mail to the board of management of the improvement area, if any, and to every person who, on the last returned assessment roll, is assessed for rateable property that is in a prescribed business property class which is located, (a) where the improvement area already exists, in the improvement area and in any geographic area the proposed by-law would add to the improvement area; and (b) where a new improvement area would be created by the proposed by-law, in the proposed improvement area.

Township of McKellar notice requirements: As required by the Act.

#### 11. Section 211 – Business Improvement Areas – Repeal of By-law

Municipal Act requirement: Council shall give notice in accordance with subsection 210(1) of a proposed By-law to repeal a by-law under subsection 204(1). Council shall give the notice within 60 days after receiving the resolution or request. Recipients are to respond within 60 days after the day of mailing notices.

Township of McKellar notice requirement: As required by the Act.

#### 12. Section 216 Dissolution of Local Boards

Municipal Act notice requirement: none.

Township of McKellar notice requirement: Notice to be posted to the Township website a minimum of 14 days prior to the Council meeting where the matter is being considered.

#### 13. Section 217-219 – Composition of Council of Local Municipality

Municipal Act requirement: Before passing a by-law described in section 218 or a resolution described in clause 218 (7) (b), the municipality shall give notice of its intention to pass the by-law or resolution and shall hold at least one public meeting to consider the matter.

Township of McKellar notice requirement: Before passing a by-law to change the composition of Council, the Township shall give notice of its intention to pass the by-law fourteen (14) days prior to the public meeting at which the matter is being considered.

#### 14. Section 222 – Establishment of Wards

Municipal Act requirement: Within 15 days after a by-law described in subsection (1) is passed, the municipality shall give notice of the passing of the by-law to the public specifying the last date for filing a notice of appeal under subsection.

Township of McKellar notice requirement: Council shall hold at least one public meeting. Notice to be posted to the Township website a minimum of twenty-eight (28) days prior to the Council meeting at which the Subject Matter is being considered. Notice to be published in the Newspaper (Digital Publication) and posted to the Township website within 15 days of passing of the By-law.

#### Part VI - Practices and Procedures under Ontario Municipal Act

#### 15. Section 238 - Procedural By-law

Municipal Act requirement: The procedure By-law shall provide for public notice of meetings.

Township of McKellar notice requirement: Post notice on the Township's website a minimum of fourteen (14) days prior to public meeting. Before passing a by-law to change the composition of Council, the Township shall give notice of its intention to pass the by-law seven (7) days prior to the public meeting at which the by-law is being considered.

#### 16. Section 270 - Sale of Municipal Land

Municipal Act requirement: Municipality is required to adopt a policy with respect to the sale and disposition of municipally-owned land.

Township of McKellar requirement: as per the Township's current Sale of Real Property Bylaw.

By-law 2011-24, as amended: Unless otherwise directed by Council, Public Notice shall be given as follows:

- a) Where the land has been declared surplus and the intended manner or process by which the sale of land will be carried out has been approved, the Clerk shall give notice to the public by publishing a notice of the intended sale of the Surplus Land at least once in a newspaper having general circulation in the Township and with notice to be posted on the Township's website under Public Notices;
- b) The notice shall be given at least fourteen (14) days prior to the Council meeting which includes this item on the agenda and shall specify that anyone wishing to comment on the proposed sale may do so by delivering such comment in writing to the Clerk at the Township Office. The final date for submitting such comments shall be on or before the subject matter is to be considered by Council. Any comments received shall be considered by Council which in its sole discretion shall decide if any further action shall be taken on same.
- c) If a final decision is not made at the Council meeting specified in a notice given under this By-law and Council refers consideration of the matter to a future Council meeting for discussion, no further notice is required provided that a public statement was made of the Township's intent to continue its deliberations on the matter at a future meeting. On such specified date, notice shall be deemed to have been sufficiently given to continue the public meeting or consideration and pass the proposed by-law.

#### Parts VII, VIII, IX, X & XI - Financial Administration and Taxation

#### 17. Section 290 and 291 – Yearly Budget, Local Municipalities

Municipal Act requirement: None.

Township of McKellar notice requirement: Council shall hold one public meeting prior to the annual budget being adopted by Council; notice to be published on the Township's website. Notice to be published to the Township website a minimum of seven (7) days prior to the Budget meeting or Council meeting at which the by-law adopting the annual budget is to be considered.

#### 18. Section 295 – Publication of Financial Statements

Municipal Act requirements: Within 60 days after receiving the audited financial statements of the municipality for the previous year, the treasurer of the municipality,

- (a) shall publish in a newspaper having general circulation in the municipality,
- (i) a copy of the audited financial statements, the notes to the financial statements, the auditor's report and the tax rate information for the current and previous year as contained in the financial review, or
- (ii) a notice that the information described in subclause (i) will be made available at no cost to any taxpayer or resident of the municipality upon request; and
- (b) may provide the information described in subclause (a) (i) or (ii) to such persons and in such other manner as the treasurer considers appropriate.

Township of McKellar notice requirement: As required by the Act, subsection 295(1)(a); and posted on the Township's website.

#### 19. Section 308(22)(b) - Establishment of Tax Ratios

Municipal Act notice requirements: The Minister may make regulations requiring municipalities that establish tax ratios to give notice of the tax ratios to such persons and in such manner as prescribed.

Township of McKellar notice requirements: As required by the Act.

#### 20. Section 318 – Phase-in of Tax Changes Resulting from Reassessments

Municipal Act notice requirement: A notice of demand of taxes payable in respect of which there is a phase-in shall indicate the amount of taxes that would have been payable without the phase-in, the amount of taxes that are payable and the difference.

Township of McKellar notice requirement: As required by the Act.

#### 21. Section 331 – Taxes on Eligible Property

Municipal Act notice requirement: The local municipality shall mail to the owner of each eligible property the list of the comparable properties and the determination made under subsection (2) with respect to that eligible property within 60 days after the date the list is received by the local municipality.

Township of McKellar notice requirement: As required by the Act.

#### 22. Section 343 - Notice of Tax Bill

Municipal Act requirements: The Treasurer shall send a tax bill to every taxpayer at least 21 days before any taxes shown on the tax bill are due.

Township of McKellar notice requirements: As required by the Act.

#### 23. Section 348 – Determination of Tax Status

Municipal Act notice requirement: On making the determination required by subsection (1), the treasurer shall send to every taxpayer who owes taxes from a preceding year a notice of those taxes and of the related late payment charges.

Township of McKellar notice requirement: As required by the Act.

#### 24. Section 350 - Obligations of a Tenant

Municipal Act notice requirement: Where taxes are owed in respect of any land occupied by a tenant, the treasurer may give the tenant notice in writing requiring the tenant to pay the rent in respect of the land to the treasurer as it becomes due up to the amount of the taxes due and unpaid plus costs, and the tenant shall comply with the notice.

Township of McKellar notice requirement: As required by the Act.

#### 25. Section 351 – Seizure

Municipal Act requirements: Subject to certain conditions, if taxes on land remain unpaid after the due date, the treasurer or the treasurer's agent may seize personal property to recover the taxes and costs of the seizure. The treasurer or the treasurer's agent shall give the public notice of the time and place of the public auction and of the name of the person whose personal property is to be sold.

Township of McKellar notice requirements: As required by the Act.

#### 26. Section 356 – Division into Parcels

Municipal Act requirements: Upon application by the Treasurer of a local municipality or to the Treasurer by an owner of land, the local municipality may:

- (a) divide, for the purposes of this section, land which is assessed in one block into two or more parcels if each parcel is one that can be legally conveyed under the Planning Act;
- (b) apportion the unpaid taxes on the land among the parcels, (i) in proportion to their relative value at the time the assessment roll for the year in which the application is made was returned, or (ii) if council is of the opinion that an apportionment under subclause (i) is not appropriate due to special circumstances, any other manner; and
- (c) direct what proportion of any part payment of taxes on the land is to be applied to each of the parcels. On or before September 30 of the year following the year in which the application is made, the Council shall, (a) hold a meeting at which the applicants and owners of any part of the land may make representations to council; (b) notify the applicants and owners of the meeting by mail sent at least 14 days before the meeting; and (c) make its decision. Within 14 days after making its decision, council shall notify the applicants and owners of the decision and specify the last day for appealing the decision.

Township of McKellar notice requirements: As required by the Act.

#### 27. Section 357 – Cancellation, Reduction, Refund of Taxes

Municipal Act requirements: Upon application, and subject to certain conditions, the local municipality may cancel, reduce or refund all or part of taxes levied on land in the year in respect of which the application is made. On or before September 30 of the year following the year in respect of which the application is made, council shall: (a) hold a meeting at which the applicants may make representations to council; (b) notify the applicants of the meeting by mail sent at least 14 days before the meeting; and (c) make its decision. Within 14 days after making its decision, council shall notify the applicants of the decision and specify the last day for appealing the decision

Township of McKellar notice requirements: As required by the Act.

#### 28. Section 358 – Overcharges Due to Gross or Manifest Error

Municipal Act requirements: Upon receipt of an application, and subject to certain conditions, the municipality may cancel, reduce or refund all or part of taxes which were overcharged due to a gross or manifest error in the preparation of the assessment roll. The treasurer shall send a copy of the application to the assessment corporation and the registrar of the Assessment Review Board. If an application is not valid under subsection (5), the treasurer shall notify the applicant in writing of the reasons it is not valid. On or before September 30 of the year following the year in which the application is made, council shall: (a) hold a meeting at which the applicant may make representations to council; (b) notify the applicant of the meeting by mail sent at least 14 days before the meeting; and (c) make its decision. Within 14 days after making its decision, council shall notify the applicant of the decision.

Township of McKellar notice requirements: As required by the Act.

### 29. Section 359 – Increase of Taxes as Result of Undercharge by Gross or Manifest Error

Municipal Act requirement: Upon receipt of an application by the treasurer, the municipality may increase the taxes levied when the taxes were undercharged due to a gross or manifest error. Council shall: (a) hold a meeting at which the treasurer and the person in respect of whom the application is made may make representations to council; (b) notify the treasurer and the person in respect of whom the application is made of the meeting by mail sent at least 14 days before the meeting; and (c) make its decision. Within 14 days after making its decision, council shall notify the treasurer and the person in respect of whom the application is made of the decision and specify the last day for appealing the decision.

Township of McKellar notice requirements: As required by the Act.

#### **30.** Section 365.2 – Tax Reduction for Heritage Property

Municipal Act notice requirement: A local municipality shall deliver a copy of a by-law under this section to the Minister of Finance within 30 days after the by-law is passed.

Township of McKellar notice requirements: As required by the Act.

#### 31. Section 379-381 – Tax Arrears Certification – Public Notice

Municipal Act requirements: If the cancellation price remains unpaid 280 days after the day the tax arrears certificate is registered under section 373, the treasurer, within 30 days after the expiry of the 280-day period, shall send to the persons entitled to receive notice under section 374 a final notice that the land will be advertised for public sale unless the cancellation price is paid before the end of the one-year period following the date of the registration of the tax arrears certificate. If at the end of the one-year period the cancellation price has not been paid the land shall be offered by public auction or public tender. The Treasurer shall make a statutory declaration stating the names of the persons to whom notice was sent previously and advertise the land for sale in accordance with the Regulations once a week for four weeks in a newspaper that, in the opinion of the Treasurer, has such circulation within the municipality as to provide reasonable notice of the sale. After the sale is made, and within 60 days after making a subsequent statement and payment to the Superior Court of Justice, the treasurer shall send a copy of the statement to the Public Guardian and Trustee and to the persons to whom notice was previously sent. Any notice required to be sent may be given by personal delivery or be sent by certified or registered mail.

Township of McKellar notice requirements: As required by the Act.

### 32. Section 386.2 - Tax Sales, Entering to Carry Out Inspection without Warrant

Municipal Act notice requirement: At least seven days before entering to carry out an inspection, the municipality shall, by personal service or by prepaid mail, serve a written notice of the inspection on the owners and occupants of the land as shown by the records of the land registry office and by the last returned assessment roll of the municipality in which the land is located.

Township of McKellar notice requirement: As required by the Act.

#### 33. Section 386.3 – Tax Sales, Entering to Carry Out Inspection with Warrant

Municipal Act notice requirement: The municipality shall give the owners and occupiers of the land seven days written notice (requirements of notice specified in the Act).

Township of McKellar notice requirement: As required by the Act.

#### 34. Section 391 – Fees and Charges By-law

Municipal Act notice requirement: None

Township of Champlain notice requirements: Public notice for the adoption of or an amendment to the Fees and Charges By-law is given by publishing a notice on the Township's website a minimum of 7 days prior to the meeting.

#### 35. Section 400 – Fees and Charges – Regulations

Municipal Act notice requirement: The Minister may make regulations regarding fees and charges with priority lien status, including a requirement that the municipality give notice of its intention to pass a by-law imposing fees and charges which will have priority lien status.

Township of McKellar notice requirements: As required by Ontario Regulation 586/06.

#### 36. Section 402 - Notice of Debt

Municipal Act notice requirement: Upon receipt of an application of a municipality to incur a debt, the Ontario Land Tribunal may direct the municipality to give notice of the application to such persons and in such manner as the Tribunal determines.

Township of McKellar notice requirements: As required by the Tribunal.

#### Part XIII - Enforcement under the Ontario Municipal Act

#### 37. Section 435 – Power of Enter onto Private Land

Municipal Act notice requirement: Where subsection (1) requires that notice of a proposed exercise of a power of entry be given, the notice must satisfy the specific requirements under the Act.

Township of McKellar notice requirements: As required by the Act.

#### 38. Section 441 – Collection of Unpaid Licensing Fines

Municipal Act notice requirement: If any part of a fine for a contravention of a business licensing by-law remains unpaid after the fine becomes due and payable under section 66 of the Provincial Offences Act, including any extension of time for payment under section 66 or 66.0.1 of that Act, the authorized officer may give the person against whom the fine was imposed a written notice specifying the amount of the fine payable and the final date on which it is payable, which shall be not less than 21 days after the date of the notice.

Township of McKellar notice requirements: As required by the Act.

#### 39. Section 447 – Court Order to Close Premises

Municipal Act notice requirement: The municipality that passed the licensing by-law in respect of which a closing order was made is a party to any proceedings instituted under subsection (3), (4) or (6) in respect of the order and shall be given notice of the proceedings in accordance with the rules of the court.

Township of McKellar notice requirements: As required by the Act.

#### **Ontario Regulations (O. Regs)**

### 40. O. Reg 244/02 Section 6 — Fees and Charges for Use of a Waste Management Service and Fire Permit / Inspection Service

O. Reg 244/02 Requirements: Before passing a by-law imposing a fee or charge, the municipality or local board, as the case may be, shall, (a) hold at least one public meeting at which any person who attends has an opportunity to make representation with respect to the matter; (b) ensure that a minimum of 21 days notice of the public meeting is given, including giving 21 days notice to every person and organization that has, within five years before the day of the public meeting, given the clerk of the municipality or secretary of the local board, as the case may be, a written request for notice of the passing of the by-law containing a return address; (c) ensure that notice under this section, (i) sets out the intention of the municipality or local board to pass the by-law and whether the by-law would impose any fee or charge which was not in effect on the day the notice is given or change any fee or charge which was in force on the day the notice is given, and (ii) sets out the information described in clause (d) or states that the information will be made available at no cost to any member of the public upon request; and (d) shall make available to the public information setting out, (i) a description of the service or activity or other matter for which the fee or charge is being imposed, (ii) an estimate of the costs of providing the waste management system, the sewage system or the water system, in respect of which the fee or charge is being imposed, (iii) the amount of the fee or charge, and (iv) the rationale for imposing the fee or charge.

Township of McKellar requirements: As per O. Reg 244/02(6).

#### 41. O. Reg 586/06 - Local Improvement Charges - Priority Lien Status

O. Reg 586/06 requirements: 4. (1) Any person or body that is required to give notice under this Regulation shall, except as otherwise provided, give notice in the form, in the manner and at the time that the person or body considers adequate to give reasonable notice. O. Reg. 586/06, s. 4 (1). (2) A notice to an owner under this Regulation is sufficiently given if it is, (a) served personally; (b) sent by mail to the owner's place of business or residence as set out in the municipality's last returned assessment roll, as most recently revised; or (c) left at or sent by mail to the owner's actual place of business or residence, if known. 6. (1) Before passing a by-law to undertake a work as a local improvement under section 5, the municipality shall give notice of its intention to pass the by-law, to the public and to the owners of the lots liable to be specially charged. (2) The notice shall include, (a) the estimated cost of the work; (b) the estimated lifetime of the work; (c) the estimated special charges per metre of frontage for the lots liable to be specially charged; (d) when the special charges described in clause (c) shall be paid; (e) if the municipality intends to apply to the Ontario Land Tribunal under section 8 for approval to undertake the work as a local improvement, (i) a statement that the municipality intends to apply to the Tribunal for this purpose, (ii) a description of the right to object, under section 8, to the work being undertaken as a local improvement, and (iii) the last day for filing an objection under section 8; (f) if the municipality has received an approval, recommendation or sufficient petition under clause 7 (2) (a), (b) or (c) with respect to the work, a statement of that fact; (g) if the municipality has not received an approval, recommendation or sufficient petition under clause 7 (2) (a), (b) or (c) with respect to the work, (i) a description of the right to petition council not to undertake the work as a local improvement, (ii) the last day for making the petition, and (iii) the effect of the petition.

Township of McKellar notice requirements: As required by <u>O. Reg 586/06</u>.

#### PLANNING ACT NOTICE REQUIREMENTS

#### 42. Section 17 – Official Plans

Planning Act notice requirements: O. Reg 543/06

Township of McKellar notice requirements: As per the requirements stipulated in the Planning Act, 1990, c. P. 13, as amended.

### 43. Sections 34, 36, 38 - Zoning By-Laws, Hold By-Laws, Interim Control By-Laws

Planning Act notice requirements: O.Reg 545/06

Township of McKellar notice requirements: As per the requirements stipulated in the Planning Act, 1990, c. P. 13, as amended.

#### 44. Section 45 - Minor Variance Applications

Planning Act notice requirements: O.Reg 200/96

Township of McKellar notice requirements: As per the requirements stipulated in the Planning Act, 1990, c. P. 13, as amended.

#### 45. Sections 50, 51 - Plans of Subdivision

Planning Act notice requirements: <u>O.Reg 544/06</u>

Township of McKellar notice requirements: As per the requirements stipulated in the Planning Act, 1990, c. P. 13, as amended.

#### 46. Section 53 - Consent Applications

Planning Act notice requirements: O.Reg 197/96

Township of McKellar notice requirements: As per the requirements stipulated in the Planning Act, 1990, c. P. 13, as amended.



**Council Meeting Minutes** 

**September 16, 2025** 

Mayor Moore called the meeting to order at 5:36 p.m.

**ROLL CALL** 

Mayor Moore took Roll Call.

Present: Mayor David Moore

Councillors Mike Kekkonen, Nick Ryeland, and Morley Haskim

Present Via Zoom: Councillor Debbie Zulak

**Staff:** Clerk Administrator, Karlee Britton

Public Works Superintendent, Thomas Stoneman

### DECLARATIONS OF PECUNIARY AND/OR PERSONAL INTEREST AND GENERAL NATURE THEREOF - NONE

Moved by: Councillor Nick Ryeland Seconded by: Councillor Mike Kekkonen

**25-398 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 Morley Haskim Seconded by: Councillor Mike Kekkonen

**25-399 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar, pursuant to the Ontario Municipal Act, S.O. 2001, as amended, move into closed session at

5:37 p.m. to discuss the following items:

5.1 Minutes of Closed Session – September 2, 2025

5.2 Litigation or potential litigation; pursuant to Ontario Municipal Act Section 239(2)(e) – Review of solicitor's correspondence to external party.

Plans and instructions for negotiations; pursuant to Ontario Municipal Act Section 239(2)(k) – procedure and direction to staff regarding proposed unassumed road reconstruction.

**Carried** 

Public Works Superintendent Thomas Stoneman left the meeting at 6:29 p.m.

Moved by: Councillor Mike Kekkonen Seconded by: Councillor Nick Ryeland

**25-400 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does

hereby reconvene into regular open session of Council at 6:33 p.m.

#### **DIVISION VOTE**

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None. ABSENT: None.

Carried



Council Meeting Minutes September 16, 2025

Moved by: Councillor Nick Ryeland Seconded by: Councillor Morley Haskim

**25-401 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does

hereby accept the reports, recommendations and directions arising from the closed session

held September 16, 2025.

**DIVISION VOTE** 

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None. ABSENT: None.

Carried

**ROLL CALL** 

Mayor Moore took Roll Call.

Present: Mayor David Moore

Councillors Mike Kekkonen, Nick Ryeland, and Morley Haskim

Present Via Zoom: Councillor Debbie Zulak

Staff: Clerk Administrator, Karlee Britton

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

NONE

Moved by: Councillor Nick Ryeland Seconded by: Councillor Mike Kekkonen

**25-402 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does

hereby move into a Public Meeting at 6:35 p.m. to consider the following matter: 70 Burnett's

Road (Moffatt) Zoning By-law Amendment Rezoning.

**DIVISION VOTE** 

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None. ABSENT: None.

Carried

Ryan Lloyd, via Zoom, from Planscape, provided a summary of the Moffatt rezoning application.

Mayor Moore opened the floor to Council and the Public; no questions or comments were made.

Moved by: Councillor Mike Kekkonen Seconded by: Councillor Nick Ryeland

**25-403 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does

hereby reconvene into regular session at 6:38 p.m.

**DIVISION VOTE** 

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None. ABSENT: None.

Carried



Council Meeting Minutes September 16, 2025

Moved by: Councillor Mike Kekkonen Seconded by: Councillor Nick Ryeland

**25-404 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does

hereby receive the deputation from Gordon Lane from Bimaajitoon Search and Rescue

(Ground Search and Rescue) for information purposes.

**DIVISION VOTE** 

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None. ABSENT: None.

Carried

Moved by: Councillor Morley Haskim Seconded by: Councillor Nick Ryeland

**25-405 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby approve the Minutes of the September 2, 2025, Regular Meeting of Council, as circulated.

#### **DIVISION VOTE**

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore

NAYS: None. ABSTAIN: None. ABSENT: None

Carried

Moved by: Councillor Mike Kekkonen Seconded by: Councillor Nick Ryeland

**25-406 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 April 28,

2025, May 26, 2025, and June 23, 2025, for information purposes.

#### **DIVISION VOTE**

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore

NAYS: None. ABSTAIN: None. ABSENT: None

Carried

Moved by: Councillor Mike Kekkonen Seconded by: Councillor Morley Haskim

**25-407 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the Township of McKellar Lake Stewardship and Environmental Committee Meeting Minutes for July 17, 2025, and August 21, 2025(draft), for information purposes.

#### **DIVISION VOTE**

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None. ABSENT: None.

Carried



Council Meeting Minutes September 16, 2025

Moved by: Councillor Nick Ryeland Seconded by: Councillor Mike Kekkonen

**25-408 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby receives the Asset Management Plan as prepared and presented by Buhlin Asset Management, for information purposes.

Buhlin Asset Management presented the Asset Management Plan via Zoom, and a discussion took place.

Mayor Moore opened the floor to the Public; no questions or comments were made.

#### **DIVISION VOTE**

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None. ABSENT: None.

Carried

Moved by: Councillor Nick Ryeland Seconded by: Councillor Mike Kekkonen

**25-409 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby receives the accounts payable preliminary cheque run report for August 2025 from Treasurer, Roshan Kantiya, for information purposes.

#### **DIVISION VOTE**

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None. ABSENT: None.

Carried

Moved by: Councillor Mike Kekkonen Seconded by: Councillor Nick Ryeland

**25-410 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar hereby receives the FD-2025-10 Month End Status Report for July and August. 2025, as reported by Fire Chief, Robert Morrison, for informational purposes.

#### **DIVISION VOTE**

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None. ABSENT: None.

Carried

Moved by: Councillor Morley Haskim Seconded by: Councillor Mike Kekkonen

**25-411 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby give By-law No. 2025-49, being a By-law to amend By-law No. 95-12, as amended, the Zoning By-law for the Township of McKellar with respect to lands described as Part Lot 32, Concession 4; 42R-22609 Parts 1 and 3 MCKELLAR; (70 Burnetts Road); in the Township

of McKellar, a first and second reading; and



#### **Council Meeting Minutes**

**September 16, 2025** 

**FURTHER** give a third reading and Pass in Open Council on this 16th day of September 2025.

#### **DIVISION VOTE**

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore.

NAYS: None.
ABSTAIN: None.
ABSENT: None.

Carried

Moved by: Councillor Nick Ryeland Seconded by: Councillor Mike Kekkonen

**25-412 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby receive the consent agenda as presented.

#### **DIVISION VOTE**

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None. ABSENT: None.

Carried

#### **QUESTION / COMMENT PERIOD**

Lawrence Rubin commented and asked questions in person about items on the agenda.

Moved by: Councillor Nick Ryeland Seconded by: Councillor Morley Haskim

**25-413 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does

hereby give By-law No. 2025-50, 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 16<sup>th</sup> day of September 2025.

#### **DIVISION VOTE**

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None. ABSENT: None.

Carried

Moved by: Councillor Mike Kekkonen Seconded by: Councillor Nick Ryeland

**25-414 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar adjourn this meeting at 8:11 p.m. to meet again on Friday, September 19, 2025, for a Special Public Meeting of Council or at the call of the Mayor.

#### **DIVISION VOTE**

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None. ABSENT: None.



Council Meeting Minutes	September 16, 202 Carrie	
David Moore, Mayor	Karlee Britton, Clerk Administrator	



#### **Special Council Meeting Minutes**

September 19, 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 and Morley Haskim

Present Via Zoom: Councillor Debbie Zulak

**Staff:** Clerk Administrator, Karlee Britton

Fire Chief, Robert Morrison

### DECLARATIONS OF PECUNIARY AND/OR PERSONAL INTEREST AND GENERAL NATURE THEREOF – NONE

Moved by: Councillor Mike Kekkonen Seconded by: Councillor Morley Haskim

**25-415 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does

hereby approve the Agenda for this Special Meeting of Council, as presented.

#### **DIVISION VOTE**

YEAS: Councillors Haskim, Kekkonen, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None.

ABSENT: Councillor Ryeland.

Carried

Moved by: Councillor Morley Haskim Seconded by: Councillor Mike Kekkonen

**25-416 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does

hereby move into a Public Meeting at 6:31 p.m. to inform the public of a new

Telecommunications Tower to be built at the corner of Lees Road and Centre Road.

#### **DIVISION VOTE**

YEAS: Councillors Haskim, Kekkonen, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None.

ABSENT: Councillor Ryeland.

Carried

Councillor Nick Ryeland entered the meeting at 6:45 p.m.

Fire Chief Robert Morrison delivered a comprehensive overview of the necessity for the new Telecommunications Tower, emphasizing its priority status and elucidating the Request for Proposal (RFP) process.

Rob Derks of Maxtower, attending via Zoom, presented details concerning the Geotechnical report, the installation procedures, and the precise location of the tower. Councillor Zulak and Mayor Moore provided additional insights on the matter.

Subsequently, Mayor Moore invited comments and questions from both the Council and the public; however, there were no further inquiries or remarks.



Special Council Meeting Minutes September 19, 2025

Moved by: Councillor Mike Kekkonen Seconded by: Councillor Morley Haskim

**25-417 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does

hereby reconvene into regular session at 6:52 p.m.

**DIVISION VOTE** 

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None. ABSENT: None.

Carried

Moved by: Councillor Mike Kekkonen Seconded by: Councillor Morley Haskim

**25-418 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does

hereby give By-law No. 2025-51, 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 19th day of September

2025.

**DIVISION VOTE** 

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None. ABSENT: None.

Carried

Moved by: Councillor Mike Kekkonen Seconded by: Councillor Nick Ryeland

**25-419 BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar adjourn this meeting at 6:53 p.m. to meet again on Tuesday, October 7, 2025, for a Regular Meeting

of Council or at the call of the Mayor.

#### **DIVISION VOTE**

YEAS: Councillors Haskim, Kekkonen, Ryeland, Zulak and Mayor Moore.

NAYS: None. ABSTAIN: None. ABSENT: None.

David Moore, Mayor	Karlee Britton, Clerk Administrator



### Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0 Phone: (705) 389-2842

Fax: (705) 389-1244

October 8, 2025

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

via Email: <a href="mailto:psapb@vianet.ca">psapb@vianet.ca</a>

Re: Consent Application - B05-2024 (Moffatt)

Dear Patrick,

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

- 1. Payment of a fee in lieu of parkland as required in the Township of McKellar fee Bylaw (fee paid on May 27, 2025);
- 2. Confirmation from the applicant's solicitor that the lot addition will merge with the benefiting lands (letter dated June 3, 2025 from solicitor);
- 3. That 70 Burnett's Road lot be rezoned to the Rural (RU) Zone (By-law 2025-48 passed on September 16, 2025);
- 4. 911 addressing for the proposed new lot (upon issuance of an entrance or building permit);
- 3. Payment of any applicable planning board fees; and
- 4. That the lot addition be 20 metres in width (confirmed by RP 42R-22609).

Regards,

Karlee Britton Clerk/Administrator Township of McKellar

## Annual Information Meeting of the

The District of Parry Sound West (Belvedere Heights)

Corporation

Wednesday, September 17, 2025

3:00 p.m.

via Zoom

#### Join Zoom Meeting

https://zoom.us/j/98351892794?pwd=bV8VFaUkmYEPZCXIDUM9kFETXGnsrv.1

#### **To Voting Members:**

Joe Beleskey (representing the Town of Parry Sound)

Paul Borneman, Vice Chair (representing the Town of Parry Sound)

Don Carmichael, Secretary/Treasurer (Order in Council Appointment)

Gail Finnson, (representing Seguin Township)

Cheryl Ward (Order in Council Appointment)

Pamela Wing (representing McDougall, The Archipelago, Carling Townships)

Debbie Zulak (representing Whitestone, McKellar, McMurrich/Montieth Townships)

&

Mayors & Councillors of the supporting municipalities

#### Agenda

- 1. Welcome and Call to Order by the Chair
- 2. Conflict of Interest
- 3. Adoption of Minutes of The District of Parry Sound West (Belvedere Heights) Annual Information Meeting of the Corporation held June 20, 2024.

Motion: That the minutes of The District of Parry Sound West (Belvedere Heights) Annual Information Meeting of the Corporation held June 20, 2024, be received. (attached pages #3,4)

- 4. Matters Arising from the last meeting
- 5. Update on the new build -A. Salach
- 6. A year in review from the Resident perspective J. Pennant
- 7. Board Chair Report

8. Receive the Audited Financial Statements for the financial years ended December 31, 2024, and March 31, 2025.

Motion: That on the recommendation of the Board of Management, the Audited Financial Statements for The District of Parry Sound West (Belvedere Heights) dated December 31, 2024, be received. (enclosed separately)

Motion: That on the recommendation of the Board of Management, the Audited Financial Statements for The District of Parry Sound West (Belvedere Heights) – Community Support Services dated March 31, 2025, be received. (enclosed separately)

9. Auditors for ensuing year

Motion: That on the recommendation of the Board of Management, the firm of KPMG be retained as The District of Parry Sound West (Belvedere Heights) external auditor for the ensuing year with annual one-year appointments.

10. Ratification of Actions of the Board of Management and Officers since June 18, 2024

Motion: That the Corporation ratifies the actions of the Board of Management since the previous Annual Information Meeting of the Corporation held June 18, 2024.

- 11. Annual Information Meeting in 2026 September 16, 2026 at 3:00 p.m.
- 12. Adjournment

# The District of Parry Sound West

(Belvedere Heights)

Corporation

# Annual Information Meeting of the Corporation

June 20, 2024

3:00 p.m.

via

# Zoom and in-Person at Belvedere Heights

**Board Members Present:** 

Joe Beleskey

Paul Borneman

Don Carmichael

Cheryl Ward

Pamela Wing

Debbie Zulak

& Mayor and Councillors of the supporting municipalities

- 1. Welcome and Call to Order by Board Chair
- 2. Conflict of Interest no conflicts were declared
- 3. Adoption of Minutes

### #BH CORP-01/24

Moved by J. Beleskey, seconded by C. Ward that the minutes of The District of Parry Sound West (Belvedere Heights) Annual Information Meeting of the Corporation held November 23, 2023, be received.

Carried.

- 4. Matters Arising no matters were brought forward.
- 5. A year in review from the Resident perspective K. Johnson and staff provided a presentation. The presentation will be appended to the minutes. Kami and staff were thanked for the information provided.
- 6. Board Chair report Chair Wing provided a brief report.

#### 7. Audited Financial Statements

### #BH CORP-02/24

Moved by D. Zulak, seconded by C. Ward that on the recommendation of the Board of Management, the Audited Financial Statements for The District of Parry Sound West (Belvedere Heights) dated December 31, 2023, be received.

Carried.

### #BH CORP-03/24

Moved by D. Zulak, seconded by D. Carmichael that on the recommendation of the Board of Management, the Audited Financial Statements for The District of Parry Sound West (Belvedere Heights) - Community Support Services dated March 31, 2024, be received.

Carried.

# 8. Appointment of Auditors

### #BH CORP-04/24

Moved by P. Borneman, seconded by C. Ward that on the recommendation of the Board of Management, the firm of KPMG be retained as The District of Parry Sound West (Belvedere Heights) external auditor for the ensuing year with annual one-year appointments.

Carried.

### 9. Ratification of Actions

# #BH CORP-05/24

Moved by D. Zulak, seconded by P. Borneman that the Corporation ratifies the actions of the Board of Management since the previous Annual Information Meeting held November 2, 2023.

Carried.

### Next Meeting

2025 Annual Information Meeting – June 18, 2025 at 3:00 p.m.

# 11. Adjournment – 4:10 p.m.

Financial Statements of

# BOARD OF MANAGEMENT FOR THE DISTRICT OF PARRY SOUND WEST BELVEDERE HEIGHTS

Year ended December 31, 2024

# BOARD OF MANAGEMENT FOR THE DISTRICT OF PARRY SOUND WEST BELVEDERE HEIGHTS

Financial Statements Index

Year ended December 31, 2024

	Page
Management's Responsibility for the Financial Statements	
Independent Auditor's Report	
Statement of Financial Position	1
Statement of Operations and Accumulated Surplus	2
Statement of Change in Net Financial Assets	3
Statement of Cash Flows	4
Notes to Financial Statements	5 - 14
Schedules of Revenue and Expenses:	
Current Fund Operations	15
Capital and Expansion Fund Operations	16
Life Lease Operations	17
Reserve Fund Operations	18

# Management's Responsibility for the Financial Statements

The accompanying financial statements of the Board of Management for the District of Parry Sound West - Belvedere Heights (the "Home") are the responsibility of the Home's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Home's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by Management.

The audit committee meets with Management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the Home. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Home's financial statements.

Kami Johnson Administrator



KPMG LLP Times Square 1760 Regent Street, Unit 4 Sudbury, ON P3E 3Z8 Canada Telephone 705 675 8500 Fax 705 675 7586

# INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of the Board of Management for the District of Parry Sound West

# **Opinion**

We have audited the financial statements of the Board of Management for the District of Parry Sound West - Belvedere Heights, (the "Home") which comprise:

- the statement of financial position as at December 31, 2024
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and the notes and schedules to the financial statements, including a summary of significant accounting policy information

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Home as at December 31, 2024, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

#### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "Auditor's Responsibilities for the Audit of the Financial Statements" section of our auditor's report.

We are independent of the Home in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Page 2

# Responsibility of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Home's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Home or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Home's financial reporting process.

# Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due
  to fraud or error, design and perform audit procedures responsive to those risks, and obtain
  audit evidence that is sufficient and appropriate to provide a basis for our opinion.
  - The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit
  procedures that are appropriate in the circumstances, but not for the purposes of expressing an
  opinion on the effectiveness of the Home's internal control.



# Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Home's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Home to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Sudbury, Canada

June 27, 2025

# **BELVEDERE HEIGHTS**

Statement of Financial Position

December 31, 2024, with comparative information for 2023

	2024		2023
Financial assets			
Cash and bank - operating	\$ 1,202,458	\$	1,348,365
Cash and bank - capital	19.090	,	582,236
Cash and bank - expansion	337,686		,
Cash and bank - life lease	188,512		141,219
Accounts receivable (note 3)	1,097,728		409,762
	2,845,474		2,481,582
Financial liabilities			
Accounts payable and accrued liabilities (note 4)	967,330		1,248,330
Payable to Ministry of Long-Term Care	509,985		482,804
Deferred revenue (note 5)	312,848		18,260
	1,790,163		1,749,394
Net financial assets	1,055,311		732,188
Non-financial assets			
Tangible capital assets (note 7)	3,989,975		2,916,251
Prepaid expenses	96,051		74,682
	4,086,026		2,990,933
Commitments (note 11)			
Accumulated surplus (note 6)	\$ 5,141,337	\$	3,723,121

The accompanying notes are an integral part of these financial statements.

On behalf of the Board:

# **BELVEDERE HEIGHTS**

Statement of Operations and Accumulated Surplus

Year ended December 31, 2024, with comparative information for 2023

	2024	2024	2023
	Budget	Actual	Actual
	(note 9)		
Revenue:			¥
Ministry of Long-Term Care - current	\$ 8,015,972	\$ 9,383,607	\$ 8,215,586
Ministry of Long-Term Care - capital	-	*	191,815
User charges	2,772,227	2,599,583	2,518,483
Participating municipalities	1,000,001	1,000,000	1,165,001
Participating municipalities - capital	8	700,001	
Life Lease sales		=	772,808
Life Lease maintenance fees	123,442	121,778	122,530
Miscellaneous	477,947	467,857	380,702
Interest earned	48,000	79,421	79,277
Total revenue	12,437,589	14,352,247	13,446,202
Expenses:			
Current Fund Operations (Schedule)	12,185,619	12,463,547	11,611,632
Capital and Expansion Fund Operations (Schedule)	274,588	274,644	367,611
Life Lease Operations (Schedule)	173,248	193,647	951,000
Reserve Fund Operations (Schedule)		2,193	14,419
Total expenses	12,633,455	12,934,031	12,944,662
Annual surplus (deficit)	(195,866)	1,418,216	501,540
Accumulated surplus, beginning of year	3,723,121	3,723,121	3,221,581
Accumulated surplus, end of year	\$ 3,527,255	\$ 5,141,337	\$ 3,723,121

The accompanying notes are an integral part of these financial statements.

# **BELVEDERE HEIGHTS**

Statement of Change in Net Financial Assets

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Annual surplus	\$ 1,418,216	\$ 501,540
Acquisition of tangible capital assets	(1,348,312)	(1,115,149)
Amortization of tangible capital assets	274,588	367,656
	344,492	(245,953)
Acquisition of prepaid expenses	(96,051)	(74,682)
Use of prepaid expenses	74,682	77,540
Change in net financial assets	323,123	(243,095)
Net financial assets, beginning of year	732,188	975,283
Net financial assets, end of year	\$ 1,055,311	\$ 732,188

The accompanying notes are an integral part of these financial statements.

# **BELVEDERE HEIGHTS**

Statement of Cash Flows

Year ended December 31, 2024, with comparative information for 2023

		2024		2023
Cash flows from operating activities				
Operations:				
Annual surplus	\$	1,418,216	\$	501,540
Item not involving cash:				
Amortization of tangible capital assets		274,588		367,656
		1,692,804		869,196
Change in non-cash working capital:				
Decrease (increase) in accounts receivable		(687,966)		634,079
Decrease (increase) in prepaid expenses		(21,369)		2,858
Increase (decrease) in accounts payable and		, , ,		
accrued liabilities		(281,000)		151,343
Increase in payable to Ministry of Long-Term Care		27,181		113,409
Increase (decrease) in deferred revenue		294,588		(97,750)
*		1,024,238		1,673,135
Cash flows from investing activities:				
Addition to tangible capital assets		(1,348,312)		(1,115,149)
Increase (decrease) in cash		(324,074)		418,516
Cash, beginning of year		2,071,820		1,653,304
Cash, end of year	\$	1,747,746	\$	2,071,820
Cook associate of				
Cash consists of:	•	4 000 450	æ	4 249 205
Cash and bank - operating	\$	1,202,458	\$	1,348,365
Cash and bank - capital		19,090		582,236
Cash and bank - expansion		337,686		04.540
Cash and bank - life lease operations		111,811		64,518
Cash and bank - life lease maintenance reserve		76,701		76,701
	\$	1,747,746	\$	2,071,820

The accompanying notes are an integral part of these financial statements.

BELVEDERE HEIGHTS
Notes to Financial Statements

Year ended December 31, 2024

The Board of Management for the District of Parry Sound West Belvedere Heights (the "Home") is a 101 bed licensed long-term care facility located in Parry Sound, Ontario. The Home is exempt from income taxes under Section 149 the Income Tax Act.

The Board is governed by a board comprised of representatives selected from the participating municipalities, as well as members appointed by the Province of Ontario. The participating municipalities are:

Town of Parry Sound
Municipality of McDougall

Township of the Archipelago

Township of Sequin

Township of Carling

Municipality of Whitestone

Municipality of McDougall Township of McKellar

Township of McMurrich/Monteith

# 1. Significant accounting policies:

The financial statements of the Home are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board and the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Home are as follows:

# (a) Accrual basis of accounting:

The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

# (b) Deposits:

Deposits represent deposits received on Seniors Life Lease units. These amounts will be recognized as part of the proceeds on the sale of the life leases in the year the unit is sold.

# (c) Ministry of Long-Term Care:

The Ministry of Long-Term Care (the "Ministry) undertakes a financial review of the Home's operations from time to time. Adjustments to the financial statements, if any, as a result of these reviews are accounted for in the period when notification is received from the Ministry.

### (d) Other revenues:

Other revenues from transactions with performance obligations, for example, user charges, are recognized as the Home satisfies a performance obligation by providing the promised goods or services to the payor. Other revenue from transactions with no performance obligations are recognized when the Home has the authority to claim or retain an inflow of economic resources and when a past transaction or event is an asset. Amounts received prior to the end of the year that will be recognized in subsequent fiscal year are deferred and reported as a liability.

# **BELVEDERE HEIGHTS**

Notes to Financial Statements (continued)

Year ended December 31, 2024

### 1. Significant accounting policies (continued):

#### (e) Government transfers:

Government transfers, which include legislative grants, are recognized in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made. If government transfers contain stipulations, which give rise to a liability, they are deferred and recognized in revenue when the stipulations are met.

### (f) Reserves and reserve funds:

Certain amounts, as approved by the Home, are set aside in reserves and reserves funds for future operating and capital purposes. Transfers to and from reserves and reserve funds are adjusted to the respected fund when approved.

### (g) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value is amortized on a straight-line basis over the estimated useful lives as follows:

Useful Life - Years
20
5 - 10
5 - 10
5 - 10
5 – 10
25

Construction in progress is not subject to amortization as the assets are not in productive use.

#### (h) Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Significant items subject to such estimates and assumptions include the carrying amount of tangible capital assets and valuation allowances for accounts receivable. Actual results could differ from those estimates. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the year in which they become known.

# **BELVEDERE HEIGHTS**

Notes to Financial Statements (continued)

Year ended December 31, 2024

# 1. Significant accounting policies (continued):

### (i) Financial instruments:

Financial instruments are classified into three categories: fair value, amortized cost or cost. The following chart shows the measurement method for each type of financial instrument:

# Financial instrument Cash and cash equivalents Accounts receivable Accounts payable and accrued liabilities Measurement method Cost Amortized cost Amortized cost

### Amortized cost

Amounts are measured using the effective interest rate method. The effective interest method is a method of calculating the amortized cost of a financial asset or financial liability (or a group of financial assets or financial liabilities) and of allocating the interest income or interest expense over the relevant period, based on the effective interest rate. It is applied to financial assets or financial liabilities that are not in the fair value category and is now the method that must be used to calculate amortized cost.

### Cost

Amounts are measured at cost less any amount for valuation allowance. Valuation allowances are made when collection is in doubt.

#### Fair value

The Home manages and reports performance for groups of financial assets on a fair-value basis. Investments traded in an active market are reflected at fair value as at the reporting date. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments are recorded as an expense. Unrealized gains and losses on financial assets are recognized in the Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal or impairment.

At the time of derecognition, the related realized gains and losses are recognized in the Statement of Operations and Accumulated Surplus and related balances reversed from the Statement of Remeasurement Gains and Losses. A statement of remeasurement gains and losses has not been included as there are no matters to report therein.

### Establishing fair value

The fair value of guarantees and letters of credit are based on fees currently charged for similar agreements or on the estimated cost to terminate them or otherwise settle the obligations with the counterparties at the reported borrowing date. In situations in which there is no market for these guarantees, and they were issued without explicit costs, it is not practicable to determine their fair value with sufficient reliability (if applicable).

# **BELVEDERE HEIGHTS**

Notes to Financial Statements (continued)

Year ended December 31, 2024

# 1. Significant accounting policies (continued):

(i) Financial instruments (continued):

### Fair value hierarchy

The following provides an analysis of financial instruments that are measured subsequent to initial recognition at fair value, grouped into Levels 1 to 3 based on the degree to which fair value is observable:

Level 1 – fair value measurements are those derived from quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 – fair value measurements are those derived from inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e., as prices) or indirectly (i.e., derived from prices); and

Level 3 – fair value measurements are those derived from valuation techniques that include inputs for the asset or liability that are not based on observable market data (unobservable inputs).

The fair value hierarchy requires the use of observable market inputs whenever such inputs exist. A financial instrument is classified to the lowest level of the hierarchy for which a significant input has been considered in measuring fair value.

### (j) Asset retirement obligation:

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) The past transaction or event giving rise to the liability has occurred;
- (iii) It is expected that the future economic benefits will be given up; and
- (iv) A reasonable estimate of the amount can be made.

A liability for the removal of asbestos in the buildings owned by the Home has not been recognized in these financial statements. Given the nature of the assets and the remediation work completed to date it was determined there is no further legal obligation on the part of the Home to complete remediation efforts.

# **BELVEDERE HEIGHTS**

Notes to Financial Statements (continued)

Year ended December 31, 2024

# 1. Significant accounting policies (continued):

#### (k) Pension plan:

The Home is an employer member of the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer, defined benefit pension plan with approximately 640,000 members. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. The Home has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles. The Home records as pension expense the current service cost. As of December 31, 2024, OMERS had a reported funding deficit of \$2.9 billion (2023 - \$4.2 billion).

# 2. Change in accounting policies:

On January 1, 2024, the Home adopted Canadian public accounting standard PS 3400 *Revenue*. The new accounting standard establishes a single framework to categorize revenue to enhance the consistency of revenue recognition and measurement. The Home has determined that the adoption of this new standard did not have an impact on the amounts presented in the financial statements.

# 3. Accounts receivable:

	2024	2023
Province of Ontario	\$ 371,689	\$ 149,608
HST	213,340	109,687
Municipal capital levy	379,159	-
Other	133,540	150,467
	\$ 1,097,728	\$ 409,762

# 4. Accounts payable and accrued liabilities:

	2024	2023
Trade payables	\$ 335,638	146,607
Expansion payables	28,367	227
Accrued wages and benefits	603,325	1,101,723
	\$ 967,330	\$ 1,248,330

# **BELVEDERE HEIGHTS**

Notes to Financial Statements (continued)

Year ended December 31, 2024

#### 5. Deferred revenue:

Deferred revenue represents unspent funds externally restricted for a specific purpose received in the current and/or prior period that are unspent in the current period.

	2024	2023
Ministry of Long-term Care	\$ 298,221	\$ 2,500
Community Support Services	12,000	12,000
Other	2,627	3,760
	\$ 312,848	\$ 18,260

# 6. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

2024		2023
\$ 3,989,975	\$	2,916,251
660,926		368,839
490,436		438,031
\$ 5,141,337	\$	3,723,121
\$	\$ 3,989,975 660,926 490,436	\$ 3,989,975 \$ 660,926 490,436

# BELVEDERE HEIGHTS

Notes to Financial Statements

Year ended December 31, 2024

# 7. Tangible capital assets:

		Balance a	at							Balance a
		December 31	,					Transfers and		December 31
Cost		202	3	Additions		Disposals		adjustments		202
Land	s	374,500	\$		\$	22	\$		S	374.50
Buildings		14,765,595		58,919			Ψ	31,749	Ф	, .
Furniture, fixtures		11,100,500		0,00		35/		31,148		14,856,26
and equipment		1,531,677		56,766						4 500 44
Computers		243,668		30,503						1,588,44
Machinery		1,521,479				3.5		*		274,17
West Side Park		363,000		44,210				-		1,565,68
Rental properties		1,207,308		275,500						363,00
Medical supplies		323,519		42,671				20		1,482,80
Construction in progress		31,749		142,166				(31,749)		366,19
Expansion in progress		31,110		697,577				(31,749)		142,166 697,57
				007,011						10,160
Total	\$	20,362,495	\$	1,348,312	\$		\$	N.	\$	21,710,80
	_	Balance a	t				_		_	Balance a
Accumulated		December 31,						Transfers and		December 31
Amortization		2023	<u></u>	Disposals		Amortization		adjustments		2024
Land	\$	2	S.		\$		\$		\$	
Buildings	•	14,113,546	•		Ψ	63,921	Ψ	100	Ψ	44 477 40
Furniture, fixtures		17,110,040		-		03,921				14,177,467
		4 004 040								
and equipment		1,301,348		-		37,916				1,339,264
Computers Machinery		184,106		*		23,734		(6)		207,840
West Side Park		1,371,423		*		43,965		360		1,415,388
		208,725		-		18,150		170		226,875
Rental properties Medical supplies		41,526		*		53,802				95,328
Construction in progress		225,570		**		33,100		-		258,670
Expansion in progress				*:						
	s	17 446 344	•		•	074 500	_		_	
rotai	<u> </u>	17,446,244	\$	-	\$	274,588	\$		\$	17,720,832
	Ne	t book value,							N	et book value,
	D	ecember 31,								December 31,
		2023								2024
and	\$	374,500							\$	374,500
luildings		652,049								678,796
urniture, fixtures										0,0,,00
and equipment		230,329								249,179
computers		59,562								66,331
fachinery		150,056								150,301
Vest Side Park		154,275								136,125
ental properties		1.165,782								1,387,480
ledical supplies		97,949								107,520
anstruction in progress		31,749								142,166
xpansion in progress										697,577
otal	\$	2,916,251			_					2.002.077
e con		4,910,201	_		_		_		\$	3,989,975

# **BELVEDERE HEIGHTS**

Notes to Financial Statements

Year ended December 31, 2024

# 7. Tangible capital assets (continued):

		Balance at					Balance a
	[	December 31,					December 31
Cost		2022	Additions		Disposals		2023
Land	\$	374,500	\$	\$		\$	374,500
Buildings		14,765,595	2		14		14,765,595
Furniture, fixtures							
and equipment		1,428,732	102,945		-		1,531,677
Computers		232,098	11,570		(*)		243,668
Machinery		1,392,214	129,265		œ.		1,521,479
West Side Park		363,000	*		365		363,000
Rental properties		434,500	772,808				1,207,30
Medical supplies		256,707	66,812		·		323,519
Construction in progress		Q.	31,749		161		31,749
Total	\$	19,247,346	\$ 1,115,149	\$	1002	\$	20,362,49
	_	Balance at		-		-	Balance a
Accumulated		December 31,					December 31
Amortization		2022	 Disposals		Amortization		2023
Land	\$	*	\$	\$	(2)	\$	
Buildings		13,910,456	-		203,090		14,113,546
Furniture, fixtures							
and equipment		1,269,189	*		32,159		1,301,34
Computers		161,007			23,099		184,106
Machinery West Side Park		1,338,088	8		33,335		1,371,423
Rental properties		190,575 8,690	-		18,150 32,836		208,72
Medical supplies		200,583			24,987		41,52 225,57
Construction in progress		200,000	8		27,007		220,07
Total	\$	17,078,588	\$ *	\$	367,656	\$	17,446,24
						_	
		t book value,				ľ	let book value
		December 31, 2022					December 31 202
Land	s	374,500				\$	374,50
Buildings	Ŧ	855,139				•	652,04
Furniture, fixtures							
and equipment		159,543					230,32
Computers		71,091					59,56
Machinery West Side Park		54,126					150,050
		172,425					154,27
Rental properties		425,810 56,124					1,165,78 97,94
							31,34
Medical supplies Construction in progress		50,124					31,749

# **BELVEDERE HEIGHTS**

Notes to Financial Statements (continued)

Year ended December 31, 2024

# 8. Pension agreements:

The Home made contributions to OMERS (the "Plan"), which is a multi-employer Plan, on behalf of all permanent, full-time and part-time members of its staff. The Plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The contributions required on account of current service for 2024 of \$626,072 (2023 - \$528,781) is included in the current fund operations.

# 9. Budget information:

A reconciliation of the approved budget with the budget figures as presented in these financial statements is provided below.

	2024
Budgeted deficit for the year as per financial statements	\$ (195,866)
Add: Amortization expense	274,588
Less: Capital expenditures	(78,722)
Budgeted surplus as per approved budget	\$

# 10. Expenditures by object:

Total expenditures by object are as follows:

	2024	2023
Salaries and benefits	\$ 9,511,317	\$ 8,928,916
Materials, supplies and services	3,146,345	2,870,382
Life lease unit costs	1,781	777,708
Amortization of tangible capital assets	274,588	367,656
	\$ 12,934,031	\$ 12,944,662

# **BELVEDERE HEIGHTS**

Notes to Financial Statements (continued)

Year ended December 31, 2024

#### 11. Commitments:

### (a) Management services agreement

On October 4, 2021, the Home entered into a management services agreement with West Parry Sound Health Centre (the "Hospital"). Under the terms of the agreement, the Hospital shall provide advice and recommendations on an as-needed basis at the request of the Home in relations to its business and operations. The Hospital shall also make available personnel to serve as the Home's Administrator. This agreement has an annual fee of \$461,400, requiring payment in equal monthly instalments. The agreement expired May 31, 2025 and has not been renewed.

#### (b) Capital expansion project

The Ministry has approved an expansion of the Home of up to 24 additional beds, with a forecasted total project cost of \$13.9 million. Construction is expected to commence in 2025.

Funding for the capital expansion project will be provided primarily from contributions from the participating municipalities and a long-term loan, with the Ministry providing a Construction Funding Subsidy to finance a portion of the associated debt servicing costs (interest and principal) over the period of the loan.

### 12. Financial risk:

### a) Credit risk:

Credit risk refers to the risk that a counterparty may default of its contractual obligations resulting in a financial loss. The Home is exposed to credit risk with respect to the accounts receivable. The Home assess, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts.

# b) Liquidity risk:

Liquidity risk is the risk that the Home will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Home manages its liquidity risk by monitoring its operating requirements. The Home prepares budgets to ensure it has sufficient funds to fulfill its obligations.

There has been no change to the credit or liquidity risk exposures from 2023.

# **BELVEDERE HEIGHTS**

**Current Fund Operations** 

Schedule of Revenue and Expenses

	2024	2024	_	2023
	 Budget	Actual		Actual
	(note 9)			
Revenue:				
Ministry of Long-Term Care	\$ 8,015,972	\$ 9,210,579	\$	8,132,270
User charges	2,772,227	2,599,583		2,518,483
Participating municipalities	1,000,001	1,000,000		1,165,001
Miscellaneous	360,401	341,390		244,906
Ministry of Long-Term Care - One time	-	173,028		83,316
Interest earned	48,000	64,964		59,004
	12,196,601	13,389,544		12,202,980
Expenses:				
Nursing/personal direct care	5,494,529	5,576,285		5,484,130
General and administrative	875,510	1,012,678		973,886
Infection prevention and control	392,514	436,482		503,842
Building and property operation				
and maintenance	1,197,597	1,113,850		989,839
Nursing and personal care, administration	849,846	971,540		828,923
Dietary services	918,041	906,745		812,903
Program and support services	957,727	710,405		735,492
Raw food	500,000	522,051		479,045
Housekeeping services	776,399	513,847		443,347
Laundry services	223,456	207,054		198,380
Local priorities		492,610		161,845
	12,185,619	12,463,547		11,611,632
Annual surplus	10,982	925,997		591,348
Current fund balance, beginning of year	368,839	368,839		754,265
Transfer to capital fund	2	(607,014)		(976,774)
Current fund balance, end of year	\$ 379,821	\$ 687,822	\$	368,839

# **BELVEDERE HEIGHTS**

Capital and Expansion Fund Operations

Schedule of Revenue and Expenses

	2024	2024	2023
	Budget	Actual	Actual
	(note 9)		
Revenue:			
Ministry of Long-Term Care	\$ 	\$	\$ 191,815
Participating municipalities - expansion levy		700,001	
Interest earned		14,053	20,273
Interest earned - expansion	-	404	:=
*	¥	714,458	212,088
Expenses:			
Amortization of tangible capital assets	274,588	274,588	367,656
Bank charges	2	56	3
Interest on long-term debt	2	벁	(45)
	274,588	274,644	367,611
Annual surplus (deficit)	(274,588)	439,814	(155,523)
Capital fund balance, beginning of year	2,916,251	2,916,251	2,029,288
Transfer from current fund		607,014	976,774
Transfer from resident reserve	9	26,896	65,712
Capital fund balance, end of year	\$ 2,641,663	\$ 3,989,975	\$ 2,916,251

# **BELVEDERE HEIGHTS**

**Life Lease Operations** 

Schedule of Revenue and Expenses

	2024	2024	 2023
	Budget	Actual	Actual
_	(note 9)		
Revenue:			
Sales	\$	\$ -	\$ 772,808
Maintenance and operating fees	123,442	121,778	122,530
Miscellaneous	117,546	119,076	90,754
	240,988	240,854	986,092
Expenses:			
Unit costs		1,781	777,708
Operating	145,583	158,030	143,409
Maintenance	27,665	33,836	29,883
	173,248	193,647	951,000
Annual surplus	67,740	47,207	35,092
Life Lease balance, beginning of year	54.5	121	3.
Transfer to reserves		(47,207)	(35,092)
Life Lease balance, end of year	\$ 67,740	\$ *	\$ 

# **BELVEDERE HEIGHTS**

**Reserve Fund Operations** 

Schedule of Revenue and Expenses

	2024	2023
Revenue:		
Donations	\$ 7,391	\$ 45,042
Expenses:		
Resident	2,193	14,419
Annual surplus	5,198	30,623
Reserves balance, beginning of year	438,031	438,028
Transfer from life lease operations	47,207	35,092
Transfer to capital fund	(26,896)	(65,712)
Reserves balance, end of year	\$ 463,540	\$ 438,031
Analyzed as follows:		
Capital reserve	\$ 120,641	\$ 120,641
Resident reserve	73,298	94,996
Building renovations reserve	76,701	76,701
Life Lease maintenance reserve	192,854	145,647
Life Lease gift fund	46	46
	\$ 463,540	\$ 438,031

# **COMMUNITY SUPPORT SERVICES**

Statement of Financial Position

March 31, 2025, with comparative information for 2024

	2025		2024	
Assets				
Cash	\$ 196,810	\$	152,641	
Accounts receivable	72,698	•	50,897	
HST recoverable	44,440		15,755	
	313,948		219,293	
Capital assets	151,984		151,984	
Less: accumulated amortization	74,918		59,720	
	77,066		92,264	
	\$ 391,014	\$	311,557	
Liabilities and Fund Balance				
Accounts payable and accrued liabilities	\$ 129,517	\$	106,631	
Accrued vacation pay	16,631		9,207	
Payable to the Ministry of Long-Term Care	-		558	
Deferred revenue - fundraising	169,286		120,141	
	315,434		236,537	
Deferred capital contributions	144,492		144,492	
Less: accumulated amortization	74,918		59,720	
	69,574		84,772	
Fund balance	6,008		(9,752)	
	\$ 391,014	\$	311,557	

See accompanying notes to financial statements.

On behalf of the Board			
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Toll chicar	Director	1 to the	Director
		0 6/10	

# **COMMUNITY SUPPORT SERVICES**

Statement of Operations and Changes in Fund Balance

Year ended March 31, 2025, with comparative information for 2024

		2025		2025		2024
		Budget		Total		Total
Revenue:						
Ministry of Long-Term Care	\$	335,402	\$	540,722	\$	343,900
Client recoveries	Ψ	323,858	Ψ	340,706	Ψ	318,103
Interest and other		298,122		298,129		179,884
Donations		13,169		200,120		773
Amortization of deferred capital contributions		13,103		15,199		15,199
Tanonization of defended capital contributions		983,573		1,194,756		857,859
		903,373		1,134,730		007,009
Expenses:						
Salaries and benefits		400,990		431,145		285,831
Travel		270,441		273,390		260,840
Meals		114,680		122,389		115,170
Purchased services		50,472		49,034		37,326
Building occupancy		23,932		44,924		22,483
Office and general		21,157		34,988		26,274
Exercise and Falls Prevention		20,000		22,859		22,709
Insurance		17,834		18,236		16,240
Advertising		17,564		11,133		8,933
Administration		15,562		16,522		14,973
Amortization of capital assets		13,022		15,199		15,199
Materials and supplies		6,761		6,820		18,586
Staff/volunteer training		5,849		3,229		4,800
Audit and legal		4,194		4,365		6,553
Memberships		964		822		777
Donation disbursements		-		4,101		723
Relocation expenses		41		119,602		-
Interest and bank charges		151		237		169
		983,573		1,178,995		857,586
Excess of revenue over expenses		P		15,760		273
Fund balance, beginning of year		(9,752)		(9,752)		(10,025)
Fund balance, end of year	\$	(9,752)	\$	6,008	\$	(9,752)

See accompanying notes to financial statements.

# **COMMUNITY SUPPORT SERVICES**

Statement of Cash Flows

Year ended March 31, 2025, with comparative information for 2024

	2025	2024
Cash provided by (used in):		
Operating activities:		
Excess of revenue over expenses	\$ 15,760 \$	273
Items not involving cash:		
Amortization of deferred capital contributions	(15,199)	(15,199)
Amortization of capital assets	15,199	15,199
	15,760	273
Changes in non-cash operating working capital:		
Increase in trade receivables	(21,801)	(25,109)
Increase in HST recoverable	(28,685)	(7,646)
Increase in accounts payable and accrued liabilities	22,884	28,855
Increase in accrued vacation pay	7,424	7,115
Decrease in payable to Ministry of Long-Term Care	(558)	(7,932)
Increase in deferred revenue - fundraising	49,145	52,904
<u> </u>	44,169	48,460
Capital activities:		
Proceeds from deferred capital contributions	(4)	39,534
Purchase of capital assets		(39,534)
	*	196
Net increase in cash	44,169	48,460
Cash, beginning of year	152,641	104,181
Cash, end of year	\$ 196,810 \$	152,641

See accompanying notes to financial statements.

### **COMMUNITY SUPPORT SERVICES**

Notes to Financial Statements

Year ended March 31, 2025

Board of Management for the District of Parry Sound West - Community Support Services (the "Organization") is a non-profit organization providing volunteer supported programs to the community to foster health and independence for the sick and disabled.

# 1. Significant accounting policies:

The financial statements of the Organization are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

# (a) Basis of presentation:

These financial statements have been prepared in accordance with Canadian public sector accounting standards, except for the accounting policies below:

 property and equipment purchases are capitalized on the statement of financial position and amortized over their useful lives where capitalization is approved by the Ministry. All other property and equipment purchases are expensed in the year that they are incurred;

# (b) Accrual basis of accounting:

Sources of revenue and expenditures are reported on the accrual basis of accounting.

The accrual basis of accounting recognizes revenue as it becomes available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

# (c) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the periods specified. Significant items subject to such estimates and assumptions include valuation allowances for receivables. Actual results could differ from those estimates. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the year in which they become known.

#### (d) Other revenue:

Other revenues from transactions with performance obligations are recognized as the Organization satisfies a performance obligation by providing the promised goods or services to the payor. Other revenue from transactions with no performance obligations are recognized when the Organization has the authority to claim or retain an inflow of economic resources and when a past transaction or event is an asset. Amounts received prior to the end of the year that will be recognized in subsequent fiscal year are deferred and reported as a liability.

# **COMMUNITY SUPPORT SERVICES**

Notes to Financial Statements

Year ended March 31, 2025

# 2. Capital assets:

As described in Note 1, expenditures for capital assets are recorded in the statement of revenue and expenses unless capitalization of the expenditures is approved by the Ministry. The historical cost of the Organization's capital assets that have been expensed is not determinable. In the year, no capital asset expenditures have been expensed and recorded through the statement of operations.

# 3. Comparative information:

Certain 2024 comparative information has been reclassified, where applicable to conform to the presentation used in the current year. The changes do not affect the prior year accumulated surplus.

### 4. Financial risks:

# (a) Liquidity risk:

Liquidity risk is the risk that the Organization will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Organization manages its liquidity risk by monitoring its operating requirements to ensure it has sufficient funds to fulfill its obligations. The Organization prepares budgets and cash forecasts to ensure it has sufficient funds to fulfill its obligations. There has been no change to the risk exposure from 2024.

# (b) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Organization is exposed to credit risk with respect to the accounts receivable. The Organization assesses, on a continuous basis, accounts receivable and provides for any amounts that are collectible in the allowance for doubtful accounts.

# Financial Statements of

# BOARD OF MANAGEMENT FOR THE DISTRICT OF PARRY SOUND WEST COMMUNITY SUPPORT SERVICES

And Independent Auditor's Report thereon

Year ended March 31, 2025



KPMG LLP Times Square 1760 Regent Street, Unit 4 Sudbury, ON P3E 3Z8 Canada Telephone 705 675 8500 Fax 705 675 7586

# INDEPENDENT AUDITOR'S REPORT

To the Board of Management for the District of Parry Sound West

# **Opinion**

We have audited the financial statements of the Board of Management for the District of Parry Sound West - Community Support Services, (the "Entity") which comprise:

- the statement of financial position as at March 31, 2025
- the statement of operations and changes in fund balances for the year ended
- the statement of cash flows for the year then ended
- and the notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at March 31, 2025, and its results of operations and its cash flows for the year then ended in accordance with the basis of accounting in Note 1 to the financial statements.

# **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "Auditor's Responsibilities for the Audit of the Financial Statements" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

# Emphasis of Matter - Financial Reporting Framework

We draw attention to Note 1 in the financial statements, which describes the applicable financial reporting framework and the purpose of the financial statements.



### Page 2

As a result, the financial statements may not be suitable for another purpose.

Our opinion is not modified in respect of this matter,

# Responsibility of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

# Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due
  to fraud or error, design and perform audit procedures responsive to those risks, and obtain
  audit evidence that is sufficient and appropriate to provide a basis for our opinion.
  - The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit
  procedures that are appropriate in the circumstances, but not for the purposes of expressing
  an opinion on the effectiveness of the Entity's internal control.



### Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- We communicate with those charged with governance regarding, among other matters, the
  planned scope and timing of the audit and significant audit findings, including any significant
  deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

Sudbury, Canada

June 27, 2025

# District of Parry Sound West (Belvedere Heights) Board of Management Meeting Wednesday, June 25, 2025 via Teams

**Directors Present (voting):** 

Joe Beleskey

Don Carmichael, Secretary/Treasurer

Gail Finnson Cheryl Ward

Pamela Wing, Chair

Debbie Zulak

**Director Regrets:** 

Paul Borneman, Vice Chair

Staff Attending (non voting):

Kami Johnson, Administrator

John Vanderhorst, Environmental Services Manager

**Staff Regrets:** 

**Specially Invited** (non voting):

Joel Pennant, new Administrator

Our new administrator, Joel Pennant, was welcomed to observe the board meeting. Joel was driving and was connected by audio on his way to another meeting at 1030.

- 1.0 Call to Order: The Board Chair called the meeting to order at 9:12 a.m.
- **2.0** Confirmation of Quorum: A quorum was achieved.
- 3.0 Conflict of Interest: No conflicts were declared.
- 4.0 Move into Camera: Dietary presentations from Aramark and Compass

#### #BH-57/25

Moved by C. Ward, seconded by J. Beleskey that be it resolved that the Board of Management move into closed session @ 0916.

Carried.

Both firms presented food service options that they can provide to Belvedere. Written proposals will be submitted for Belvedere to evaluate regarding short term and longer term solutions. Details will be discussed at a future board meeting.

Given several board members had to leave the meeting by 10:30, the board agreed to also include the OHT discussion. The collaborative agreement is still in development. The existing fund holder agreement signed by Belvedere last March, remains in effect until September or earlier if the collaborative agreement (CDMA) is finalized. Eligible revenue for the risk sharing calculation and

other issues were discussed and will be reconsidered when the potential impact of the CMDA model on Belvedere is known.

Don will replace Kami as Belvedere OHT voting member on an interim basis.

#### #BH-58/25

Moved by G. Finnson, seconded by J. Beleskey that be it resolved that the Board of Management return to open session @ 1039.

Carried.

- 5.0 Land Acknowledgement K. Johnson provided the Land Acknowledgement.
  - G. Finnson and C. Ward left the meeting @ 1030. Quorum of four remains. Joel Pennant also left the meeting.

#### 6.0 Approval of Agenda:

### #BH-59/25

Moved by J. Beleskey, seconded by D. Carmichael that be it resolved that the Board of Management accepts the agenda.

Carried.

### 7.0 Approval of Minutes:

Pam noted that the minutes should be revised to include that Don will represent the board on the new fund raising committee for the furniture, fixtures and equipment for the new build.

#### #BH-60/25

Moved by J. Beleskey, seconded by D. Carmichael that be it resolved that the minutes of the Board of Management meetings held May 28, 2025, be approved as amended.

Carried.

#### 8.0 Financial Reports:

8.1 Financial Reports – period ending May 2025 DEFERRED

#### 9.0 Standing Items:

### 10.0 Matters Arising:

10.1 Building Update

Belvedere Construction and Renovation Update - Summary

- J. Vanderhorst provided a detailed update on ongoing construction and renovation activities at Belvederc Heights:
  - 1. Construction Update:
    - Ongoing phasing discussion will continue later today for the renovation of the basement level and tie-in to the first floor renovation.

- The basement CSS and auditorium levels have been gutted and new HVAC and plumbing is installed.
- Forms for the foundation for the new bed addition are underway and should be completed within the next week.
- Emptying the crawl space is underway.
- John meets daily with the review Dean (site superintendent) to be aware of daily activites and any coordination that is required.

#### 2. Locker Room Project:

o This is a funded project that is underway and will be completed in stages in conjunction with the basement renovation. Men's locker room now and women's later.

John Vanderhorst left the meeting @ 1046 to attend a construction meeting.

### 10.2 Nurse Call and Fire Alarm Upgrades

Belanger Salach provided a quote for \$27,000 to complete the drawings for the upgrade of the nurse call and fire alarm systems for the existing 101 bed facility and the 22 room addition.

#### #BH-61/25

Moved by D. Carmichael, seconded by J. Beleskey that the Board of Management approves the quote from Belanger Salach Architecture to complete drawings for nurse call and fire panel retrofit project in the amount of \$27,000 + HST.

Carried.

#### 11.0 New Business:

### 11.1 Annual Information Meeting (AIM) Update

The scheduled AIM meeting for June 18<sup>th</sup> was deferred because neither the final version of the Belvedere financial statements had not been received from the auditor nor the CSS statements. It was suggested that the meeting be rescheduled for the third week in September.

#### #BH-62/25

Moved by D. Carmichael, seconded by J. Beleskey that the Board of Management reset the date for Annual Information Session to Wed. Sept. 174,2025 @ 3:00pm.

Carried.

#### 11.2 RFP for audit services

It has been sometime since Belvedere has reviewed the appointment of an audit firm. It was agreed that this should be reviewed periodically.

#### #BH-63/25

Moved by D. Zulak and seconded by J. Beleskey, that the Board of Management directs administration to proceed with a request for proposal for financial audit services.

Carried.

### 12.0 Other Reports

- 12.1 Chair Report (deferred)
- 12.2 Administrators Report

- 11 critical incidents reported in May; 4 were not substantiated, 2 resident to resident issues and 4 improper care reports. All resolved to satisfaction of residents and families.
- Update resident classification system (MDS RAI) goes live on July 1<sup>st</sup>. Caitlyn Black is our lead and has done a great job of organizing and coordinating all of the resident assessments that had to be completed before the go live date. Incidents included:
- CMI increased by 10.3%. Our new funded CMI is now 1.06 and should increase our funding for the nursing envelope by \$334,000 for the remaining 9 months of this year.
- Tracy Lund is our new ADOC and will be relocating from Penetanguishene to Parry Sound as of July 7<sup>th</sup>.
- Nicole Robison, our PSW clinical instructor, we assume a temporary ADOC for 3 months to provide ongoing project Support.

### 13.0 Other Business

### 13.1 In Person Board Meeting

Joe expressed his interest in having more in person board meetings. While the Belvedere board does not usually meet in July, it was suggested we meet in person. Given the new build activities and especially since we have a new administrator starting on July 2<sup>nd</sup>, it would ideal for board members to meet with Joel Pennant in person.

Joe will inquire about the availability of the meeting room on top floor of parry sound fire hall.

### 13.2 Thank you KAMI

Pam led the tributes to Kami as this is her last board meeting. Her energy, enthusiasm and infectious smile will be missed. She has done so much for Belvedere over the past five years. It's a huge complement and great achievement for Kami to leave us in better shape then we she joined us with all the challenges she inherited in 2020 (before COVID).

All board members wish her the very best for what can only be a very bright future. She said she is far away and will always be available to help us. Kami clearly loves Belvedere and she is going to miss us too and expressed her gratitude for this opportunity and the continuous support the board has given her.

Looking forward to her return in August for a thank you celebration for life lease support to use their entrance as a temporary visitor entrance in July.

Pam will arrange a farewell dinner for the board to celebrate with Kami.

#### 14.0 Correspondence: (none)

### 15.0 Adjournment

#### #BH-64/25

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

Carried.

# **MEETING MINUTES**

Thursday, May 8, 2025 at 6:30 PM

Board Meeting via Zoom Video Conference



### **Board Members Present:**

Joel Constable
Jerry Brandt
Sharon Smith
Gail Finnson
Teresa Hunt
Irene Smit
Ted Collins
Teri Brandt
Jamie McGarvey
Rick Zanussi
Ted Knight
Peter McIsaac
Tom Lundy

**Board Members Absent:** 

Janice Bray Ryan Baptiste

#### Staff:

Tammy MacKenzie, CAO

JJ Blower, Communications Officer

Sylvia Roy, Director of Finance

Pam Nelson, Director of Child Care Service Management

Jennifer Bouwmeester, Director of Women's Services

#### 1. CALL MEETING TO ORDER:

The meeting was called to order by Rick Zanussi at 6:30PM.

- 2. TRADITIONAL LAND ACKNOWLEDGMENT.
- 3. DISCLOSURE OF PECUNIARY INTEREST.
- 4. APPROVAL OF AGENDA

Resolution 25 05 01

**CARRIED** 

Moved by Jerry Brandt

Seconded by Irene Smit

"THAT the agenda of the Regular Meeting of the Board held on May 8, 2025 be approved as presented."

### 5. APPROVAL OF MINUTES:

5.1 April 1<u>0, 2025</u>

Resolution 25 05 02 CARRIED

Moved by Tom Lundy

Seconded by Joel Constable

"THAT the Board meeting minutes of Thursday, April 10, 2025 be approved as presented."

Ted Collins entered the meeting at 6:33pm

1

#### 6. DEPUTATIONS & PRESENTATIONS.

#### 7. **REPORTS**:

#### 7.1 Chair

The Chair advised that he did not have anything to report.

### 7.2 Chief Administrative Officer

Ms. MacKenzie verbally highlighted some of the items in the written CAO report and was available to answer questions. In addition, Ms. MacKenzie advised that she would be heading to the OMSSA exchange conference next week, the District Municipal Meeting on May 23<sup>rd</sup>, the NOSDA AGM & Conference in Sault Ste. Marie during the first week of June, and then to the OMSSA AGM the second week of June.

### 7.3 Director of Finance

Ms. Roy shared a verbal update. The finance team is currently working on renewing the 2025–2026 insurance policy for DSSAB. The Local Housing Corporation (LHC) renewal will take place later this year.

Senior finance staff have submitted all auditor requests received so far. A follow-up call is scheduled for Monday to check on the audit status and address any further needs. The goal is still to present the financial statements in June. KPMG will not only provide the financials but also benchmarks, performance indicators, and efficiency recommendations.

Finance staff are actively working on ministry reports for EFIS, Ontario Works, SMAIR, and the Homelessness Prevention Plan. These reports align with the finalized audited statements.

All budgets have been uploaded into both accounting systems, and the team is developing a simple quarterly report for the Board comparing budget vs. actuals.

Additionally, the finance and housing teams are upgrading the Yardi system to ensure better integration across modules. Finance staff are also creating a procedural manual detailing their tasks and deadlines to help maintain continuity if someone is absent or leaves the organization.

Ted Collins noted that the recent FONOM conference focused on Asset Management, and our auditor was a speaker on that topic.

#### 8. OUTSTANDING ISSUES.

#### 9. **NEW BUSINESS:**

### 9.1 Esprit Place Family Resource Centre – Operational Update

A written report was presented by Ms. Bouwmeester for information.

### 9.2 Early Development Instrument (EDI) Results

A written report was presented by Ms. Nelson for information.

### 10. IN-CAMERA: 0

### 11. CORRESPONDENCE.

- 11.1 NBPSDHU Overdose Report
- 11.2 Labour Focus March 2025 (The Labour Market Group)
- 11.3 Monthly Jobs Report February 2025 (The Labour Market Group)

### 11. ADJOURNMENT.

### **Resolution 25 05 03**

### **CARRIED**

Moved by Teri Brandt Seconded by Gail Finnson

"THAT the Board meeting now be adjourned at 7:41 PM, and that the next regular meeting to be held Thursday, June 12, 2025 at the hour of 6:30 PM via Zoom Video Conference."

# **MEETING MINUTES**

Thursday, June 12, 2025 at 6:30 PM

Thursday, Julie 12, 2023 at 0.30 1 W



Board Meeting via Zoom Video Conference

### **Board Members Present:**

Joel Constable Ted Collins
Jerry Brandt Teri Brandt
Sharon Smith Jamie McGarvey
Gail Finnson Rick Zanussi
Irene Smit Ted Knight

**Board Members Absent:** 

Ryan Baptiste Peter McIsaac Teresa Hunt Tom Lundy

#### Staff:

Janice Bray

Tammy MacKenzie, CAO JJ Blower, Communications Officer Sylvia Roy, Director of Finance Sharon Davis, Director of Housing Operations and Service Management

#### 1. CALL MEETING TO ORDER:

The meeting was called to order by Rick Zanussi at 6:32PM.

- 2. TRADITIONAL LAND ACKNOWLEDGMENT.
- 3. DISCLOSURE OF PECUNIARY INTEREST.
- 4. APPROVAL OF AGENDA

Resolution 25 06 01

**CARRIED** 

Moved by Ted Knight

Seconded by Teri Brandt

"THAT the agenda of the Regular Meeting of the Board held on June 12, 2025 be accepted with the addition of: 9.5 Board Member Absence (requested by R. Zanussi) and 9.6 MEPCO Membership (requested by J. McGarvey)."

### 5. APPROVAL OF MINUTES:

5.1 May 8, 2025

Resolution 25 06 02 CARRIED

Moved by Jamie McGarvey

Seconded by Jerry Brandt

"THAT the Board meeting minutes of Thursday, May 8, 2025 be approved as presented."

#### 6. DEPUTATIONS & PRESENTATIONS.

#### 7. **REPORTS**:

#### 7.1 Chair

The Chair provided a verbal update on his attendance at the 2025 NOSDA AGM & Conference, held in Sault Ste. Marie from June 2 to 5, 2025. He gave an overview of the Northern Ontario Service Deliverers Association (NOSDA) and its role in advocating on behalf of DSSABs and CMSMs across Northern Ontario. The Chair extended his appreciation to the staff and CAOs who participated in the conference and attended key meetings with Assistant Deputy Ministers from various provincial ministries. He also reminded Board members to inform the Administration Officer, Ms. Blower, in advance of any anticipated absences from scheduled meetings to help ensure quorum is maintained.

### 7.2 Chief Administrative Officer

Ms. MacKenzie provided a verbal overview of key highlights from the written CAO report, expressing her appreciation to staff across all departments for their contributions and for helping to enhance the report. She noted that she was available to respond to any questions. Additionally, Ms. MacKenzie shared that she was attending the 47 Leads Meeting for OMSSA in Toronto this week, had participated in the NOSDA AGM & Conference in Sault Ste. Marie from June 2–5, the OMSSA Exchange Conference in Toronto in mid-May, and the District Municipal Association Meeting in Callander on May 23.

### 7.3 Director of Finance

Finance staff have completed several key reporting requirements, including the Social Housing Service Manager Annual Information Return, the Education Financial Information System (EFIS) Report, and year-end reporting for the Homelessness Prevention Program (HPP) and Ontario Works (OW). The team is currently awaiting the approval of the final Audited Financial Statements to proceed with submission to the Ministry via the TPON website.

In the coming weeks, staff will begin reporting for the Violence Against Women (VAW) program. Work is also underway on mid-year reconciliations related to the new cost-based funding model for both internal and external childcare centres.

The Yardi system upgrade has been successfully completed, and the platform is now operating on version 7.12. Additionally, the IT department has implemented a new electronic, real-time inventory tracking system using QR codes and handheld devices. The inventory for Local Housing Corporation assets is currently being uploaded into the system, with DSSAB-owned assets to follow once the process has been refined.

#### 8. OUTSTANDING ISSUES.

#### 9. **NEW BUSINESS:**

### 9.1 Tender – Roof Replacement

A written report was prepared by Ms. Davis and presented by Ms. Roy. A question was raised by Mr. Constable relating to the range of bids. Staff confirmed that a consultant had been engaged for the process, and all tender submissions met the required technical specifications and included attendance at the mandatory site visit.

### Resolution 25 06 03 CARRIED

Moved by Gail Finnson

Seconded by Janice Bray

"THAT the Board direct staff to proceed with awarding the tender for the Roof Replacement at 1 Beechwood Drive, Parry Sound, ON, according to the outlined specifications and requirements detailed in tender RFT25-1BC in the amount of \$109,000.00 plus additional pricing for the replacement of the canopy entrance roof serving 22A Belvedere Ave., Parry Sound of \$69,900.00 for a total of \$178,900 (plus HST)."

### 9.2 Housing & Homelessness Annual Report 2024-2025

A written report was prepared by Ms. Davis and presented by Ms. MacKenzie, for information.

### 9.3 Board Manual & Procedural Rules Update

A written report was presented by Ms. Blower.

#### Resolution 25 06 04

<u>CARRIED</u>

Moved by Sharon Smith

Seconded by Ted Collins

"THAT the Board approves the updated Procedural Rules, and receives the updated Board Manual for information."

#### 9.4 2025 BOSDA AGM Resolutions

A written report was presented by the Chair.

#### Resolution 25 06 05 CARRIED

Moved by Joel Constable

Seconded by Ted Knight

"THAT the Board endorses the 2025 NOSDA AGM resolutions as attached."

#### 9.5 Board Member Absence

A verbal report was given and an attendance record was provided. Discussion ensued amongst the members to consider the continuance of a member of the Board with four consecutive absences, without authorization or notice provided for those absences.

### Resolution 25 06 06 CARRIED

Moved by Irene Smit

Seconded by Teri Brandt

"WHEREAS Section 12 of the Procedural Rules of the District of Parry Sound Social Services Administration Board states that a Board Member is considered to have forfeited their membership upon missing three (3) consecutive meetings, unless such absences are authorized by the Board; and

WHEREAS Ryan Baptiste, the appointed representative for Area 4, has been absent from four (4) consecutive meetings of the Board without providing notice or seeking authorization for such absences;

NOW THEREFORE BE IT RESOLVED THAT Ryan Baptiste be deemed to have forfeited his position as a Member of the Board; and

BE IT FURTHER RESOLVED THAT communication with the municipalities of Area 4 be initiated to begin the process of appointing a new representative to the Board."

9.6 Municipal Employer Pension Centre of Ontario (MEPCO) Membership Mr. McGarvey provided a verbal report offering insight into MEPCO and its significance for municipal employers and employees. Staff were directed to further investigate the matter and report back at a future Board meeting.

#### 10. IN-CAMERA: 0

### 11. CORRESPONDENCE.

- 11.1 NBPSDHU Overdose Report
- 11.2 Labour Focus March 2025 (The Labour Market Group)
- 11.3 Monthly Jobs Report February 2025 (The Labour Market Group)

#### 11. ADJOURNMENT.

#### Resolution 25 06 07

### **CARRIED**

Moved by Ted Collins Seconded by Joel Constable

"THAT the Board meeting now be adjourned at 7:44 PM, and that the next Special meeting to be held Tuesday, June 17, 2025 at the hour of 11:00 AM via Zoom Video Conference."

# **MEETING MINUTES**

Tuesday, June 17, 2025 at 11:00 AM

Board Meeting via Zoom Video Conference



#### **Board Members Present:**

Ted Knight Ted Collins
Jerry Brandt Teri Brandt
Sharon Smith Jamie McGarvey
Gail Finnson Tom Lundy

Irene Smit

**Board Members Absent:** 

Janice Bray Joel Constable Rick Zanussi Teresa Hunt Peter McIsaac

### Staff:

Tammy MacKenzie, CAO JJ Blower, Communications Officer Sylvia Roy, Director of Finance

### 1. CALL MEETING TO ORDER:

The meeting was called to order by Vice-Chair, Jerry Brandt at 11:00 AM.

- 2. TRADITIONAL LAND ACKNOWLEDGMENT.
- 3. DISCLOSURE OF PECUNIARY INTEREST.
- 4. APPROVAL OF AGENDA

### Resolution 25 0617 01

**CARRIED** 

Moved by Irene Smit

Seconded by Tom Lundy

"THAT the agenda of the Special Meeting of the Board held on June 17, 2025 be accepted."

- 5. APPROVAL OF MINUTES: 0
- 6. DEPUTATIONS & PRESENTATIONS.
- 7. REPORTS: 0
- 8. OUTSTANDING ISSUES.

#### 9. **NEW BUSINESS:**

### 9.1 Audited Financial Statements

The Audited Financial Statements were presented and reviewed by Oscar Poloni from KPMG and provided audit highlights.

#### Resolution 25 0617 02 **CARRIED**

Moved by Jamie McGarvey Seconded by Sharon Smith

"THAT the Board approves the draft Audited Financial Statements for the DSSAB for the year ended December 31, 2024."

#### Resolution 25 0617 03 **CARRIED**

Moved by Ted Collins

Seconded by Ted Knight

"THAT the Board approves the draft Audited Financial Statements for NOAH for the year ended December 31, 2024."

- 10. IN-CAMERA: 0
- 11. **CORRESPONDENCE: 0**
- 11. ADJOURNMENT.

#### Resolution 25 0617 04 **CARRIED**

Moved by Gail Finnson

Seconded by Teri Brandt

"THAT the Board meeting now be adjourned at 7:28 AM, and that the next Regular meeting to be held Thursday, July 10, 2025 at the hour of 6:30 PM via Zoom Video Conference."

# **MEETING MINUTES**

Thursday, August 14, 2025 at 6:30 PM



Board Meeting Location: 1 Beechwood Drive, Parry Sound, Ontario (In-Person)

### **Board Members Present:**

Joel Constable
Jerry Brandt
Sharon Smith
Tom Lundy
Irene Smit
Janice Bray

Ted Collins
Teri Brandt
Jamie McGarvey
Rick Zanussi
Teresa Hunt

**Board Members Absent:** 

Peter McIsaac Gail Finnson Ted Knight

### Staff:

Tammy MacKenzie, CAO

JJ Blower, Communications Officer

Sylvia Roy, Director of Finance

Sharon Davis, Director of Housing Operations and Service Management

Pam Nelson, Director of Child Care Service Management

Jeff Degagne, Director of Income Support & Stability

Danielle Villeneuve, Director of Human Resources

Jennifer Bouwmeester, Director of Women's Services

Ian Holmes, Director of Information Technology

### 1. CALL MEETING TO ORDER:

The meeting was called to order by Rick Zanussi at 6.32PM.

#### 2. TRADITIONAL LAND ACKNOWLEDGMENT.

#### 3. DISCLOSURE OF PECUNIARY INTEREST.

Jamie McGarvey disclosed issue with 9.5 due to his position as a MEPCO Board Member.

#### 4. APPROVAL OF AGENDA

Resolution 25 08 01

**CARRIED** 

Moved by Jerry Brandt

Seconded by Sharon Smith

"THAT the agenda of the Regular Meeting of the Board held on August 14, 2025 be accepted as presented."

#### 5. APPROVAL OF MINUTES:

5.1 June 12, 2025

Resolution 25 08 02

**CARRIED** 

Moved by Jamie McGarvey Seconded by Irene Smit

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"THAT the Board meeting minutes of Thursday, June 12, 2025 be approved as presented."

#### 5.2 June 17, 2025

### **Resolution 25 08 03**

#### **CARRIED**

Moved by Joel Constable

Seconded by Tom Lundy

"THAT the Board meeting minutes of Special Meeting held on Tuesday, June 17, 2025, be approved as presented."

### 6. DEPUTATIONS & PRESENTATIONS.

#### 7. **REPORTS**:

### 7.1 Chair

Note the Everyday Impact section in the Board Report and the new format.

### 7.2 Chief Administrative Officer

A written report was provided. Ms. MacKenzie was available to take any questions regarding the CAO report.

### 7.3 Director of Finance

Finance staff are working on forwarding the 2026 budget templates to get out to all department heads. The plan is to present the 2026 budget at the December 11, 2025 board meeting.

#### 8. OUTSTANDING ISSUES.

### 9. **NEW BUSINESS:**

#### 9.1 Financial Comparisons – KPMG

A presentation was made by Oscar Poloni of KPMG. Copies of the presentation will be forwarded to board members following the meeting. Mr. Poloni presented benchmarking information and spoke about the lack of recent property assessments, and evaluated this DSSAB's financial standing relative to other DSSABs. At Mr. Constable's suggestion, he will also add income data to his presentation. A key point raised was that the model is based on averages, with consideration needed for how to handle outliers. Discussion also touched on reserves and the need for greater investment in them. While there is some room to increase the levy, it was noted that any increases should take reserves into account, particularly for housing. The Chair, Mr. Zanussi, cautioned that while the impact on ratepayers may not be immediate, it will eventually be felt, and reserves must be strengthened. Mr. Constable added that the timing of this information is challenging, given the current economic climate and the outlook for the next few years. Ms. MacKenzie clarified that the purpose of presenting this information is to support long-term planning by the board. She thanked Mr. Poloni for presenting these comparisons and emphasized that housing must be maintained regardless of reserves, as without them, borrowing would be required. She also pointed to challenges with aging infrastructure, such as asbestos, old piping, and the condition of the housing stock inherited. This underscores the need for a 10–20 year plan with informed decision-making.

A question was raised by Ms. Brandt about whether municipalities could collectively advocate to other levels of government for funding to repair old units that had been downloaded to municipalities without reserves, but Mr. Poloni advised that a favorable response is unlikely. He noted that other municipalities are exploring strategies such as mixed-use developments (community, social, and market housing) or reconfiguring unit layouts (e.g., converting two units into four).

# 9.2 Tender – Retaining Wall Replacement at 22A Belvedere Avenue A written report was prepared by Ms. Davis and presented by Ms. Roy.

A question was raised regarding parking, which Sharon addressed. Another question asked how the excess funding—being higher than the original quote—would be used. It was explained that the surplus will be allocated to cover other related expenses.

### Resolution 25 08 04

### **CARRIED**

Moved by Janice Bray Seconded by Ted Collins

"THAT the Board direct staff to proceed with awarding the tender for the demolition and replacement of the retaining wall at 22A Belvedere Avenue, Parry Sound, ON, to Kenalex Construction Company Limited, according to the outlined specifications and requirements detailed in ITT #25-535-24 in the amount of \$262,400.00 plus HST for a total of \$296,512.00."

### 9.3 Directed Growth Plan

A written report was prepared and presented by Ms. Nelson, for information.

# 9.4 Early Learning Child Care (ELCC) Infrastructure Funding

A written report was prepared and presented by Ms. Nelson.

### Resolution 25 08 05

### **CARRIED**

Moved by Teri Brandt Seconded by Teresa Hunt

"THAT the board approve the staff recommendation to award the Early Learning Child Care (ELCC) Infrastructure Fund, up to \$1,500,000, to the YMCA of Northeastern Ontario based on their submission, to expand child care, by 30 new spaces for children aged 0-4, in the Municipality of Callander."

# 9.5 Municipal Employer Pension Centre of Ontario (MEPCO) Membership

A written report was prepared and presented by Ms. Villeneuve.

#### Resolution 25 08 06

#### **CARRIED**

Moved by Jerry Brandt Seconded by Sharon Smith

"WHEREAS the Municipal Employer Pension Centre of Ontario (MEPCO) is a non-profit corporation that provides expert advice and resources to the Association of Municipalities

of Ontario's (AMO) appointees on the OMERS Sponsors Corporation and Administration Corporation Boards; and

WHEREAS MEPCO plays a key role in ensuring that the OMERS pension plan remains affordable, sustainable, and meaningful by offering municipal employers a unified, well-informed voice in plan governance; and

WHEREAS MEPCO's work includes analyzing pension impacts, evaluating proposed plan changes, and providing professional guidance and tools to AMO's appointees, as well as communicating regular updates to members; and

WHEREAS the annual contribution of \$824.62 provides valuable access to MEPCO's expertise and advocacy on behalf of OMERS participating employers; and

WHEREAS the District Social Services Administration Board (DSSAB), as an OMERS participating employer, and its employees benefit from MEPCO's efforts in safeguarding employer interests in the governance and administration of the OMERS Plan;

NOW THEREFORE BE IT RESOLVED THAT the Board supports the annual contribution to MEPCO in the amount of \$824.62 and recognizes the value of continued participation in the MEPCO organization to support the long-term interests of municipal employers and employees in the OMERS pension plan."

*Irene Smit left the meeting at 7:50pm* 

### 9.6 Encampment Response Plan

A written report was prepared and presented by Mr. Degagne for information. Ms. Brandt suggested that The Meadowview could be considered for transitional housing. Mr. Lundy inquired about the involvement of the OPP and the Police Services Board as partners. Jeff explained the current collaboration with these organizations. Mr. McGarvey acknowledged the proactive approach and engagement with other community partners, and asked staff about the new shelter opening on Wausaksing First Nation. Staff provided some general information on the information they've received on the project, including its general scope, and noted that they have been in contact with the Executive Director of that program to share policies and information.

#### 9.7 HPP Investment Plan

#### Resolution 25 08 07

#### **CARRIED**

Moved by Tom Lundy Seconded by Janice Bray

"THAT the Board approve, as presented, the 2025-26 Homelessness Prevention Program Investment Plan for submission to the Ministry of Municipal Affairs and Housing (MMAH)."

### 9.8 Adjustment of LHC Board 2025

A written report was prepared and presented by Ms. Blower.

#### Resolution 25 08 08

### **CARRIED**

Moved by Ted Collins Seconded by Jamie McGarvey

"THAT the Board approve the amendment of Resolution 25 01 05 to remove Ryan Baptiste as a Director from the Parry Sound District Housing Corporation."

### 9.9 Adjustment of NOAH Board 2025

A written report was prepared and presented by Ms. Blower.

Resolution 25 08 09

**CARRIED** 

Moved by Sharon Smith Seconded by Joel Constable

"THAT the Board approve the amendment of Resolution 25 01 06 to remove Ryan Baptiste as a Director from the Non-Profit Organization for Almaguin Housing Inc. (NOAH) Board."

#### **10. IN-CAMERA: 1**

#### Resolution 25 08 10

### **CARRIED**

Moved by Teri Brandt Seconded by Jamie McGarvey

"THAT pursuant to Section 38 of the District of Parry Sound Social Services Administration Board's Procedural Rules, the Board moves to an In-Camera session in order to address matters pertaining to:

i) a decision concerning negotiations for an agreement or contract between the Board and a third party

#### Resolution 25 08 11

#### CARRIED

Moved by Sharon Smith Seconded by Janice Bray

"THAT the Board now rises out of In-Camera without report."

#### 11. CORRESPONDENCE.

11.1 NBPSDHU Overdose Report

#### 11. ADJOURNMENT.

### Resolution 25 08 12

#### **CARRIED**

Moved by Ted Collins Seconded by Teresa Hunt

"THAT the Board meeting now be adjourned at 9:07 PM, and that the next Regular meeting be held Thursday, September 11, 2025 at the hour of 6:30 PM via Zoom Video Conference."

# Parry Sound Area Planning Board

### **Meeting Minutes**

Monday May 26, 2025 6:30 p.m. Zoom Electronic Web Meeting

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

Regrets: Pam Wing

### 1.1. Additions to Agenda

### 1.1.1 Appointments

### 1.2. Prioritization of Agenda

### 1.3. Disclosure of Pecuniary Interest and the General Nature Thereof

### 1.4. Minutes and Matters Arising From Minutes

### 2. Adoption of Minutes

Resolution: 2025-27 Moved By: Lisa Cook

Seconded By: Kathy Hamer

David Moore commented that resolution numbers were missing, as was the "deferred" of B38/2022(McD)

That the minutes of a meeting held April 28, 2025 be adopted.

"Deferred"

3. B35/2024 (C) – JTJAF Holdings

Recorded Vote	YES	NO
JJ Blower	X	
Kathy Hamer	X	
Joe Lamb		X
Scott Nash		X
Morley Haskim	Х	
David Moore	Х	
Pam Wing	Х	
Lisa Cook	Х	
Total	6	2

Resolution: 2025-28 Moved By: Morley Haskim Seconded By: Scott Nash Doug Calow was in attendance and spoke asking for the upgrade of certain sections of Calow Road and the increased traffic from new year-round homes.

Ryan Snowball commented that Fire Chief determined that Calow Road did not meet the Township standards for private road access and that a road serving 5 lots can no longer be considered a driveway.

Patrick Christie asked if members of the board received the report of Mr. Jackson and that the report stated the cost of the upgrade should be shared by the users.

Joe Lamb commented that Whitestone does not get involved in private roads.

There was discussion about whether the municipality is required to take a road over if it brought to a prescribed standard.

Ryan Snowball answered that he did not believe there was an obligation to assume the road.

Scott Nash commented that questioned the need for the road standard and other conditions.

JJ Blower asked about road standards for existing private roads with 5 lots or more vs. new roads. She also asked if there is a president and if there are 11 lots on Calow road, why was the road upgrade not triggered then.

Kathy Hamer asked about the indemnification condition and road maintenance.

Morley Haskim commented about other users benefitting from the road upgrades.

Lisa Cook commented that this is a road standard and that this is an opportunity to implement the standard for safety.

Joe Lamb commented that the road situation is overkill, specifically since the road is not owned by the applicant.

Scott Nash asked for an amendment to remove the 51(26) agreement conditions.

That application B35/2024(C) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the creation of two (2) new Waterfront lots at #34 Calow Road fronting on Deep Bay of the Georgian Bay in the Township of Carling as applied for by JTJAF Holding in application No. B35/2024(C) be approved subject to the following conditions:

### Planning Board Requirements

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

From Lawver

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

From Surveyor

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

#### Municipal Compliance Letter Requirements

- 1) That the North Bay Mattawa Conservation Authority confirm that they are capable of issuing building permits for sewage disposal systems on Severed Lot 1 and Severed Lot 2 in the locations identified in the Lakeshore Capacity/Water Quality Impact Assessment prepared by Michalski Nielsen Associates Limited.
- 2) That Severed Lot 1 and Severed Lot 2 be rezoned from the Waterfront Residential 1 (WF1) Zone to a Waterfront Residential 1 Exception (WF1-x) Zone to require the following:
  - a. Increased front yard for sewage systems on both Severed Lot 1 and Severed Lot 2 as follows:
    - i. Severed Lot 1: Minimum Front Yard: 55 metres
    - ii. Severed Lot 2: Minimum Front Yard: 75 metres
  - b. A natural buffer, 20 metres in width, to be maintained across the shoreline, with an allowance for a reduction to as little as 17 metres, with opportunities for pathways up to 2 metres width and a shoreline amenity area no greater than 40m2 located in proximity of the shoreline structure
  - c. Docks shall consist of a gangway no more than 1.3 metres in width and shall extend to a distance of at least 10 metres offshore, to a floating dock. The gangway shall be pole supported and/or suspended and shall be located at least 0.5 metres above the water. Docks shall be no more than 20 metres in length. Floating dock portions of the dock shall sit no more than 0.5 metres above the water line. Covered dock slips are not permitted.
- 3) That the Owner provide the Township of Carling and the Parry Sound Area Planning Board with confirmation from an Ontario Land Surveyor that the existing dock belonging to the proposed Retained Lot complies with required setbacks to side lot line projections as established in the Township of Carling's Comprehensive Zoning By-law. Alternatively, the dock be relocated to a location that complies with the Comprehensive Zoning By-law or the Owner apply for and obtain a Zoning By-law Amendment which establishes a lesser required setback to the projection of side lot lines.
- 4) That the Owner enter into a development agreement with the Township of Carling. Such Agreement shall detail and require the following:
  - a. Implement the recommendations contained in the Environmental Impact Study, Fisheries Assessment, Lakeshore Capacity/Water Quality Impact Assessment and Boating Impact/Recreational Carrying Capacity Assessment prepared by Michalski Nielsen Associated Limited.
  - b. Require the Owner to upgrade the entirety of the private road(s) providing access to the subject lands, including Calow Road and other private access roads, to the *Fire Apparatus Access Road* standards outlined in the International Wildland-Urban Interface Code 2012 (IWUIC 2012). A copy of the relevant standards have been attached as Appendix 4.
  - c. Require that the Owner provide the Township of Carling and the Parry Sound Area Planning Board with a letter from a licensed Professional

Engineer indicating that the access has been upgraded/constructed to the required standard.

- d. That any surface waters used for human consumption be disinfected and/or treated to meet Ontario Drinking Water Standards and any other applicable legislation establishing standards for water quality for human consumption.
- e. Include a provision indemnifying the Township and all other public bodies of all responsibility for any maintenance of the road and any liability of the road and alleged failure to provide emergency services or any other public services.
- 5) That the Owner provide a draft Reference Plan prepared by an Ontario Land Surveyor which illustrates the Retained Lot, Severed Lot 1 and Severed Lot 2 each comply with minimum lot area, lot frontage and lot depth requirements as established and applicable in the Township of Carling's Official Plan and Comprehensive Zoning By-law.
- 6) That the Owner provide a letter from his Solicitor confirming both the Retained Lot, Severed Lot 2, and Severed Lot 3 will have legal registered right-of-way over the private road access beginning at Highway 559.
- 7) Providing the Township of Carling with parkland dedication, or alternatively, cash-in-lieu of parkland dedication to the satisfaction of the Township of Carling.
- 8) Receiving confirmation from Hydro One, Bell Canada, and Canada Post that each of the proposed lots can be serviced by their respective agency.
- 9) That any easement, as may be required from Hydro One, Bell Canada, or Canada Post be described on the final Reference Plan and be legally transferred to the respective agency.
- 10) That civic addresses be assigned for Severed Lot 1 and Severed Lot 2.
- 11) Payment of any other applicable planning fees.

"Carried"

### 4. B05/2025(McK) - Oldham

Resolution: 2025-29 Moved By: David Moore Seconded By: Morley Haskim

That application B05/2025(McK) be re-approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the creation of two (2) new rural lots on Balsam Road in Part of Lot 19, Concession 13 in the Township of McKellar as applied for by Howard Oldham in application No. B05/2025(McK) be approved subject to the following conditions:

#### Planning Board Requirements

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

#### From Lawyer

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

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.
- 2) Payment of all applicable planning fees to the Parry Sound Area Planning Board.

#### Municipal Compliance Letter Requirements

- 1) Payment of a fee in lieu of parkland as required in the Township of McKellar Fees and Charges By-Law;
- 2) 911 addressing for the proposed new lot;
- 3) That 10m from the centre line of Balsam Road be transferred to the Township, if found to not be in the Township's ownership.

"Carried"

### 5. B062025 (McK) - Cox

Resolution: 2025-30 Moved By: Kathy Hamer Seconded By: Morley Haskim

That application B06/2025(McK) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in Section 51(24) of the Planning Act, Planning Board hereby grant a lot addition from 809 to 811 Centre Road in Part of Lot 23, Concession 3, Township of McKellar, to correct a driveway encroachment as applied for by Michael and Tammy Cox in Application No. B06/2025(McK) subject to the following conditions:

#### Planning Board Requirements

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

From Lawyer

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

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.
- 2) Payment of all applicable planning fees to the Parry Sound Area Planning Board.

"Carried"

Kathy Hamer left the meeting

### 6. B07/2025(W) - Waefler

Resolution: 2025-31

Moved By: Lisa Cook

Seconded By: Morley Haskim

Matthew Wyjad spoke regarding his property boundary that was not accurately shown on the notice.

That application B07/2025(W) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in Section 51(24) of the Planning Act, Planning Board hereby grant three (3) new rural lots on Balsam Road in Part of Lot 25, Concession 2 in the Municipality of Whitestone in Application No. B07/2025(W) subject to the following conditions:

#### Planning Board Requirements

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

From Lawyer

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

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.
- 2) Payment of all applicable planning fees to the Parry Sound Area Planning Board.

### Municipal Compliance Letter Requirements

- 1) Payment of a Parkland dedication fee in accordance with the Municipality's fee By-Law;
- 2) Receiving adequate 911 addressing for the new lots:
- 3) Payment of all applicable planning board fees.

"Carried"

Kathy Hamer returned to the meeting

### 7. B38/2022(McD) - Mansoorifar

Resolution: 2025-32 Moved By: Kathy Hamer Seconded By: JJ Blower

Scott Nash asked why the condition for a vegetative buffer was present.

That application B38/2022(McD) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board hereby grant the creation of three (3) new rural lots at #199 McDougall Road in the Municipality of

McDougall as applied for by Fatemeh Mansoorifar in application No. B38/2022(McD) be approved subject to the following conditions:

### Planning Board Requirements

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

From Lawyer

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

From Surveyor

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

### Municipal Compliance Letter Requirements

- 1. That the applicant applies for and obtains a Zoning by-law Amendment to, among other matters:
  - a. Rezone the new rural lots from Waterfront Residential Four (WF4) zone to Rural (RU) Zone with an exception;
  - b. Include an exception for severed lot 2 and severed lot 3 to increase the front yard setback to prohibit habitable buildings within 300m from the aggregate operation on adjacent lands.
- 2. That the applicant enters into a 51(26) Consent agreement to include:
  - a. The necessary conditions related to well water parameters and mitigation measures in response to the land use compatibility assessments, including but not limited to allowing the Municipality to continue to sample any water supply wells installed on the severed lands.
  - b. Significant, healthy tree vegetation shall be maintained within the 300m setback area, save and except for the necessary clearing for an access road and or non-habitable buildings and structures, amongst other matters.
  - c. That all purchase/tenant agreements for the lots include a noise and vibration warning clause highlighting the presence of the quarry operation on the adjacent lands
- 3. That the applicant conveys to the Municipality any portion of McDougall Road along the severed and retained lands, 10 metres from the centre line of the travelled road;
- 4. That the applicant completes and closes permit number MD-2023-23, for the demolition of an existing barn on severed lot one (1);
- Approval of driveway location(s) for the proposed severed lots to the satisfaction of the Municipality's Public Works Department;
- 6. Payment of a fee in lieu of Parkland in accordance with the Municipality's fee By-Law;

- 7. That all municipal taxes be paid to the Municipality of McDougall;
- 8. Acquiring adequate 911 addressing; and
- 9. Payment of any applicable planning fees.

"Carried"

#### 8. Closed

### 9. Correspondence

Carling Township – A/1/2025 Bilous – 30 Fred Dubie Road

### 9.1. Enquiries

Discussion regarding the roll of Council in the consent process.

### 9.2. Accounts Payable

Resolution: 2025-33 Moved By: David Moore Seconded By: JJ Blower

That the accounts for April 2025 be paid in the amount of \$16,750.49

"Carried"

### 9.3. Accounts

#### 9.4. Administration

Resolution: 2025-34 Moved By: JJ Blower

Seconded By: Morley Haskim

That the board approves the insurance payment to MIS Insurance in the amount of \$4,263.62

"Carried"

#### 10. Adjournment

Resolution: 2025-35 Moved By: Morley Haskim Seconded By: Kathy Hamer

That we do now adjourn at 8:18 pm.

"Carried"

## Parry Sound Area Planning Board

### **Meeting Minutes**

Monday July 28, 2025 6:30 p.m. Zoom Electronic Web Meeting

Members Present: Kathy Hamer, Joe Ryman, Joe Lamb, Scott Nash, Morley Haskim,

David Moore, Lisa Cook

Regrets: Pam Wing

### 1.1. Additions to Agenda

### 1.1.1 Appointments

### 1.2. Prioritization of Agenda

### 1.3. Disclosure of Pecuniary Interest and the General Nature Thereof

Morley Haskim – Item 4.0

### 2. B35/2024 (C) - JTJAF Holdings

John Jackson and Marc Kemerer were in attendance representing the appellant and spoke regarding concerns related to requirements to upgrade a portion of Calow Road and have the upgrades approved by an engineer. The representatives asked that the conditions be removed.

Joe Ryman spoke regarding the wording of the conditions.

David Moore asked if the indemnification condition could be included in the consent agreement.

Lisa Cook suggested that the file return to the Township to come to an agreement.

David Moore commented that these matters do not go to Council, only planning staff.

Morley Haskim suggested that the matter not go into closed session and that a new motion be put to a vote.

Lisa Cook suggested that the matter be discussed in closed session. No other members were in favour of a closed session.

Resolution: 2025-36

Moved By: Morley Haskim Seconded By: David Moore

Recorded Vote	YES	NO
Joe Ryman	X	
Kathy Hamer	X	
Joe Lamb	X	
Scott Nash		
Morley Haskim	X	
David Moore	X	
Pam Wing		
Lisa Cook		X
Total	5	1

That the Parry Sound Area Planning Board approves the removal of municipal conditions 4(b) and (c) of resolution 2025-28 adopted May 26, 2025 as below:

- 4 b. Require the Owner to upgrade the entirety of the private road(s) providing access to the subject lands, including Calow Road and other private access roads, to the *Fire Apparatus Access Road* standards outlined in the International Wildland-Urban Interface Code 2012 (IWUIC 2012). A copy of the relevant standards have been attached as Appendix 4.
- c. Require that the Owner provide the Township of Carling and the Parry Sound Area Planning Board with a letter from a licensed Professional Engineer indicating that the access has been upgraded/constructed to the required standard.

#### 3. Adoption of Minutes

Resolution: 2025-37 Moved By: Joe Ryman Seconded By: Kathy Hamer

That the minutes of a meetings held April 28, 2025 and May 26, 2025 be adopted

"Carried"

Morley Haskim left the meeting

### 4. B09/2025 (McK) - Haskim

Resolution: 2025-38 Moved By: David Moore Seconded By: Kathy Hamer

That application B09/2025(McK) be approved subject to the following conditions as shown on the attached sketch.

<sup>&</sup>quot;Carried"

Having regard to the items set out in Section 51(24) of the Planning Act, Planning Board hereby grant the creation of One (1) new lot, a lot addition and a right-of-way at 167 Broadbent Road in part of Lot 15, Concession 4 in the Township of McKellar as applied for by Morley Haskim in Application No. B09/2025(McK) be approved subject to the following conditions:

### Planning Board Requirements

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

From Lawyer

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

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.
- 2) Payment of all applicable planning fees to the Parry Sound Area Planning Board.

### Municipal Compliance Letter Requirements

- 1) Payment of a fee in lieu of parkland as required in the Township of McKellar fee By-Law;
- 2) 911 Addressing for the proposed new lot;
- 3) That the applicant convey any portion of Broadbent Road 10 metres from the centre line, for both the severed and retained property, to the Township of McKellar; and
- 4) That the applicants' solicitor confirm that the lot addition will merge with the benefitting lot.
- 5) That written confirmation be received from the Public Works Superintendent that an entrance permit for the proposed right-of-way leading to the retained lot can be provided.

"Carried"

Scott Nash joined the meeting

Morley Haskim returned to the meeting

#### 5. B08/2025(McK) - Madigan

Resolution: 2025-39 Moved By: Lisa Cook Seconded By: Scott Nash

Joe Lamb asked if the board would deny a dock.

Patrick Christie answered that most zoning by-laws require an amount of frontage free to Type 1 habitat and a biologist can be hired to assess habitat.

That application B08/2025(McK) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in section 51 (24) of the Planning Act, Planning Board

hereby grant the creation of One (1) new waterfront lot fronting on McEwen Lake and Highway No. 124 in Part of Lot 24, Concession B in the Township of McKellar as applied for by Gene Madigan in application No. B08/2025(McK) be approved subject to the following conditions:

#### Planning Board Requirements

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

### From Lawyer

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

#### From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.
- 2) Payment of all applicable planning fees to the Parry Sound Area Planning Board.

#### Municipal Compliance Letter Requirements

- 1) Payment of a fee in lieu of parkland as required in the Township of McKellar Fees and Charges By-Law; and
- 2) 911 addressing for the proposed new lot;

"Carried"

### 6. B11/2025(C) - Hamala Holdings

Resolution: 2025-40 Moved By: Lisa Cook

Seconded By: Kathy Hamer

Mark Payne was in attendance.

Scott Nash asked if we should be requiring railway conditions.

Patrick Christie indicated that studies have been required in other municipalities.

Mark Payne commented that in other cases the railway has not responded.

Joe Ryan asked how far the proposed lots are from the railway tracks.

Patrick Chistie measured ±160 to the proposed lots. He also indicated that the CP railway was circulated notice of the consent.

David Moore suggested that wording be added to avoid an unfulfillable condition.

David Moore suggested an amendment to remove municipal condition #2 and add "within 3 months of being notified" to condition #3

Amendment Moved by David Moore, Seconded by Morley Haskim "Carried"

That application B11/2025(C) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in Section 51(24) of the Planning Act, Planning Board hereby grant the creation of three (3) new residential lot fronting on Carling Station Road in the Township of Carling as applied for by Hamala Holdings in Application No. B11/2025(C) subject to the following conditions:

#### Planning Board Requirements

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

From Lawyer

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

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.
- 2) Payment of all applicable planning fees to the Parry Sound Area Planning Board.

#### Municipal Compliance Letter Requirements

- That the North Bay Mattawa Conservation Authority confirm that each of the lots proposed are capable of accommodating an initial and reserve Class IV sewage system within the development envelopes identified in the Environmental Impact Study prepared by FRICORP Ecological Services in support of the application;
- 2) That the Canadian Pacific Railway indicate in writing to the Parry Sound Area Planning Board and the Township of Carling that they have no objection to the proposed development and that any safety measures recommended or required by the Canadian Pacific Railway be implemented through the appropriate planning mechanism afforded by the Planning Act, R.S.O. 1990, c. P.13 and deemed appropriate by the Township of Carling;
- 3) Should the Canadian Pacific Railway provide comments, within 3 months of being notified, indicating that additional studies should be prepared by the Owner in support of the application (i.e. noise study, vibration study etc.), the Owner apply for and obtain a Zoning By-law amendment to rezone the subject lands to include a Holding "H" symbol, which would only be removed upon completion of the required studies to the satisfaction of the Canadian Pacific Railway and the Township of Carling;
- 4) That the Owner enter into a Development Agreement with the Township of Carling to implement the recommendations of the Environmental Impact Study prepared by FRICORP Ecological Services and to implement any other requirements of the Canadian Pacific Railway or the Township, as deemed necessary by the Township;
- 5) That the Owner provide the Township of Carling and the Parry Sound Area Planning Board with a draft Reference Plan that clearly indicates each of the lots will satisfy minimum lot frontage, lot area, and lot depth requirements of the RU Zone as established in the Township's Comprehensive Zoning By-law C500-2011;
- 6) Providing the Township of Carling with parkland dedication, or alternatively, cash-in-lieu of parkland dedication to the satisfaction of the Township of Carling;
- 7) Receiving confirmation from Hydro One, Bell Canada, and Canada Post that each of the proposed lots can be serviced by their respective agency:

- 8) That any easement, as may be required from Hydro One, Bell Canada, or Canada Post be described on the final Reference Plan and be legally transferred to the respective agency;
- 9) That civic addresses be assigned for each of the lots; and
- 10) Payment of any other applicable planning fees.

"Carried"

### 7. B12/2025(McD) - Orr

Resolution: 2025-41 Moved By: Joe Ryman

Seconded By: Morley Haskim

That application B12/2025(McD) be approved subject to the following conditions as shown on the attached sketch.

Having regard to the items set out in Section 51(24) of the Planning Act, Planning Board hereby grant one new residential lot fronting on Sylvan Drive in the Municipality of McDougall as applied for by Montgomery Orr in Application No. B12/2025(McD) subject to the following conditions:

### Planning Board Requirements

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

From Lawyer

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

From Surveyor

- c) a copy of the survey plan deposited in the Land Registry office.
- 2) Payment of all applicable planning fees to the Parry Sound Area Planning Board.

#### Municipal Compliance Letter Requirements

- 1. Payment of a parkland dedication fee satisfactory to the Municipality;
- That any portion of Sylvan Drive, and Newton Lane that encroaches 10 metres from the centre line of the road on the applicant's lands be conveyed to the Municipality.
- 3. That the severed lands hook up to the municipal water system, and the applicant pay the applicable connection fee;
- 4. Payment of any applicable planning fees; and
- 5. That the entrance for the severed lot front on Sylvan Drive, and that the driveway location be approved to the satisfaction of the Municipality's Public Works Department.

"Carried"

#### 8. Reports & Enquiries

#### 9. Correspondence

- 1) Carling Township A/3/2025 Harrison/Stoica-Constantin 303 Highway 559
- 2) Municipality of McDougall Z03-2025 (Tomlins)
- 3) Municipality of McDougall A02-2024 (Badley)
- 4) Municipality of McDougall Z08-2024 (Hocking)

### 9.1. Enquiries

### 9.2. Accounts Payable

Resolution: 2025-42 Moved By: Kathy Hamer Seconded By: David Moore

That the accounts for May and June 2025 be paid in the amount of \$12,184.41

"Carried"

### 9.3. Accounts

#### 9.4. Administration

Resolution: 2025-43 Moved By: Joe Ryman Seconded By: David Moore

That the board approves the Draft Audit prepared by Gingrich Harris Copeland.

"Carried"

#### 10. Closed Session

Re: OLT Appeal - B35/2024 (C) - JTJAF Holdings

### 11. Adjournment

Resolution: 2025-44 Moved By: Kathy Hamer Seconded By: Morley Haskim

That we do now adjourn at 8:04 pm.

"Carried"

### **Township of McKellar Public Library Board Meeting Minutes**

#### August 25, 2025 @ 10:00 a.m. – McKellar Public Library

**PRESENT:** Lynne Campbell (CEO), Debbie Woods (Chair), Dianne Thompson (Vice-Chair),

Debbie Zulak (Council Rep), Jeanette Clements, Lynne Aylsworth (Secretary)

**REGRETS:** NONE

**GUESTS:** NONE

#### 1. Welcome and roll call:

The meeting was called to order at 9:57 a.m. and roll call was taken.

We have quorum for this meeting.

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

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

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

We are deeply honoured that the Township of McKellar has adopted the Acknowledgement created by the library board members. It is especially meaningful to see the Township and numerous Committees begin their meetings and events by reading it. This shared practice reflects a collective commitment to recognition, respect, and community values.

### 3. Declaration of any Conflicts of Interest:

NONE

### 4. Approval of the Agenda:

#### Motion #2025:126

That we the Township of McKellar Public Library Board move to approve and accept the August 25, 2025 Agenda as circulated to all members prior to our meeting.

Moved by Jeanette Clements, Seconded by Dianne Thompson Carried

### 5. In Camera: Librarian's remarks/questions:

#### Motion #2025:127

That we the Township of McKellar Public Library Board move into an "in camera" closed meeting session at 9:58 a.m. in accordance with the Public Libraries Act, Section 16.1(b), personal information regarding an identifiable person.

### Moved by Jeanette Clements, Seconded by Dianne Thompson

Carried

#### Motion #2025:128

That we the Township of McKellar Public Library Board move out of "in camera" closed meeting session and move back into an open meeting session at 10:44 a.m. with the recommendations as discussed.

### Moved by Dianne Thompson, Seconded by Lynne Aylsworth

Carried

#### 6. News from Council

Debbie Zulak advised us that over 100 people attended the Grand Opening of St. Stephen's Church. Thank you to everyone involved to make this such a huge success.

The Ridge at Manitou Staff beat the McKellar Pickleballers playing baseball on opening day at the new McKellar baseball diamond. Fun times were had by all.

Debbie also reported that the Hurdville Road project is going well and this construction should be completed before winter.

### 7. Consent Agenda:

A short discussion took place regarding a couple of adjustments in the budget.

#### Motion #2025:129

That we the Township of McKellar Public Library Board move to approve and accept the August 25, 2025 Consent Agenda and Reports, as circulated to all board members prior to this meeting.

### Moved by Debbie Zulak, Seconded by Lynne Aylsworth

Carried

### 8. Business arising from the minutes:

#### a. Review action items:

The Board went through the "Action Items" list to confirm which actions have been completed. Any new actions from today's meeting will be added and an updated list will be sent out to all board members.

#### b. Other – None

#### 9. Business:

a. Monitoring our Strategic Plan:

The Library has been very busy and seems so alive with all the activities and events happening.

We discussed the preparation of our budget to be presented to Council in the New Year.

b. Policy Review/Update? FN-04, OP-02, OP-03, HR-08:

## Policy FN-04 – Intellectual Freedom:

We will discuss this Policy at our board meeting on September 29, 2025.

## <u>Policy OP-02 – Safety, Security and Emergencies in Library:</u>

We had an in-depth discussion about this Policy and will include it on the November meeting Agenda for further review and deliberation.

Lynne Campbell and Debbie Zulak left the meeting at 11:58 a.m.. We still have quorum.

## <u>Policy OP-03 – Code of Conduct (Public) and HR-08 – Prevention of Workplace Violence:</u>

The board reviewed the above Policies and made minor wording adjustments to better reflect the library's principles. Debbie Woods asked if the board would accept these changes.

### Motion #2025:130

That we the Township of McKellar Public Library Board approves and adopts the changes made to OP-03 – Code of Conduct (Public) and HR-08 – Prevention of Workplace Violence as discussed during our meeting.

## Moved by Dianne Thompson, Seconded by Jeanette Clements

Carried

We will discuss Policy HR-04 during our meeting in September.

c. Report on Board Members' Advocacy activities:

The McKellar Fall Fair, held on September 6, 2025 is celebrating 150 years. Debbie Woods has been busy collaborating with the McKellar Agricultural Committee to ensure the Community has a day they remember.

We extend appreciation to our board member, Jeanette for going above and beyond in
collaboration with the McKellar Historical Committee to make the Grand Opening of St.
Stephen's Church a memorable occasion for our Community.

	a. Other Business: None							
10.	Announcements: None							
11.	Next Regular Meeting:	Monday, September 29, 202	5 at 10:00 a.m. in the L	ibrary				
12.	Adjournment:							
	Motion #2025:131 That we the Township of Mo	:Kellar Public Library Board mc	ove to adjourn this mee	eting at 12:18				
	Moved by Jeanette Clements, Seconded by Lynne Aylsworth Carried							
	Debbie Woods, Chair Lynne Aylsworth, Secretary							
	Date Signed:		Date Signed:					
	Date Approved:							



## 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, 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.
Reduest for bioposals were opened at the rownship office at		p

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 marketSusan 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

hom Palmer



## The Township of McKellar

RFP # 2025-15

## Real Estate Brokerage Services for Sale of Municipal Property

Prepared for Purchasing Department Townshipp of McKellar

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

Closing September 17, 2025 @ 2:00 pm EST



## Contents

Company Information	. 5
References:	_
Part D – City Proposal Form	
Part D - City Proposal Form	IC



## **Company Information**

<u>Complete Legal Name and Address</u>: 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.

## 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:

## 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:

## **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:

## 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:



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

Purchase of Yard and Property with 180 acres for future development.

provided.

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



## Part D - City Proposal Form

1. At what Rate will you calculate your commission or what calculation will you use to determine cost of services rendered to the City.

Commission: 3.5% plus HST for Listing and Cooperative Brokerage for Sale Value. Other services not resulting in a property listing: N/A

## 2. How do you advertise or promote listings

Land/Max Realty is a member of the Toronto Real Estate Board (TREB) and the Durham Region Association of Realtors (DRAR), Niagara Region Board of Trade..... The company will join Parry Sound District Real Estate Board upon signing the memorandum of understanding. We will discuss with the Township the benefit of joining Parry Sound Real Estate Board.

The company advertises on our website and in relevant Ontario "Homes and Lands" real estate magazines. Below is an example of an advertisement for a property owned by one of the provincial school boards.



Susan sends out announcements to our network of investors who have expressed interest in the type of property being listed.

Susan, April and Badreddine discuss the benefits of the property at events and with business partners to ensure that the right investors are aware of the opportunity.

Susan, April or Badreddine provide access to the property 24/7 by appointment.



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 is 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 In
Address:	6-2400 Dundas st w. Mississanpa, ON LSK2R
Telephone:	905 848 0900 Email: Sales @ Land - max. com
Contact Person:	Susan Palmer
(excluding HST,	PLAN 249 BLK A (McKellar). Commissions shall be all-inclusive of all expenses if applicable) unless otherwise stated.
Commission Ra	ate <u>3.5</u> % or Flat Fee \$ <u> - N/A - </u>
	resements or Additional Fees not included in the above rates:  - N/A - \$
H.S.T.	\$
TOTAL PRICE*	: \$
assessed value of S	purposes, if proposing a commission rate, calculate the total commission based on the current \$253,000.00. This assessed value is subject to change, as the final sale price will be determined in nd 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:  /20 calendar days from the date of listing.
By signing below 2025-15 and I a	w, I acknowledge that I have read and understand this Request for Proposal No. gree to abide by the terms and conditions contained here-in.
Authorized Sign	ature:
Name:	Sus an Palmer. (Please Print or Type)
Date:	September 15, 2025
Witness:	
Date:	Déptember 15 2025
*Note that	t this submission form is not transferable and any alteration of the Company name entered

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

## **Conflict of Interest Declaration**

Property: PLAN 249 BLK A (McKellar)

MUNICIPAL PROPERTY

RFP Closing Date: Wednesday, September 17, 2025
Proponent Name (Agent):
Brokerage Name: Land / Max Realty Inc
Address: 6-2400 Dundas St W, Mississanga, ON
Phone: 958480900 Email: Sales Q Land-max, wm 15x2R2
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: Juan Pame Date: Sep 15/2025
Name & Title (Print): Susan la /men, Manager / Kep Agents
Witness Signature: Date: Vep 15/203
Name (Print): Karin Moin.

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

## 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: <u>View Employees</u>

**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:** 



## **Certificate of Registration**

**Registration Number:** 

Name:

4800210

Susan DAWN Palmer

SUSAN PALMER

**Employer:** 

LAND/MAX REALTY INC.

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

Category:

Expiry:

Salesperson

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.

Issue Date: September 15, 2025

## **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-estateeducation-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-anaccommodation)

Apply for education equivalency assessment (https://www.reco.on.ca/learners/moreinformation/education-equivalency-assessment)

#### **Phone Numbers**



Phone: 416-207-4800 Toll-Free: 1-800-245-6910

Fax: 416-207-4820



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



1

(http://www.linkedin.com/company/real-of

estate-

council-

(https://www.htm/datateposo/s/rais/nextatateposohelps)

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Privacy RECO About

Code Bulletins(http://www.reco.on.ca/aba

(https://whitens.e/commissetcombraces/agents-

code/) and- (https://www.reco.on.ca/cc

Jerms brokeraglesøtslæden

/realof explained/teps://www.ontario.ca/lav

Use bulletins)

(https://Nwwws.reco.on.ca/terms-

use/) (https://www.reco.on.ca/real-

By- estate-

Laws professionals/news/)

& Resources

Policies (https://www.reco.on.ca/agents-

(https://www.reco.on.ca/about/by-

laws- brokerages)

policies-Plans

other- and

documerRublications

(https://www.reco.on.ca/about/plar

and-

publications)

ITEM 17.2

Invoice Number	r Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
General										
<b>308</b> AUG29/20	<b>Debbie Z</b> 025 (		Account - COUNCILLOR PAY	09-30-25	\$701.80	\$701.80	01-00-011-801	Bank Account	\$0.00(	\$6,893,002.22)
						\$701.80				
<b>643</b> SEPT2025		9-04-25 OMER	<b>ON CORPORATION, 900-100 ADELAID</b> S Payable - PENSION RIBUTION AUG 2025	09-30-25	\$24,819.74	\$24,819.74	01-00-000-639	OMERS Payable	\$0.00	(\$24,819.74)
						\$24,819.74				
<b>1041</b> SEPT2025		<b>ANCINELLI,</b> )9-05-25 Bank <i>A</i>	Account - VFF PAY FOR AUG 2025	09-30-25	\$135.60	\$135.60	01-00-011-801	Bank Account	\$0.00 (\$	\$6,893,002.22)
						\$135.60				
Total Gene	ral					\$25,657.14				
General Lia	bilities	and Equi <u>ty</u>	,							
<b>2589</b> SEPT-25	ANDREW	V KURELEK, 09-02-25 Refund	dable Entrance/Bldg Fees - REFUND COAD DAMAGE DEPOSIT	09-30-25	\$750.00	\$750.00	01-01-030-617	Refundable	\$0.00	(\$169,500.00)
						\$750.00				
Total Gene	ral Liabi	lities and E	Equity			\$750.00				
General Go	vernme	<u>nt</u>								
23			9000, Stn.: Don Mills, North York, ON, N		<b>#404.00</b>	<b>#404.00</b>	04 00 000 007	Talankana	<b>#0.000.00</b>	<b>#4.450.00</b>
AUG-25	C	)8-16-25 Teleph	ione - ADMIN	09-30-25	\$181.03	\$181.03	01-02-060-007	Telephone	\$2,600.00	\$1,159.22
226	District o	of D.S. Municine	al Assoc., c/o Township of McKellar, 70	14 Highway 1	124 Boy 69 Ma	\$181.03	100			
SEPT-25		9-02-25 Confer	rences, Courses, Training, - DPSMA 2025 MEETING	09-30-25	\$250.00	\$250.00	01-02-050-015	Conferences, Courses,	\$1,500.00	\$1,250.00
SEPT-25	C	9-02-25 Confer	ences - DPSMA FALL 2025 MEETING	09-30-25	\$50.00	\$50.00	01-02-060-016	Conferences	\$3,000.00	\$1,206.92
						\$300.00				

Invoice Number	Vendor Date		Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>873</b> SEPT-25 SEPT-25 SEPT-25	09-01-2 09-01-2	cial, PO BOX 1627, V 5 Employee Benefits 5 Employee Benefits 5 Employee Benefits		09-30-25 09-30-25 09-30-25	\$518.87 \$192.85 \$515.04	\$518.87 \$192.85 \$515.04	01-02-060-005 01-02-060-005 01-02-060-005	Employee Benefits Employee Benefits Employee Benefits	\$20,707.89 \$20,707.89 \$20,707.89	\$9,390.23 \$9,390.23 \$9,390.23
						\$1,226.76				
<b>1486</b> SEPT-25		SE COMPANY OF CA 25 Employee Benefits	NADA, P.O. BOX 15286 ST	ATION A, TO 09-30-25	RONTO, ON, N \$2.30	<b>//5W 1C1</b> \$2.30	01-02-060-005	Employee Benefits	\$20,707.89	\$9,390.23
SEPT-25 SEPT-25	09-01-2	25 Employee Benefits 25 Employee Benefits 25 Employee Benefits		09-30-25 09-30-25	\$3.65 \$3.87	\$3.65 \$3.87	01-02-060-005 01-02-060-005	Employee Benefits Employee Benefits	\$20,707.89 \$20,707.89	\$9,390.23 \$9,390.23
						\$9.82				
Total Gener	al Governm	ent				\$1,717.61				
Fire Protect	ion Services	8								
23			Oon Mills, North York, ON, M	I3C 2X7						
AUG-25	08-16-2	5 Telephone - FIRE I	HALL	09-30-25	\$100.50	\$100.50	01-03-150-007	Telephone	\$3,000.00	\$697.48
						\$100.50				
<b>218</b> 1-3086152			Sound Drive, Parry Sound, C rumper Truck - PARTS FOR	ON, P2A 0B8 09-30-25	\$7.02	\$7.02	01-03-153-210	2020 Freightliner Pumper	\$2,500.00	\$2,276.84
1-3086397	08-26-2	5 2020 Freightliner P FOR PUMPER P5	umper Truck - BATTERY 11	09-30-25	\$701.90	\$701.90	01-03-153-210	2020 Freightliner Pumper	\$2,500.00	\$2,276.84
						\$708.92				
<b>873</b> SEPT-25		<b>cial, PO BOX 1627, V</b> 5 Employee Benefits	NATERLOO, ON, N2J 4P4	09-30-25	\$77.74	\$77.74	01-03-150-005	Employee Benefits	\$6,000.00	\$1,483.98
						\$77.74				
Total Fire Protection Services						\$887.16				
Building De										
<b>217</b> 901016			eet, Parry Sound, ON, P2A 2 - REGULAR GAS - CBO	2 <b>L7</b> 09-30-25	\$50.46	\$50.46	01-04-170-141	Vehicle Fuel - Gas	\$1,200.00	\$787.44
						\$50.46				

Invoice Number	Vendor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>873</b> SEPT-25	Manulife Financial, PO E 09-01-25 Employ	BOX 1627, WATERLOO, ON, N2J 4P4 ee Benefits	09-30-25	\$508.32	\$508.32	01-04-170-005	Employee Benefits	\$9,126.62	\$4,536.82
<b>1486</b> SEPT-25	AIG INSURANCE COMP. 09-01-25 Employ	ANY OF CANADA, P.O. BOX 15286 STA	ATION A, TO 09-30-25	RONTO, ON, N \$3.27	\$508.32 I5W 1C1 \$3.27	01-04-170-005	Employee Benefits	\$9,126.62	\$4,536.82
Total Buildir	ng Department				\$562.05				
Transportati	<u>ion</u>								
<b>21</b> 36429	08-29-25 Contrac	, <b>PO Box 324, Parry Sound, ON, P2A 2</b> 2 cted Services - RENTAL OF CAT 315 (ATOR AUG 11-22 - DITCHING	<b>K4</b> 09-30-25	\$7,687.97	\$7,687.97	01-06-222-147	Contracted Services	\$10,000.00	\$10,000.00
					\$7,687.97				
<b>23</b> AUG-25	Dell Canada, P.O. Box 9 08-16-25 Telepho	000, Stn.: Don Mills, North York, ON, M one - GARAGE	<b>3C 2X7</b> 09-30-25	\$48.47	\$48.47	01-06-200-007	Telephone	\$1,400.00	\$740.91
90	Goorgian Bay Propano I	nc., 55 Great North Road, Parry Sound	ON D24 28	NO.	\$48.47				
170305	08-21-25 Mainter	nance Costs/Parts - REFILL FOR I JENNY	09-30-25	\$45.02	\$45.02	01-06-230-143	Maintenance	\$0.00	\$0.00
					\$45.02				
<b>109</b> 188358		eph Street, Parry Sound, ON, P2A 2G3 Is & Supplies - SUPPLIES FOR ELD	09-30-25	\$53.92	\$53.92	01-06-424-145	Materials & Supplies	\$229,488.81	(\$45,943.50)
					\$53.92				
<b>218</b> 1-3086719	08-28-25 Mainter	, <b>74 Parry Sound Drive, Parry Sound, O</b> nance Costs/Parts - BATTERY FOR HTLINER #20	<b>N, P2A 0B8</b> 09-30-25	\$1,052.85	\$1,052.85	01-06-233-143	Maintenance	\$13,000.00	\$8,666.45
					\$1,052.85				
<b>284</b> 106545 106545 106545	09-02-25 Materia 09-02-25 Capital	., PO Box 397, Parry Sound, ON, P2A 2 ls & Supplies - Construction - Roads - Hardtop - Construction - Roads - Gravel	X4 09-30-25 09-30-25 09-30-25	\$224,117.94 \$205,145.27 \$44,415.47	\$224,117.94 \$205,145.27 \$44,415.47	01-06-634-145 01-06-634-424 01-06-634-425	Materials & Supplies Capital - Construction - Capital - Construction -	\$474,537.41 \$2,442,027.32 \$777,446.40	\$474,505.59 \$2,442,027.32 \$777,446.40

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	<b>Account Number</b>	<b>Account Description</b>	Budgeted \$	YTD Balance
						\$473,678.68				
<b>336</b> 26527406			ited, 345 HANLON CREEK BLVD., GUELPH, Vorkshop Supplies - WIRE TIE	ON, N1C 0A 09-30-25	. <b>1</b> \$79.77	\$79.77	01-06-210-148	Workshop Supplies	\$3,000.00	\$1,316.30
20327400		00-21-23 V	VOIKSTIOP Supplies - WIRE TIE	09-30-23	Ψ19.11	,	01-00-210-146	Workshop Supplies	<b>\$3,000.00</b>	φ1,310.30
361	Doto Mo	aCallum I	tel 465 Continuisht Ave Toronto ON MGA 4V	-		\$79.77				
246490		08-30-25 C	td, 165 Cartwright Ave, Toronto, ON, M6A 1V apital - Consult Service - HURDVILLE RD RAVEL TESTING	09-30-25	\$1,826.59	\$1,826.59	01-06-634-428	Capital - Consult	\$179,606.40	\$128,089.16
						\$1,826.59				
845			3131 Highway 7 West., POBox 5511, Concord							
WO901094	1399		laintenance Costs/Parts - MAINTENANCE OR CAT GRADER	09-30-25	\$35.85	\$35.85	01-06-248-143	Maintenance	\$20,000.00	\$18,359.26
						\$35.85				
873			, PO BOX 1627, WATERLOO, ON, N2J 4P4							
SEPT-25			mployee Benefits	09-30-25	\$504.01	\$504.01	01-06-200-005	Employee Benefits	\$23,155.20	\$6,353.34
SEPT-25			mployee Benefits	09-30-25	\$269.99	\$269.99	01-06-200-005	Employee Benefits	\$23,155.20	\$6,353.34
SEPT-25 SEPT-25			mployee Benefits mployee Benefits	09-30-25 09-30-25	\$448.87 \$443.63	\$448.87 \$443.63	01-06-200-005 01-06-200-005	Employee Benefits Employee Benefits	\$23,155.20 \$23,155.20	\$6,353.34 \$6,353.34
SEPT-25			imployee Benefits	09-30-25	\$437.34	\$437.34	01-06-200-005	Employee Benefits	\$23,155.20	\$6,353.34
					*	\$2,103.84			<del></del>	+-,
1096	RHH FN	GINFFRIN	G, 70 ISABELLA STREET, UNIT 111, PARRY	SOUND ON	I P2Δ 271	φ <b>2</b> , 103.04				
25012		09-02-25 C	capital - Consult Service - HURDVILLE COAD CONTRACT ADMIN	09-30-25	\$20,603.86	\$20,603.86	01-06-634-428	Capital - Consult	\$179,606.40	\$128,089.16
						\$20,603.86				
1486	AIG INS	URANCE (	COMPANY OF CANADA, P.O. BOX 15286 STA	TION A, TO	RONTO, ON, N	15W 1C1				
SEPT-25			mployee Benefits	09-30-25	\$1.92	\$1.92	01-06-200-005	Employee Benefits	\$23,155.20	\$6,353.34
SEPT-25			mployee Benefits	09-30-25	\$1.81	\$1.81	01-06-200-005	Employee Benefits	\$23,155.20	\$6,353.34
SEPT-25			mployee Benefits	09-30-25	\$3.02	\$3.02	01-06-200-005	Employee Benefits	\$23,155.20	\$6,353.34
SEPT-25			mployee Benefits	09-30-25	\$2.05	\$2.05	01-06-200-005	Employee Benefits	\$23,155.20	\$6,353.34
SEPT-25		09-01-25 E	mployee Benefits	09-30-25	\$1.92	\$1.92	01-06-200-005	Employee Benefits	\$23,155.20	\$6,353.34
						\$10.72				
<b>Total Trans</b>	portation	on				\$507,227.54				

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	<b>Account Description</b>	Budgeted \$	YTD Balance
Environmer	ntal Ser	vices								
<b>12</b> 184635 184634	(	09-02-25 Scrap	ruction Ltd, P.O. Box 324, Parry Sound, Metal Revenue - SCRAP PURCHASE Hauling Contract - AUGUST 2025	ON, P2A 2X 09-30-25 09-30-25	(\$1,182.50) \$6,028.26	(\$1,182.50) \$6,028.26	01-08-104-571 01-08-301-122	Scrap Metal Revenue Waste Hauling Contract	\$8,500.00 \$60,000.00	\$2,761.93 \$29,826.68
<b>23</b> AUG-25			0000, Stn.: Don Mills, North York, ON, Mone - TRANSFER STATION	<b>3C 2X7</b> 09-30-25	\$48.47	<b>\$4,845.76</b> \$48.47	01-08-300-007	Telephone	\$600.00	\$216.01
<b>284</b> 106426		08-29-25 Mainte	c., PO Box 397, Parry Sound, ON, P2A 2 nance Costs/Parts - MONTHLY TOILET FAL JULY 25- AUG 21 - TRANSFER ON	<b>X4</b> 09-30-25	\$190.29	<b>\$48.47</b> \$190.29	01-08-300-143	Maintenance	\$8,400.00	\$3,799.22
						\$190.29				
<b>331</b> 26012			all, 5 Baragar Blvd., McDougall, ON, P2 Tipping Fees - AUGUST 2025	<b>A 2W9</b> 09-30-25	\$10,525.55	\$10,525.55	01-08-301-123	Waste Tipping Fees	\$82,000.00	\$30,065.67
873	Manulifa F	Financial, PO BOX 1627, WATERLOO, ON, N2J 4P4			\$10,525.55					
SEPT-25		09-01-25 Emplo		09-30-25	\$117.31	\$117.31	01-08-300-005	Employee Benefits	\$1,428.00	\$514.56
						\$117.31				
Total Environmental Services						\$15,727.38				
Parks and F	Recreati	ion Facilitie	<u>es</u>							
<b>109</b> 188358			seph Street, Parry Sound, ON, P2A 2G3 als & Supplies - SUPPLIES FOR	09-30-25	\$281.79	\$281.79	01-11-360-145	Materials & Supplies	\$4,000.00	\$1,111.07
873	Manulife	Financial PO	BOX 1627, WATERLOO, ON, N2J 4P4			\$281.79				
SEPT-25		09-01-25 Emplo		09-30-25	\$244.67	\$244.67	01-11-360-005	Employee Benefits	\$3,672.00	\$1,571.74
1486	AIG INSI	IRANCE COME	ANY OF CANADA, P.O. BOX 15286 STA	ΔΤΙΩΝ Δ. ΤΩ	RONTO ON M	\$244.67 45W 1C1				
SEPT-25		09-01-25 Emplo	•	09-30-25	\$1.49	\$1.49	01-11-360-005	Employee Benefits	\$3,672.00	\$1,571.74
						\$1.49				
<b>Total Parks</b>	and Re	creation F	acilities			\$527.95				

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Community	Centre	<u>)</u>								
23			, Stn.: Don Mills, North York, ON, M							
AUG-25	(	08-16-25 Telephone	- COMM HALL	09-30-25	\$68.76	\$68.76	01-12-370-007	Telephone	\$1,200.00	\$518.38
						\$68.76				
<b>873</b> SEPT-25		Financial, PO BO) 09-01-25 Employee	( 1627, WATERLOO, ON, N2J 4P4 Benefits	09-30-25	\$404.48	\$404.48	01-12-370-005	Employee Benefits	\$2,734.74	(\$553.02)
						\$404.48				
1486			Y OF CANADA, P.O. BOX 15286 ST	•	, ,					
SEPT-25	(	09-01-25 Employee	Benefits	09-30-25	\$1.49	\$1.49	01-12-370-005	Employee Benefits	\$2,734.74	(\$553.02)
						\$1.49				
Total Comm	nunity C	Centre				\$474.73				
			Total Bil	ls To Pay	:	\$553,531.56				

Invoice Number	Vendor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	<b>Account Description</b>	Budgeted \$	YTD Balance
General									
<b>154</b> AUG2025		<b>FINANCE, 33 KING STREET WEST, I</b> 25 EHT payable	P.O. BIX 620, OSHAWA, 09-30-25	<b>ON, L1H 8E9</b> \$3,280.68	\$3,280.68	01-00-000-637	EHT payable	\$0.00	(\$8,639.23)
					\$3,280.68				
Total Genera	al				\$3,280.68				
			Total Bills To Pay	:	\$3,280.68				

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	<b>Account Description</b>	Budgeted \$	YTD Balance
General Go	vernme	nt								
194			achines, 86 West RD, Huntsville, ON, P1							
65626	0	MANA	ation Technology Support - FULLY GED SERVICE PROGRAM - EMBER 2025	09-30-25	\$1,851.01	\$1,851.01	01-02-060-023	Information Technology	\$45,000.00	(\$79.96)
65628	0		ation Technology Support - DSOFT OFFICE 365 - SEPTEMBER 2025	09-30-25	\$719.54	\$719.54	01-02-060-023	Information Technology	\$45,000.00	(\$79.96)
						\$2,570.55				
<b>328</b> TOW664A		08-19-25 Profes DECE	s, <b>75 MAIN STREET WEST, UNIT 2, HUN</b> sional Services - Audit - AUDIT FOR MBER 31, 2024 FINANCIAL EMENT	<b>TSVILLE, C</b> 09-30-25	\$6,156.48	\$6,156.48	01-02-060-019	Professional Services -	\$16,000.00	\$7,096.00
						\$6,156.48				
608			TELECOME CONSULTANTS, 320 Rush							
NB112	0	)9-05-25 Consu	Itant Services - TELECOM SAVINGS	09-30-25	\$40.33	\$40.33	01-02-060-021	Consultant Services	\$20,000.00	\$15,257.01
4040	0100 1/10	A DO DOY 4		. 470		\$40.33				
<b>1019</b> AUG-25		8-22-25 Office	<b>595, STATION "A", TORONTO, ON, M5W</b> Supplies/Materials - AMAZON 'RE FRAME	09-30-25	\$35.76	\$35.76	01-02-060-009	Office	\$4,500.00	\$1,678.78
AUG-25			ation Technology Support - REV	09-30-25	\$28.33	\$28.33	01-02-060-023	Information Technology	\$45,000.00	(\$79.96)
AUG-25		SUITE		09-30-25	\$246.05	\$246.05	01-02-060-023	Information Technology	\$45,000.00	(\$79.96)
AUG-25		Websi	mmunicaiton Service (Internet, te) - STARLINK	09-30-25	\$651.57	\$651.57	01-02-060-031	Telecommunicaiton	\$9,500.00	\$4,016.21
AUG-25	0		mmunicaiton Service (Internet, te) - XPLORNET	09-30-25	\$99.21	\$99.21	01-02-060-031	Telecommunicaiton	\$9,500.00	\$4,016.21
						\$1,060.92				
<b>1457</b> 147472		9-01-25 Printin	ACHINES, 887-D NOTRE DAME AVE, SI g/Photocopier - PRINTER LEASE & S - SEPTEMBER 2025	JDBURY, O 09-30-25	<b>N, P3A 2T2</b> \$342.98	\$342.98	01-02-060-012	Printing/Photocopier	\$5,000.00	\$1,667.30
						\$342.98				
Total General Government						\$10,171.26				

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	<b>Account Description</b>	Budgeted \$	YTD Balance
Fire Protection	on Ser	vices								
385	Constabl	e Towina	& Recovery, P.O. BOX 236, NOBEL, ON, POG	G 1G0						
MCK1016		6-25-25 R	ES-2 2014 FORD E350 - ANNUAL ISPECTION - SQUAD S524	09-30-25	\$1,515.83	\$1,515.83	01-03-153-209	RES-2 2014 FORD E350	\$6,000.00	\$5,562.53
MCK1014	0		020 Freightliner Pumper Truck - ANNUAL ISPECTION - PUMPER P511	09-30-25	\$1,756.31	\$1,756.31	01-03-153-210	2020 Freightliner Pumper	\$2,500.00	\$1,567.92
						\$3,272.14				
			& FIRE SECURITY INC., 233 MIDLAND AVE.							
1346817	0		quipment & Repairs - REMOVE & RETURN BC + CO2 FIRE EXTINGUISHERS	09-30-25	\$613.11	\$613.11	01-03-151-114	Equipment & Repairs	\$0.00	\$0.00
1356272	0		quipment & Repairs - REFILL OF FIRE XTINGUISHER - FIRE HALL #1	09-30-25	\$228.96	\$228.96	01-03-151-114	Equipment & Repairs	\$0.00	\$0.00
						\$842.07				
1019	CIBC VIS	A. P.O. B	OX 4595, STATION "A", TORONTO, ON, M5V	V 4X9		Ψ0-12.01				
AUG-25			ffice Supplies/Materials - HOME DEPOT	09-30-25	\$54.87	\$54.87	01-03-150-009	Office	\$1,500.00	\$1.272.39
AUG-25			emberships/Subscriptions - YOUTUBE	09-30-25	\$13.22	\$13.22	01-03-150-017	Memberships/Subscriptio	\$1,200.00	(\$33.27)
AUG-25	0	8-22-25 O	ffice Equipment - BEST BUY	09-30-25	\$17.29	\$17.29	01-03-150-018	Office Equipment	\$3,000.00	\$418.51
AUG-25	0		ire Prevention - MCKELLAR GENERAL TORE	09-30-25	\$30.52	\$30.52	01-03-150-103	Fire Prevention	\$4,000.00	\$1,234.65
AUG-25	0		ire Fighting Tools/Equipment - PRINCESS UTO	09-30-25	\$16.31	\$16.31	01-03-150-111	Fire Fighting	\$29,724.00	\$11,546.48
AUG-25	0		otor Oil/Grease - PARRY SOUND AUTO ARTS	09-30-25	\$73.22	\$73.22	01-03-153-140	Motor Oil/Grease	\$500.00	\$463.38
						\$205.43				
1422	FLUENT	IMS, PO E	OX 580, BROCKVILLE, ON, K6V 5V7			<b>\$200</b> 1.0				
INV-10208		8-15-25 O	ffice Equipment - WHO'S RESPONDING PP - 2025 RENEWAL	09-30-25	\$610.56	\$610.56	01-03-150-018	Office Equipment	\$3,000.00	\$418.51
INV-10208	0		mergency Management - HARDWARE ENTAL	09-30-25	\$407.04	\$407.04	01-03-150-108	Emergency Management	\$4,500.00	\$4,500.00
						\$1,017.60				

ndor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
ction Servi	ces			\$5,337.24				
tment								
09-03-25 Pro	ofessional Services - Legal - BUILDING	rillia, ON, L3 09-30-25	<b>V 6J3</b> \$731.48	\$731.48	01-04-170-020	Professional Services -	\$7,000.00	\$5,675.26
				\$731.48				
Department				\$731.48				
ersons and	<u>Property</u>							
45 09-02-25 Po	licing Services Annual Levy - CREDIT	<b>647, OSHAV</b> 09-30-25	/A, ON, L1H 8X (\$303.52)	<b>3</b> (\$303.52)	01-05-160-030	Policing Services Annual	\$374,588.00	\$188,611.58
22 08-30-25 Po	licing Services Annual Levy - OPP LEVY -	09-30-25	\$31,216.00	\$31,216.00	01-05-160-030	Policing Services Annual	\$374,588.00	\$188,611.58
				\$30,912.48				
n to Person	s and Property			\$30,912.48				
04-01-25 Ma	intenance Costs/Parts - CREDIT FOR	09-30-25	(\$126.75)	(\$126.75)	01-06-233-143	Maintenance	\$13,000.00	\$7,613.60
		09-30-25	\$1,593.66	\$1,593.66	01-06-237-143	Maintenance	\$17,000.00	\$6,942.58
				\$1,466.91				
		<b>2L7</b> 09-30-25	\$1,268.14	\$1,268.14	01-06-228-142	Fuel - Diesel	\$65,000.00	\$27,279.42
AUTOMOTIVE 3	TRACKING INC. 460 COLLARD DRIVE KIN	IC CITY ON	1 7D 4E4	\$1,268.14				
09-02-25 Ma 09-02-25 Ma 09-02-25 Ma 09-02-25 Ma 09-02-25 Ma 09-02-25 Ma 09-02-25 Ma	nintenance Costs/Parts	09-30-25 09-30-25 09-30-25 09-30-25 09-30-25 09-30-25	\$20.35 \$20.35 \$20.35 \$20.35 \$20.35 \$20.35 \$20.35	\$20.35 \$20.35 \$20.35 \$20.35 \$20.35 \$20.35 \$20.35	01-06-233-143 01-06-235-143 01-06-237-143 01-06-246-143 01-06-247-143 01-06-250-143 01-06-251-143	Maintenance Maintenance Maintenance Maintenance Maintenance Maintenance Maintenance Maintenance Maintenance	\$13,000.00 \$11,000.00 \$17,000.00 \$8,000.00 \$5,000.00 \$20,000.00 \$10,000.00 \$5,000.00	\$7,613.60 \$4,485.76 \$6,942.58 \$3,177.10 \$4,837.55 \$18,323.41 \$9,512.88 (\$184.88)
	ction Service  iment  sell, Christie, LL 09-03-25 Pro LE  Department  ersons and ister of Finance 45 09-02-25 Po JU  n to Persons  Truck Parts Inc. 04-01-25 Ma NN 09-08-25 Ma FR  y Sound Fuels, 09-04-25 Fu  AUTOMOTIVE T 09-02-25 Ma	ction Services  tment  sell, Christie, LLP, 505 Memorial Avenue, P.O. Box 158, O 09-03-25 Professional Services - Legal - BUILDING LEGAL  Department  ersons and Property ister of Finance (OPP), 33 KING STREET WEST, P.O. BOX 45 09-02-25 Policing Services Annual Levy - CREDIT FOR APR- JUN 2025 22 08-30-25 Policing Services Annual Levy - OPP LEVY - JULY 2025  Truck Parts Inc., 480 Dunlop Street West, Barrie, ON, L4N 04-01-25 Maintenance Costs/Parts - CREDIT FOR IN#01P230380- FREIGHTLINER #20 REPAIRS 09-08-25 Maintenance Costs/Parts - REPAIRS FOR FREIGHTLINER #19  Ty Sound Fuels, 114 Bowes Street, Parry Sound, ON, P2A 109-04-25 Fuel - Diesel - ULTRA LOW SULPHUR	timent  sell, Christie, LLP, 505 Memorial Avenue, P.O. Box 158, Orillia, ON, L3' 09-03-25 Professional Services - Legal - BUILDING 09-30-25 LEGAL  Department  Brsons and Property Seter of Finance (OPP), 33 KING STREET WEST, P.O. BOX 647, OSHAW 45 09-02-25 Policing Services Annual Levy - CREDIT FOR APR- JUN 2025 22 08-30-25 Policing Services Annual Levy - OPP LEVY - JULY 2025  To Persons and Property  Truck Parts Inc., 480 Dunlop Street West, Barrie, ON, L4N 9W5 04-01-25 Maintenance Costs/Parts - CREDIT FOR 09-30-25 IN#01P230380- FREIGHTLINER #20 REPAIRS 09-08-25 Maintenance Costs/Parts - REPAIRS FOR FREIGHTLINER #19  Ty Sound Fuels, 114 Bowes Street, Parry Sound, ON, P2A 2L7 09-04-25 Fuel - Diesel - ULTRA LOW SULPHUR 09-30-25  AUTOMOTIVE TRACKING INC., 160 COLLARD DRIVE, KING CITY, ON, 09-02-25 Maintenance Costs/Parts 09-30-25 09-02-25 Maintenance Costs/Parts 09-30-25 09-02-25 Maintenance Costs/Parts 09-30-25 09-02-25 Maintenance Costs/Parts 09-02-25 Maintenance Costs/Parts 09-30-25	timent  sell, Christie, LLP, 505 Memorial Avenue, P.O. Box 158, Orillia, ON, L3V 6J3	State	Stiment   Sell, Christie, LLP, 505 Memorial Avenue, P.O. Box 158, Orillia, ON, L3V 6J3	State   Stat	timent sell, Christio, LLP, 905 Memorial Avenue, P.O. Box 158, Orillia, ON, L3V 6J3

Invoice Numbe	er Vendor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
					\$162.80				
<b>1019</b> AUG-25		95, STATION "A", TORONTO, ON, M5W upplies/Materials - NO FRILLS WATER	<b>4X9</b> 09-30-25	\$27.64	\$27.64	01-06-200-009	Office	\$500.00	(\$265.67)
AUG-25		upplies/Materials - AMAZON DAILY	09-30-25	\$17.56	\$17.56	01-06-200-009	Office	\$500.00	(\$265.67)
AUG-25	08-22-25 Material PLATE	s & Supplies - AMAZON PITCHER	09-30-25	\$43.75	\$43.75	01-06-424-145	Materials & Supplies	\$229,488.81	(\$45,997.42)
AUG-25		s & Supplies - AMAZON HOME PLATE	09-30-25	\$54.46	\$54.46	01-06-424-145	Materials & Supplies	\$229,488.81	(\$45,997.42)
AUG-25	08-22-25 Material	s & Supplies - READY MIX CONCRETE	09-30-25	\$940.42	\$940.42	01-06-424-145	Materials & Supplies	\$229,488.81	(\$45,997.42)
1151	DDANDIE STONEMAN				\$1,083.83				
SEPT-25		I Protective Equipment Employee ce - REIMBURSEMENT FOR WORK	09-30-25	\$193.34	\$193.34	01-06-200-008	Personal Protective	\$2,000.00	\$1,175.31
					\$193.34				
<b>1520</b> 1146		TER STREET, PARRY SOUND, ON, P2 pp Supplies -THREADED RODS	<b>A 3A3</b> 09-30-25	\$64.80	\$64.80	01-06-210-148	Workshop Supplies	\$3,000.00	\$1,236.53
					\$64.80				
Total Trans	sportation				\$4,239.82				
<b>-</b>									
<b>Environme</b> <b>194</b> 65794	09-05-25 Mainten	chines, 86 West RD, Huntsville, ON, P1 ance Costs/Parts - INSTALLATION URITY CAMERAS AT TRANSFER N	<b>H 1M1</b> 09-30-25	\$3,573.70	\$3,573.70	01-08-300-143	Maintenance	\$8,400.00	\$3,608.93
					\$3,573.70				
Total Envi	onmental Services				\$3,573.70				
Parks and	Recreation Facilities	•							
137 825355/4	MUSKOKA AUTO PARTS	<b>2</b> i, <b>45 Gibson Street, Parry Sound, ON, I</b> s & Supplies - PLATED THREADED	<b>P2A 1X1</b> 09-30-25	\$10.64	\$10.64	01-11-360-145	Materials & Supplies	\$4,000.00	\$829.28
					\$10.64				
<b>218</b> 1-308760		74 Parry Sound Drive, Parry Sound, O ance Costs/Parts - ROCK GLUE	<b>N, P2A 0B8</b> 09-30-25	\$59.41	\$59.41	01-11-360-143	Maintenance	\$7,000.00	\$4,616.67
					\$59.41				

Invoice Numbe	er Vendor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Total Parks	s and Recreation Fac	cilities			\$70.05				
Community	y Centre								
<b>109</b> 188449		ph Street, Parry Sound, ON, P2A 2G3 & Supplies - HARDWARE RENTAL	09-30-25	\$52.87	\$52.87	01-12-370-145	Materials & Supplies	\$2,500.00	\$1,922.21
<b>763</b> 24120	09-05-25 Facility N	HEATING INC., 1 QUEEN STREET, P. Maintenance - REPAIRED LINE AT SHORE	<b>ARRY SOUI</b> 09-30-25	ND, ON, P2A 2V \$434.03	\$52.87 V1 \$434.03	01-12-370-115	Facility Maintenance	\$12,000.00	\$7,799.55
					\$434.03				
Total Com	munity Centre				\$486.90				
Cultural									
1019	CIBC VISA, P.O. BOX 459	5, STATION "A", TORONTO, ON, M5V	V 4X9						
AUG-25		Church & St. Stephen's Church - E ST. STEVENS PAINTING	09-30-25	\$1,719.74	\$1,719.74	01-13-383-113	Hemlock Church & St.	\$15,200.00	(\$2,752.60)
AUG-25	08-22-25 Hemlock	Church & St. Stephen's Church - E CREDIT	09-30-25	(\$7.23)	(\$7.23)	01-13-383-113	Hemlock Church & St.	\$15,200.00	(\$2,752.60)
					\$1,712.51				
Total Cultu	ıral				\$1,712.51				
Planning a	nd Development								
124	John Jackson Planner Inc	c., 1 MALL DRIVE UNIT #2, PARRY SO	OUND, ON, F	P2A 3A9					
25-151		Consultant Services - OP/ MMAH NT REVIEW	09-30-25	\$1,345.79	\$1,345.79	01-14-400-021	Planning Consultant	\$50,000.00	\$46,514.87
0=04	DI AKE TAYLOD				\$1,345.79				
<b>2591</b> SEPT-25		Fees - Committee of Adjustment - OSIT REFUND	09-30-25	\$500.00	\$500.00	01-14-104-537	Planning Fees -	\$3,000.00	(\$1,750.00)
					\$500.00				
Total Planr	ning and Developme			\$1,845.79					
		Total Bills	s To Pay	:	\$59,081.23				

Invoice Number	Vendor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	<b>Account Description</b>	Budgeted \$	YTD Balance
<u>General</u>									
235	RECEIVER GENERAL, C	ANADA REVENUE AGENCY TE	CHNOLOGY CENT	RE, 875 HERO	N ROAD, OTTAW	A, ON, K1A 1B1			
SEP10/25	09-10-25 CPP De	ductions	09-30-25	\$6,649.80	\$6,649.80	01-00-000-631	CPP Deductions	\$0.00	(\$10,022.20)
SEP10/25	09-10-25 EI Dedu	ctions	09-30-25	\$2,320.46	\$2,320.46	01-00-000-632	El Deductions	\$0.00	(\$3,390.43)
SEP10/25	09-10-25 Income	Tax Payable	09-30-25	\$17,789.05	\$17,789.05	01-00-000-633	Income Tax Payable	\$0.00	(\$27,082.97)
					\$26,759.31				
Total Genera	al				\$26,759.31				

\$26,759.31

**Total Bills To Pay:** 

Invoice Number	Vendor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
General 308 SEP2025	<b>Debbie Zulak,</b> 09-16-25 Bank A SEP 1	ccount - COUNCILLOR PAY AUG 31 - 3	09-30-25	\$701.80	\$701.80	01-00-011-801	Bank Account	\$0.00(\$	8,607,521.95)
					\$701.80				
Total Gener	al				\$701.80				
General Lia	bilities and Equity		<u>_</u>						
<b>2593</b> SEPT-25		able Entrance/Bldg Fees - REFUND DAD DAMAGE DEPOSIT	09-30-25	\$750.00	\$750.00	01-01-030-617	Refundable	\$0.00	(\$169,500.00)
					\$750.00				
<b>2594</b> SEPT-25		able Entrance/Bldg Fees - REFUND DAD DAMAGE DEPOSIT	09-30-25	\$750.00	\$750.00	01-01-030-617	Refundable	\$0.00	(\$169,500.00)
					\$750.00				
Total Gener	al Liabilities and E	quity			\$1,500.00				
General Go	vernment								
<b>116</b> SEPT-25		, P. O. Box 4102 Stn A, Toronto, ON, Admin	<b>M5W 3L3</b> 09-30-25	\$851.81	\$851.81	01-02-060-008	Hydro Admin	\$14,000.00	\$1,722.36
407	Cornerate Everene Con	ndo Imp. C 0 T04446C DO DOV 4446 S	TN A TODO	NITO ON MEN	\$851.81				
<b>407</b> 71034588		uda Inc., C.0 T04446C, PO BOX 4446, S Supplies/Materials DESK CALENDAR, R	09-30-25	\$101.18	\$101.18	01-02-060-009	Office	\$4,500.00	\$1,643.02
71036043 71034588		Supplies/Materials - STICKY NOTES Equipment - MOUSE	09-30-25 09-30-25	\$19.33 \$51.28	\$19.33 \$51.28	01-02-060-009 01-02-060-018	Office Office Equipment	\$4,500.00 \$7,500.00	\$1,643.02 \$142.18
7 1004300	03-10-23 Office L	equipment - MOOSE	09-30-23	ψ31.20	\$171.79	01-02-000-010	Office Equipment	Ψ7,300.00	Ψ142.10
<b>632</b> 1020567	09-10-25 Profess	INC., P.O. BOX 579, THESSALON, ON, ional Services - Legal / Land Registry RRIETT STREET SURVEYING	<b>P0R 1L0</b> 09-30-25	\$4,273.92	\$4,273.92	01-02-060-020	Professional Services -	\$31,000.00	\$24,425.40
					\$4,273.92				

Invoice Number	Vendor Dat	e Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Total Gener	al Governn	nent			\$5,297.52				
Fire Protect	ion Service	<u>95</u>							
116		etworks Inc., P. O. Box 4102 Stn A, Toront							
SEPT-25		-25 Hydro	09-30-25	\$244.00	\$244.00	01-03-151-008	Hydro	\$2,500.00	\$1,424.81
SEPT-25 SEPT-25		-25 Hydro -25 Hydro	09-30-25 09-30-25	\$256.72 \$112.24	\$256.72 \$112.24	01-03-152-008 01-03-154-008	Hydro Hydro	\$3,500.00 \$1,750.00	\$1,231.73 \$619.07
3EF 1-23	09-04	-25 Hydro	09-30-23	φ112.24	Φ112.24	01-03-134-006	Hydro	φ1,750.00	ф019.07
					\$612.96				
Total Fire P	rotection S	ervices			\$612.96				
<u>Transportat</u>	ion								
116		tworks Inc., P. O. Box 4102 Stn A, Toront	to ON M5W3I3						
SEPT-25		-25 Hydro	09-30-25	\$394.56	\$394.56	01-06-210-008	Hydro	\$3,000.00	(\$34.32)
				,	2004.50		,	, , , , , , , , ,	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
137	MIICKOKA VI	JTO PARTS, 45 Gibson Street, Parry Soul	md ON D2A 4V4		\$394.56				
825838/4		-25 Equipment & Repairs - WELDER	09-30-25	\$144.11	\$144.11	01-06-210-114	Equipment & Repairs	\$5,500.00	\$3.058.87
825466/4		-25 Equipment & Repairs - WEEDER	09-30-25	\$464.11	\$464.11	01-06-228-143	Filters	\$4,000.00	\$581.13
800226/4		-25 Materials & Supplies - CREDIT MEMO - RAPIDTAP CUT FLUID		(\$15.79)	(\$15.79)	01-06-228-145	Materials & Supplies	\$2,000.00	\$1,618.95
					\$592.43				
217	Parry Sound I	Fuels, 114 Bowes Street, Parry Sound, ON	N. P2A 2L7		Ψ002.40				
901751		-25 Fuel - Gas - REGULAR GAS	09-30-25	\$1,013.20	\$1,013.20	01-06-228-141	Fuel - Gas	\$1,000.00	(\$3,701.42)
					\$1,013.20				
336		Limited, 345 HANLON CREEK BLVD., G							4
26547624	09-10	-25 Workshop Supplies - WASHER & BOLT	S 09-30-25	\$436.06	\$436.06	01-06-210-148	Workshop Supplies	\$3,000.00	\$1,171.73
					\$436.06				
<b>357</b> PS-INV006		rface Solutions Canada, 78 Orchard Road -25 Materials & Supplies - COLD PATCH	d, <b>Ajax, ON, L1S 6L1</b> 09-30-25	\$4,826.00	\$4,826.00	01-06-245-145	Materials & Supplies	\$25,000.00	\$8,306.60
					\$4,826.00				

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>1385</b> 9324			HUNTER DRIVE, SEGUIN, ON, Fupplies - ROADSIDE BEAVER	<b>P2A 0B2</b> 09-30-25	\$198.22	\$198.22	01-06-224-145	Materials & Supplies	\$10,000.00	\$10,000.00
						\$198.22				
<b>2575</b> 1075		9-03-25 Materials & S FROM INVOI	I <b>1 LIGTHALL ROAD, MILFORD, (</b> upplies - 10% HOLDBACK CE #1074 - HURDVILLE LILNG REPLACEMENT	ON, KOK 1P0 09-30-25	\$17,095.68	\$17,095.68	01-06-705-145	Materials & Supplies	\$385,000.00	\$230,935.36
						\$17,095.68				
<b>2590</b> 2025-084		9-09-25 Materials & S	<b>i INC., BOX 159, 416310 10TH LIN</b> upplies - ROAD & PARKING LOT ING - RFQ LINE PAINTING 025	,	<b>BURG, ON, N0</b> \$18,713.66	<b>H 1J0</b> \$18,713.66	01-06-245-145	Contracted Service	\$20,000.00	\$0.00
						\$18,713.66				
Total Trans	portatio	n				\$43,269.81				
Street Light	ing									
116	Hydro On	e Networks Inc., P. C	). Box 4102 Stn A, Toronto, ON, I	M5W 3L3						
SEPT-25		9-04-25 Hydro		09-30-25	\$24.41	\$24.41	01-07-229-008	Hydro	\$1,900.00	\$424.96
SEPT-25 SEPT-25		9-04-25 Hydro 9-04-25 Hydro		09-30-25 09-30-25	\$14.09 \$5.89	\$14.09 \$5.89	01-07-229-008 01-07-229-008	Hydro Hydro	\$1,900.00 \$1,900.00	\$424.96 \$424.96
SEPT-25 SEPT-25		9-04-25 Hydro 9-04-25 Hydro		09-30-25	\$141.57	\$1.69 \$141.57	01-07-229-008	Hydro	\$1,900.00	\$424.96
SEPT-POL		9-12-25 Hýdro - FERG	GUSON BOUNDRY RD IT - SEPT 2025	09-30-25	\$8.54	\$8.54	01-07-229-008	Hydro	\$1,900.00	\$424.96
						\$194.50				
<b>Total Street</b>	Lighting	g				\$194.50				
Environmen	ntal Serv	<u>vices</u>								
<b>116</b> SEPT-25		e Networks Inc., P. C 9-04-25 Hydro	D. Box 4102 Stn A, Toronto, ON, I	M5W 3L3 09-30-25	\$93.03	\$93.03	01-08-300-008	Hydro	\$2,000.00	\$223.83
3LF 1-23	Üŝ	5-04-23 Hyulo		09-30-23	φ93.03	\$93.03	01-00-300-006	Tiyuto	φ2,000.00	φ∠∠υ.0υ
						φ <del>σ</del> σ.03				
Total Enviro	onmenta	l Services				\$93.03				

Invoice Number	Vendor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	<b>Account Description</b>	Budgeted \$	YTD Balance
Health Serv	vices								
<b>196</b> SEPT2025	5 09-01-25 North Ba	JND DISTRICT HEALTH UNIT, 345 OA ay Parry Sound Health Unit Annual IUNICIPAL LEVY - SEPTEMBER	<b>K STREET V</b> 09-30-25	<b>VEST, NORTH</b>   \$3,691.33	<b>BAY, ON, P1B 2T2</b> \$3,691.33	01-09-330-030	North Bay Parry Sound	\$44,296.00	\$14,765.32
					\$3,691.33				
Total Healtl	n Services				\$3,691.33				
Social Serv	ices								
<b>29</b> SEP2025	09-01-25 Belvede	Nvedere Avenue, Parry Sound, ON, P2 re Heights Home for the Aged Annual EVY FOR 2025 2ND PAYMENT	2 <b>A 2A2</b> 09-30-25	\$33,806.50	\$33,806.50	01-10-350-030	Belvedere Heights	\$115,012.00	\$33,806.50
					\$33,806.50				
Total Socia	l Services				\$33,806.50				
Parks and I	Recreation Facilities	<u>3</u>							
<b>109</b> 188559 188559	09-14-25 Fuel - G	ph Street, Parry Sound, ON, P2A 2G3 as - CHAINSAW FUEL s & Supplies - FLEX SEAL	09-30-25 09-30-25	\$61.04 \$19.33	\$61.04 \$19.33	01-11-360-141 01-11-360-145	Fuel - Gas Materials & Supplies	\$500.00 \$4,000.00	\$77.03 \$818.64
					\$80.37				
<b>116</b> SEPT-25	Hydro One Networks Inc. 09-04-25 Hydro	, P. O. Box 4102 Stn A, Toronto, ON, I	<b>M5W 3L3</b> 09-30-25	\$33.95	\$33.95	01-11-360-008	Hydro	\$450.00	\$166.30
					\$33.95				
<b>1284</b> SEPT-25	09-12-25 Material	N, RECREATION COMMITTEE, , , ss & Supplies -REIMBURSEMENT FOR DRN SUPPLIES	09-30-25	\$22.38	\$22.38	01-11-360-145	Materials & Supplies	\$4,000.00	\$818.64
SEPT-25		s & Supplies - REIMBURSEMENT PCORN SUPPLIES	09-30-25	\$46.99	\$46.99	01-11-360-145	Materials & Supplies	\$4,000.00	\$818.64
					\$69.37				
Total Parks	and Recreation Fa	cilities			\$183.69				

Invoice Numbe	r Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Community	/ Centre									
<b>109</b> 188534			oseph Street, Parry Sound, ON, P2A 2G3 ning Supplies - CLEANING SUPPLIES	09-30-25	\$38.43	\$38.43	01-12-370-254	Cleaning Supplies	\$1,500.00	\$1,500.00
116	Hydro Or	ne Networks	Inc., P. O. Box 4102 Stn A, Toronto, ON, M	15W 3I 3		\$38.43				
SEPT-25		9-04-25 Hydr		09-30-25	\$380.28	\$380.28	01-12-370-008	Hydro	\$7,500.00	\$2,018.88
						\$380.28				
<b>836</b> 1360652		08-01-25 Facil	IRE SECURITY INC., 233 MIDLAND AVE., ity Maintenance - REPLACED GLASS AT PULL STATION	MIDLAND, 09-30-25	ON, L4R 3K1 \$52.15	\$52.15	01-12-370-115	Facility Maintenance	\$12,000.00	\$7,365.52
						\$52.15				
<b>1199</b> 038675			SE AUDIO & VISUAL, 59 BELL FARM ROA oment Maintenance - REPAIRS FOR	<b>D UNIT 3, E</b> 09-30-25	BARRIE, ON, L4 \$1,167.72	M 5G1 \$1,167.72	01-12-370-252	Equipment Maintenance	\$2,500.00	\$644.12
030073	O	PRO	JECTOR, AND REPLACED BATTERIES  MM HALL	09-30-23	φ1,107.72	φ1,107.72	01-12-370-232	Equipment Maintenance	φ2,300.00	ψ044.1Z
						\$1,167.72				
<b>1540</b> SI-336		9-13-25 Facil	HANICAL, 46 CEMETERY ROAD, SEGUIN ity Maintenance - REPAIRED LEAKING IN & REPLACED FURNACE FILTERS	<b>I, ON, P0C</b> 6 09-30-25	<b>1J0</b> \$1,919.06	\$1,919.06	01-12-370-115	Facility Maintenance	\$12,000.00	\$7,365.52
					1	\$1,919.06				
<b>2592</b> SEPT-25			munity Centre User Fees - REFUND COMMUNITY HALL DAMAGE DEPOSIT	09-30-25	\$150.00	\$150.00	01-12-104-544	Community Centre User	\$2,000.00	(\$731.39)
						\$150.00				
Total Comr	nunity C	entre				\$3,707.64				
Cultural										
116	Hydro Or	ne Networks	Inc., P. O. Box 4102 Stn A, Toronto, ON, N	15W 3L3						
SEPT-25	0	)9-04-25 Libra	ry - Hydro	09-30-25	\$289.01	\$289.01	01-13-381-008	Library - Hydro	\$5,000.00	\$834.34
						\$289.01				
Total Cultu	ral					\$289.01				

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
Planning and	d Deve	<u>lopment</u>								
		,	EY AVE, BRACEBRIDGE, ON,			4				
477326	C	08-31-25 Planning Consult REZONING	ant Services - MOFFATT	09-30-25	\$1,187.79	\$1,187.79	01-14-400-021	Planning Consultant	\$50,000.00	\$45,169.08
						\$1,187.79				
Total Planning and Development						\$1,187.79				

\$94,535.58

**Total Bills To Pay:** 

Invoice Number	Vendor	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	<b>Account Description</b>	Budgeted \$	YTD Balance
General Gov	<u>ernme</u>	<u>nt</u>								
<b>109</b> 188676		)9-22-25 O	1 Joseph Street, Parry Sound, ON, P2A 2G3 ffice Supplies/Materials - WATER FOR FFICE	09-30-25	\$14.91	\$14.91	01-02-060-009	Office	\$4,500.00	\$1,522.51
						\$14.91				
1273 SEPT-25 SEPT-25 SEPT-25 SEPT-25	( (	)9-23-25 C )9-23-25 C )9-23-25 C	A, , PARRY SOUND, ON, onferences - ROOM CHARGES-MFOA onferences - OTHER FEES-MFOA onferences - LOCAL FEES-MFOA onferences - PARKING & RESORT FEES	09-30-25 09-30-25 09-30-25 09-30-25	\$393.81 \$40.70 \$15.26 \$109.75	\$393.81 \$40.70 \$15.26 \$109.75	01-02-060-016 01-02-060-016 01-02-060-016 01-02-060-016	Conferences Conferences Conferences Conferences	\$3,000.00 \$3,000.00 \$3,000.00 \$3,000.00	\$1,156.92 \$1,156.92 \$1,156.92 \$1,156.92
						\$559.52				
Total Genera	al Gove	ernmen	t			\$574.43				
Fire Protecti	on Ser	vices								
36 SEPT-25 SEPT-25 SEPT-25 SEPT-25 SEPT-25	( ( (	)9-13-25 T )9-13-25 T )9-13-25 T )9-13-25 T	P.O. Box 5102, Burlington, ON, L7R 4R7 elephone - IPAD elephone - TURBO # 1 elephone - RESCUE # 2 elephone - TURBO # 2 elephone - CHIEF	09-30-25 09-30-25 09-30-25 09-30-25 09-30-25	\$3.05 \$23.40 \$3.05 \$28.39 \$15.54	\$3.05 \$23.40 \$3.05 \$28.39 \$15.54	01-03-150-007 01-03-150-007 01-03-150-007 01-03-150-007 01-03-150-007	Telephone Telephone Telephone Telephone Telephone	\$3,000.00 \$3,000.00 \$3,000.00 \$3,000.00 \$3,000.00	\$596.98 \$596.98 \$596.98 \$596.98 \$596.98
						\$73.43				
<b>436</b> 0000194147		)9-05-25 F	<b>ny Ltd, 62 Bradwick Drive, Vaughan, ON, L4</b> l re Fighting Tools/Equipment - SCBA NNUAL SERVICE - 2025	<b>K 1K8</b> 09-30-25	\$2,840.58	\$2,840.58	01-03-150-111	Fire Fighting	\$29,724.00	\$11,530.17
0000194147	7 (		re Fighting Tools/Equipment - CREDIT	09-30-25	(\$216.96)	(\$216.96)	01-03-150-111	Fire Fighting	\$29,724.00	\$11,530.17
						\$2,623.62				
Total Fire Pr	otectio	n Servi	ces			\$2,697.05				
Building De	oartme	nt								
<b>36</b> SEPT-25			P.O. Box 5102, Burlington, ON, L7R 4R7` elephone- CBO	09-30-25	\$29.33	\$29.33 <b>\$29.33</b>	01-04-170-007	Telephone	\$600.00	\$201.82
						<b>⊅∠</b> ∃.33				

STATION

Invoice Number	Vendor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>217</b> 902801		Bowes Street, Parry Sound, ON, P2A 2 Fuel - Gas - REGULAR GAS - CBO	2 <b>L7</b> 09-30-25	\$47.32	\$47.32 <b>\$47.32</b>	01-04-170-141	Vehicle Fuel - Gas	\$1,200.00	\$736.98
Total Buildi	ng Department				\$76.65				
Protection t	o Persons and Pro	perty							
<b>36</b> SEPT-25	Bell Mobility Inc., P.O. B 09-13-25 Miscella	ox 5102, Burlington, ON, L7R 4R7` aneous - BY-LAW	09-30-25	\$10.94	\$10.94 <b>\$10.94</b>	01-05-190-024	Miscellaneous	\$1,500.00	(\$230.49)
Total Protect	ction to Persons ar	nd Property			\$10.94				
<u>Transportat</u>	<u>ion</u>								
<b>14</b> 6-371828 6-371828	09-18-25 Materia	STREET, SUNNYSIDE, MB, R5R 0H7 Is & Supplies - CULVERTS Is & Supplies - CULVERTS	09-30-25 09-30-25	\$19,445.88 \$8,747.91	\$19,445.88 \$8,747.91	01-06-220-145 01-06-220-145	Materials & Supplies Materials & Supplies	\$21,000.00 \$21,000.00	\$10,200.04 \$10,200.04
36		ox 5102, Burlington, ON, L7R 4R7`	00 00 05	<b>\$40.00</b>	\$28,193.79	04 00 000 007	<b>-</b>	<b>0.4.400.00</b>	0000 44
SEPT-25	09-13-25 Telepho	one - ROADS	09-30-25	\$12.29	\$12.29 <b>\$12.29</b>	01-06-200-007	Telephone	\$1,400.00	\$692.44
<b>385</b> MCK1013		covery, P.O. BOX 236, NOBEL, ON, Popularice Costs/Parts - ANNUAL	<b>G 1G0</b> 09-30-25	\$915.84	\$915.84	01-06-246-143	Maintenance	\$8,000.00	\$3,156.75
	INSPEC	CTION - 2025 RAM 5500							
MCK1015	HAND	nance Costs/Parts - REPLACED GLAD + LEAKING PRESSURE VALVE - HTLINER #21	09-30-25	\$519.24	\$519.24	01-06-250-143	Maintenance	\$10,000.00	\$9,492.53
					\$1,435.08				
Total Trans	portation				\$29,641.16				
Environmer	ntal Services								
<b>284</b> 106876	09-18-25 Mainter	., <b>PO Box 397, Parry Sound, ON, P2A 2</b> nance Costs/Parts - MONTHLY TOILET AL AUG 22- SEPT 18 - TRANSFER	2 <b>X4</b> 09-30-25	\$190.29	\$190.29	01-08-300-143	Maintenance	\$8,400.00	\$35.23

Invoice Numbe	r Vendor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
					\$190.29				
Total Envir	onmental Serv	ices			\$190.29				
Health Serv	vices .								
<b>257</b> SEPT2029	5 09-17-25 E	und, <b>52 Seguin Street, Parry Sound, ON, P2A</b> EMS Ambulance Annual Levy - LAND AMBULANCE - SEPTEMBER 2025	1 <b>B4</b> 09-30-25	\$20,659.66	\$20,659.66	01-09-320-030	EMS Ambulance Annual	\$247,915.93	\$82,638.65
					\$20,659.66				
Total Healt	h Services				\$20,659.66				
Parks and	Recreation Fac	<u>cilities</u>							
<b>109</b> 188684	09-23-25	31 Joseph Street, Parry Sound, ON, P2A 2G3 Skating Rink Maintenance - ICE RINK MAINTENANCE	09-30-25	\$54.91	\$54.91	01-11-360-131	Skating Rink Maintenance	\$13,000.00	\$13,000.00
188684	09-23-25 F	Fuel - Gas - FUEL FOR PARKS	09-30-25	\$30.52	\$30.52	01-11-360-141	Fuel - Gas	\$500.00	\$15.99
284	Waska Canaturati	on Inc. DO Boy 207 Down Sound ON D2A	N/4		\$85.43				
106868	09-18-25 N	on Inc., PO Box 397, Parry Sound, ON, P2A 2 Maintenance Costs/Parts - MONTHLY TOILET RENTAL AUG 8 - SEPT 4 - MINERVA PARK	09-30-25	\$336.83	\$336.83	01-11-360-143	Maintenance	\$7,000.00	\$4,557.26
106871		Maintenance Costs/Parts - MONTHLY TOILET RENTAL AUG 8 - SEPT 4 - COMM HALL	09-30-25	\$190.29	\$190.29	01-11-360-143	Maintenance	\$7,000.00	\$4,557.26
					\$527.12				
Total Parks	and Recreation	on Facilities			\$612.55				
Community	<u>/ Centre</u>								
<b>109</b> 188668 188686	09-22-25 V 09-23-25 V	31 Joseph Street, Parry Sound, ON, P2A 2G3 Water Testing - WATER SOFTNER - SALT Water Testing - BLEACH FOR WATER SYSTEM	09-30-25 09-30-25	\$50.83 \$31.53	\$50.83 \$31.53	01-12-370-257 01-12-370-257	Water Testing Water Testing	\$2,000.00 \$2,000.00	\$1,185.88 \$1,185.88
407	Naan Nanth Latarra	staries Inc. 44 404 Booth BB North Barr CN	D4.4.4V2		\$82.36				
<b>197</b> 111409	09-16-25 V	atories Inc, 11-191 Booth RD, North Bay, ON, Vater Testing - WATER TESTING & COURIER FEES	09-30-25	\$47.99	\$47.99	01-12-370-257	Water Testing	\$2,000.00	\$1,185.88
					\$47.99				

Invoice Number	Vendor Dat	e Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
<b>296</b> 478290		Inc., 190 Annagem Blvd, Mississauga, ON, L5 -25 Materials & Supplies - SOAP, PAPER TOWE TOILET PAPER + SOAP & TOILET PAPE DISPENSERS	L, 09-30-25	\$1,616.50	\$1,616.50	01-12-370-145	Materials & Supplies	\$2,500.00	\$1,869.34
					\$1,616.50				
<b>2596</b> SEPT-25	09-22	JCA -25 Community Centre User Fees - REFUND FOR HALL DAMAGE DEPOSIT	09-30-25	\$150.00	\$150.00	01-12-104-544	Community Centre User	\$2,000.00	(\$1,303.89)
					\$150.00				
Total Comm	nunity Cent	tre			\$1,896.85				
<b>Education</b>									
<b>66</b> SEP2025		aire Public du Nord-Est de l'Ontario, P.O. Box -25 School Board Requisitions - 3RD QUARTER PAYMENT TO SCHOOL BOARD		<b>shore Drive, No</b> \$401.11	orth Bay, ON, P1B \$401.11	3 <b>9T5</b> 01-15-112-060	School Board Requisitions	\$0.00	(\$786.74)
					\$401.11				
<b>190</b> SEP2025		<ul> <li>Istrict School BD, 600 McIntyre Street, PO Bos</li> <li>-25 School Board Requisitions - 3RD QUARTER PAYMENT TO SCHOOL BOARD</li> </ul>	•	<b>ay, ON, P1B 8H</b> \$265,522.08	<b>1</b> \$265,522.08	01-15-110-060	School Board Requisitions	\$0.00	(\$534,980.52)
					\$265,522.08				
<b>223</b> SEP2025		oka Catholic District School Board, 46 Alliand -25 School Board Requisitions - 3RD QUARTER PAYMENT TO SCHOOL BOARD	, ,	<b>ON, L4M 5K3</b> \$13,530.81	\$13,530.81	01-15-111-060	School Board Requisitions	\$0.00	(\$28,392.10)
					\$13,530.81				
Total Educa	ntion				\$279,454.00				
		Total E	Bills To Pay	<b>'</b> :	\$335,813.58				

Invoice Number \	Vendor Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	<b>Account Description</b>	Budgeted \$	YTD Balance
<u>General</u>									
235	RECEIVER GEN	IERAL, CANADA REVENUE AGENCY	TECHNOLOGY CENT	<b>TRE, 875 HERO</b>	N ROAD, OTTAW	A, ON, K1A 1B1			
SEP25/25	09-25-2	5 CPP Deductions	09-30-25	\$126.60	\$126.60	01-00-000-631	CPP Deductions	\$0.00	(\$3,372.40)
SEP25/25	09-25-2	5 EI Deductions	09-30-25	\$53.35	\$53.35	01-00-000-632	El Deductions	\$0.00	(\$1,069.97)
SEP25/25	09-25-2	5 Income Tax Payable	09-30-25	\$740.08	\$740.08	01-00-000-633	Income Tax Payable	\$0.00	(\$9,293.92)
					\$920.03				
Total Genera	al				\$920.03				

\$920.03

**Total Bills To Pay:** 



### Township of McKellar Report to Council

Prepared for: Mayor & Council Department: Administration

Date: October 7, 2025 Report No: ADMIN-2025-17

**Subject:** Circular Materials Change Notice for Depot Operations Agreement

#### Recommendation:

Be It Resolved That the Council of the Corporation of the Township of McKellar does hereby receive Report ADMIN-2025-17; and

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

#### Background:

Ontario's Blue Box Regulation shifts recycling responsibility from Municipalities to producers under the Resource Recovery and Circular Economy Act, 2016. The Township of McKellar entered into its transition period starting July 1, 2024 and will be ending the transition period on December 31, 2025. The Township signed a Depot Operations Agreement with Circular Materials so that recyclables would continue to be deposited at the Township's Waste Transfer Station for collection.

January 1, 2026 marks the beginning of post transition, and brings changes to the Depot Operations Agreement by way of a Change Notice. The three main changes are:

- 1) Non-eligible materials (recycling coming from a commercial business, place or worship, school, campground, Municipal building etc..) will no longer be able to be co-mingled with residential bluebox material in the common collection system.
- 2) Compensation rates have changed, acknowledging that non-eligible material is no longer being compensated for.
- 3) the Term of the agreement is 3, 1 year extensions, resulting in a 3 year term.

### **Analysis:**

Moving forward post transition, Industrial, commercial, and institutional (IC&I) waste is regulated separately from residential waste in Ontario. As of January 2025, IC&I will not be served by Circular Materials as per the Government of Ontario's regulation and not eligible to be collected at depots. There is movement on further amendments to the Bluebox Regulation to allow 2% of the Municipality's total recycling to be co-mingled with the common collection system (residential waste). McKellar would fall into this category, as our IC&I is a small portion of our total recyclable material. Municipalities all around the Province are pushing hard for this, so we anticipate that

amendments to the Regulation will be made prior to January 1, 2026, not causing disruption to our commercial businesses.

Circular Materials has commented that the 3 year term in the shortest length they are willing to go.

#### Financial:

Compensation outlined in the Change Notice has been adjusted to \$1,550.00 per month, down from the \$2,201.00 the Township received during the transition period. In 2024, the total operating cost of the Waste Transfer Station was \$94,129. Assuming approximately 50% of those costs relate to recycling, that equates to about \$47,000. The new compensation amount of \$18,600 annually falls short of covering even half of the depot's recycling-related expenses, but it reflects the maximum contribution Circular Materials is willing to provide.

Effective January 1, 2026, Emterra will serve as the designated Receiving Facility. Township staff are currently negotiating a rental fee agreement with Emterra regarding the two 40-yard recycling compactor bins. Since the recycling material collected in those bins is not owned by the Township, the responsibility for repair, maintenance, and replacement of the bins should not fall to the Township. Staff are exploring two potential options with Emterra:

- 1) Transfer of ownership of the compactor bins to Emterra, making them solely responsible for associated costs; or
- 2) Establishing a rental agreement under which the Township collects fees to offset future repair and maintenance expenses.

### Changes for Ratepayers:

Effective January 1, 2026, the responsibility for recycling will transition from Municipalities to Circular Materials. All necessary signage and collection containers will be supplied by Circular Materials. Currently, it is uncertain if bins will be provided to residents in smaller municipalities, such as McKellar.

Circular Materials will also be the source of recycling information. Residents will be directed to a dedicated website, anticipated to be www.circularmaterials.ca/mckellar, which will go live closer to January 1. Starting in October, Circular Materials will initiate a province-wide communication campaign through social media, television commercials, and radio advertisements to inform every Ontario resident about the unified recycling process. Additionally, an app will be available to assist residents with recycling.

For any recycling-related inquiries from McKellar residents, they will be directed to the customer service lines of Emterra, RLG, and Circular Materials. Although we have not yet received the contact information, it will be posted on our website once available. Beginning January 1, the Township of McKellar will not handle recycling operations directly. We will continue to provide a depot (Transfer Station) for material drop-off.

### **Policies Affecting Proposal:**

O. Reg. 391/21: BLUE BOX

#### **Conclusion:**

Circular Materials would like Change Orders to Depot Agreements fully executed by October 31, 2025. The proposed Change Order reflects the Province's shift in responsibility for blue box recycling. While the financial contribution does not fully offset the Township's recycling-related expenses, it represents the maximum support available under the new framework. Adoption of this Change Order will ensure continued service for McKellar residents throughout the post-transition period, while Township staff continue to negotiate bin ownership and rental terms with Emterra.

Respectfully submitted by:

Halle Vhin

Reviewed by:

Karlee Britton, Clerk/Administrator

Thomas Stoneman, Public Works Superintendent

Attachment: Change Order No. 1 to Depot Operations Agreement No. 2024-00-120

September 17, 2025

#### Change Order #1

To

#### Eligible Community Depot Operations Agreement Number 2024-00-120

#### 1. Background

WHEREAS Circular Materials ("CMO") and The Corporation of the Township of McKellar ("Contractor") entered into Eligible Community Depot Operations Agreement Number 2024-00-120 related to the collection Blue Box Material at Depots with an effective date of April 3, 2024 (the "Agreement");

AND WHEREAS, Contractor and CMO (each a "Party", and collectively the "Parties") jointly desire to enter into this change order respecting the collection of Blue Box Material at Depots for the applicable Eligible Community; and

**AND WHEREAS** pursuant to Article 8.8 of the Agreement the Parties have now agreed upon the terms of this change order ("Change Order #1");

**NOW, THEREFORE** in consideration of the promises and the mutual obligations and covenants herein set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, CMO issues this Change Order #1, and CMO and Contractor hereby agree as follows:

#### 2. Intention to Amend

The Agreement is modified only by the express provisions of this Change Order #1 and, except as so modified, the Agreement shall remain unchanged and in full force and effect.

#### 3. Amendments

With effect from January 1, 2026 (the "Effective Date"), the Agreement is amended as set out in Schedule A to this Change Order #1.

#### 4. Miscellaneous

- (a) This Change Order #1 is governed by and will be construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- (b) If any provision of this Change Order #1 is determined by any court of competent jurisdiction to be invalid, illegal or unenforceable, that provision will be severed from this Change Order #1 and the remaining provisions will continue in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner materially adverse to either of the Parties.
- (c) This Change Order #1 will enure to the benefit of and be binding upon the respective successors and permitted assigns of the Parties.

- (d) In the event of any inconsistency between the terms of this Change Order #1 and the terms of the Agreement, the terms of this Change Order #1 shall prevail to the extent of any such inconsistency.
- (e) This Change Order #1 (including, without limitation, Schedule A) constitutes the entire agreement between the Parties with respect to the subject matter hereof and cancels and supersedes any other understandings and agreements between the Parties with respect thereto, whether written or oral, and whether made prior to the date first written above.
- (f) Each of CMO and Contractor will from time to time execute and deliver all such further documents and instruments and do all acts and things as the other Party may reasonably require to effectively carry out or better evidence or perfect the full intent and meaning of this Change Order #1.
- (g) This Change Order #1 may be executed in any number of counterparts, each of which will be deemed to be an original, and all of which taken together will be deemed to constitute one and the same instrument. Delivery of an executed signature page to this Change Order #1 by any Party by electronic transmission will be as effective as delivery of a manually executed copy of this Change Order #1 by such Party.
- (h) Any capitalized terms used herein but not defined shall have the meaning attributed.

[the rest of this page is intentionally left blank]

### Change Order #1

**IN WITNESS WHEREOF** the parties have executed this Change Order #1 as of the Effective Date.

CIRC	CULAR MATERIALS	The Corporation of the Township of McKellar
		×
Ву:	Name: Allen Langdon	By:Name: David Moore
	Title: CEO	Title: Mayor
		By:
		Name: Karlee Britton
		Title: Clerk/Administrator

### SCHEDULE A AMENDMENTS TO DEPOT OPERATIONS AGREEMENT

1. The following definitions are deleted from Section 1.1 Definitions:

"NON-ELIGIBLE SOURCE" means a source within an Eligible Community listed in Exhibit 5 that is not an Eligible Source.

"NON-ELIGIBLE SOURCE BLUE BOX MATERIAL UNIT PRICE" has the meaning set out in Exhibit 6.

"NON-ELIGIBLE SOURCE DEDUCTION" has the meaning set out in Section 3.3(a) of Exhibit 1.

2. Section 3.2(a) is deleted and replaced with the following:

"The Contractor will receive Blue Box Material as defined in the Regulation delivered by Eligible Sources to a Depot."

- 3. The words "as set out in Exhibit 4" is deleted from Section 3.2(e).
- 4. Section 3.3 is deleted in its entirety.
- 5. Section 4.1 is deleted and replaced with the following:

#### **"4.1 Scope of Promotion and Education Services**

- (a) The Contractor shall have primary responsibility for providing persons associated with Households the following information about Collection Services:
  - (i) the location of every depot collection site and its hours of operation;
  - (ii) a telephone number and email address at which persons may receive responses to questions or concerns relating to Collection Services.
- (b) The Contractor shall:
  - distribute CMO's Promotional and Educational Materials at the direction of CMO;
  - (ii) support local Promotional and Educational events organized by CMO at the direction of CMO; and
  - (iii) use messaging and images provided by CMO in the Contractor's Promotion and Education Materials for the purposes of the Collection Services in this Agreement and for no other purpose.

### **Change Order #1**

- (c) The number of Households receiving Promotion and Education Services shall be recorded in Section 1.9(a) of Exhibit 6 and may be updated to reflect any Change Orders under this Agreement."
- 6. The chart in Exhibit 2: Staffed Depots in Eligible Communities is deleted and replaced with the following chart:

Eligible Community	Depot Name	Street Address	City	Postal Code	Days of Operation per Calendar Month	Hours of Operation per Day	Number of Streams of Blue Box Material Accepted
The Corporation of the Township of McKellar	McKellar Transfer Station	13 Lees' Road	McKellar	P2A 0B5	Summer Hours APR.15 SEPT.15. Monday: 9:00 am - 4:00 pm Wednesd ay: 9:00 am - 7:00 pm Saturday: 9:00 am - 4:00 pm Sunday: 9:00 am - 7:00 pm Winter Hours SEPT.16 - APR.14. Monday: 9:00 am - 4:00 pm Wednesd ay: 9:00 am - 4:00 pm Saturday: 9:00 am - 4:00 pm	Summer: Monday = 7 hrs Wednesday = 10 hrs Saturday = 7 hrs Sunday = 10 hrs Winter: Monday = 7 hrs Wednesday = 7 hrs Saturday = 7 hrs Saturday = 7 hrs Sunday = 7 hrs	1

#### Change Order #1

Statutory Holidays = Closed Family Day, Easter Monday, Christmas Day, Boxing Day,	100 °
Day, New Years Day	

- 7. Exhibit 4: Blue Box Material Accepted in Collection System is deleted in its entirety. The Table of Contents and paragraph 6 of the Recitals will be revised accordingly.
- 8. Section 1.9(c) and Section 1.11 of Exhibit 6: Compensation are deleted.
- 9. The definition of Residential Depot Operation Costs in Exhibit 6: Compensation is deleted and replaced with the following:

"Residential Depot Operation Costs" means \$1,550.00, effective January 1, 2026, and subsequently as adjusted in accordance with Section 1.10 of this Exhibit".

10. Section 1.9(a) of Exhibit 6: Compensation is deleted and replaced with the following:

"\$0.35 multiplied by 1,657 (the number of Households that receive depot only Promotion and Education Services for such calendar month) and divided by twelve (12); plus".



### Township of McKellar Memo

To: Mayor & Council

From: Thomas Stoneman, Public Works Superintendent

RE: Good Roads 2025 Conference

I attended the Good Roads Conference from March 30 to April 2, 2025. Conferences like this are invaluable for staying updated and engaged with the latest developments in public works.

The workshops were worthwhile attending. They offer a good mix of learning new concepts and refreshing existing knowledge, taking into account recent industry changes.

I connected with several vendors, including both current Township vendors and potential new ones, to discuss potential services and goods. A highlight was meeting Jaiden from Intact Insurance. This connection led to a recent visit to our Township, where Jaiden provided insights on risk management and maintenance strategies for our unassumed roads (report to come to Council shortly).

One of the major benefits of the conference is the opportunity to understand legislative changes. Understanding what my peers are doing is invaluable for keeping us aligned with provincial requirements. Good Roads plays a huge role in influencing provincial policies and continually supports municipal initiatives through active lobbying.

A takeaway was the importance of a comprehensive Asset Management Plan for successful grant applications. The staff from McDougall shared how their applications were initially rejected but were approved once their AMP was included.

I also spoke with representatives from Fowler Construction, informing them about an upcoming tender for the Hurdville Road project. Acknowledging their previous high pricing for Centre Road in 2024, they promised to adjust their proposal, which paid off as they won the 2025 paving contract for Hurdville.

Additionally, a good reminder was that Good Roads offers various courses, like the Signs and Lines course, which are great for refreshing what the current standards are, especially taking into account case law. I would like to take this course in the near future via their online learning platform.

With constant legislative updates and evolving industry practices, attending this conference annually is beneficial. It provides a different perspectives and insights from other specialists, vendors and public works professionals.

Respectfully submitted by:

Thomas Stoneman, Public Works Superintendent



### Township of McKellar Report to Council

Prepared for: Mayor & Council Department: Public Works

**Date:** October 7, 2025 **Report No:** PW-2025-09

Subject: Public Works Updates as of May 16, 2025 to September 30, 2025

#### Recommendation:

Be It Resolved That the Council of the Corporation of the Township of McKellar does hereby receive Report PW-2025-09 from Public Works Superintendent, Thomas Stoneman for information.

#### **Hurdville Road Reconstruction and Paving**

The reconstruction of Hurdville Road represented the Township's largest capital project in 2026. Weeks Construction was awarded the contract for the reconstruction work, which began on August 5<sup>th</sup> and was completed on September 24<sup>th</sup>. Fowler Construction will carry out the paving portion of the project, scheduled to begin on October 8<sup>th</sup>. We sincerely thank residents and visitors for their patience and cooperation throughout the construction period. Looking ahead, Phase II is planned for 2026, extending the reconstruction from east of the Hurdville Fire Station to Broadbent Road.

#### Microsealing Balsam Road & Taits Island Road

Duncor completed the microsealing of Balsam Road and Taits Island Road. Next year, Lyndseys Lane is scheduled for microsealing.

#### Dog Lake Culvert Replacement

The Public Works Department will be replacing the Dog Lake Culvert during the week of September 29<sup>th</sup>. To complete the project, the Township has rented a larger excavator. The new culvert being a poly-coated steel structure measuring 1,800 mm (72 inches) in diameter and 23 metres (75 feet) in length has already been delivered to the Public Works yard. This type of culvert combines the strength of steel with a plastic coating for extended durability, protecting against rust and providing a lifespan of 75–100 years. An inspection of the existing culvert revealed significant deterioration, making its replacement necessary this fall.

#### **Line Painting**

Line painting was completed this season, including the addition of yellow center lines on hills and curves along arterial and higher-volume roads. Fog lines were applied on Centre Road, and white stop blocks at intersections were repainted. Parking spaces on Centre Road and Catherine Street within the village, as well as those at the Community Centre, were also refreshed. It should be noted that if Council wishes to expand line painting in 2026, an increased budget allocation will be required.

#### **Transfer Station Security Cameras**

Over the years, damaged wires at the Transfer Station caused the security cameras to stop functioning. To resolve this, Near North Business Machines installed new cameras with support from the Public Works Department, who dug trenches to bury the lines and prevent future damage. The cameras are now fully installed and operational. Once internet service becomes available at the Transfer Station, the system will also allow for remote monitoring and additional features, including the ability to communicate with individuals at the gate when it is closed.

#### Dry Hydrant Installation for Fire Department at Stewart Park

The Public Works Department assisted the Fire Department in installing a dry hydrant at Stewart Park.

Re-establishing Ditches on Harriett and Mary Streets

An Ontario Land Surveyor re-established and staked the property lines along Harriett Street to support the Public Works Department with ditching work on both Harriett Street and Mary Street. Over time, the existing ditches had filled in, reducing their effectiveness. Restoring a shallow ditch will help direct water into proper drainage channels, preventing runoff from encroaching onto private property.

OSIM Bridge & Culvert Study

Tulloch Engineering has completed approximately 50% of the OSIM Bridge and Culvert Study. The final report will be presented to Council at a future meeting before the end of this year.

**Hardies Road Engineering** 

Tulloch Engineering is nearing completion of the engineering design for the reconstruction of Hardies Road. This report will support the 2026 budget process, as the road is scheduled for reconstruction that year.

**Hurdville Bridge Railing Replacement** 

The railing replacement on Hurdville Bridge has been completed. We sincerely thank residents and visitors for their patience and understanding during the extended closure required to carry out these necessary repairs.

New Ballfield at 701 Highway 124

The new ballfield celebrated its grand opening on August 22<sup>nd</sup>, with MPP Graydon Smith in attendance. We extend our sincere thanks to Weeks Construction and Borall Fencing for bringing the project to completion, as well as to the Public Works Department for their significant contributions to making this project a reality.

**Cemetery Monument Repairs** 

A report will be presented to Council on October 21st regarding monument repairs. Sanderson Monument Company has inspected and provided cost estimates to restore damaged monuments, with a total of 90 identified for repair. Work is planned to begin in 2025, weather permitting, with a significant portion to follow in 2026. To manage costs and ensure ongoing upkeep, work will be scheduled annually for monument repairs, preventing the need for such large-scale restorations in the future.

**Arena Lights** 

The arena lights can no longer be maintained through bulb replacement, as the fixtures themselves require upgrading. A quotation has been received to replace all 21 fixtures with energy-efficient LED models, at a total cost of \$2,000.00. The green energy rebate has been applied upfront, eliminating the need for a refund submission. Staff are currently scheduling a local electrician to complete the installation.

Winter Control Season 2025/26

We are preparing for the upcoming winter season by ensuring trucks are in top condition, plows are ready for use, and vehicles have been oil-sprayed for protection.

2026 Capital Budget

As we approach budget season and begin drafting the 2026 capital budget, staff have identified several preliminary projects for Council's consideration. These include the replacement of two pickup trucks (for the Superintendent and Parks), the reconstruction and tar-and-chip surfacing of Hardies Road, installation of new gates and fencing at Lakeview Cemetery, a new lower gate at the Transfer Station, and a roof replacement over the Council Chambers and Library. Additional items under review are new gymnasium flooring at the Community Centre and a new arena surface. Phase II of the Hurdville Road project will continue into 2026.

Respectfully submitted by:

Thomas Stoneman, Public Works Superintendent

Rallo WM

Reviewed by:

Karlee Britton, Clerk/Administrator

Attachments: None.

Page 2 of 2



### Corporation of the Township of McKellar

#### **MEMORANDUM**

DATE:

October 7, 2025

TO:

**MAYOR & COUNCIL** 

FROM:

**Treasurer - Update on Baseball Field** 

The baseball field is now open for residents. The project is complete, and as of September 30, 2025, the official numbers are available for the council's review.

Prepared by:

Roshan Kantiya, Treasurer

Review by:

Calle Prize
Karlee Briton, Clerk/Administrator



Description	Annı	ualBudget		YTD 2025		YTD 2024		YTD 2023		Total
NOHFC Grant	\$ (1	41.252.37)	Ś	(141,252.37)	Ś		ŚI		\$1	200,000.00)
Parkland Fund Reserve				(45,000.00)	,	<b>, ,</b> ,			\$	(45,000.00)
randia raid reserve				(186,252.37)	\$	(40,703.50)	\$ (	(18,044.13)		
Expenses										
Review property search							\$	2,925.00		
Field survey work/MTO comments							\$	1,134.62		
Rental of CAT Excavator with bucket							\$	18,523.28		
Preparing RFP for ballfield blasting							\$	997.85	\$	23,580.75
Rock blasting					\$	43,756.80				
Rental rock truck & Rental CAT 325					\$	7,301.28				
Rental of CAT Excavator June 13-27 for ball field					\$	11,305.54				
Rental D3K Dozer June 17-27 for ball field					\$	7,235.14				
Pickup From Hurdville Quarry 6 Tandum Truck					\$	1,831.68				
Ball Field Legal -Easement					\$	1,364.62				
Ball Field Easement Apprail					\$	2,544.00			\$	75,339.06
SandFill Delivered			\$	4,172.16						
Engineering Services			\$	13,310.21						
Ballfield Reference Plan			\$	5,057.47						
Purchase of LOT 21			\$	49,036.92						
Rental of D3 Dozer /CAT 315 Excavator/ Saw/14"Cut of	f		\$	12,532.87						
Cut Curb			\$	3,281.76						
Legal Charges			\$	5,404.03						
Topsoil/Hydroseed/Granular			\$	120,419.12						
Fencing			\$	60,140.16						
Ready Mix Concrete			\$	924.16						
3/4 Clear Granite			\$	246.72						
Steel Fence Post /Plastic Barrier			\$	395.63						
Other Supplies			_\$	1,603.65					\$	276,524.86
YTD Expenses	\$ 2	29,488.81	\$	276,524.86	\$	75,339.06	\$	23,580.75	\$	375,444.67
Balance	\$	43,236.44	\$	90,272.49	\$	34,635.56	\$	5,536.62	\$	130,444.67
Salaries& Benefits Note:	\$	28,413.00	\$	14,043.22	\$	40,620.05	\$	8,936.80	\$	63,600.07

Salaries & Benefits are not part of the NOHFC Grant



### **Corporation of the Township of McKellar**

#### **MEMORANDUM**

DATE:

October 7, 2025

TO:

**MAYOR & COUNCIL** 

FROM:

Treasurer - Update on Hurdville Road / Hurdville Bridge/Centre Road

### **Hurdville Road**

The reconstruction of Hurdville Road began on August 5th, and Phase 1 of the project was completed on September 24th. The reconstruction portion of the project, awarded to Weeks and paving portion to Fowler Construction. The paving work is scheduled to begin on October 8th, 2025. The actual cost incurred so far is outlined below.

Township of McKellar						
Hurdville Road Project						
Revenue & Expenses as of September 30,2025						
Description	AnnualBudget		YTD 2025			Total
Debenture -Infrastructure Ontario	\$	(3,000,000.00)	\$ (	3,000,000.00)	\$(	3,000,000.00)
Capital Construction Reserve	\$	(703,187.68)			\$	-
NORDS Grant	\$	(90,000.00)	\$	(90,986.10)	\$	(90,986.10)
	\$	(3,793,187.68)	\$ (	3,090,986.10)	\$(	3,090,986.10)
Expenses						
Material & Supplies	\$	474,537.41				
Culverts & Supply Calcium			\$	224,117.94	\$	224,117.94
Hardtop	\$	2,442,027.32	\$	205,145.27	Ś	205,145.27
Earth/Rock Ditching & Subexcvavation & Mobilization  Gravel	\$	777,446.40	۲	203,143.27	7	203,143.27
Gravel A& B	7	,,,,	\$	44,415.47	\$	44,415.47
Consult Services	\$	179,606.40				
Costing & Drawing/Tender/Admin			\$	66,294.10		
Turtle Nesting Monitoring			\$	5,827.00		
Gravel Testing			\$	1,826.59	\$	73,947.69
YTD Expenses	Ś	3,873,617.53	\$	547,626.37	Ś	547,626.37
IID Exhelises		0,0.0,0200	7	2 , 0 = 0	7	,
Balance	\$	80,429.85	\$ (	2,543,359.73)	\$ (	2,543,359.73)
Salaries& Benefits	\$	-	\$	8,451.09	\$	8,451.09



### **Hurdville Bridge**

The railing replacement on Hurdville Bridge has been completed. The actual costs incurred to date are outlined below.

**Township of McKellar** 

**Hurdville Bridge Project** 

Revenue & Expenses as of September 30,2025

Description	AnnualBudget			YTD 2025	Total		
Miscellaneous Revenue-Insurance	\$	(50,000.00)	\$	(50,000.00)	\$	(50,000.00)	
Capital Construction Reserve	\$	(250,000.00)	\$	(250,000.00)	\$	(250,000.00)	
	\$	(300,000.00)	\$	(300,000.00)	\$	(300,000.00)	
Expenses							
Material & Supplies	\$	385,000.00					
Hurdville Bridge Railing Replacement			\$	170,956.80			
Signs for Bridge Closure			\$	203.52	\$	171,160.32	
Consult Services-Hurdville Bridge Tender/Admin	\$	15,000.00	\$	20,026.37	\$	20,026.37	
YTD Expenses	\$	400,000.00	\$	191,186.69	\$	191,186.69	
Balance	\$	100,000.00	\$	(108,813.31)	\$	(108,813.31)	
Salaries& Benefits	\$		\$	267.33	\$	267.33	

Note: Reserve transfers will be done at year end

#### **Centre Road**

The Centre Road project was completed last year; however, an outstanding payment related to the project was processed this year. The financial details are outlined below.



221.97)			\$ <b>Total</b> (575,221.97)
221.97)		<b>2025</b> (575,221.97)	\$
221.97)		<b>2025</b> (575,221.97)	\$ <b>Total</b> (575,221.97)
			\$ (575,221.97)
221.97)	Ś	(222 224 22)	
	<u> </u>	(575,221.97)	\$ (575,221.97)
00.00	\$	376,200.37	\$ 376,200.37
221.97			
221.97	\$	376,200.37	\$ 376,200.37
	\$	(199,021.60)	\$ (199,021.60)
	\$	243.39	\$ 243.39
	-		

Prepared by:

Roshan Kantiya, Treasurer

Review by:

Karlee Briton, Clerk/Administrator

#### **CORPORATION OF THE TOWNSHIP OF MCKELLAR**

#### **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

**WHEREAS** Section 5 (3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, states that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

**WHEREAS** Section 224, (b) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, requires the role of Council to include the development and evaluation of the policies and programs of the Municipality; and

**WHEREAS** Section 224, (d) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, specifies that it is the role of council to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council; and

**WHEREAS** Section 224, (d.1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, requires council to ensure the accountability and transparency of the operations of the Municipality, including the activities of the Senior Management of the Municipality; and

**WHEREAS** Section 270 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, requires Municipalities to adopt and maintain policies with respect to the procurement of goods and services;

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

#### 1. PURPOSES, GOALS AND OBJECTIVES OF THIS BY-LAW

- 1.01 The purposes, goals and objectives of this by-law and of each of the methods of procurement authorized herein are to:
- (a) encourage competition among suppliers;
- (b) maximize savings for taxpayers;
- (c) ensure service and product delivery efficiency and effectiveness and quality;
- (d) make service and product providers accountable to the municipality and the public;
- (e) provide the highest level of government service at the least possible cost;
- (f) ensure fairness among bidders;
- (g) ensure objectivity in the procurement process;
- (h) ensure openness, accountability and transparency, to the extent possible, while protecting the financial best interests of the municipality;
- (i) obtain the best value for the municipality when procuring goods and services;
- (j) encourage the purchase of goods, services, or construction which are environmentally preferred;
- (k) incorporate the requirements of the <u>Ontarians with Disabilities Act, 2001, S.O. 2001, c.</u>

  32 with the purchase of goods, services, or construction; and

(I) avoid conflicts between the interests of the Corporation and those of its employees and elected officials.

#### 2. **DEFINITIONS**

- 2.01 In this by-law,
- (a) **"Award"** means the authorization to proceed with the purchase of goods, services or construction from a chosen Supplier;
- (b) **"Bid"** means an offer or submission from a Supplier in response to a Request for Quotation, Request for Qualifications, Request for Tender, Request for Proposal, or a Request for Standing Agreement, which is subject to acceptance or rejection by the Corporation;
- (c) **"Bidder"** means a person, firm or corporation that submits a bid in response to a call for bids;
- (d) **"Bid Bond"** means the form of security required by the terms and conditions of Bid Solicitation documentation to guarantee that the Successful Bidder enters a Contract with the Corporation, as required by section 10 of this By-law;
- (e) **"Bid Solicitation"** means a formal request for Bids that may be in the form of a Request for Quotation, Request for Qualifications, Request for Tender, Request for Proposal, or a Request for Standing Agreement;
- (f) **"Clerk-Administrator"** means the person appointed by Council as the Clerk-Administrator of the Corporation and includes a designated person;
- (g) **"Conflict of Interest"** means a situation where a personal or business interest of a member of Council, officer or employee of the Corporation conflicts with the best interests of the Corporation, and includes:
  - i. the giving or receiving of a direct or indirect personal gain or benefit, or a direct or indirect advantage or privilege, by any business or individual that provides advice, goods, services or construction to the Corporation or a family member of such business that offers goods, services or construction;
  - ii. employment by the Corporation; and
  - iii. a direct or indirect interest in any business that provides goods, services or construction to the Corporation;
- (h) "Construction" means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, soil investigation, the supply of products and materials and the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering design or architectural work, but does not include professional services related to the construction contract unless they are included in the specifications for the procurement;
- (i) "Consulting and Professional Services" means those services requiring the skills of a professional for a defined service and includes the services of architects, engineers, designers, surveyors, planners, accountants, auditors, management professionals, marketing professionals, software and information technology experts, financial consultants, lawyers, law firms, real estate agents and brokers, planners, environmental planners and engineers, hydrogeologists, transportation planners and engineers, communications consultants and any other consulting services which the Corporation may require;
- (j) "Contract" means a binding agreement between two or more parties that creates an obligation to do or provide a particular thing or service and is awarded under this bylaw;
- (k) "Contractor" means the Bidder to whom a contract is awarded;

- (I) "Corporation" means The Corporation of the Township of McKellar;
- (m) "Council" means the Council of the Corporation of the Township of McKellar;
- (n) **"Department"** means any department of the Corporation, including Administration, Finance, Fire and Public Works, the operation of which a Department Head is responsible for;
- (o) **"Department Head"** means the person appointed by the Council to be responsible for the operation of a Department and shall include the Public Works Superintendent, Clerk/Administrator, Treasurer and the Fire Chief, or their designates;
- (p) **"Emergency"** means an event or circumstance where the immediate purchase of goods, services, or construction is necessary to prevent or alleviate serious delay; a threat to public health, safety or welfare; the disruption of essential services or damage to public property or any other expenditure that is necessary to respond to any such event;
- (q) **"Employee-Employer Relationship"** means a relationship that exists where persons for pay or other consideration enter into the service of others and devote their personal labour for any given period, and the other person has the power or right to control or direct the person in the material details of how the work is to be performed;
- (r) **"Expanded Works"** means an approved construction project in which an unexpected problem arises during construction, which does not expand the scope of the project but is necessary to deliver the original approved work;
- (s) **"Expression of Interest"** means a written, detailed proposal submitted in response to a Request for Expression of Interest;
- (t) **"Fair Market Value"** means the price that would be paid, in an open and unrestricted market, by a knowledgeable and willing purchaser to a knowledgeable and willing vendor, both of whom are dealing at arm's length, are fully informed and are not under any compulsion to transact with one another;
- (u) "Financing Lease" means a lease which allows for the provision of goods, services or construction if the lease may or will require payment by the Corporation of financing, interest, bonuses, premiums or other charges or costs for the goods, services or construction overtime and upon terms, whether or not the term of the lease extends beyond the term of the Council in which it was Awarded;
- (v) **"Formal Advertising"** means the advertisement for requests for costs will be posted at the Municipal Office and on the Township website.
- (w) "Goods" means moveable property including:
  - i. the costs of installing, operating, maintaining or manufacturing such moveable property, and
  - ii. raw materials, products, supplies, equipment and other physical objects of every kind and description, whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a Construction Contract;
- (x) **"Holdback"** means an amount withheld under the terms of a Contract to be used as security for the completion or performance of the Contract, and to avoid overpayment in relation to the progress of work;
- (y) **"Low Value Purchase"** means a purchase of goods, services or construction which is random in nature, is not included as part of a Standing Agreement, is not available out of the Corporation's inventory and does not exceed a value of \$5,000.00;
- (z) **"Lowest Compliant Bid"** means the Bid that would provide the Corporation with the desired goods, services or construction at the lowest cost, meets all the specifications and contains no major irregularities or qualifications;
- (aa) "Mayor" means the elected Head of Council of the Township of McKellar;

- (bb) "Municipality" means the geographic limits of the Township of McKellar;
- (cc) **"Payment Security"** means the form of security required by the terms and conditions of Bid Solicitation documentation to guarantee the payment of labour and materials to be supplied in connection with a Contract, as required by section 10 of this By-law;
- (dd) **"Performance Security"** means the form of security required by the terms and conditions of the Bid Solicitation documentation to guarantee the faithful performance of the Contract by a supplier, as required by section 10 of this By-law;
- (ee) **"Pre-qualification Submission"** means a detailed written proposal submitted in response to a Request for Pre-qualification but which does not create any contractual obligation between the party submitting the Pre-qualification Submission and the Corporation, but which may be a precondition to further procurement Contracts with the Corporation;
- (ff) **"Procurement"** means a goods, services or construction contract involving a purchasing, leasing, renting or exchange transaction, arrived at by a competitive or non-competitive process. Procurement also includes material(s) management, contract management, advisory services and implementation and adherence to best practices.
- (gg) **"Progress Payment"** means a payment made under the terms of a Contract after the performance of the part of the Contract in respect of which payment is made, but before the performance of the whole contract;
- (hh) **"Proposal"** means an offer submitted in response to a Request for Proposal, acceptance of which may be subject to further negotiation;
- (ii) **"Purchase"** means to acquire goods, services or construction by purchase, rental, lease or trade;
- (jj) **"Purchase Order"** means a written Order to a Supplier formally stating all terms and conditions for the purchase of goods, services or construction or a written acceptance of an offer received in accordance with this By-law;
- (kk) **"Quotation"** means a binding offer submitted in response to a Request for Quotation;
- (II) "Request for Expressions of Interest" means a request made by the Corporation to the marketplace for the purposes of compiling a list of persons or corporations who may be interested in providing goods, services or construction to the Corporation from time to time. Acceptance of an Expression of Interest by the Corporation does not create any contractual obligation between the party submitting the Expression of Interest and the Corporation, but may be a precondition to pre-qualification or further procurement Contracts with the Corporation;
- (mm) **"Request for Pre-qualification"** means a request for the detailed submission of the experience, financial strength, education, background and personnel of persons, firms or corporations, who may, from time to time, qualify to supply goods, services and construction to the Corporation;
- (nn) **"Request for Standing Agreement"** means a request for the submission of a Tender or Proposal to enter into a Standing Agreement with the Corporation;
- (oo) **"Request for Proposal"** means a request for Proposals made pursuant to subsections 8.07 and 8.08 of this By-law, which may or may not result in further negotiation, or the creation of Contractual obligations between the parties, depending on the terms of the Request for Proposal;
- (pp) **"Request for Quotation"** means a request for Quotations for the provisions of goods, services or construction to the Corporation made pursuant to subsections 8.04 and 8.05 of this By-law;
- (qq) **"Request for Tender"** means a request for Tenders for the provisions of goods, services or construction to the Corporation made pursuant to subsections 8.06 and 8.07 of this By-law;

- (rr) **"Responsive"** means that a Bid has complied in all material respects with the requirements set out in the call for bids documentation;
- (ss) **"Services"** means the services to be provided under a Contract and includes consulting and professional services;
- (tt) **"Sole Source Purchase"** means the purchase of a good, service or construction where there is only one available Supplier of that good, service or construction that meets the needs or requirements of the Corporation;
- (uu) **"Standing Agreement"** means an agreement between the Township and a contractor resulting from a call for bids, under which the contractor agrees to provide goods, services or construction, as and when needed by the Township, at a predetermined price, for a predetermined period, upon predetermined terms and conditions;
- (vv) **"Substantive Objection"** means a written objection provided to the Treasurer or the Department Head by an interested party giving specific reasons for the objection;
- (ww) **"Successful Bid"** means the Bid that would provide the Corporation with the best product or service as measured by the evaluation criteria and which is compliant;
- (xx) **"Supplier"** means any individual or legal entity that is available to provide goods, services or construction to the Township;
- (yy) **"Tender"** means a written, detailed Offer from a vendor or service provider to supply goods, services or construction to the Corporation;
- (zz) **"Time-Sensitive Works"** means work for which the timing to initiate and/or complete is paramount, but the time available to follow normal procedures is insufficient;
- (aaa) **"Total Cost"** means the Contract cost for the full term of the Contract, including all applicable taxes, but exclusive of any rebates;
- (bbb) "Township" means the Corporation of the Township of McKellar;
- (ccc) **"Treasurer"** means the individual appointed by Council as the Treasurer/Tax Collector of the Corporation and includes a designated person.
- 2.02 To establish the definition of any other purchasing term not herein included, reference shall be made to the Government of Canada's CanadaBuys Glossary
- 2.03 Schedules "A" and "B" attached hereto form part of this By-law.

### 3. GENERAL PROCUREMENT POLICIES AND PROCEDURES

## 3.01 APPLICATION

- 3.01.1 The policies and procedures prescribed in this by-law, including all the purposes, goals and objectives of section 1 hereof, shall be followed for the procurement of all goods and services and for the awarding of any construction Contract by the Corporation or any of its officers, servants and employees.
- 3.01.2 This by-law shall not apply to the acquisition or disposal of any real property or fixtures or to any lease, right or permission relating to the use or occupation of real property.
- 3.01.3 This by-law shall not apply to those procurement processes enumerated in Schedule "A", provided that the total cost of the purchase does not exceed the amount approved in the annual budget.

#### 4. RESPONSIBILITIES AND AUTHORITIES

4.01 Each Department Head, in consultation with the Clerk-Administrator and/or the Treasurer, shall have the responsibility and authority for the procurement of goods, services or construction for his or her department, provided that:

- (a) No expenditure, purchase or commitment shall be incurred or made, and no account shall be paid by the Township for goods, services or construction, except as provided in this By-law;
- (b) No contract shall be entered into, and no expenditure shall be authorized or incurred unless Council has provided funds for such purposes in the annual budget or otherwise agreed to the provision of such funds, and no expenditure shall be authorized or incurred in excess of the funds provided unless otherwise authorized under this By-law;
- (c) In all cases, Department Heads shall provide proof to the Treasurer of the receipt of goods, services or construction before payment is made to a Supplier and all proposed expenditures shall (i) be supported by original invoices, vouchers, or requisition forms with satisfactory detail to support a purchase, and (ii) all invoices shall be initialed and assigned a proper account number by the appropriate Department Head and shall be submitted to the Treasurer for review and payment;
- (d) All payments for goods, services or construction shall be made by cheque or electronic funds transfer, issued by the Treasurer;
- (e) The Treasurer may pay for the purchase of goods, services or construction before Council's approval for the purpose of meeting a due date, avoiding a penalty or interest charge, or to receive a discount for early payment;
- (f) For the purposes of budgetary controls, the Treasurer shall provide Department Heads with a financial statement at the end of each quarter;
- (g) All of the purposes, goals and objectives of section I of this By-law shall be complied with; and,
- (h) No procurement activity or decision shall be contrary to any specific direction of the Clerk-Administrator, the Treasurer, or Council.
- 4.02 In addition, **Department Heads** shall be responsible for:
- (a) preparing all departmental Quotations, Tenders, Proposals and Bids, in consultation with the Clerk-Administrator and/or Deputy Clerk;
- (b) checking all departmental Quotations, Tenders, Proposals and Bids, in consultation with the Clerk-Administrator;
- (c) in consultation with the Treasurer, reviewing the development of co-operative purchasing plans with other levels of government, other governments and local boards, agencies or commissions, where the same is found to be in the financial best interest of the Corporation;
- (d) identifying goods and salvage which may be declared surplus;
- (e) in consultation with the Treasurer, monitoring all Contract expenditures and ensuring that all budgeted financial limitations have been complied with and that all accounts are paid within the times set out in the Contract; and
- (f) ensuring that all goods, services and construction contracted for have in fact been received.
- 4.03 The **Treasurer** shall be responsible for:
- (a) providing procurement advice and services, including all forms, Contracts, Bonds and all other Bid Solicitation documentation required by each department, the Clerk-Administrator and Council for the purposes of fulfilling the procurement needs of the Corporation;
- (b) assisting the Department Head(s) in the checking of all Quotations, Tenders, Proposals and Bids;
- (c) ensuring compliance with this By-law and advising the Clerk-Administrator or Council when there has been non-compliance;

- (d) developing co-operative purchasing plans with other levels of government, other governments and local boards, agencies or commissions, where the same is found to be in the financial best interest of the Corporation;
- (e) ensuring the standardization of all procurement procedures, where possible;
- (f) complying with all the purposes, goals and objectives of section 1 of this By-law;
- (g) monitoring all Contract expenditures and ensuring that all budgeted financial limitations have been complied with and that all accounts are paid within the times set out in the Contract;
- (h) ensuring, in consultation with the Department Head, that all goods, services and construction contracted for have in fact been received; and
- (i) preparing reports to Council where such reports are required to be submitted to Council under this By-law.
- 4.04 The Clerk-Administrator has the authority to instruct Department Heads to submit recommendations to Council for approval and may provide additional restrictions concerning procurement where such action is considered necessary and in the best interest of the Corporation.
- 4.05 The exercise of all authority to award a Contract is subject to the identification and availability of sufficient funds in appropriate accounts within Council-approved estimates or upon a determination being made by the Clerk-Administrator, in consultation with the Treasurer, that the required funding can reasonably be expected to be made available in the current or future years.
- 4.06 Where any person is authorized to take any action pursuant to this By-law, such action may be taken by that person's authorized designate;
- 4.07 Where any authority has been delegated to any officer or employee of the Township pursuant to this by-law, such delegation shall be deemed also to authorize the Clerk-Administrator to exercise such power if necessary.

## 5. RESTRICTIONS AND EXCEPTIONS

- 5.01 No Contract for goods, services or construction may be divided into two or more parts to avoid the application of the provisions of this By-law, unless such division is determined to be advantageous to the Municipality in achieving best value for the good or service. In such cases, the Municipality may, at its discretion, award contracts in whole or in part, as deemed appropriate.
- 5.02 No Contract for services shall be awarded where the services could result in the establishment of an Employee-Employer Relationship unless it can be demonstrated, to the satisfaction of the Clerk-Administrator, that significant cost savings can be realized.
- 5.03 The Corporation shall make no personal purchases for members of Council or any appointed member of a local board or commission or for Corporation employees or their families.
- 5.04 No employee or Council member shall purchase, on behalf of the Corporation, any goods, services or construction, except in accordance with this By-law.
- 5.05 No Council member, officer or employee of the Corporation or any immediate family members thereof shall personally obtain any goods that have been declared surplus unless through a public process.
- 5.06 No employee or member of Council may bid on any Call for Bids or sell or provide goods, services or construction to the Corporation outside of their employment.
- 5.07 No councillor, officer or employee, or member of an employee's family, of the Corporation shall accept, directly or indirectly, from any person, company, firm or corporation to which any purchase order or contract is, or might be awarded, any rebate or gift or money, in accordance with the Municipality's Code of Conduct, except:

- i. gifts of a very small intrinsic value;
- ii. gifts given for the use and benefit of the Corporation;
- iii. moderate hospitality during the normal course of business that would not significantly exceed what the Corporation would likely provide in return and would not be perceived by others as influencing the making of a business decision.
- 5.08 All councillors, officers and employees of the Corporation shall declare any Conflict of Interest to the Clerk-Administrator, and such persons shall refrain from participating in the procurement process to which the Conflict of Interest relates.
- 5.09 All procurement undertaken by the Corporation shall be undertaken in accordance with the Corporation's Code of Conduct, the Corporation's Procedural By-law, and in accordance with the <u>Municipal Conflict of Interest Act, R.S.O.1990, c.M.50</u>, as amended.
- 5.10 Any form of communication, including verbal, e-mail, written, lobbying or any other attempt at influencing the results of the procurement processes by a Bidder with an employee and/or Council member(s) of the Corporation will result in the disqualification of that Bidder.
- 5.11 Where an applicable national or international trade agreement conflicts with this Bylaw, the trade agreement shall take precedence.
- 5.12 Where the Corporation is pursuing a legal claim or action, whether in contract, tort, or otherwise, against a Supplier, or where a Supplier is pursuing a legal claim or action against the Corporation, the Supplier, including any parent company, subsidiary, affiliate, or any other entity under common ownership or control, shall be prohibited from participating in or being awarded any Call for Bids for goods, services, or construction issued by the Municipality. This prohibition shall remain in effect until such claim or action is fully and finally resolved to the satisfaction of the Municipality.
  - i. In addition, at the discretion of the Council, the Municipality may impose a ban for a period of up to five (5) years from the date of resolution of the claim or action, during which the Supplier and any of its parent companies, subsidiaries, affiliates, or related entities shall remain ineligible to respond to any Call for Bids.
  - ii. During any period of active litigation, whether or not a formal ban is imposed, and during any ban period imposed pursuant to this clause, the Clerk-Administrator shall have the authority to refuse to release or make available any procurement documents, including but not limited to tender packages, Requests for Proposals (RFPs), or Requests for Quotations (RFQs), to the affected Supplier or any entity under common ownership or control.
- 5.13 The Corporation may enter a Financing Lease only if *(note: see Section 22 for Operational Lease Flexibility for Vehicles and Heavy Equipment)*:
  - i. A By-law authorizing the Financing Lease is passed;
  - ii. before the By-law authorizing the Financing Lease is enacted, the Corporation has adopted a statement of the Corporation's lease financing policies and goals; and
  - iii. The Financing Lease includes a schedule of all fixed amounts of payment, if any, required under the lease and that may be required under any possible extensions or renewals of the lease.
- 5.14 The statement required by subsection 5(13)(ii) shall include, at a minimum, a discussion of the financial and other risks for the municipality of Financing Leases.
- 5.15 Before entering a Financing Lease, the Treasurer, in consultation with The Clerk-Administrator shall:
  - (a) prepare a report to Council with a recommendation, assessing, in the opinion of the Treasurer, the costs and financial and other risks associated with the proposed Financing Lease, including,

- i. a comparison between the fixed and estimated costs and the risks associated with the proposed Financing Lease, and those associated with other methods of financing;
- ii. a statement summarizing the effective rate or rates of financing for the Financing Lease, the ability for lease payment amounts to vary, and the methods or calculations, including possible financing rate changes, that may be used to establish that variance under the Financing Lease;
- iii. a statement summarizing any contingent payment obligations under the Financing Lease that, in the opinion of the Treasurer would result in a material impact for the Corporation, including lease termination provisions, equipment loss, equipment replacement options, and guarantees and indemnities.
- iv. a summary of the assumptions applicable to any possible variations in the Financing Lease payment and contingent payment obligations; and
- v. any other matters the Treasurer or Council considers advisable;
- (b) Obtain legal advice and financial advice with respect to the proposed Financing Lease and, if the scope of the proposed transaction warrants it, ensure that the legal and financial advice is from a source independent from the advice ordinarily obtained by the Corporation for legal or financial matters;
- (c) Provide an opinion about whether the costs of the financing for the proposed Financing Lease are lower than other methods of financing available to the Corporation, and whether the risks associated with the Financing Lease are reasonable.
- 5.16 The costs and risks associated with a proposed Financing Lease in a report made under subsection 5.15(a) shall be assessed as of the date the report is made.
- 5.17 If at anytime after a report under subsection 5.15(a) is made, but before the financing Lease is executed, the Treasurer becomes of the opinion that a changed circumstance with respect to the proposed Financing Lease may result in a material impact for the Corporation, the Treasurer shall, as soon as is reasonably possible update the report and present it to Council.
- 5.18 A report made under subsection 5.15(a) shall summarize the information required by that subsection for the entire term of the' Financing Lease, including any possible extensions or renewals.
- 5.19 Where applicable, each of the procurement procedures set out in section 8 below shall be undertaken in compliance with the following steps:
  - (a) The Bid Solicitation documentation shall clearly and extensively define the scope of the goods, services and construction;
  - (b) The form of Bid Solicitation documentation shall be, to the extent possible, standardized using common forms and processes;
  - (c) The Bid Solicitation documentation shall be circulated and advertised in as wide and extensive a manner as will ensure the best, most comprehensive and most competitive response to the Bid Solicitation;
  - (d) All bids shall be fairly and thoroughly evaluated using as open, fair, and transparent a process as possible under the circumstances of the particular Bid Solicitation.
  - (e) All Successful Bidders shall, where required by this by-law, be required to comply with the Contract negotiation, preparation and execution requirements of section 10 of this By-law;
  - (f) All Contracts shall be monitored to ensure that performance is in accordance with the requirements of the Contract, and steps shall be taken to correct the performance of Suppliers where it falls below the standard required by the Contract;
  - (g) All Bids received by the Corporation, whether submitted electronically or in hard copy, shall be kept secure and unopened until the official time of bid opening. The method of bid submission, including whether Bids are to be submitted by email, through a secure electronic portal, or in paper format, shall be specified in the Bid

Solicitation document. Where electronic submissions are permitted, Bids shall be sent to a designated email address controlled by the Corporation and maintained with appropriate security protocols to ensure confidentiality, integrity, and traceability. All Bids shall remain unopened and inaccessible until the designated opening time. Unless otherwise specified in the Bid Solicitation, all Bids shall be publicly opened at the time and place indicated. The public opening will only occur in person. Bid Solicitations requiring the submission of proprietary, confidential, or intellectual property protected information shall include provisions to protect such information in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

- (h) all Bid Solicitation documentation shall clearly set out the requirements for the price element of the submission, specifying whether the Bid price is submitted on a unit price or total price basis and whether it is net of any taxes, early payment discounts, premiums, financing charges, administrative costs, cost of living or other escalations, contingencies or other deductions or additions and how any Contract extras shall be dealt with;
- (i) Bid Solicitation documentation may specify how each of the following criteria, as a minimum, shall be utilized in evaluating all Bids:
  - i. price
  - ii. quality of goods, services, or construction
  - iii. experience and qualifications of Bidder(s)
  - iv. risk
  - v. strategy
  - vi. approach
  - vii. methodology
  - viii. scheduling of work
  - ix. past performance
  - x. facilities and equipment to be utilized in Contract performance;
  - xi. personnel to be used in Contract performance.
  - xii. No Contract resulting from a Bid Solicitation shall be entered. No expenditure shall be authorized or incurred unless Council has provided funds for such purposes in the annual budget or otherwise agreed to the provision of such funds. No expenditure shall be authorized or incurred in excess of the funds provided unless otherwise authorized under this By-law.

## 6. TOTAL PROJECT COST

6.01 Where this By-law prescribes financial limits on Contracts that may be Awarded on the authority of a Department Head, or provides for financial limits on Contracts required to be reported to Council, for the purpose of determining whether a Contract falls within these prescribed limits, the Contract amount shall be the sum of all costs to be paid to the Supplier under the Contract plus all taxes and less any rebates.

#### 7. PRESCRIBED COUNCIL APPROVAL

- 7.01 Despite any other provision of this By-law, the following Contracts are subject to Council approval:
  - (a) any Contract requiring approval from the Ontario Land Tribunal;
  - (b) any Contract prescribed by statute to be made by Council;
  - (c) where the cost amount proposed for acceptance is higher than the Council approved estimates, and the necessary adjustments cannot be made;
  - (d) where a Substantive Objection emanating from the Bid Solicitation has been filed with the Department Head or with the Treasurer;
  - (e) where authority to approve has not been expressly delegated; and
  - (f) any Contract having a value more than twenty thousand dollars (\$20,000.00).
- 7.02 Council may award the Contract in accordance with the recommendations made to it by the Department Head, Clerk-Administrator or person responsible for the purchase of goods, services or construction, provided that Council shall have the authority to reject such recommendations where the procedures prescribed in this By-law or the

specific call for bids have not been complied with, or for any other grounds for which the authority is set out in this By-law.

#### 8. PROCUREMENT PROCEDURES

The following are hereby authorized as the acceptable procedures for all procurement undertaken by or on behalf of the Corporation. They may be utilized individually or in combination with one another, as may be appropriate in the circumstances:

## **8.01 REQUEST FOR EXPRESSIONS OF INTEREST**

A Department Head, in consultation with the Treasurer and/or the Clerk-Administrator, may conduct a Request for Expression of Interest for the purposes of determining the availability of Suppliers of any good, service or construction and for the purposes of keeping a list of available Suppliers (which shall be deemed to be the "goal" of the Request for Expression of Interest form of procurement). The submission of an Expression of Interest does not create any contractual obligation between the Corporation and the interested Supplier. The submission of an Expression of Interest may be made a specific precondition of any other procurement procedure utilized by the Corporation.

## 8.02 REQUEST FOR PRE-QUALIFICATION

- (a) A Department Head, in consultation with the Treasurer and/or the Clerk-Administrator, may conduct a Request for Pre-qualification for any goods, services or construction to select the number of acceptable Bidders that may bid on the subsequent competitive sealed Bid process under the following circumstances:
  - i. the work is considered "high risk" with respect to Regulations governed under the Occupational Health and Safety Act, R.S.O. 1990, c. 0.1;
  - ii. the work is such that Contract administration costs (work inspection, followup, extra fee negotiations) could result in a substantial cost to the Corporation if the work is not satisfactorily performed the first time;
  - iii. the goods or equipment to be purchased must meet national safety standards or must demonstrate an acceptable level of performance; or
  - iv. the work involves complex, multi-disciplinary activities, which, for this section, shall also be deemed to be the "goal" of the Request for Prequalification form of procurement.
- (b) When the Request for Pre-qualification is utilized, a Pre-qualification Proposal document shall be provided to the potential Bidders, setting out the criteria for pre-qualification, which may include:
- i. experience on similar work (firm and staff assigned);
- ii. references provided from other customers for similar work;
- iii. verification of applicable licences and certificates;
- iv. health and safety policies and staff training;
- v. financial capability.
- (c) The selection of Bidders following a Pre-qualification process does not create any contractual obligation between the Corporation and the pre-qualified Bidder. Pre-qualification may be made a specific precondition of any other procurement procedure utilized by the Corporation.

## 8.03 LOW-VALUE PURCHASES (PURCHASES LESS THAN \$5,000.00)

- 8.03.1 A Low Value Purchase may be utilized for purchases involving Contracts which do not exceed five thousand dollars (\$5,000.00) (which shall be deemed to be the "goal" of the Low Value Purchase form of procurement).
- 8.03.2 Normal or maintenance purchases that are proposed prior to the adoption of the annual budget shall be authorized by the Clerk-Administrator, Treasurer or

Department Head having a value not exceeding ten thousand dollars (\$10,000.00). Purchases exceeding ten thousand dollars (\$10,000.00) shall be authorized by Council.

- 8.03.3 Purchases that are proposed after the adoption of the annual budget shall be authorized by the Clerk-Administrator, Treasurer or Department Head having a value not exceeding fifteen thousand dollars (\$15,000.00).
- 8.03.4 In circumstances where a purchase is paid from the petty cash fund, an original receipt or voucher indicating the nature of the expenditure, the Supplier, the amount paid (including taxes), and the account to be charged shall be provided to the Treasurer for reimbursement from the petty cash fund.
- 8.03.5 The Treasurer shall determine the amount to be carried in all petty cash funds.

# 8.04 REQUEST FOR QUOTATION - INFORMAL (PURCHASES BETWEEN \$5,001.00 AND \$20,000.00)

- 8.04.1 For the procurement of goods, services or construction having a Contract Value of five thousand and one dollars (\$5,001.00) or more but not exceeding twenty thousand dollars (\$20,000.00), an informal Request for Quotation shall be utilized (which shall be deemed to be the "goal" of the Informal Request for Quotation form of procurement).
- 8.04.2 Two Quotations, either by telephone or in writing, shall be solicited, provided that the proposed purchase comes within the approved budget appropriations. These purchases do not require formal advertising or the receipt of sealed Bids. The Quotations shall be reviewed, and the results tabulated to determine the Award of the Contract for the same.
- 8.04.3 Notwithstanding the requirement to solicit a minimum of two quotations, a Department Head, in consultation with the Clerk-Administrator, shall not be precluded from awarding the contract to a qualified Bidder if two quotations are not received, provided that the "goals" of the by-law are maintained.

# 8.05 REQUEST FOR QUOTATION -FORMAL (PURCHASES BETWEEN \$20,001.00 AND \$29,999.00)

- 8.05.1 For the procurement of goods, services or construction having a Contract Value of twenty thousand and one dollar (\$20,001.00) or more but not exceeding twenty-nine thousand nine hundred ninety-nine dollars (\$29,999.00), a formal Request for Quotation shall be utilized (which shall be deemed to be the "goal" of the Formal Request for Quotation form of procurement).
- 8.05.2 At least three Quotations shall be solicited, in writing, provided that the proposed purchase comes within the approved budget appropriations. These purchases do not require formal advertising or the receipt of sealed Bids. The Quotations shall be reviewed and the results tabulated to determine the Award of the Contract for the same.
- 8.05.3 Notwithstanding the requirement to solicit a minimum of three quotations, a Department Head, in consultation with the Clerk-Administrator, shall not be precluded from awarding the contract to a qualified Bidder if three quotations are not received, provided that the "goals" of the By-law are maintained.
- 8.05.4 In appropriate circumstances, the Request for Proposal or the Request for Tender processes may be utilized for Contracts in this value range, if the criteria for each procurement method are otherwise met.
- 8.05.5 In any circumstance where the lowest quotation exceeds twenty-nine thousand nine hundred ninety-nine dollars (\$29,999.00), provided that the proposed purchase comes within the approved budget appropriation, Council shall be responsible for approving or rejecting the proposed purchase.

## 8.06 REQUEST FOR TENDER (PURCHASES EXCEEDING \$30,000.00)

- (a) For the procurement of goods, services or construction having a Contract Value of thirty thousand dollars (\$30,000.00) or more, provided the proposed purchase comes within the approved budget appropriations, a Request for Tender shall be used where all the following criteria apply:
  - i. two or more sources are considered capable of supplying the good, service or construction;
  - ii. the good, service or construction is adequately defined to permit the evaluation of Tenders against clearly stated criteria; and
  - iii. The market conditions are such that Tenders can be submitted on an everyday and competitive pricing basis, which, for this section, shall also be deemed to be the "goals" of the Request for Tender form of procurement.
- (b) The Department Head, in consultation with the Clerk-Administrator and/or the Treasurer, shall prepare a purchase requisition containing the relevant specifications, terms and conditions for the acquisition.
- (c) The form of the request for tender shall, to the extent possible, use standardized documentation, provided that if professional advisors provide such documentation, the advisors shall confirm the adequacy and appropriateness of their standardized documentation.
- (d) Tenders submitted on other than the Tender Form supplied by the Corporation shall not be accepted. The Tender Form shall provide the Bidder with significant space to complete a minimum of the following information:
  - i. Name, address, email address and phone number of Bidder.
  - ii. Specifications of goods or work to be performed.
  - iii. Date of completion/delivery.
  - iv. Price and terms of payment.
  - v. Disposition of taxes.
  - vi. Warranty terms and conditions.
  - vii. Signature of the Bidder.
  - viii. Acknowledgement of receipt of addenda.
- (e) Notice of the Tender shall be given by formal advertising. Notice shall also be given to all Bidders who were required to be Pre-qualified and to all Bidders who were required to submit an Expression of Interest.
- (f) Each advertisement for Tender shall typically contain the following information:
  - i. Location where Tender documents may be obtained.
  - ii. Amount of non-refundable fee for the documents, if applicable.
  - iii. Date and Time of tender closing and opening.
  - iv. General specifications of the goods, services or construction to be performed.
  - v. Name, email address and phone number of contact person.
  - vi. Each tender advertisement shall contain the following statements: "Tenders on the prescribed Tender Form and sealed in an envelope clearly marked as such will be received by the Clerk-Administrator at the Township of McKellar 701 Hwy. 124, P.O. Box 69, McKellar, ON POG ICO." and 'The lowest or any tender will not necessarily be accepted.
  - vii. Where permitted, tenders may be submitted by email to a designated Township address. Email submission will be clearly indicated in the Tender Package along with instructions for submission, file format, and timing requirements. If email submission is not specified, sealed paper submissions shall be required.
- (g) The Closing Date for the Tender shall be no sooner than two weeks following publication on the Township's website unless the urgency of the requirement dictates otherwise and approval by resolution of Council has been obtained.

- (h) The Tender Form, supplied by the Municipality, must be fully completed and in the possession of the Clerk-Administrator on or before the Tender Closing date and time. Tenders received after the closing time shall not be considered but shall be returned unopened to the Bidder.
- (i) Sealed Tenders with a public opening shall be required, no matter the submission requirements (physical documents or electronic).
- (j) Any correspondence by mail, e-mail, or telephone, pertaining to adjustments or corrections to a Tender already submitted, shall not be considered. A Bidder wishing to adjust a Tender must first withdraw the original Tender and resubmit the alternative bid on the prescribed tender form, in accordance with the provisions contained herein, before the closing.
- (k) The number of bids received, and the names of Bidders, shall not be divulged before the Tender opening.
- (I) The Tender shall be opened by the Clerk-Administrator, Deputy Clerk or designate and Department Head. The envelope, Form of Tender, cheque, and Agreement to Bond, if required, for each tender shall be clipped together. The Clerk-Administrator, Deputy Clerk or designate shall announce the name of the Bidder, the general specifications, the total amount of each bid, and the total number of bids received. All persons present at the Tender Opening shall be advised that the tenders will be referred to the designated person responsible for the Tender and that a recommendation will be made to Council.

Where email submission of Tenders is permitted and specified in the Tender Package, the Tenders shall be received and opened in a secure and controlled environment. They shall not be opened in a public forum. At the designated Tender Closing Time, the Clerk-Administrator, Deputy Clerk, or designate, together with the appropriate Department Head or designate, shall access the designated Corporation's email inbox to retrieve all Tenders received before the deadline. Each submission shall be reviewed to confirm the presence of all required documents and logged with the corresponding date and time of receipt, as recorded by the Corporation's email system. The submissions shall be saved or printed for evaluation and retained in accordance with the Corporation's records management policies. A summary of the Tenders received, including the names of the Bidders, the time of receipt, and the completeness of submissions, shall be prepared and may be included in a subsequent report to the Council. Pricing and proposal details shall remain confidential until disclosure is appropriate under the Municipal Freedom of Information and Protection of Privacy Act or applicable debriefing procedures.

Email submissions received after the official Tender Closing Time specified in the Tender Package shall be considered late. They shall not be opened or considered, regardless of when the Bidder transmitted the email. The Corporation shall not be responsible for delays due to internet congestion, email server issues, or file size limitations; emails sent to incorrect addresses; emails filtered to junk/spam folders; or incomplete or corrupted files. Late email submissions shall be recorded as received late and retained unopened in accordance with the Corporation's records retention policy. A notice of disqualification may be issued to the Bidder upon request. The official time of receipt shall be the timestamp recorded on the Corporation's email server, not the timestamp sent by the Bidder. It is the responsibility of the Bidder to ensure that the Corporation receives their complete submission before the Tender Closing Time.

- (m) The Clerk-Administrator shall promptly file all certified cheques or other securities with the Treasurer for safekeeping and prepare a Summary of Tenders containing the name of each bidder, the general specifications and the total amount of each bid. The Summary of Tenders shall be made available to the public.
- (n) The designated person responsible for the Tender shall check the tenders to ensure that all tender requirements and conditions have been met. Any irregularities in the Tender shall be dealt with in accordance with Schedule 'B' and Section 11 of

this By-law. If it is deemed necessary to reject the tender by reason of the improper or defective tender, the Bidder shall be advised in writing that the Tender has been denied and the reasons for the same.

- (o) The Tender documents shall require the Successful Bidder to execute those documents and take those steps set out in this By-law.
- (p) Where deemed appropriate, Tenders shall be accompanied by a Tender Deposit, in the form of a certified cheque or other security acceptable to the Corporation, in an amount of no less than ten percent (10%) of the tender price and made payable to the Corporation. Tender deposit cheques or other securities shall not be cashed or deposited unless the successful Bidder fails to enter a formal Contract with the Corporation or fails to supply the goods, services, or construction tendered within a specified period. The security of the successful Bidder shall be forfeited to the Corporation if the Bidder fails to meet the above requirements. The security of all unsuccessful Bidders, except the security of the second most appropriate Bidder, shall be returned promptly after a tender has been accepted. The second most appropriate Bidder's security and the successful Bidder's security shall be returned no later than the date on execution of the Contract or delivery of the goods, services or construction.
- (q) If the estimated cost of the project warrants, tenders shall also be accompanied by an Agreement to Bond according to section 10 of this by-law. If an Agreement to Bond is required, the successful Bidder shall be required to submit a Performance Bond issued by an approved Bonding company for one hundred percent (100%) of the amount of the Tender before the execution of a Contract by the Corporation.
- (r) The Corporation reserves the right to reject any or all quotations/bids and to reject the lowest or any quotation/bid if deemed to be in the best interests of the Corporation. Acceptance of a quotation/bid shall be at the sole discretion of the Corporation based upon examinations of quotations/bids received.
- (s) When, in the opinion of the Corporation, it is advisable to cancel a Tender Call, an advertisement shall be posted on the Township's website stating that the Tender has been cancelled, the reason for such cancellation and whether the Tender will be recalled. Each person who obtained Tender documents shall be emailed written notice of the cancellation of the Contract, and all tenders received shall be returned unopened to the Bidder(s).
- (t) The Award of any Tender having a Contract Value of more than thirty thousand dollars (\$30,000.00) requires Council approval.

## 8.07 REQUEST FOR PROPOSAL (PURCHASES EXCEEDING \$30,000.00)

- (a) For the procurement of goods, services or construction having a Contract Value of thirty thousand dollars (\$30,000.00) or more, provided the proposed purchase comes within the approved budget appropriations, a Request for Proposal shall be used where after applying the following criteria, it is determined that the Request for Proposal is a more appropriate form of procurement than Tender:
  - i. the procurement is required because of a peculiar problem, requirement or objective;
  - ii. the selection of the Supplier depends more upon the effectiveness of the proposed solution than the price alone;
  - iii. one or more of the criteria for issuing a Tender cannot be met;
  - iv. it is expected that negotiation with one or more Bidders may be required with respect to any aspect of the Contract; and
  - v. the precise good, service or construction, or the specifications thereof are not known or are not definable, and it is expected that Bidders will further define them; which for the purposes of this section shall also be deemed to be the "goals" of the Request for Proposal form of procurement.

- (b) The Department Head, in consultation with the Clerk-Administrator and/or the Treasurer, shall prepare a purchase requisition containing the relevant specifications, terms and conditions for the acquisition.
- (c) Notice of the Request for Proposal shall be given by formal advertising. Notice shall also be given to all Bidders who were required to be Pre-qualified and to all Bidders who were required to submit an Expression of Interest.
- (d) The Award of any Request for Proposal having a Contract Value in excess of thirty thousand dollars (\$30,000.00) requires Council approval.
- (e) Any irregularities in the Request for Proposal shall be dealt with in accordance with Schedule 'B" and Section 11 of this By-law.
- (f) Where an Award may be made following an evaluation of the Proposals, without further negotiation, the Successful Bidder shall be required to comply with the Contract requirements of this By-law.
- (g) Relevant procedures enumerated for section 8.06 'Request for Tender' shall be followed.

## 8.08 REQUEST FOR STANDING AGREEMENT

- (a) A Request for Standing Agreement shall be used for the procurement of goods, services or construction of any Contract Value when the following criteria apply:
  - i. where the Corporation must be guaranteed a continuous supply of goods, services or construction;
  - ii. the volume of goods, services or construction over the course of a year is high;
  - iii. economies of scale can be achieved by eliminating multiple low-value bids;
  - iv. demand is not known in advance;
  - v. the use of the goods, services or construction required is repetitive in nature; and
  - vi. Delivery of the goods, services or construction is contracted for as the need arises; Which, for the purposes of this section, shall also be deemed to be the "goals" of the Request for Standing Agreement form of procurement.
- (b) The Department Head, in consultation with the Clerk-Administrator and/or the Treasurer, shall prepare a purchase requisition containing the relevant specifications, terms and conditions for the acquisition.
- (c) Notice of the Request for Standing Agreement shall be given by formal Advertising. Notice shall also be given to all Bidders who were required to be Pre-qualified and to all Bidders who were required to submit an Expression of Interest.
- (d) The Award of any Standing Agreement having a Contract Value more than thirty thousand dollars (\$30,000.00) requires Council approval.
- (e) Any irregularities in a Standing Agreement submission shall be dealt with in accordance with Schedule B and Section 11 of this By-law.
- (f) The Tender shall be opened and read out in public. All Bid amounts shall be recorded on a Summary of Bidders sheet or Tender Opening Form.
- (g) The Tender documents shall require the Successful Bidder to execute those documents and take those steps set out in this By-law.
- (h) No Contractual obligation shall arise between a Supplier and the Corporation who have executed a Standing Agreement until the goods, services or construction are actually ordered.

## 8.09 REQUEST FOR PROFESSIONAL SERVICE

- (a) the procurement of professional services shall be at the discretion of Council.
- (b) Professional Services may be procured for the following reasons:
  - i. on-going pre-defined services (e.g. banking, auditing, insurance);
  - ii. on-going non-pre-defined services (e.g. solicitors, engineers, planners, HR specialists, property appraisers, land surveyors);
  - iii. one-time services (e.g. consultants for specific projects)
- (c) On-going pre-defined services may be procured for four-year periods, depending on the dollar value of the service. Council retains the right to extend the four years should they be satisfied with the price and quality of work.
- (d) On-going non-pre-defined services shall be procured at the discretion of the Clerk-Administrator based on the area of expertise and reputation of the various practitioners.
- (e) One-time services shall be procured at the discretion of Council based on the area of expertise and reputation of the various practitioners.

#### **8.10 NEGOTIATION - ANY PRICE**

- (a) Negotiation may be used for the procurement of goods, services or construction for Contracts of any Contract Value when any of the following criteria apply:
  - i. due to abnormal market conditions, the goods, services or construction required are in short supply;
  - ii. where competition is precluded due to the existence of any patent rights, copyright, technical secret or control of raw material;
  - iii. where there is only one source of the goods, services or construction which would be acceptable and cost-effective;
  - iv. where two or more identical Bids are received;
  - v. where all Bids received are not acceptable or exceed the amount budgeted for the procurement;
  - vi. where the extension or reinstatement of an existing Contract would be more cost-effective or beneficial to the Corporation;
  - vii. where Emergency Circumstances exist;
  - viii. where, for security or confidentiality reasons, it is in the public interest; or
  - ix. where authorized by Council so to do; which for the purposes of this section shall also be deemed to be the "goals" of the Negotiation form of procurement.
- (b) The Award of any negotiated Contract having a Contract Value in excess of thirty thousand dollars (\$30,000.00) requires Council approval.
- (c) The Award of any negotiated Contract shall comply with this By-law.

## **8.11 EMERGENCY PURCHASES**

- (a) When a Department Head believes that an Emergency exists, the Department Head, in consultation with the Clerk-Administrator and/or Treasurer, may authorize the purchase of such goods, services or construction as is considered necessary to remedy the situation without regard to the requirement for a Bid Solicitation and may award the necessary Contract provided that the Contract does not exceed twenty five thousand dollars \$25,000 (which for the purposes of this section, shall also be deemed to be the "goal" of the Emergency Purchase).
- (b) The relevant details surrounding an Emergency Award shall be reported to Council at the next possible meeting following the Award.

## **8.12 SOLE SOURCE PURCHASE**

- (a) A Sole Source Purchase may be used for the procurement of goods, services or construction for Contracts of any Contract Value, in the following circumstances:
  - i. where the compatibility of a purchase with existing equipment, facilities or service is a paramount consideration and the purchase must be made from a sole source;
  - ii. where a good is purchased for testing or trial use;
  - iii. where the Corporation purchases supplies for resale;
  - iv. where the Corporation has a rental contract with a purchase option and such purchase option could be beneficial to the Corporation;
  - v. notwithstanding anything in this policy, where a purchase is determined by Council to be fair and reasonable and is made from a non-profit corporation supported by the Corporation, the Corporation may make such purchase as a Sole Source Purchase;
  - vi. where goods are offered for sale by tender, auction or negotiation, such purchase will be deemed to be a Sole Source Purchase, and the Clerk-Administrator may authorize the submission of a Bid or the conduct of negotiations where the Clerk-Administrator determines the purchase to be clearly in the best interest of the Corporation;
  - vii. formatters involving security, police matters, or confidential issues, a purchase may be made in a manner that protects the confidentiality of the contractor or the Corporation. Such purchases may be made as a Sole Source Purchase, which, for the purposes of this section, shall also be deemed to be the "goals" of the Sole Source Purchase form of procurement.
- (b) The Award of any sole-source purchase Contract having a Contract Value of more than twenty-five thousand dollars (\$25,000.00) requires Council approval.
- (c) The Award of any Sole Source Purchase Contract shall comply with this By-law.

## 9. BID AND CONTRACT ADMINISTRATION

## 9.01 SUBMISSION OF BIDS

- 9.01.1 Bids shall be accepted in paper form or, where explicitly permitted in the Tender Document Package, in electronic format via email.
- 9.01.2 If two equal Bids are received, a means of breaking the tie consistent with the provisions of the solicitation shall be employed.
- 9.01.3 Factors to be considered in breaking the tie include:
  - i. whether a prompt payment discount has been offered,
  - ii. when delivery is an important factor, the Bidder offering the best delivery date shall be given preference;
  - iii. a Bidder in a position to provide better after-sales service, with a good record in this regard, shall be given preference,
  - iv. a Bidder with an overall satisfactory performance record shall be given preference over a Bidder known to have an unsatisfactory performance record.
- 9.01.4 Following the closing of a Bid Solicitation, there shall be no informal contact between any Bidder and any elected official or staff member of the Corporation of the Township of McKellar relating to the Tender. Any contact shall occur only in a formal manner, to the extent permitted by the Bid Solicitation documentation.
- 9.01.5 Before the closing of a Bid Solicitation, clarification about the Bid Solicitation documentation may be obtained by the Bidder, either in writing or verbally, from the Corporation.

9.01.6 Should the Corporation determine that an addendum to the Bid Solicitation documentation is to be issued, it shall be issued, in writing, to all Bidders at the same time.

9.01.7 The Corporation reserves the right to reject any or all quotations/bids and to reject the lowest or any quotation/bid if deemed to be in the best interests of the Corporation. Acceptance of a quotation/bid shall be at the sole discretion of the Corporation based upon examinations of quotations/bids received.

## 10. GUARANTEES OF CONTRACT EXECUTION AND PERFORMANCE

- 10.01 The Treasurer may require that a Bid be accompanied by a Bid Bond or other similar security to guarantee entry into a Contract.
- 10.02 In addition to the security referred to in Subsection 10.01 the Successful Bidder may be required to provide,
  - i. a Performance Bond to guarantee the faithful performance of a Contract, and
  - ii. a Payment Bond to guarantee the payment for labour and materials to be supplied in connection with a Contract.
- 10.03 The Clerk-Administrator, in consultation with the Treasurer, shall select the appropriate means to guarantee execution and performance of the Contract. Means may include one or more of, but are not limited to, financial bonds or other forms of security deposits, provisions for liquidated damages, progress payments, and Holdbacks.
- 10.04 Prior to the commencement of work and where deemed appropriate, evidence of Liability Insurance Coverage satisfactory to the Treasurer must be obtained, ensuring indemnification of the Corporation from any and all claims, demands, losses, costs or damages resulting from the performance of a Bidder's obligations under the Contract and from any other risk determined by the Treasurer as requiring coverage.
- 10.05 Prior to payment to a supplier, a Certificate of Clearance from the Workplace Safety and Insurance Board shall be obtained, ensuring all premiums or levies have been paid to the Board to date.
- 10.06 The Treasurer shall ensure that the guarantee means selected will:
  - i. not be excessive but sufficient to cover financial risks to the Corporation, provide flexibility in applying leverage on a supplier so that the penalty is proportional to the deficiencies, and
  - ii. comply with provincial statutes and regulations.
- 10.07 Financial bonds for Contract performance shall be required only where the Corporation will be exposed to costs if the supplier does not complete the requirements of the Contract.
- 10.08 If the risk to the Corporation is not adequately limited by the progress payment provisions of the Contract, a minimum payment Holdback of 10% shall be mandatory on all Contracts exceeding \$75,000.00.
- 10.09 The Treasurer may release the Holdback funds on construction contracts upon:
  - i. the contractor submitting a statutory declaration that all accounts have been paid, in accordance with the Construction , as amended, and that all documents have been received for all damage claims;
  - ii. receipt of clearance from the Workplace Safety and Insurance Board for any arrears of Workplace Safety and Insurance Board assessment;
  - ii. all the requirements of the <u>Construction Act, R.S.O. 1990, c. C.30</u> being satisfied; receipt of certification from the Corporation's Solicitor, where applicable, that liens have not been registered; and
  - iv. certification from the Department Head, under whom the work has been performed, that the conditions of the Contract have been satisfied.

10.10 The conditions for release of Holdback funds provided in Subsection 10.09 apply to other goods, services or construction Contracts with necessary modifications.

#### 11. BID IRREGULARITIES

- 11.01 The process for administering irregularities contained in Bids pertaining to all Contracts shall be as set out in Schedule "B".
- 11.02 For an irregularity listed in the first column of Schedule "B", the response applicable to it is set out opposite to it in the second column of Schedule "B".

#### 12. FORM OF CONTRACT

- 12.01 The Award of a Contract may be made by way of an Agreement, or as a Purchase Order.
- 12.02 A Purchase Order is to be used when the resulting Contract is straightforward and will contain the Corporation's standard terms and conditions.
- 12.03 A formal Agreement is to be used when the resulting Contract is complex and will contain terms and conditions other than the Corporation's standard terms and conditions.
- 12.04 It shall be the responsibility of the Clerk-Administrator to determine if it is in the best interest of the Corporation to establish a formal Agreement with the Supplier.
- 12.05 Where it is determined that Subsection 12.04 is to apply, the formal Agreement may be reviewed by the Corporation's Solicitor.
- 12.06 Where a formal agreement is not required, the Treasurer shall issue a Purchase Order incorporating the terms and conditions relevant to the Award of Contract.

### 13. CONTRACT DOCUMENTS

- 13.01 Where the purchase of goods, services or construction has been authorized under this By-law, the contract shall be executed by the Mayor and the Clerk-Administrator of the Corporation. It shall be in a form approved by the Clerk-Administrator.
- 13.02 Any Contract may be amended or renewed by a resolution of Council, provided that any extension is expressly authorized in such Contract, provided further that any provision permitting a Contract extension does not circumvent the established rules on competitive contracting.
- 13.03 All Contracts executed pursuant to this By-law shall be delivered to the Clerk-Administrator for safekeeping.

## 14. CO-OPERATIVE PURCHASING

- 14.01 The Corporation may participate with other government agencies or public authorities in Co-operative Purchasing where the Treasurer determines that it is in the best interests of the Corporation to do so.
- 14.02 The policies of the government agencies or public authorities calling the Co-operative Tender is to be the accepted policy for that particular Tender.

#### 15. SUPPLIER PERFORMANCE

- 15.01 The Department Head shall monitor the performance of all procurement Contracts and shall document evidence related to the same and shall advise the Treasurer in writing where the performance of a supplier has been unsatisfactory in terms of failure to meet Contract specifications, terms and conditions or for Health and Safety, environmental or other violations.
- 15.02 The Clerk-Administrator, in consultation with the Department Head, the

Treasurer, and the Corporation's Solicitor, may prohibit an unsatisfactory Supplier from bidding on future contracts.

15.03 Where it is found that a Supplier has performed poorly or below Contract requirements, the Department Head, in consultation with the Clerk-Administrator, shall make recommendations to Council about ways to deal with such performance.

#### 16. PAYMENT OFACCOUNTS

- 16.01 Except as otherwise provided, the Treasurer shall be authorized to pay:
  - i. all accounts for the purchase of goods, services or construction, where the purchase of such goods, services or construction has been made in accordance with this By-law, or otherwise approved by Council;
  - ii. all accounts authorized by payment certificate, for work done under a Contract approved by Council, where such payments have been certified in writing by the appropriate Department Head;
  - iii. all items listed in Schedule "A" are subject to such expenditures being approved in the annual budget, and
  - iv. all requisitions for monies which the Township is by statute required to pay to its local boards or other bodies on account of their approved annual estimates, including advances before such budgets are approved.

## 17. GROUP PROCUREMENT

- 17.01 The Township of McKellar may participate in collaborative procurements as a lead or participating party.
- 17.02 The Township of McKellar may utilize contracts from <u>Canoe Procurement Group of Canada</u> and <u>Local Authority Services (LAS).</u>
- 17.03 When a department head, Clerk/Administrator, or Treasurer wishes to utilize contracts from the Canoe Procurement Group and/or LAS, they shall submit a report to Council. Council will then pass a resolution authorizing the procurement of the specified good or service through this method
- 17.04 The Township of McKellar may participate in joint procurements with other entities regionally, nationally or internationally.

## 18. RECEIPT OF GOODS

- 18.01 The Department Head shall,
  - i. arrange for the prompt inspection of goods on receipt to confirm conformance with the terms of the Contract, and
  - ii. inform the Treasurer of discrepancies immediately.
- 18.02 The Treasurer, in consultation with the Clerk-Administrator, shall coordinate an appropriate course of action with the Department Head for any non-performance or discrepancies.

#### 19. ACCESS TO INFORMATION

19.01 The disclosure of information received relevant to the issue of Bid Solicitations or the Award of Contracts emanating from Bid Solicitations shall be made by the appropriate officers in accordance with the provisions of the <a href="Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56">Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56</a>, as amended.

## 20. SURPLUS STOCK

20.01 Department Heads shall submit to the Clerk-Administrator reports of surplus stocks, including furniture, vehicles, equipment, stocks of all supplies, and other goods and materials, which are no longer used or which have become obsolete, worn out, or incapable of being used.

20.02 The Clerk-Administrator shall have the authority to transfer furniture, vehicles, equipment, surplus stock, and other goods and materials from one department to another department.

20.03 The Clerk-Administrator shall have the authority to sell or dispose of all furniture, vehicles, equipment, surplus stock, supplies, or other goods and materials which have become unsuitable for use by the Corporation or to exchange or trade the same for new furniture, vehicles, equipment, surplus stock, supplies, or other goods and materials, once deemed surplus by resolution of Council.

20.04 Sale of surplus furniture, vehicles, equipment, stock, supplies and other goods and materials shall be made to the highest responsive Bidder, and the sale shall be made in accordance with the provisions of this By-law, where applicable. Notwithstanding the foregoing, the Clerk-Administrator, with the approval of Council, may donate surplus materials to non-profit community groups provided the articles serve to promote and preserve the Municipality's culture and heritage for the enjoyment of future generations.

## 22. OPERATIONAL LEASE FLEXIBILITY FOR VEHICLES AND HEAVY EQUIPMENT

- 22.01 Notwithstanding subsections 5.13 to 5.18, the Corporation may enter into a Financing Lease or Operating Lease for vehicles, heavy equipment, or other operational assets essential to Municipal service delivery without the requirement for a By-law under subsection 5.13(i), provided that:
  - (a) The total financial obligation over the term of the lease, including any potential extensions or renewals, does not exceed \$120,000, or such other amount as may be authorized by Council resolution;
  - (b) Prior to execution of the lease, the Treasurer, in consultation with the Clerk-Administrator, prepares and submits a report to Council that:
    - i. Evaluates the financial and operational merits of leasing versus purchasing the asset(s), including a summary of estimated cost savings or efficiencies;
    - ii. Identifies the lease term, payment schedule, and total commitment of funds;
    - iii. Describes any material risks or contingent liabilities, including early termination clauses, replacement costs, or loss provisions;
- (c) Council approves the lease by resolution following review of the Treasurer's report;
- (d) The Clerk-Administrator maintains a record of all leases approved under this section and the Treasurer includes a summary of such leases in financial reporting to Council.

## 21. BY-LAW REVIEW

- 21.01 The Procurement By-law shall be reviewed by Council every five years to ensure that it still meets the Municipality's needs.
- 21.02 The review shall determine how effective the Procurement By-law has been in achieving the objectives set out in section 1 of the by-law as well as the requirements of the <u>Municipal Act, 2001, S.O. 2001, c.25</u>, as amended.

#### 22. SHORT TITLE

22.01 The short title of this by-law shall be the 'Procurement By-law"

## 23. REPEAL

23.01 By-law No. 2019-44, as amended, and any other by-laws not consistent with this by- law are hereby repealed in their entirety.

## 24. EFFECTIVE DATE

24.01 This by-law shall come into force and take effect upon final passing thereof.

<b>READ</b> a <b>FIRST</b> and <b>SECOND</b> time this 7 <sup>th</sup> day of October 2025.					
David Moore, Mayor	Karlee Britton, Clerk/Administrator				
READ a THIRD time and PASSED in C	<b>OPEN COUNCIL</b> this 7 <sup>th</sup> day of October, 2025.				
David Moore, Mayor	Karlee Britton, Clerk/Administrator				



#### Schedule 'A'

The acquisition methods described in this by-law do not apply to the following items:

## 1. Training and Education

- (a) Conferences, conventions, courses and seminars
- (b) Magazines, books, periodicals
- (c) Memberships

## 2. Refundable Employees Expenses

- (a) Advances
- (b) Meal Allowances
- (c) Travel and Entertainment
- (d) Miscellaneous-Non-Travel

## 3. Employer's General Expenses

- (a) Payroll Deductions Remittances
- (b) Medical
- (c) Licenses (Vehicle, Firearms, etc.)
- (d) Debenture Payments
- (e) Insurance Premiums
- (f) Grants to Agencies
- (g) Damage Claims
- (h) Petty Cash Replenishment
- (i) Payments to Real Property
- (j) Tax Remittances
- (k) Regional Charges to and from other government bodies
- (1) Sinking Fund Payments
- (m)Payments for employment

## 4. Professional and Special Services

- (a) Committee Fees
- (b) Medical, Laboratory and Pharmacy Services
- (c) Legal fees for expert or professional legal services for all Insurance Matters
- (d) Professional Fees for Engineering, Legal, Planning, Surveying, Auditing Consulting Services
- (e) Medical and Dental Fees
- (f) Funeral and Burial expenses
- (g) Appraisal Fees
- (h) Witness Fees
- (i) Honorariums

## 5. Utilities (monthly charges and utility relocations)

- (a) Postage
- (b) Hydro
- (c) Gas
- (d) Telecommunications services
- (e) Waste Disposal Fees (inclusive of recycling)

## By-law 2025-53 'The Procurement By-law"

## Schedule 'B'

## **IRREGULARITY RESPONSE**

IRREGULARITY	RESPONSE
Late Bids	Automatic rejection and not opened or publicly
	read or not electronically opened.
Unsealed Envelopes	Automatic rejection
Insufficient Financial Security (No Bid Security	Automatic rejection
or agreement to bond or insufficient Bid Bond	
or agreement to bond)	
7 1 51 (5 111 22	
Incomplete Bids (Part bids – all items not bid)	Automatic rejection, unless, in the joint opinion
	of the Department Head, the Treasurer and the Clerk-Administrator the incomplete nature is
	trivial or insignificant
Qualified Bids (Bids qualified or restricted by	Automatic rejection unless, in the joint opinion
an attached statement)	of the Department Head, the Treasurer and the
,	Clerk-Administrator the qualification or
	restriction is trivial or not significant
Bids received on documents other than those	Automatic rejection unless, in the joint opinion
provided by the Corporation	of the Department Head, the Treasurer and the
	Clerk-Administrator the matter is trivial or
Pids Containing Minor Obvious Clarical Errors	insignificant 48 hours to correct and initial errors
Bids Containing Minor Obvious Clerical Errors Failure to execute Agreement to Bond	Automatic rejection
(Performance Security) or Bonding company	Additional rejection
corporate seal or signature missing from	
agreement to bond	
Failure to execute Bid Security (Financial	Automatic rejection
Security)	
Corporate seal or signature or both of the	48 hours to correct
Bidder, missing	A Levelle de la levelle
Corporate seal or signature of bonding company missing	Automatic rejection
Other Bid Security – Uncertified Cheques	Automatic rejection
Corporate seal or signature missing	48 hours to rectify situation
Corporate Court of Signature Immoning	is nounced receify elegation
Un-initialed changes to the Tender documents	48 hours to initial
which are minor (example: the tenderer's	
address is amended by overwriting but not	
initialed)	40 have to initial
Unit process in the Schedule of Prices have	48 hours to initial
been changed but not initialed and the Contract totals are not consistent with the	
price as amended	
Unit prices in the Schedule of Prices which	Automatic rejection
have been changed but not initialed and the	
Contract totals are not consistent with the	
price as amended	
Other mathematical errors, which are not	48 hours to initial corrections as made by the
consistent with the unit process	Treasurer
Documents in which all necessary Addenda,	Automatic rejection
which have financial implication, have not	
been acknowledged Other Minor Irregularities	The Treasurer, Department Head, and Clerk-
Other Pillior Irregulations	Administrator shall have authority to waive
	irregularities, which they jointly consider to be
	minor
Any Irregularity	Despite the provisions herein contained, Council
	may waive any irregularity where it considers it
	to be in the best interest of the Township



# **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	Public Works & Administration	Road studies completed. The project is on hold so
		(Fire Route 152, 152A, 152B) Road Upgrades		that the Association can inform their residents of
				the project. A future information meeting will be held.
		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 are applying for an NOFHC grant for this project.
Mar. 4/25		Add to the greeting message that calls are	Administration	Current phones do not have this capability.
		recorded		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	Staff to research other telecommunications agreements to compare – DEFERRED in August 5/25 meeting
August 19/25	25-366	Fox Farm Road Extension Association requests winter maintenance	Public Works Department	Insurance provider has reviewed the road and turnaround, waiting on report. Solicitor has offered an opinion on providing winter maintenance to summer maintenance only roads.
August 19/25		Monument repairs in cemeteries (Lakeview and St. Stephen's)	Administration and Public Works Department	Report to Council to be presented at the October 21, 2025 meeting.
August 19/25		The lights in the McKellar Arena need to be replaced	Administration/Public Works Department/Treasury	Staff have secured new fixtures with green energy rebate. Requesting formal quotes for installation from electricians.
August 19/25		The floor in the Community Hall and the McKellar Arena is to be replaced	Public Works Department	Staff to investigate the costs of new flooring/restoring floors in the community hall and the arena

## **Last Call:**

## Member Survey is Closing!

**Click Here** 

Have your say and help shape the work we do.







September 11, 2025

#### In This Issue:

- AMO Work-Learn Institute Municipal Talent Project
- Ontario Community Environment Fund: Apply by September 24.
- Trade-Impacted Communities Program.
- Rural Ontario Development Program opens for applications.
- Applications open for 2025 Cyber Security Cooperation program.
- Growing Wisely: Asset Management & Capital Planning.
- Healthy Democracy Forum Important conversations for October 2026 election.
- AMO Trade and Tariff Forum Understanding and planning for Ontario's future.
- AMO's fall education workshop lineup supports your local leadership!
- Canoe newsletter New supplier updates.
- Upgrade your lights before they become obsolete.
- Blog: 10 Ways Mayors and Councils can Support their CAOs & Senior Staff.
- New release: second edition of the CAO Employment Guide.
- Are your sewers safe? Next week is Sewer Safety Week.
- Ontario Professional Planners Institute launches 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 Ontario government is providing almost \$3 million through the <u>Ontario Community Environment</u> <u>Fund</u> to support community-based projects that support and restore the environment.

The Ministry of Economic Development, Job Creation and Trade is <u>accepting applications for project</u> funding that responds to US trade disruption.

The Ministry of Rural Affairs is accepting applications to the modernized <u>Rural Ontario Development</u> (ROD) Program. Applications are being accepted through to September 24, 2025.

#### **Federal Matters**

The Government of Canada is offering up to \$10.3 million to support initiatives enhancing cyber resilience including innovation, knowledge sharing, and capacity building. <u>Applications are open</u> until September 25.

#### **Education Opportunities**

Municipal staff members will form an asset management and capital planning panel to discuss how they are addressing growth through asset management and capital planning strategies. Register for the webinar on October 7th at 1 PM.

Register today for AMO's 2nd Annual Healthy Democracy Forum where you will engage in important matters on local leadership. Join us October 18-19. With a mix of keynotes, panels, and interactive workshops, attendees will engage in thought-provoking conversations and explore ways to strengthen civic participation and governance in your communities. For more information click <a href="here">here</a> and to register click <a href="here">here</a>.

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.

AMO's fall education workshop line up is an opportunity for AMO members to strengthen understanding and leadership skills related to Indigenous community building, cyber security and communication strategies during emergencies. Check out the line up <a href="here">here</a>.

#### LAS

Keep up with the <u>Canoe Procurement Group</u> as it expands to meet even more of your needs. <u>Subscribe</u> to the <u>Trader Newsletter</u> for supplier updates, education opportunities, and special promotions.

Starting January 1, 2026 mercury containing lights will be prohibited. Be sure to include a <u>Facility Lighting upgrade</u> in your 2026 budget so you can keep your spaces lit. <u>Contact Christian</u> to learn how LAS can help.

#### **Municipal Wire\***

Strong municipalities are built on partnerships between elected officials and administrative staff. The <u>Top 10 Ways Mayors and Councils can support their CAOs and Senior Staff</u> highlights practical ways mayors and councils can provide support, build trust, and create the conditions for effective leadership and administration.

OMAA and the Ontario Municipal Human Resources Association (OMHRA) are pleased to release the <u>second edition of the CAO Employment Guide</u>. This guidebook provides Mayors, Councillors, Human Resource Directors, and CAOs with practical tools for recruiting, employing, and evaluating a CAO.

Sewer Safety Week will take place September 15-19. A reminder to always call Ontario One Call at 1-800-400-2255 for a free sewer safety inspection. To learn more, visit <u>Blocked Sewer and Cross Bore Safety | Enbridge Gas.</u>

Looking for tools to support and invest in new hires? Register for OPPI's <u>Employer Readiness course</u>. It includes an AMO supported employer handbook exploring HR best practices for retention and long-term success.

This <u>free AdvantAge webinar</u> on October 14 from 1-2pm will share insights related to long-term care governance and compliance for municipal councillors and their staff.

#### Careers

Assistant Clerk - Town of Innisfil. Closing Date: September 25, 2025.

<u>Senior Director, Strategies and Initiatives</u> - The Regional Municipality of York. Closing Date: September 30, 2025.

Manager, Waste Disposal - County of Essex. Closing Date: September 21, 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



Cloudpermit 

O

















September 18, 2025

#### In This Issue:

- AMO Work-Learn Institute Municipal Talent Project.
- Funding readiness, protecting communities: Apply for CEPG!
- Rural Ontario Development Program opens for applications.
- Ontario Community Environment Fund: apply by Sept 24.
- Household Food Waste Prevention Webinar.
- Applications open for 2025 Cyber Security Cooperation program.
- Indigenous Community Awareness Training September 24.
- Mastering Crisis Communications Training October 8-9.
- Cybersecurity for Municipal Councillors Training October 21.
- Healthy Democracy Forum Important conversations for October 2026 election.
- AMO Trade and Tariff Forum Understanding and planning for Ontario's future.
- Canoe newsletter new supplier updates.
- Upgrade your lights before they become obsolete.
- Pembina Institute Guide on Granting Municipal Support Confirmations.
- Register Today for OMSSA's 2025 Virtual Forum!
- IESO LT2 RFP Q&A Webinar Session.
- CAO Employment Guide.
- Ontario Professional Planners Institute launches Employer Readiness Course.
- AdvantAge Municipal Councillors webinar: The Current LTC Environment.
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#### **Provincial Matters**

Ontario has announced \$5 million through an application-based program to help increase emergency preparedness. Municipalities under 100,000 residents, that have not received the grant in prior years, are eligible to apply. Applications are due October 28, 2025.

The Ontario government is providing almost \$3 million through the <u>Ontario Community Environment</u> Fund to support community-based projects that support and restore the environment.

The Ministry of Rural Affairs is accepting applications to the modernized Rural Ontario Development (ROD) Program. Applications are being accepted through to September 24, 2025.

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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.

The Government of Canada is offering up to \$10.3 million to support initiatives enhancing cyber resilience including innovation, knowledge sharing, and capacity building. <u>Applications are open</u> until September 25.

#### **Education Opportunities**

Grow your understanding and capacity in the municipal role of protecting the rights of Indigenous Peoples. This training is recommended for those seeking knowledge and tools to improve and strengthen Indigenous relations and to develop their own local leadership. View full Indigenous Community Awareness training details and register here.

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 training to develop, master and deliver your own messages with confidence. View full Managing Communications through Crisis training details and register <a href="here">here</a>.

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 <a href="here">here</a>.

Register today for AMO's 2nd Annual Healthy Democracy Forum where you will engage in important matters on local leadership. Join us October 18-19. With a mix of keynotes, panels, and interactive workshops, attendees will engage in thought-provoking conversations and explore ways to strengthen civic participation and governance in your communities. For more information click <a href="here">here</a> 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.

#### LAS

Keep up with the <u>Canoe Procurement Group</u> as it expands to meet even more of your needs. <u>Subscribe to the Trader Newsletter</u> for supplier updates, education opportunities, and special promotions.

Starting January 1, 2026 mercury containing lights will be prohibited. Be sure to include a <u>Facility Lighting upgrade</u> in your 2026 budget so you can keep your spaces lit. <u>Contact Christian</u> to learn how LAS can help.

#### **Municipal Wire\***

The Pembina Institute has released <u>Power Playbook Part 2</u>, a step-by-step infographic guiding Ontario municipalities through the process of granting MSCs to energy development proposals and maximizing community benefits.

Join us virtually on September 23-24 & October 7-8 to learn about the specific needs and interests across the core social services sectors. Hear from national and international experts over four mornings. Register today.

The IESO is hosting a one-hour webinar on September 25 at 3pm exclusively for municipalities. This Q&A session is aimed at supporting communities by providing a forum to answer any questions you may have about the process.

OMAA and the Ontario Municipal Human Resources Association (OMHRA) are pleased to release the <u>second edition of the CAO Employment Guide</u>. This guidebook provides Mayors, Councillors, Human Resource Directors, and CAOs with practical tools for recruiting, employing, and evaluating a CAO.

Looking for tools to support and invest in new hires? Register for OPPI's <u>Employer Readiness course</u>. It includes an AMO supported employer handbook exploring HR best practices for retention and long-term success.

This <u>free AdvantAge webinar</u> on October 14 from 1-2pm will share insights related to long-term care governance and compliance for municipal councillors and their staff.

#### Careers

Director of Finance/ Treasurer - Town of Petawawa. Closing Date: September 26, 2025.

<u>Director, Transportation and Fleet Management Services</u> - City of Vaughan. Closing Date: October 17, 2025

<u>General Manager, Development Services - Town of East Gwillimbury</u>. Closing Date: October 13, 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 <a href="mailto:omponent">omponent</a> of Ontario's and Canada's political system.

#### **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







September 25, 2025

#### In This Issue:

- Get access to MIDAS!
- MECP best practices for Source Water Protection Program.
- Funding readiness, protecting communities: Apply for CEPG!
- Household Food Waste Prevention webinar.
- Applications open for 2025 Cyber Security Cooperation Program.
- 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.
- Show me the money webinar.
- Stay up to date with free webinars from LAS.
- IESO LT2 RFP Q&A webinar session.
- Pembina Institute Guide on Granting Municipal Support Confirmations.
- AdvantAge municipal councillors webinar: The Current LTC Environment.
- Careers.

#### **AMO Matters**

MIDAS - the <u>Municipal Information & Data Analysis System</u> - provides access to Financial Information Returns (FIRs) data to all Ontario municipalities. MIDAS converts FIR data into meaningful reports and identifies multiple year trends. For access, municipal elected officials and municipal staff can email <u>MIDASAdmin@amo.on.ca</u>.

#### **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 <a href="mailto:SourceProtectionFunding@ontario.ca">SourceProtectionFunding@ontario.ca</a> for more information.

Ontario has announced \$5 million through the Community Emergency Preparedness Grant, an application-based program, to help increase emergency preparedness. Municipalities under 100,000 residents, that have not received the grant in prior years, are eligible to apply. Applications are due October 28, 2025.

#### **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.

The Government of Canada is offering up to \$10.3 million to support initiatives enhancing cyber resilience including innovation, knowledge sharing, and capacity building. <u>Applications are open</u> until September 25.

#### **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.

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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 <a href="here">here</a> and to register click <a href="here">here</a>.

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. <u>Program information is now available</u>. Register <u>here</u>.

#### LAS

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.

LAS offers various free webinars to help keep you up to date with issues and solutions for your municipality. Stay tuned for future webinars by <u>visiting our website</u>.

#### Municipal Wire\*

The Pembina Institute has released <u>Power Playbook Part 2</u>, a step-by-step infographic guiding Ontario municipalities through the process of granting MSCs to energy development proposals and maximizing community benefits.

The IESO is <u>hosting a one-hour webinar on September 25 at 3pm</u> exclusively for municipalities. This Q&A session is aimed at supporting communities by providing a forum to answer any questions you may have about the process.

This <u>free AdvantAge webinar</u> on October 14 from 1-2pm will share insights related to long-term care governance and compliance for municipal councillors and their staff.

#### Careers

Occupational Health & Safety Inspector, Construction - Ministry of Labour, Immigration, Training and Skills Development. October 15, 2025.

Licensed Mechanic A - Town of Oakville. Closing Date: September 30, 2025

<u>Chief Congestion Officer & Executive Director, Strategic Capital Coordination - City of Toronto.</u> Closing Date: October 18, 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 <a href="mailto:omponent">omponent</a> of Ontario's and Canada's political system.

### **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

Ottawa, Canada K1A0N5

September 12, 2025

Your Worship David Moore Mayor Township of McKellar c/o Mary Smith Deputy Clerk Msmith@mckellar.ca

### Dear Mayor Moore:

The Prime Minister's Office provided me with a copy of your correspondence of August 5, 2025, regarding the proposed expansion of highways 11 and 17 in Northern Ontario using the 2+1 highway model.

Thank you for highlighting the importance of a safe and efficient highway corridor through Northern Ontario and its role in regional development, internal trade, supply chain continuity, and national cohesion.

Across the country, there is a consensus regarding the urgent need to strengthen the Canadian economy and make it easier for business and Canadians to trade goods and services by removing barriers.

One Canadian Economy: An Act to enact the *Free Trade and Labour Mobility in Canada Act* and the *Building Canada Act*, will remove federal barriers to internal trade and labour mobility and advance nation-building projects crucial for driving Canadian productivity growth, energy security, and economic competitiveness.

Several criteria, as outlined in the *Building Canada Act*, will be considered, including:

- whether a project will strengthen Canada's autonomy, resilience, and security;
- whether a project will provide economic or other benefits to Canada;
- the likelihood of successful project execution;
- whether a project will advance the interests of Indigenous peoples; and
- whether a project will contribute to clean growth and address climate change.



Please be assured that I have taken note of your views. I have also shared our exchange of correspondence with the Major Projects Office, for their awareness.

Thank you for your interest and your input.

Yours sincerely,

( 7n) 1

The Honourable Chrystia Freeland, P.C., M.P.

Minister of Transport and Internal Trade

c.c. The Honourable Patty Hajdu, P.C., M.P.

Minister of Jobs and Families

Minister responsible for the Federal Economic Development Agency for Northern Ontario

The Honourable Dominic LeBlanc, P.C., M.P.
President of the King's Privy Council for Canada
Minister responsible for Canada-U.S. Trade, Intergovernmental Affairs
and One Canadian Economy

Eric Melillo, M.P. Kenora–Kiiwetinoong

Marcus Powlowski, M.P. Thunder Bay–Rainy River

Pauline Rochefort, M.P. Nipissing–Timiskaming

The Honourable Doug Ford, M.P.P. Premier, Government of Ontario

Dawn L. Farrell Chief Executive Officer, Major Projects Office



2 West Carling Bay Road, Nobel ON P0G 1G0

Email: mtaylor@carling.ca

Phone: 705-342-5856 Fax: 705-342-9527

September 11, 2025

RE: Call to Action – Support for Parry Sound Students and Families

At the Township of Carling's Regular Meeting of Council held on September 9, 2025 Council passed the following resolution:

25-080

Moved by Councillor Cook Seconded by Councillor Wing

**NOW THEREFORE BE IT RESOLVED** that Council for the Township of Carling supports the Near North District School Board Trustee's motion calling for the Ministry of Education to intervene and investigate the Near North District School Board's JK-12 Parry Sound Super School Situation.

### Carried

If you require further information, please do not hesitate to contact the undersigned at 705-342-5856 ext. 9181 or mtaylor@carling.ca

Sincerely

Mackenzie Taylor

Machin Tim

**Deputy Clerk** 

cc. Premiere of Ontario Hon. Doug Ford

Minister of Education, Hon. Paul Calandra

Parry Sound – Muskoka MPP Graydon Smith

Director of Education for the Near North District School Board, Craig Myles

Near North District School Board Trustees

Parents for Parry Sound – Shane Reynolds, Amy Black and Vicki Christie

**West Parry Sound Municipalities** 



2 West Carling Bay Road, Nobel ON P0G 1G0

Email: mtaylor@carling.ca

**Phone:** 705-342-5856 **Fax:** 705-342-9527

September 11, 2025

RE: Call for Ministry of Education and Near North District School Board for Transparency, Accountability and Safe Learning Plans for Students

At the Township of Carling's Regular Meeting of Council held on September 9, 2025 Council passed the following resolution:

25-081

Moved by Councillor Doubrough Seconded by Councillor Cook

**NOW THEREFORE BE IT RESOLVED** that Council hereby requests that the Ministry of Education and the Near North District School Board to provide the following three clear objectives to the community:

- 1. Clear project timelines and weekly updates on when the students can return to a safe learning environment and a project completion date.
- 2. Accountability and transparency with the Near North District School Board and the Ministry of Education on the overall project.
- 3. Support for a short and long-term plan to properly house all students in properly built structures including keeping McDougall School open as a minimum interim step until all students can be properly housed not using portable hex pods as a long-term solution.

### Carried

If you require further information, please do not hesitate to contact the undersigned at 705-342-5856 ext. 9181 or mtaylor@carling.ca

Sincerely

Mackenzie Taylor

Machin Jim

**Deputy Clerk** 

cc. Premiere of Ontario Hon. Doug Ford
Minister of Education Hon. Paul Calandra
Parry Sound – Muskoka MPP, Graydon Smith
Director of Education for the Near North District School Board, Craig Myles
Near North District School Board Trustees
Parents for Parry Sound – Shane Reynolds, Amy Black and Vicki Christie
West Parry Sound Municipalities



### THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 FOURTH AVENUE, P. O. BOX 40, LARDER LAKE, ON POK 1L0
PH: 705-643-2158 FAX: 705-643-2311
LARDERLAKE.CA

September 10, 2025

To whom it May Concern:

RE: Resolution #18, September 9, 2025 - Resolution Requesting a Moratorium on Aerial Spraying of Glyphosate in the Timiskaming Forest

Please be advised that at the Township of Larder Lake's Regular Council Meeting held on Tuesday, September 9<sup>th</sup>, 2025, the following resolution was adopted:

Moved by: Councillor Armstrong Seconded by: Councillor Kelly

**CARRIED** 

**WHEREAS** the Province of Ontario, through the Ministry of Natural Resources and Forestry, plans to begin aerial spraying of glyphosate-based herbicides starting on or before August 10th, 2025, in the Timiskaming Forest; and

WHEREAS the Timiskaming Forest covers a significant portion of the Municipality of Larder Lake, and this activity may impact residents and ecosystems; and

**WHEREAS** new scientific evidence published since Health Canada's last assessment of glyphosate in 2017 has linked glyphosate-based end-use products to cancer, metabolic and neurological diseases, reproductive toxicity, and ecosystem harm; and

WHEREAS the Province of Quebec banned the use of glyphosate for forestry purposes in 2001 and replaced aerial herbicide spraying with manual forest thinning as a safer alternative forest management method; and

WHEREAS many residents have expressed concern regarding the potential environmental and public health risks associated with aerial spraying of glyphosate-based herbicides;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Larder Lake formally requests that the Honourable Mike Harris Jr., Minister of Natural Resources and Forestry, reconsider the planned use of glyphosate-based herbicides in the Timiskaming Forest and suspend the aerial spraying initiative until further independent research and updated risk assessments are completed and reviewed; and

### **BE IT FURTHER RESOLVED THAT** this resolution be forwarded to:

The Honourable Mike Harris Jr., Minister of Natural Resources and Forestry

The Honourable Sylvia Jones, Minister of Health

MPP John Vanthof, Timiskaming-Cochrane

AMO (Association of Municipalities of Ontario)

FONOM (Federation of Northern Ontario Municipalities)

All municipalities within Northeastern Ontario

Sincerely,

Crystal Labbe

**CAO/** Clerk Treasurer



### THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 FOURTH AVENUE, P. O. BOX 40, LARDER LAKE, ON POK 1L0
PH: 705-643-2158 FAX: 705-643-2311
LARDERLAKE.CA

September 10, 2025

Jon Pegg Ontario Fire Marshal Ministry of the Solicitor General 25 Morton Shulman Avenue Toronto, ON M3M 0B1

Subject: Request for Extension of Certification Deadlines under Ontario Regulation 343/22

Dear Fire Marshal Pegg,

On behalf of The Corporation of the Township of Larder Lake we are writing to express our support for the firefighter certification requirements outlined in Ontario Regulation 343/22. We recognize the importance of standardized training and certification in enhancing firefighter safety, service quality, and public confidence across the province.

When firefighter certification was first introduced in 2018, many rural municipalities voiced concern, noting that they do not offer the same level of fire protection services as larger municipalities or urban centres. The Province graciously responded by introducing legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is greatly appreciated and reflects a thoughtful understanding of the diverse realities across Ontario.

However, despite this accommodation, training programs for many of these service-specific certifications are still not available or are only in "pilot" while there remains a large demand for these programs. The Province cannot reasonably expect volunteer firefighters—many of whom work full-time jobs—to independently develop training programs that meet the standards required to pass certification exams. This places an undue burden on small municipalities and risks compromising the intent of the regulation.

We have enclosed a formal resolution passed by our Council, which outlines our concerns and respectfully requests that the province extend the certification deadline to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation to allow time for volunteer fire departments to access these training programs and achieve certification.

We also urge the Province to consider a phased adaptive approach to implementation, ensuring that all communities have equitable access to the necessary training resources.

We appreciate your leadership and commitment to fire service excellence and look forward to your support in helping Ontario municipalities meet these important standards in a realistic and sustainable manner.

Sincerely,

Crystal Labbe

**CAO/Clerk-Treasurer** 

**Corporation of the Township of Larder Lake** 



### THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 FOURTH AVENUE, P. O. BOX 40, LARDER LAKE, ON POK 1L0
PH: 705-643-2158 FAX: 705-643-2311
LARDERLAKE.CA

September 10, 2025

To whom it May Concern:

RE: Resolution #17, September 9, 2025 – Request for Extension of Certification Deadlines under Ontario Regulation 343/22

Please be advised that at the Township of Larder Lake's Regular Council Meeting held on Tuesday, September 9<sup>th</sup>, 2025, the following resolution was adopted:

Moved by: Councillor Kelly

Seconded by: Councillor Armstrong

**CARRIED** 

WHEREAS Ontario Regulation 343/22 mandates that firefighters performing specific fire protection services be certified to a prescribed standard by July 1, 2026, with certain technical rescue disciplines requiring certification by July 1, 2028;

**AND WHEREAS** the Township recognizes and supports the value of the certification requirements mandated by the Province of Ontario, acknowledging that standardized training enhances firefighter safety, service quality, and public trust;

**AND WHEREAS** the Office of the Fire Marshal (OFM) and Ontario Fire College (OFC) are actively working to provide training and certification programs, including offering over 600 courses annually, yet some certification programs and testing resources remain under development or are not yet widely accessible, particularly in the Ontario Seal Programs;

**AND WHEREAS** many fire departments in Ontario are staffed predominantly by volunteer firefighters who balance full-time employment with their emergency service commitments;

AND WHEREAS the certification programs are still in development and the current availability does not adequately reflect the operational realities of volunteer fire departments, especially in rural communities, where training opportunities are limited and certification demands place undue pressure on personnel and municipal resources;

AND WHEREAS when firefighter certification was first introduced in 2018, smaller/rural Municipalities raised concerns that they do not provide the same level of fire protection services as larger municipalities or urban centres. The Province responded thoughtfully by introducing new legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is appreciated and reflects a fair and practical approach; however, training programs for many of these service-specific certifications are still not available.

**AND WHEREAS** it is unreasonable to expect volunteer firefighters—who already balance full-time employment and community service—to independently develop curriculums and training programs inhouse that meet provincial standards and adequately prepare them for certification exams;

**AND WHEREAS** smaller rural volunteer fire departments often lack the necessary resources, certified personnel, and specialized expertise to independently develop training curriculums or qualify for learning contracts with the Ontario Fire College; and

**AND WHEREAS** these departments have long relied on the Ontario Fire College's course offerings and have been patiently awaiting the release of the Ontario Seal Programs, having noted preliminary pilot initiatives in Northern Ontario and anticipating a broader rollout of these programs in the near future;

**AND WHEREAS** rural municipalities would welcome the opportunity to engage in dialogue with the Office of the Fire Marshal to address current barriers and explore collaborative solutions;

THEREFORE BE IT RESOLVED THAT the Council of the Township of Larder Lake respectfully requests that the Province of Ontario, through the Ministry of the Solicitor General and the Office of the Fire Marshal, extend the compliance deadlines outlined in Ontario Regulation 343/22 to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation for all affected certification categories;

**AND THAT** the Province consider implementing a phased or regionally adaptive approach to certification deadlines, taking into account the availability of training programs and the unique challenges faced by volunteer fire services in Rural Ontario;

**AND THAT** this resolution be forwarded to the Minister of the Solicitor General, the Ontario Fire Marshal, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Ontario Association of Fire Chiefs (OAFC), **John Vanthof** and all municipalities in Ontario for support and endorsement.

Sincerely,

**Crystal Labbe** 

**CAO/ Clerk Treasurer** 



# Municipality of Killarney

September 16, 2025

Premier Doug Ford

Email Only: premier@ontario.ca

Dear Premier Ford:

Re: Requesting Support regarding 4-laning of Highway 69/400 from Parry Sound to Sudbury

Attached is Resolution #25-311, passed by the Council of the Municipality of Killarney at its Regular Meeting held September 10, 2025.

The Municipality of Killarney fully supports the resolution of the Township of The Archipelago, which in turn endorses the Town of Parry Sound's Resolution No. 2025-099, requesting that the Province expedite completion of the remaining 68 kilometres of four-laning on Highway 69 between Parry Sound and Sudbury.

Completion of this section is critical to improving transportation safety. The existing two-lane stretch poses significant hazards and is considered extremely treacherous and life-threatening for all who travel it.

We respectfully request your support in prioritizing this vital infrastructure project and look forward to your favourable response.

Sincerely,

THE MUNICIPALITY OF KILLARNEY

Michael Reider, Mayor.

Main Office:

32 Commissioner Street Killarney, Ontario P0M 2A0

Tel: 705-287-2424 Fax: 705-287-2660

E-mail:

inquiries@municipalityofkillarney.ca

Public Works Department:

1096 Hwy 637 Killarney, Ontario P0M 2A0

Tel: 705-287-1040 Fax: 705-287-1141

website:

www.municipalityofkillarney.ca

cc: Minister of Transportation
Township of Archipelago
Town of Parry Sound
Municipality of McDougall
Municipality of Whitestone
Municipality of French River
Township of McKellar
Township of Carling
Township of Seguin
City of Greater Sudbury
Shawanaga First Nation
Henvey Inlet First Nation
Magnetawan First Nation
Local MPPs

Word: Letters-4-laning Hwy 69-16-09-2025



# The Corporation of the Municipality of Killarney 32 Commissioner Street Killarney, Ontario POM 2A0

MOVED BY: Robert Campbell

SECONDED BY: Dave Froats

### RESOLUTION NO. 25-311

**BE IT RESOLVED THAT** the Council of the Municipality of Killarney supports Resolution No. 25-133 passed by the Township of The Archipelago on August 15, 2025, which endorses the Town of Parry Sound's Resolution No. 2025-099 dated August 12, 2025, requesting that the Province expedite the completion of the remaining 68 kilometres of four-laning on Highway 69 between Parry Sound and Sudbury;

**FURTHER THAT** this resolution be forwarded to all parties listed in the resolution passed by the Township of Archipelago and the Town of Parry Sound.

Resolution Result		Recorded Vote		21/2
		Council Members	YES	NO
	CARRIED	Mary Bradbury		
	DEFEATED	Robert Campbell		
	TABLED	Dave Froats		
	RECORDED VOTE (SEE RIGHT)	Nikola Grubic		
	PECUNIARY INTEREST DECLARED	Michael Reider		
	WITHDRAWN	Peggy Roque		

I, Candy Beauvais, Clerk-Treasurer of the Municipality of Killarney do certify the foregoing to be a true copy of Resolution #25-311 passed in a Regular Council Meeting of The Corporation of the Municipality of Killarney on the 10<sup>th</sup> day of September 2025.

Candy K. Beauvais Clerk-Treasurer Parry Sound

# THE CORPORATION OF THE TOWN OF PARRY SOUND RESOLUTION IN COUNCIL

NO. 2025 - 099

DIVISION LIST	YES NO	DATE: August 12, 2025
Councillor G. ASHFORD		MOVED BY:
Councillor J. BELESKEY		21-08
Councillor P. BORNEMAN	<del></del> :	4 Sed
Councillor B. KEITH		
Councillor D. McCANN		SECONDED BY:
Councillor C. McDONALD		1 12-1-1
Mayor J. McGARVEY		gret attelliel
CARRIED: DEFEATE	D: Postp	oned to:

Whereas the 4-laning of Highway 400 from Parry Sound to Sudbury has been planned for several years;

Whereas the original completion date was 2017;

Whereas 68 kms of highway between the Town of Parry Sound to Sudbury remains to be 4-laned;

Whereas the 2-lane portion of the highway represents a serious safety concern;

Whereas highway 400 is an important economic corridor to Northern Ontario and Western Canada;

Whereas on September 6, 2022 Town Council supported MPP Jamie West's call on the province to expedite the completion of the four-laning of Hwy 400 between Sudbury & Parry Sound;

Whereas the 4-laning has not been completed;

Now therefore be it Resolved:

That the province be requested to complete the 4-laning of the remaining 68 kms of highway between Parry Sound and Sudbury as soon as possible;

That the Municipalities of McDougall, Whitestone, Killarney, French River, the Townships of The Archipelago, Carling, McKellar and Seguin, the City of Greater Sudbury and the First Nation communities of Shawanaga, Henvey Inlet and Magnetawan be asked to indicate their support of this Resolution by October 2, 2025;

That following October 2, 2025, staff request a meeting with the Minister of Transportation to present the Resolutions and discuss the completion of the project; and

That this Resolution be circulated to the municipalities and First Nation communities identified above and copied to MPP Graydon Smith. And Parameter Force

Mayor Jamie McGarvey



### The Corporation of The Township of The Archipelago **Council Meeting**

Agenda Number:

15.8.

Resolution Number 25-133

Title:

Request for Support. Four-Laning of Highway from Parry Sound to Sudbury

Date:

Friday, August 15, 2025

Moved by:

Councillor Sheard

Seconded by:

Councillor Emery

WHEREAS the four-laning of Highway 69 is critical to improving transportation safety, efficiency, and economic development in our region; and

WHEREAS the construction process has the potential to impact traffic flow, local businesses, and community accessibility; and

WHEREAS municipalities along Highway 69 require timely information on construction schedules to allow for the implementation of measures that will help maintain the economic and social viability of their communities; and

WHEREAS the Township of The Archipelago is proactively completing our socio-economic review of the sustainability of our settlement area, Pointe au Baril, and the impact of going to a secondary road of Highway 69.

NOW THEREFORE BE IT RESOLVED that the Council of the Township of The Archipelago supports the Town of Parry Sound's resolution dated August 12, 2025, requesting that the Province complete the 4-laning of the remaining 68 kms of highway between Parry Sound and Sudbury as soon as possible; and

FURTHER BE IT RESOLVED that this resolution be sent to The Honourable Doug Ford, Premier of Ontario and the Municipalities of Parry Sound, McDougall, Whitestone, Killarney, French River, Carling, McKellar and Seguin, the City of Greater Sudbury and the First Nation communities of Shawanaga, Henvey Inlet and Magnetawan.

ITEM 25.8

September 17, 2025

The Honourable Greg Rickford Minister of Northern Development Suite 400 160 Bloor Street Toronto ON M7A 2E6

Re: NORDS Pilot Program

Dear Honourable Greg Rickford,

Please be advised that at the Regular Meeting of Council on September 16, 2025, the Town of Cobalt adopted the following resolution:

RESOLUTION No. 2025-147

MOVED BY: Councillor Lafleur SECONDED BY: Councillor Anderson

WHEREAS the Northern Ontario Resource Development Support (NORDS) pilot program was introduced to help Northern Ontario municipalities address infrastructure pressures resulting from natural resource sector activities;

AND WHEREAS the program has been well received and has allowed municipalities, such as the Town of Cobalt, to strategically accumulate multi-year allocations in order to support larger-scale infrastructure initiatives critical to community development and economic growth;

**AND WHERAS** the Town of Cobalt recognizes the importance of modern, safe, and efficient infrastructure to support economic growth and industrial competitiveness;

**NOW THEREFORE BE IT RESOLVED THAT** Council for the Corporation of the Town of Cobalt strongly urges the Government of Ontario to make the Northern Ontario Resource Development Support (NORDS) program a permanent fixture of its support to Northern municipalities;

**AND FURTHER THAT** the Province consider expanding the program eligibility to recognize the significant impact that agricultural equipment and operations have on municipal infrastructure, particularly in rural communities;

**AND FURTHER THAT** the Town of Cobalt formally supports the principle of stacking (accumulating) funding from multiple grant and infrastructure programs to advance strategic capital works, and requests continued flexibility from higher levels of government to enable effective financial planning and timely delivery of large-scale municipal infrastructure initiatives;

AND FURTHER THAT a copy of this resolution be forwarded to the Minister of Northern Development, the Minister of Agriculture, Food and Agribusiness, the Minister of Infrastructure, the Minister of Natural Resources, Temiskaming MPP John Vanthof, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario (FONOM), Rural Ontario Municipal Association (ROMA) and all Northern Ontario municipalities for their awareness and support.

**CARRIED** 

Kind Regards,

Steven Dalley

Town Manager, Clerk/Treasurer

Tel: (705) 679-8877 Email: sdalley@cobalt.ca

cc: Minister of Northern Economic Development and Growth

Minister of Agriculture, Food and Agribusiness

Minister of Infrastructure

Minister of Natural Resources

MPP-John Vanthof

Association of Municipalities of Ontario (AMO)

Federation of Northern Ontario Municipalities (FONOM)

Rural Ontario Municipalities Association

all Northern Ontario municipalities



SENT VIA EMAIL: <u>Premier@ontario.ca</u>

September 19th, 2025

The Honourable Doug Ford – Premier of Ontario

Dear Honourable Premier of Ontario Doug Ford;

RE: Resolution No. 2025-234 Near North District School Board

At the regular meeting of the Township of Seguin Council held September 15th, 2025, Council passed Resolution No. 2025-234 that a new public school be developed in the Municipality of McDougall to ease the pressure on the new Mega School which is already relying on the use of portables.

A copy of Resolution No. 2025-234 is attached for your records.

Sincerely,

Donna McLeod

Clerk's Department

ana melood.

Encl.

cc: via email

Hon. Paul Calandra (Minister of Education)

Hon. Rob Flack (Minister of Municipal Affairs and Housing)

Hon. Graydon Smith (MPP Parry Sound-Muskoka)

Near North District School Board

Town of Parry Sound

Township of Archipelago

Township of McKellar

Wasauksing First Nation

Municipality of McDougall

Township of Carling

Municipality of Whitestone



### The Corporation of the Township of Seguin

Moved by TF Terry Fellner

Seconded by GG Greg Gotty Date September 15th.

WHEREAS the initial proposal was to build a new High School to serve West Parry Sound;

WHEREAS the plans changed to the construction of a JK to Grade 12 Mega School;

WHEREAS the new Mega School meant the closing of two public schools in the Municipality of McDougall and housing Junior Kindergarten to Grade 12 and a Daycare in the Mega School;

WHEREAS there were numerous concerns raised by the community with having all grades under one roof and that the proposed JK to Grade 12 school was being built too small:

WHEREAS it was discovered that many of the West Parry Sound communities' concerns were withheld from the board trustees:

WHEREAS the execution of the build of the new Mega School has raised serious concerns regarding the ability of the Near North District School Board to manage projects of this magnitude;

WHEREAS concerns have surfaced regarding a lack of accountability and transparency in all aspects of this project which is impacting students, their families, teachers, and the community at large;

WHEREAS it seems clear that the current governance model of the Near North District School Board is not working;

WHEREAS the provincial government has set a target to build 1.5M homes by 2031; WHEREAS the municipalities in West Parry Sound have been encouraging housing development;

WHEREAS more homes means more children, which means more classroom space will be required.



# The Corporation of the Township of Seguin

**NOW THEREFORE BE IT RESOLVED THAT** the Council of The Corporation of the Township of Seguin does hereby support the West Parry Sound Area requesting the following,

**THAT** a governance structure and culture be developed that is more accountable to the parents, teachers, students, and all communities within the jurisdiction of the Near North District School Board:

**THAT** decisions be made that support the communities' needs with total transparency and accountability;

**THAT** a new public school be developed in the Municipality of McDougall to ease the pressure on the new Mega School which is already relying on the use of portables; and

**THAT** this resolution be forwarded to Premier Doug Ford, the Minister of Education Paul Calandra, the Minister of Municipal Affairs and Housing Rob Flack, MPP for Parry Sound-Muskoka Graydon Smith, the municipalities and First Nation communities of West Parry Sound and the Near North District School Board.

<b>DIVISION LIST</b>	<u>Yea</u>	Nay	<u>Absent</u>	<u>Abstain</u>		
Adams		_			CARRIED	GAIN
Buszynski			_		DEFEATED	_
Collins			_			
Feliner	_					
Finnson	_					
Getty			_			
MacDiarmid						



Resolution # 2025- 95

Date: September 17, 2025

Moved by:

Seconded by:

WHEREAS the Northern Ontario Resource Development Support (NORDS) pilot program was introduced to help Northern Ontario municipalities address infrastructure pressures resulting from natural resource sector activities;

AND WHEREAS the funding provided through the NORDS pilot was very well received by the municipal sector, as it delivered timely and much-needed financial support to many communities across the North;

AND WHEREAS the program has allowed municipalities, such as the Corporation of the Township of Hilliard, to strategically stack multi-year allocations in order to support large-scale infrastructure initiatives critical to community development and economic growth;

**AND WHEREAS** the NORDS pilot program has clearly demonstrated its value and effectiveness in helping Northern municipalities address the infrastructure challenges tied to resource development and extraction;

AND WHEREAS rural and northern municipalities are also facing infrastructure degradation resulting from the increasing size and frequency of agricultural machinery and activity, which is currently outside the scope of the pilot;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Hilliard strongly urges the Government of Ontario to make the Northern Ontario Resource Development Support (NORDS) program a permanent fixture of its support to Northern municipalities;

AND FURTHER THAT the Province consider expanding program eligibility to recognize the significant impact that agricultural equipment and operations have on municipal infrastructure, particularly in rural communities;

AND FURTHER THAT municipalities be encouraged to continue utilizing the ability to stack NORDS allocations over multiple years to support the planning and delivery of major infrastructure projects;

AND FURTHER THAT a copy of this resolution be forwarded to the Minister of Northern Economic Development and Growth, the Minister of Agriculture, Food and Agribusiness, the Minister of Infrastructure, the Minister of Natural Resources, local MPP, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), Rural Ontario Municipalities Association and all Northern Ontario municipalities for their awareness and support.

Councillor	For	Against
Bolesworth, Laurie		
Lane, Dan	1	
Veley, Phil	0	
Peckover, Karen	1	
Carleton, Betty		
Carried		
Defeated		

Mayor

Clerk



### The Corporation of The Township of The Archipelago Council Meeting

Agenda Number: 15.9. Resolution Number 25-152

Title: Parry Sound Mega School

Date: Friday, September 19, 2025

Moved by: Councillor Lundy
Seconded by: Councillor Frost

WHEREAS the residents of The Township of The Archipelago contribute more per household in education levies than any other municipality in the Districts of Parry District and North Bay, and

WHEREAS residents of The Archipelago expect consultation and collaboration from the Near North District School Board in serving its residents and those of all Parry Sound District communities, and

WHEREAS a new secondary school facility was initially proposed and supported by West Parry Sound, the plans changed to build a Mega School, and

WHEREAS this new build meant the closing of two schools in McDougall Township and housing Junior Kindergarten to Grade 12 with a Day Care, and

WHEREAS there were numerous concerns raised by the community in having all grades under one roof and that the proposed school was physically undersized relative to existing student numbers, forecasted community growth, and a reduction of curriculum offerings, and

WHEREAS concerns have surfaced regarding accountability and transparency in all aspects of this project which is impacting students, their families, teachers, and the community at large and

WHEREAS it seems clear that the current structure of the Near North District School Board is not serving the West Parry Sound community who is its largest levy source per household, and with respect to the Province's urgent policy to build more homes in Ontario and

WHEREAS the municipalities in the Township of The Archipelago have been encouraging housing

WHEREAS more homes mean more children, which means more classroom space.

NOW THEREFORE BE IT RESOLVED that the Township of The Archipelago support the following:

- 1. That a responsible school board Administration be developed that is accountable to the parents, teachers, students, and Parry Sound District communities;
- 2. That all areas under its jurisdiction receive decisions made through support of the local communities' needs, in total transparency and accountability, and through consultation and collaboration;
- 3. That an existing public school be developed in McDougall Township to ease the pressure on the new Mega School, maintain full curriculum and services, and eliminate the need for portables at the Mega School;
- 4. The full curriculum, and the high level of facility access from the previous three school system, be reinstated for students of the West Parry Sound community including special education, trades, and other programs. and

FURTHER BE IT RESOLVED that this resolution be forwarded to the Premier Doug Ford, the Minister of Education Paul Calandra, the Minister of Municipal Affairs and Housing Rob Flack, the Associate Minister of Municipal Affairs and Housing and MPP for Parry Sound Muskoka Graydon Smith, Chief Adam Pawis of Shawanaga First Nation, Chief Shane Tabobondung of Wasauksing First Nation, Mayors and Reeve of Parry Sound District, FONOM, AMO, OSUM and the Community Schools Alliance.

Carried



## THE CORPORATION OF THE TOWN OF PARRY SOUND RESOLUTION IN COUNCIL

NO. 2025 - //8

DIVISION LIST	YES NO	DATE: September 16, 2025
Councillor G. ASHFORD Councillor J. BELESKEY Councillor P. BORNEMAN Councillor B. KEITH Councillor D. McCANN Councillor C. McDONALD Mayor J. McGARYEY  CARRIED: DEFEATE		MOVED BY:  SECONDED BY:  Joned to:
-		<del>_</del>

WHEREAS the Near North District School Board initial proposal was to build a new High School to serve West Parry Sound;

WHEREAS the plans changed to the construction of a JK to 12 Mega School;

WHEREAS the new Mega School meant the closing of two public schools in McDougall Township and housing Junior Kindergarten to Grade 12 and a Daycare in the Mega School;

WHEREAS there were numerous concerns raised by the community with having all grades under one roof and that the proposed JK to 12 school was being built too small;

WHEREAS it was discovered that many of the West Parry Sound communities' concerns were withheld from the board trustees;

WHEREAS the execution of the build of the new Mega School has raised serious concerns regarding the ability of the Near North District School Board to manage projects of this magnitude;

WHEREAS concerns have surfaced regarding a lack of accountability and transparency in all aspects of this project which is impacting students, their families, teachers, and the community at large and

WHEREAS it seems clear that the current governance model of the Near North District School Board is not working.

WHEREAS the provincial government has set a target to build 1.5M homes by 2031

WHEREAS the municipalities in West Parry Sound have been encouraging housing development; and

WHEREAS more homes means more children, which means more classroom space will be required.

Now therefore be it resolved that the Town of Parry Sound supports the following,

- That a governance structure and culture be developed that is more accountable to the parents, teachers, students, and all communities within the jurisdiction of the Near North District School Board;
- That decisions be made that support the communities' needs with total transparency and accountability;
- That a new public school be developed in the Municipality of McDougall to ease the pressure on the new Mega School which is already relying on the use of portables; and

That this resolution be forwarded to Premier Doug Ford, the Minister of Education Paul Calandra, the Minister of Municipal Affairs and Housing Rob Flack, MPP for Parry Sound-Muskoka Graydon Smith, the municipalities and First Nation communities of West Parry Sound, FONOM, AMO, OSUM, the Community Schools Alliance and the Near North District School Board.

Mayor/Jamje McGarvey



Date:

**September 15, 2025** 

Resolution No. COU-2025-

Moved By:

Councillor Wheeldon-

Seconded By:

Councillor Rowley

Whereas Canadian governments at all levels are structured by and derive their legitimacy from democratic principles, practices, and norms;

And Whereas many countries around the world are experiencing increased political polarization and hostility, shifts toward authoritarianism, and the undermining of democratic norms;

And Whereas incivility and hostility increasingly define the political sphere in Canada at every level of government, but particularly in systems with political parties;

And Whereas this hostile political climate drives lower democratic participation, including low voter turnout and fewer and less diverse political candidates, resulting in a lopsided and unhealthy democracy;

And Whereas poor political health undermines the ability of democratic institutions to exercise effective leadership and overcome the unprecedented challenges of the 21<sup>st</sup> century;

And Whereas elections are one of the most central and participatory parts of Canadian democratic systems;

And Whereas numerous studies, including those by Parliamentary committees, have identified our First Past the Post electoral system as driving increasing polarization and declines in voter participation, and have recommended some form of proportional representation;

And Whereas electoral reform enjoys broad public support, with a majority of polling respondents who identify with every major party supporting change in the way that they vote;

Therefore Be It Resolved that the Municipality of Brighton call upon the provincial and federal governments to enact electoral reform, adopting proportional systems in which every vote counts and polarization is diminished, in order to safeguard and empower Canadian democracy;

And Be It Further Resolved that this motion be circulated to Prime Minister Mark Carney, Premier Doug Ford, and all Ontario municipalities.

Carried OR Defeate	ed	2	5	Mayor	3
Recorded Vote			For Cle	rks Use Only	
Recorded vote called by:					
	For	Against	Abstain	Absent	COI
Mayor Brian Ostrander					
Deputy Mayor Ron Anderson					
Councillor Anne Butwell					
Councillor Hannah MacAusland				1	
Councillor Emily Rowley					
Councillor Jeff Wheeldon		1			
Councillor Bobbi Wright					
Total					
Carried Defeated Clerk's Initials					



# The Corporation of The Township of The Archipelago Council Meeting

Agenda Number: 15.4. Resolution Number 25-147

Title: Opposition to the Georgian Bay Aspiring Geopark

Date: Friday, September 19, 2025

Moved by: Councillor Frost Seconded by: Councillor Barton

WHEREAS the Township of The Archipelago is the steward of approximately 26% of the total shoreline of Georgian Bay, representing one of the most significant municipal responsibilities for conservation, planning, and sustainable management of this unique and fragile ecosystem; and

WHEREAS the proponents of the "Georgian Bay Aspiring Geopark" have advanced a proposal encompassing 48,000+ square kilometres, by far larger than any existing Canadian geopark, without adequate consultation with municipalities, Indigenous communities, or conservation organizations within its proposed boundaries; and

WHEREAS the proponents have unilaterally identified at least five sites within the Township of The Archipelago (Sans Souci, Wreck Island, Massasauga Provincial Park, Woods Bay Marina, and Pointe au Baril) as "signature geosites" for inclusion in the Geopark, without consultation with Council, staff, or the community, and with the presumption that the Township and other site managers will provide maintenance, oversight, and stewardship of these promoted sites without any discussion of capacity, appropriateness, or resources; and

WHEREAS the Township of The Archipelago is concerned that the Geopark initiative primarily advances tourism marketing objectives while lacking meaningful mechanisms for environmental protection, land-use management, or safeguarding of sensitive ecological and cultural sites; and

WHEREAS the Government of Canada has already provided funding to the Georgian Bay Geopark to develop interpretive tourism programming that does not protect the environment and diverts scarce public resources away from urgent priorities such as shoreline protection, habitat restoration, and climate resilience in Georgian Bay; and

WHEREAS Georgian Bay Forever, a leading conservation organization, has formally stated its opposition to the Geopark, citing the absence of a visitor management plan for over 200 identified geosites, the risk of pollution, vandalism, and desecration of sacred Indigenous sites, and the diversion of scarce conservation funding to tourism-first branding initiatives; and

WHEREAS United Chiefs and Councils of Mnidoo Mnising and multiple municipalities (including the Town of Gore Bay, the Municipality of Huron Shores, Northeastern Manitoulin and the Islands, and others) have already passed or indicated intent to pass motions opposing inclusion in the Geopark, citing lack of consultation, diversion of scarce public funds, and inappropriate claims of representation; and

WHEREAS the Township of The Archipelago has consistently emphasized that its land use policies, shoreline stewardship, and conservation initiatives, developed in partnership with residents, cottagers, conservation groups, Georgian Bay Biosphere, and Indigenous neighbours, are best managed through local governance.

**NOW THEREFORE BE IT RESOLVED THAT** the Township of The Archipelago will issue a *Letter of Opposition* to the Georgian Bay Geopark initiative, and will not provide endorsement or participation in its activities; and

**FURTHER BE IT RESOLVED** the Council formally opposes the inclusion of Township of The Archipelago within the boundaries of the proposed Georgian Bay Geopark; and

FINALLY BE IT RESOLVED that a copy of this resolution and the Township's letter of opposition be circulated to the Canadian Geoparks Network, Aspiring Georgian Bay Geopark, the Canadian Commission for UNESCO, the Federal Economic Development Agency, the Honourable Filomena Tassi, Minister responsible for the Federal Economic Development Agency, Graydon Smith, Member of Provincial Parliament for Parry Sound–Muskoka, Scott Aitchison, Member of Parliament for Parry Sound–Muskoka, Chief Adam Pawis of Shawanaga First Nation, Chief Shane Tabobondung of Wasauksing First Nation, Indigenous governments of the region, all member municipalities of the West Parry Sound and Simcoe Areas, and neighbouring municipalities around Georgian Bay, the Georgian Bay Association, Georgian Bay Biosphere Mnidoo Gamii, Georgian Bay Forever, Georgian Bay Land Trust, Georgian Bay Great Lakes Foundation.

Carried

#### Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18<sup>th</sup> Floor Toronto ON M7A 1Y6 Tel: 416 326-5000 Toll Free: 1 866 517-0571 Minister.SOLGEN@ontario.ca

#### Solliciteur général

Bureau du solliciteur général

25, rue Grosvenor, 18e étage Toronto ON M7A 1Y6 Tél.: 416 326-5000 Sans frais: 1 866 517-0571 Minister.SOLGEN@ontario.ca



132-2025-3641 **By email** 

September 26, 2025

Dear Heads of Council and Chief Administrative Officers of OPP-Policed Municipalities:

The Ministry of the Solicitor General has undertaken a review of the Ontario Provincial Police (OPP) cost recovery model. I would like to extend my gratitude for your participation and input into this process.

I am writing to inform you that because of the review, regulatory amendments have been made to Ontario Regulation 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police under the *Community Safety and Policing Act, 2019*. These amendments are in effect and will inform the 2026 annual billing statement to be issued shortly.

Firstly, an 11 per cent cap is established on the increase in policing costs owed by municipalities for the 2026 calendar year when compared to 2025, excluding the costs related to any service enhancements.

Secondly, a new discounts table will be established in regulation and will apply to the 2026 billing year and going forward. This new discount table introduces a lower eligibility threshold to receive a discount. Municipalities will now receive calls for service and overtime discounts when they are three or more standard deviations from the average calls for service weighted time to property count ratio, rather than the current regulatory threshold of five standard deviations.

The amendments have been approved by Cabinet and have been filed with the Registrar of Regulations. They will be accessed publicly online through the <u>e-Laws page</u> – and will be available here within the next few business days.

The preparation of 2026 annual billing statements is underway and statements are targeted for release in November 2025.

As we undertook this review, we heard loud and clear that greater clarity, predictability and stability in the OPP cost recovery model, and associated billing statements, is critical to municipalities as annual budget processes are undertaken. These amendments were contemplated, and ultimately decided upon, based on those concerns and the direct feedback that we heard from OPP-policed municipalities.

## Page 2

Should you have any questions about the regulatory updates, please reach out to solgeninput@ontario.ca.

Please direct any questions about your annual billing statements to the Crime Prevention and Community Support Bureau at <a href="mailto:opp.municipalpolicing@opp.ca">opp.municipalpolicing@opp.ca</a>.

Thank you again for your partnership.

Sincerely,

Chumul Fre

The Honourable Michael S. Kerzner Solicitor General

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety
Ministry of the Solicitor General

Thomas Carrique, C.O.M. Commissioner, Ontario Provincial Police







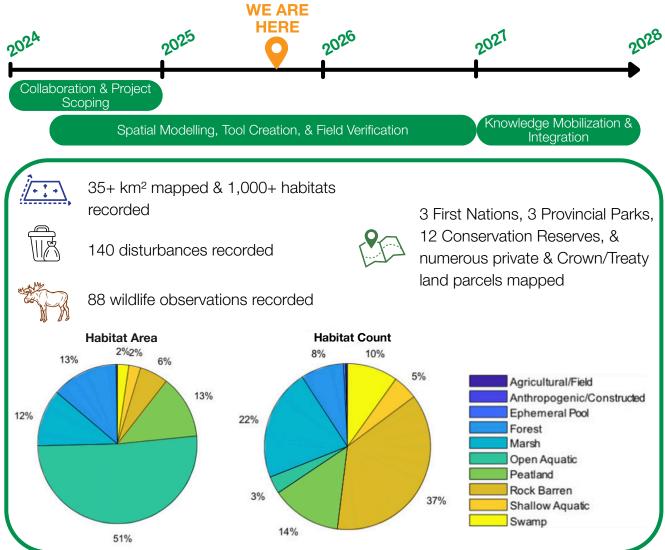
## **NAMP News**

September 2025



## A Successful First Season of Ground-Truthing!

Since May, GBB, the University of Waterloo Wildlife Ecohydrology and Conservation Lab, and our dedicated partner teams have been out in the field—hiking and paddling across diverse habitats—to collect high-quality ground-truthed data that will help train and refine the mapping model. We have exceeded expectations, with over 35 km² mapped and more than 1,000 habitats recorded! See the infographic below showing a summary of our progress. A huge thank you—chi-miigwech—to everyone for your hard work and contributions to this collaborative project!



## **Partner Spotlight**

This season's success is thanks to the efforts of our valued partners! Thank you/chi-miigwech to Shawanaga First Nation, Moose Deer Point First Nation, Wasauksing First Nation, Georgian Bay Land Trust, Ontario Parks, and Parks Canada. A special thank you/chi-miigwech as well to the community volunteers from Wasauksing First Nation and Moose Deer Point First Nation, who together contributed 171 hours to ground-truthing this season!

## **Resource Updates**

Field guides using Rite-in-the-Rain binders have been printed and distributed to partners. This winter, we will also be updating the protocol and form. Updated versions will be sent to ground-truthing partners.



### What's Next

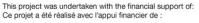
- 1. Development of preliminary model for the region (winter 2025-2026).
- 2. Revisions to protocol and form, and continued ground-truthing in 2026.
- 3. Training opportunity for municipalities: Natural Asset Management Roadmap Program
- 4. Waverley Birch, PhD student at the University of Waterloo, is supporting the NAMP project through her research. Nations are invited to:
  - a. Help guide Indigenous-led research on habitat significance, connectivity, and climate resilience.
  - b. Participate in a grant application for land-based workshops on habitat significance.
  - c. Provide feedback or co-author a paper on land cover inventory and First Nations data governance, which includes a section on opportunities for the NAMP project.

If interested in the above opportunities, please contact Waverley: wsbirch@waterloo.ca

#### We Want to Hear From You!

Do you have feedback, thoughts, or ideas? Please continue to send us your comments, questions, and suggestions regarding the form, data collection, and more! Collective feedback is crucial to ensure the data collection process is tailored to meet the needs and priorities of partners.

Reach out to: Angela Vander Eyken at avandereyken@georgianbaybiosphere.com





Environment and

Environnement et Climate Change Canada Changement climatique Canada









Legislative Services Michael de Rond 905-726-4771 clerks@aurora.ca

Town of Aurora 100 John West Way, Box 1000 Aurora, ON L4G 6J1

September 25, 2025

Delivered by email

Association of Municipalities of Ontario (AMO) 155 University Avenue, Suite 800 Toronto, ON M5H 3B7 resolutions@amo.on.ca

Re: Town of Aurora Council Resolution of September 23, 2025

Member Motion 8.9.1 - Councillor Gilliland; Re: Elect Respect Campaign Support

Please be advised that this matter was considered by Council at its meeting held on September 23, 2025, and in this regard, Council adopted the following resolution:

Whereas a healthy democracy thrives when all individuals can participate safely, equitably, and meaningfully in public life; and

Whereas Aurora, like many municipalities across Ontario, is witnessing an erosion of civil discourse and growing hostility in the political arena, both in person and online; and

Whereas elected officials at all levels, particularly women and those from equitydeserving communities, are experiencing increased threats, harassment, and toxic engagement that deter civic participation; and

Whereas social media platforms, while powerful tools for engagement, have contributed to a climate of disrespect and polarization that discourages individuals from seeking or maintaining public office; and

Whereas inclusive and respectful governance results in better decision-making and stronger representation, especially when voices of diverse genders, identities, races, ethnicities, sexual orientations, ages, and abilities are present at municipal council tables; and

Whereas the Association of Municipalities of Ontario (AMO), through its Healthy Democracy Project, has identified troubling trends of voter apathy and a declining interest in running for municipal office; and

Whereas in 2024, a group of female elected officials from Halton formed H.E.R. (Halton Elected Representatives), launching the Elect Respect campaign to advocate for respectful political engagement and safe, inclusive workplaces; and

Whereas on June 5, 2025, the Canadian Association of Feminist Parliamentarians launched a national Parliamentary Civility Pledge, inspired by the work of H.E.R., to promote respectful conduct among elected officials;

- 1. Now Therefore Be It Hereby Resolved That the Town of Aurora Council endorses the Elect Respect pledge and commits to:
  - Treating all individuals with respect in every setting; public, private, and digital;
  - Speaking out against harassment, intimidation, and personal attacks;
  - Keeping debate focused on ideas and public policy, not individuals;
  - Fostering an environment where people of all backgrounds feel safe and supported in seeking and holding public office;
  - Urging relevant authorities to ensure the safety and protection of elected officials facing threats or abuse;
  - Demonstrating leadership through integrity, accountability, and mutual respect among colleagues and constituents; and
- 2. Be It Further Resolved That the Town of Aurora encourages other municipalities, elected officials, organizations, and residents to support the Elect Respect initiative and sign the pledge at www.electrespect.ca; and
- 3. Be It Further Resolved That a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), Ontario's Big City Mayors, the Federation of Canadian Municipalities (FCM), local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs), York Region, York Regional Police, and all Ontario municipalities.

The above is for your consideration and any attention deemed necessary.

Sincerely,

Michael de Rond

Town Clerk

The Corporation of the Town of Aurora

MdR/lb

Attachment (Council meeting extract)

3 of 3

Copy: Ontario's Big City Mayors (OBCM)

Federation of Canadian Municipalities (FCM)

Sandra Cobena, MP Newmarket-Aurora

Costas Menegakis, MP Aurora—Oak Ridges—Richmond Hill

Dawn Gallagher Murphy, MPP Newmarket—Aurora

Hon. Michael Parsa, MPP Aurora-Oak Ridges-Richmond Hill

The Regional Municipality of York

York Regional Police

All Ontario Municipalities



100 John West Way Aurora, Ontario L4G 6J1 (905) 727-3123 aurora.ca

#### Town of Aurora

## **Council Meeting Extract**

Tuesday, September 23, 2025

\_\_\_\_\_

### 8. Committee of the Whole Meeting Report of September 9, 2025

**Moved by** Councillor Thompson **Seconded by** Councillor Weese

That the Committee of the Whole Meeting Report of September 23, 2025, and the Audit Committee Meeting Report of June 24, 2025 (Item 9), be received and the recommendations carried by the Committees approved, with the exception of sub-items 8.2.2, 8.5.2, and 8.7.1, which were discussed and voted on separately as recorded below.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Thompson, Councillor Gallo, and Councillor Kim

Absent (1): Councillor Gaertner

Carried (6 to 0)

#### 8.9 Member Motions

## 8.9.1 Councillor Gilliland; Re: Elect Respect Campaign Support

Whereas a healthy democracy thrives when all individuals can participate safely, equitably, and meaningfully in public life; and

Whereas Aurora, like many municipalities across Ontario, is witnessing an erosion of civil discourse and growing hostility in the political arena, both in person and online; and

Whereas elected officials at all levels, particularly women and those from equity-deserving communities, are experiencing increased threats, harassment, and toxic engagement that deter civic participation; and

Whereas social media platforms, while powerful tools for engagement, have contributed to a climate of disrespect and polarization that discourages individuals from seeking or maintaining public office; and

Whereas inclusive and respectful governance results in better decision-making and stronger representation, especially when voices of diverse genders, identities, races, ethnicities, sexual orientations, ages, and abilities are present at municipal council tables; and

Whereas the Association of Municipalities of Ontario (AMO), through its Healthy Democracy Project, has identified troubling trends of voter apathy and a declining interest in running for municipal office; and

Whereas in 2024, a group of female elected officials from Halton formed H.E.R. (Halton Elected Representatives), launching the Elect Respect campaign to advocate for respectful political engagement and safe, inclusive workplaces; and

Whereas on June 5, 2025, the Canadian Association of Feminist Parliamentarians launched a national Parliamentary Civility Pledge, inspired by the work of H.E.R., to promote respectful conduct among elected officials;

- 1. Now Therefore Be It Hereby Resolved That the Town of Aurora Council endorses the Elect Respect pledge and commits to:
  - Treating all individuals with respect in every setting; public, private, and digital;
  - Speaking out against harassment, intimidation, and personal attacks;
  - Keeping debate focused on ideas and public policy, not individuals;
  - Fostering an environment where people of all backgrounds feel safe and supported in seeking and holding public office;
  - Urging relevant authorities to ensure the safety and protection of elected officials facing threats or abuse;
  - Demonstrating leadership through integrity, accountability, and mutual respect among colleagues and constituents; and
- Be It Further Resolved That the Town of Aurora encourages other municipalities, elected officials, organizations, and residents to support the Elect Respect initiative and sign the pledge at www.electrespect.ca; and
- 3. Be It Further Resolved That a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), Ontario's Big City Mayors, the Federation of Canadian Municipalities (FCM),

local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs), York Region, York Regional Police, and all Ontario municipalities.

Carried



# THE TOWNSHIP OF WOOLWICH

BOX 158, 24 CHURCH ST. W. ELMIRA, ONTARIO N3B 2Z6 TEL. 519-669-1647 / 1-877-969-0094 COUNCIL/CAO/CLERKS FAX 519-669-1820 PLANNING/ENGINEERING/BUILDING FAX 519-669-4669 FINANCE/RECREATION/FACILITIES FAX 519-669-9348

September 26, 2025

Prime Minister Right Hon. Mark Carney Office of the Prime Minister 80 Wellington Street Ottawa, Ontario K1A 0A2

Right Honorable Prime Minster:

RE: Resolution Passed by Woolwich Township Council – Bill C-61First Nations Clean Water Act

This letter is to inform you that the Council of the Township of Woolwich passed the following resolution at their meeting held on September 23, 2025:

WHEREAS in December 2023, the Minister of Indigenous Services introduced house government bill C-61: An Act respecting water, source water, drinking water, wastewater and related infrastructure on First Nation lands also known as the First Nations Clean Water Act; and

WHEREAS in an open letter to Members of Parliament on December 12, 2024, the Assembly of First Nations (AFN) called on all Members of Parliament to prioritize the advancement of Bill C-61, calling it "a step toward addressing the long-standing water issues faced by First Nations"; and

WHEREAS Bill C-61 was not passed into law before Parliament was prorogued on January 6, 2025; and

WHEREAS Minister of the Environment, Conservation and Parks Todd McCarthy has been unclear on Ontario's position on this legislation, identifying Bill C-61 as a potential piece of legislation that would "undermine competitiveness" and "delay project development" before apologizing for any confusion and clarifying the need to "bring clean drinking water to First Nations communities, while also bringing the kind of regulatory certainty that attracts investment in businesses and communities"; and

WHEREAS Prime Minister Mark Carney and Indigenous Services Minister Mandy Gull-Masty have indicated the Canadian government's support for introducing legislation like Bill C-61 in the fall of 2025; and

WHEREAS as of September 2025, Indigenous Services Canada data shows that while 93 long-term drinking water advisories have been lifted, since November

2015, 37 long-term drinking water advisories remain active, including in 27 communities in Ontario; and

**NOW THEREFORE** be it resolved that the Council of the Township of Woolwich:

- Calls on the Government of Canada and the Minister of Indigenous Services to reintroduce legislation to ensure First Nations have the right to clean and safe drinking water in the Fall of 2025 in the same form as Bill C-61;
- 2. Calls on the Government of Ontario and the Minister of the Environment, Conservation and Parks to support this important Federal legislation; and
- 3. Directs staff to forward this resolution to the Prime Minister, Minister of Indigenous Services, Premier of Ontario, Minister of the Environment, Conservation and Parks, Assembly of First Nations and all Municipalities in Ontario.

Should you have any questions, please contact Alex Kirchin, by email at akirchin@woolwich.ca or by phone at 519-669-6005.

Yours truly,

Jeff Smith Municipal Clerk Corporate Services Township of Woolwich

cc. Hon. Mandy Gull-Masty, Minister of Indigenous Services

Hon. Todd J. McCarthy, Minster of Environment, Conservation and Parks

Hon. Doug Ford, Premier of Ontario

Assembly of First Nations All Municipalities in Ontario