

Results

Four sites (three lake segments each) were sampled in Manitouwabing Lake from 2020-2022 (Figure 15). Benthic monitoring data for all sites are available in Appendix B.

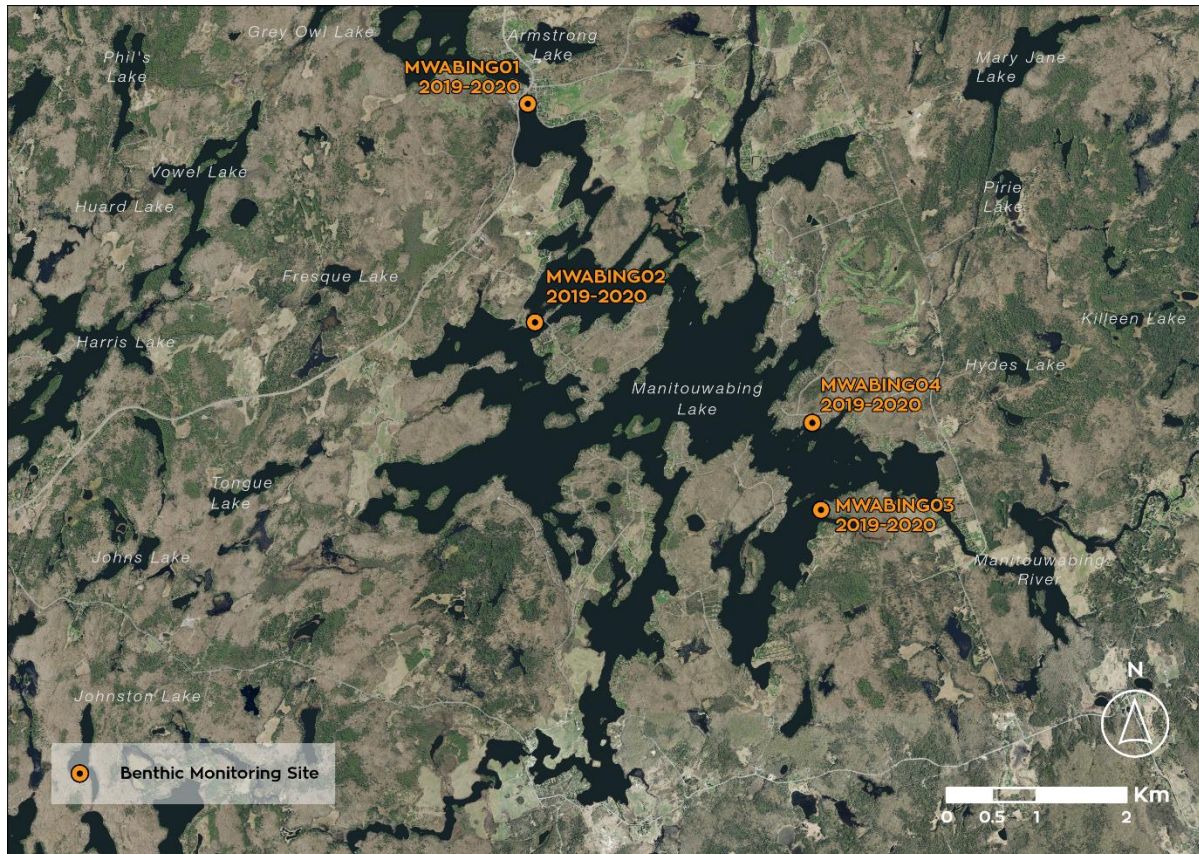


Figure 15. Benthic sampling locations on Manitouwabing Lake.

Site 1 – Manitouwabing Lake

As shown in Figure 16, the %EOT for site 1 on Manitouwabing Lake fall within the normal range of what is expected for lakes in the region.

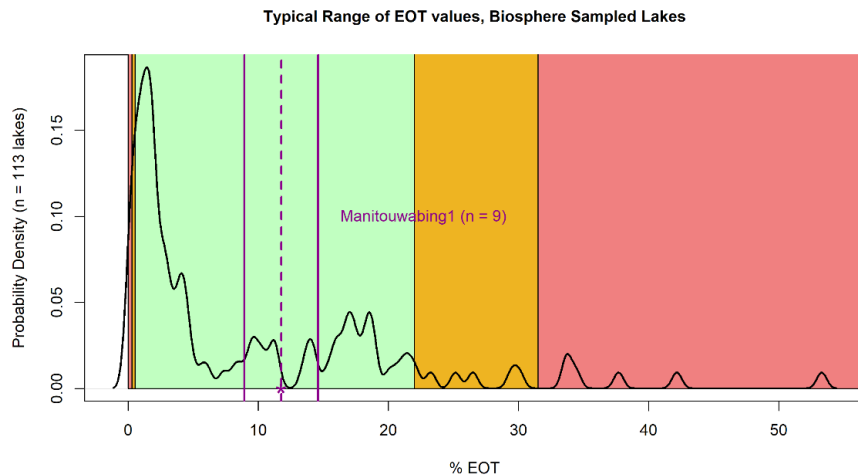


Figure 16. Manitouwabing Lake site 1 average %EOT (dashed purple line) and standard deviation (solid purple line) sampled from 3 lake segments over 3 years (n=9) fall within the "typical" category (green area) on the typical %EOT range plot (based on 113 sampled lakes). This indicates that the benthic community for site 1 is typical of what would be expected for a lake in this region.

Site 2 – Manitouwabing Lake

As shown in Figure 17, the %EOT for site 2 on Manitouwabing Lake falls within the normal range of what is expected for lakes in the region.

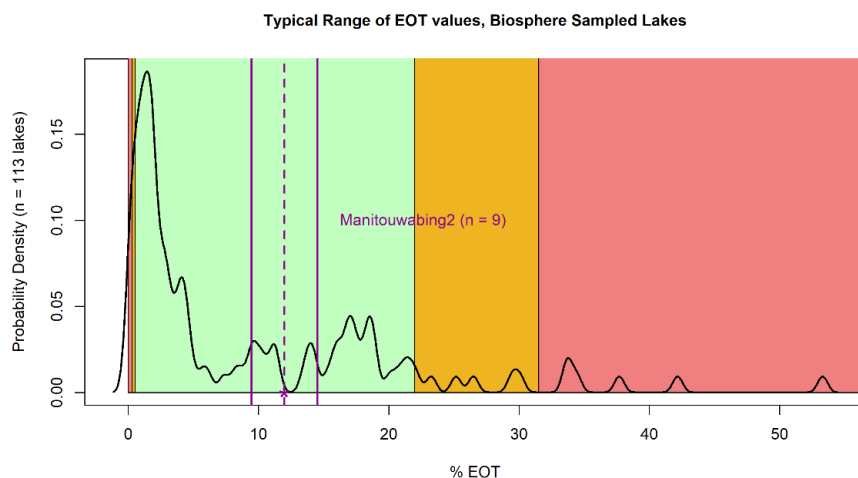


Figure 17. Manitouwabing Lake site 2 average %EOT (dashed purple line) and standard deviation (solid purple line) sampled from 3 lake segments over 3 years (n=9) fall within the "typical" category (green area) on the typical %EOT range plot (based on 113 sampled lakes). This indicates that the benthic community for site 2 is typical of what would be expected for a lake in this region.

Site 3 – Manitouwabing Lake

As shown in Figure 18, the %EOT for site 3 on Manitouwabing Lake falls within the normal range of what is expected for lakes in the region.

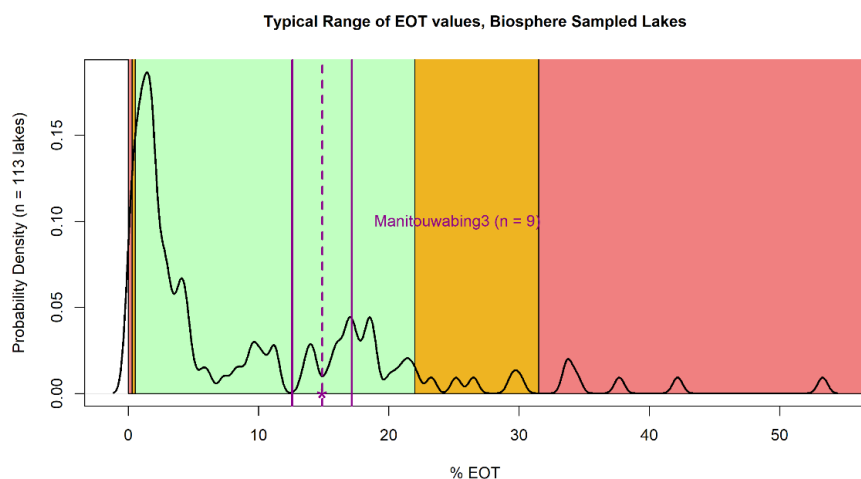


Figure 18. Manitouwabing Lake site 3 average %EOT (dashed purple line) and standard deviation (solid purple line) sampled from 3 lake segments over 3 years (n=9) fall within the "typical" category (green area) on the typical %EOT range plot (based on 113 sampled lakes). This indicates that the benthic community for site 3 is typical of what would be expected for a lake in this region.

Site 4 – Manitouwabing Lake

As shown in Figure 19, the %EOT for site 4 on Manitouwabing Lake falls within the normal range of what is expected for lakes in the region.

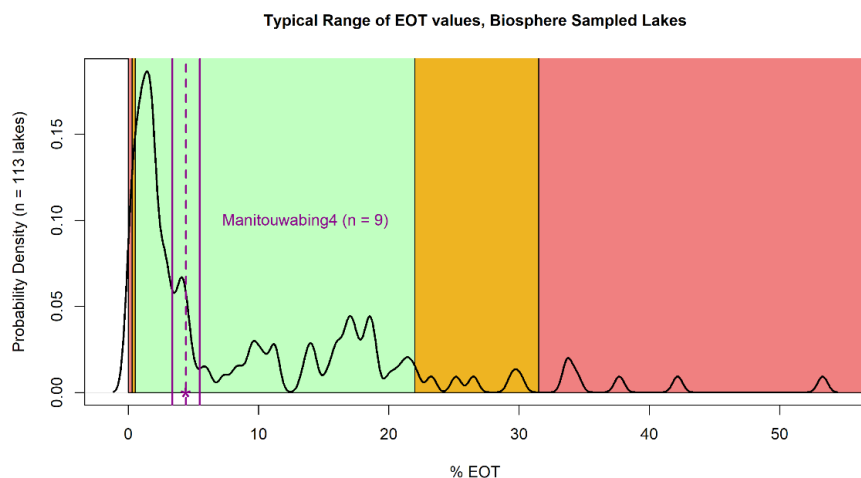


Figure 19. Manitouwabing Lake site 4 average %EOT (dashed purple line) and standard deviation (solid purple line) sampled from 3 lake segments over 3 years (n=9) fall within the "typical" category (green area) on the typical %EOT range plot (based on 113 sampled lakes). This indicates that the benthic community for site 4 is typical of what would be expected for a lake in this region.

Recommendations

With lakes in the region facing many threats (e.g., climate change, biodiversity loss, development, pollution), benthic communities act as a barometer of ecological change and impacts. Continuing to monitor the benthic community in Manitouwabing Lake will allow for trends to be tracked over time and the observation of any notable shifts (statistically significant changes) that would be cause for further investigation and potentially require remedial actions.

Manitouwabing Lake State of the Basin Review 2018

Bev Clark, Aquatic Scientist, was hired by the MLCA to conduct a thorough review of existing Manitouwabing Lake water quality data and provide recommendations for future water quality monitoring activities. Clark's report was published in 2018 and is available on the MLCA's website. The key conclusion and recommendations from the report are provided in full below (complete report available in Appendix C).

The following conclusions were drawn in Clark's (2018) report:

- The bottom line with respect to phosphorus is that concentrations are similar throughout the lake and consistent between years.
- The phosphorus values indicate a lake that is highly influenced by its watershed with no sign of deterioration in water quality (with respect to phosphorus) over the years.
- Manitouwabing Lake's mesotrophic status is not likely the result of human activity in the watershed but rather the result of export of dissolved organic carbon (DOC) from wetlands. Most of the 11.5 µg/L TP in Manitouwabing Lake has its origins as DOC in the watershed's wetland complexes.
- DOC concentrations throughout the lake are relatively similar (4.2-6.0 mg/L) with slightly more tea stained water in the south east areas of the lake. This relatively narrow range in DOC values throughout the lake indicates similar wetland conditions throughout the different subwatersheds.
- Manitouwabing Lake is not expected to support algal blooms.
- Bacteria data are difficult to interpret. There are conclusions that can be drawn by examination of the data, but there are also many aspects of bacteria in lake water that cannot be deduced from these data. Generally, the Manitouwabing Lake bacteria data show that about 5% of the samples are over 100 counts which is the guideline for recreational use. This indicates that the water is swimmable in most areas 95% of the time.

Recommendations

The following recommendations are made in Clark's (2018) report:

1. Several central locations (LPP Site #11, 1 and 3) and possibly one new location near the outflow be monitored by LPP volunteers with an effort to maintain a long-term monitoring record. Some of these sites may or may not be currently sampled. Long-term monitoring records are important to assess the effect of external drivers on the nutrient status of the lake.
2. The efforts used to collect bacteria data could be directed at other issues such as:
 - Education towards aspects of nearshore (shoreline) management.
 - Useful inventories such as areas where aquatic plants grow to assess whether the extent of plant beds are changing.
 - Long-term records of water levels and/or temperature.
3. Late summer monitoring of dissolved oxygen in the deepest location and in isolated bays where the depths are greater than 7-8m (see page 11 of Clark (2018) report for a map) may provide additional information to address the potential for algal blooms. After areas are identified as having the oxygen depleted at the bottom (with measured oxygen profiles) in year one, there can be samples taken 1 meter from the bottom in subsequent years to assess whether or not there are elevated phosphorus concentrations in the bottom water.
4. All efforts should be made to ensure that invasive species do not enter the watershed. There are many organizations that provide guidance on invading species, e.g. The Federation of Ontario Cottagers' Associations. <https://foca.on.ca/aquatic-invasive-species-program/>

Additional years of LPP results have become available since Clark's report was published in 2018. These additional data are included in Appendix A along with all historical LPP data for Manitouwabing Lake.

FISH COMMUNITIES

Overview

Table 4 provides a high-level overview of the fish communities in Manitouwabing Lake.

Table 4. Summary of Manitouwabing Lake fish communities and their management (see [link](#))

Major fish species	Largemouth bass (introduced), smallmouth bass (introduced), walleye (introduced), black crappie (introduced), northern pike (introduced)
Other fish species	Lake whitefish, creek chub, brown bullhead, yellow perch, bluntnose minnow, eastern blacknose dace, cisco, pumpkinseed, rock bass, common carp, white sucker
Lake trout management	Not designated
Current stocking	None
Historic stocking	Walleye (1938, 1950-2010), smallmouth bass (1941, 1950-1966)
Contaminants (species tested)	Northern pike, walleye, black crappie

The first documentation of a Ministry-led fish community study on Manitouwabing Lake is from 1959. A cursory survey documented the presence of walleye, smallmouth bass, largemouth bass, yellow perch, lake whitefish, and common carp. Northern pike, however, were not found to be present at that time. A historical note on the Ministry's lake file indicates that northern pike were introduced to the lake via unauthorized introduction in the 1960s. Interestingly, Manitouwabing Lake is the only lake known to contain common carp in the Parry Sound area. Another unreferenced historical note on the Manitouwabing Lake file states that carp were introduced to the lake at the turn of the century (1900) or earlier. Stocking of walleye began in 1938 and in 1941 for smallmouth bass (McIntyre, 2005).

During a 1974 Aquatic Habitat Inventory Survey, northern pike were documented in the lake for the first time. At this time walleye, smallmouth bass, and brown bullhead were all captured in low numbers. On the other hand, northern pike, common white sucker, rock bass, yellow perch, and cisco were captured in high numbers (OMNR, 1974).

In 1982 a trap net and gill net survey was conducted on Manitouwabing Lake to assess the health of the fish population. Results of the survey indicated a well-balanced fish community

with good recruitment, although productivity appeared low and there were indications of over-exploitation of game fish (McIntyre, 1983). When this survey was repeated in 1988, the results showed a drastic change to a coarse fish dominated community (i.e., dominated by fish other than game fish) (Sober, 1989). The brown bullhead population saw a dramatic increase between these two surveys. Weight and number of fish caught in 1988 were much higher than in 1982, attributable primarily to the growing brown bullhead population. Walleye, northern pike, and smallmouth bass populations were essentially unchanged.

Intensive creel surveys were conducted in the summer of 1983 and the winter of 1984. Together these surveys revealed high fishing pressure on Manitouwabing Lake and modest harvest of game fish (MacMillan, 1985a; 1985b). Fishing effort exceeded 30 rod hours per hectare with fishing for northern pike described as very good, but only fair for walleye and smallmouth bass. Comparing this information to volunteer creel data pooled from 1973-1979, it appears that fishing quality has not changed much on the lake over time.

In an effort to rebuild walleye stocks and promote natural rehabilitation in Manitouwabing Lake, several habitat enhancement projects were carried out over the decades. Details on some of these efforts are quite sparse. For example, in a note on the lake file in 1985, a walleye spawning bed enhancement project at Broadbent Rapids is mentioned (MNR, 2010). A separate note added in 1988 states that spawning bed rehabilitation work was completed below the Hurdville Dam (limestone rock placement and sand removal) and spawning bed rubble was cleaned at Squaw Rapids on Middle River (MNR, 2010). No other details are provided.

In addition to spawning bed enhancement work, lake-specific fishing regulations were changed in 1998. The walleye daily catch limit was reduced to two fish per day and a maximum size catch limit of 35.6 cm (14") was imposed (this regulation was later revoked in 2008). Furthermore, in 2000, the Manitou-Segin Game and Fish Club commenced rehabilitative stocking of walleye fry, in partnership with the MNR. In 2000 and 2001 alone, over 638,000 walleye fry were stocked at various sites in Manitouwabing Lake (McIntyre, 2000; 2001).

An End of Spring Trapnet (ESTN) survey was conducted in 2004, shortly after walleye stocking began. The purpose of the survey was three-fold. First, to assess the status of the nearshore fish community, particularly the walleye population. Second, to evaluate the impact of previous walleye fry stocking, and third, to evaluate the impact of regulations for walleye implemented in 1998. ESTN surveys use live capture, 6' trap nets set overnight for approximately 24 hours.

A total of 30 net sets were completed from May 17-June 10 resulting in the capture of 2,820 fish weighing over 1,400 kg. As summarized by McIntyre (2005), productivity was found to be exceptionally high, but over 70% of the catch weight was comprised of brown bullhead (Figure 20). Abundance indices for walleye, smallmouth bass, and largemouth bass were somewhat low relative to provincial and Parry Sound area lakes. These figures were similar to those observed on the lake in the 1980s (Figure 21). Northern pike abundance was slightly higher than the provincial and Parry Sound average and similar to abundance measured in the 1980s. Other nearshore species including yellow perch, rock bass, and pumpkinseed were caught in very low abundance.

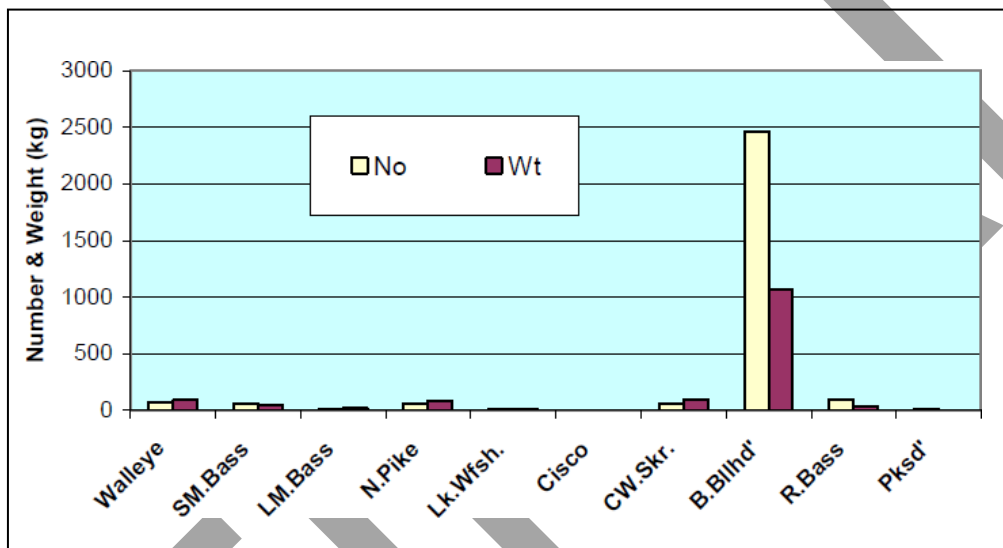


Figure 20. Catch composition for the 2004 ESTN survey on Manitouwabing Lake (McIntyre, 2005).

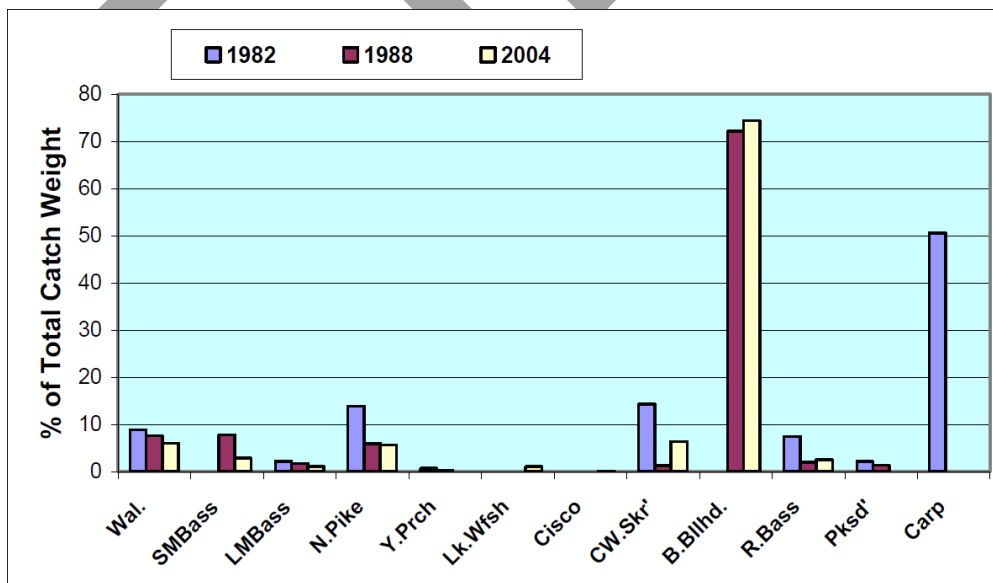


Figure 21. Catch composition by species for the 1982, 1988, and 2004 trapnet surveys on Manitouwabing Lake (McIntyre, 2005).

Nearshore Community Index Netting Project (2004 & 2005)

Manitouwabing Lake was most recently surveyed by the MNRF in 2014 and 2015 (Figure 22). A Nearshore Community Index Netting (NSCIN) project was conducted over the two years. The purpose of the survey was to obtain information on the composition of the fish community and the abundance and population of primary game fish species (Scholten, 2020).

NSCIN surveys use live capture, 6' trap nets set overnight for approximately 24 hours. Netting is conducted in late summer from August 1 until the surface temperature cools to 13°C. Net set locations are typically randomly selected, however in this case the same sites used in the 2004 ESTN (McIntyre, 2005) were used again. Captured fish are enumerated by species and major game fish species are sampled in greater detail including length, weight, and the collection of calcified structures for age determination.

A total of 16 net sets were completed from September 8-13, 2014 and 15 net sets completed from September 28-October 2, 2015. Most of the results presented in the NSCIN report are reported by combining results from both years.

By both number and weight, brown bullhead was the most abundant species (average 16.4/net, 7.4kg/net). Of the large game fish, smallmouth bass were the most abundant by number and weight (3.0/net, 2.0kg/net). Northern pike (0.8/net, 1.1kg/net), largemouth bass (1.0/net, 0.8kg/net), and walleye (1.1/net, 1.6kg/net) were all caught at similar rates but varied more in their total weights due to differences in average size of each species. Black crappie were the most numerous game fish overall (4.9/net), but accounted for less weight (1.2kg/net). Finally, white sucker, rock bass, and pumpkinseed made up the remainder of the catch (Figure 23). Table 5 presents a summary of size and age ranges for each game fish species as well as an indication of growth rate.

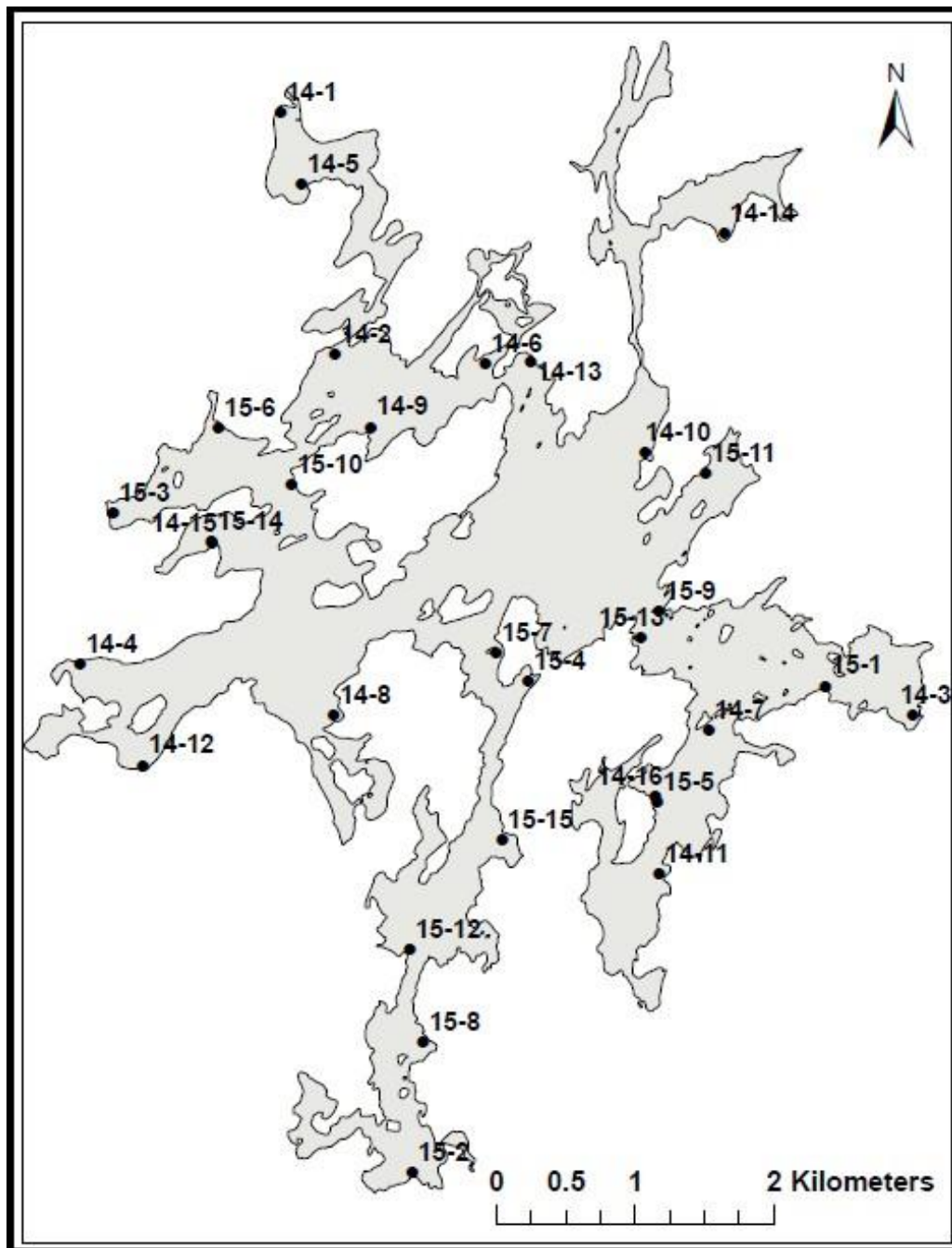


Figure 22. Manitowabing Lake trap net set locations, NSCIN 2014-2015.

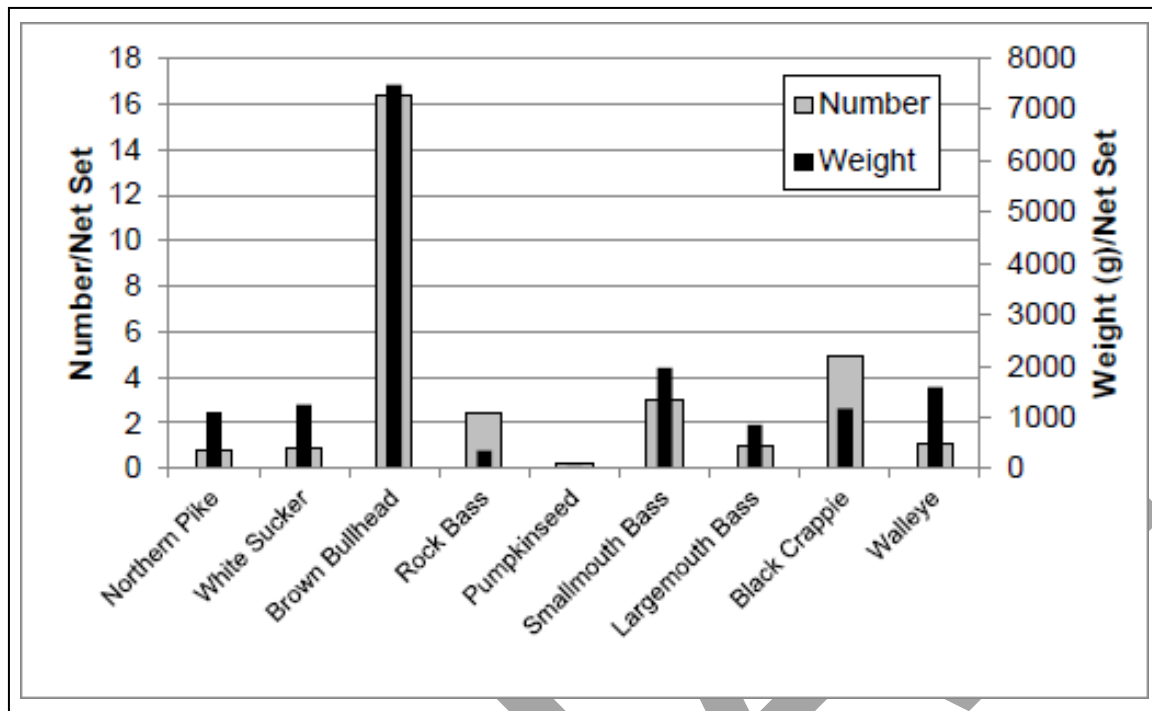


Figure 23. Catch summary by number (wide bars, left vertical axis) and weight (narrow bars, right vertical axis) for Manitouwabing Lake NSCIN 2014-2015 (Scholten, 2020).

Table 5. Summary of game fish species' lengths, ages, and growth rates (Scholten, 2020).

	Walleye	Northern pike	Smallmouth bass	Largemouth bass	Black crappie
Min fork length (mm)	249	337	160	180	115
Max fork length (mm)	672	840	444	431	315
Mean fork length (mm)	487	559	325	347	232
Min age (years)	2	1	1	1	1
Max age (years)	19	8	12	9	5
Mean age (years)	7.7	4.3	6.1	3.1	2.7
Growth rate	Above average	Below average	Above average	Above average*	Above average

* The observed growth rate of largemouth bass was very rapid; above maximum values observed elsewhere in the province.

The 2014-2015 NSCIN report (Scholten, 2020) summarizes that overall, catch composition and abundance of the major game fish species caught were similar to previous surveys, other than the appearance of black crappie (Figure 24). While black crappie had been reported to occur in the lake previously, they did not occur when the last MNRF survey was conducted in 2004. Since being illegally introduced to the lake, black crappie have become a major component of the fish community as evidenced by the fact that they were the second most commonly caught species by number. Several species previously documented were not

caught during the 2014-2015 sampling including yellow perch, lake whitefish, cisco, and common carp.

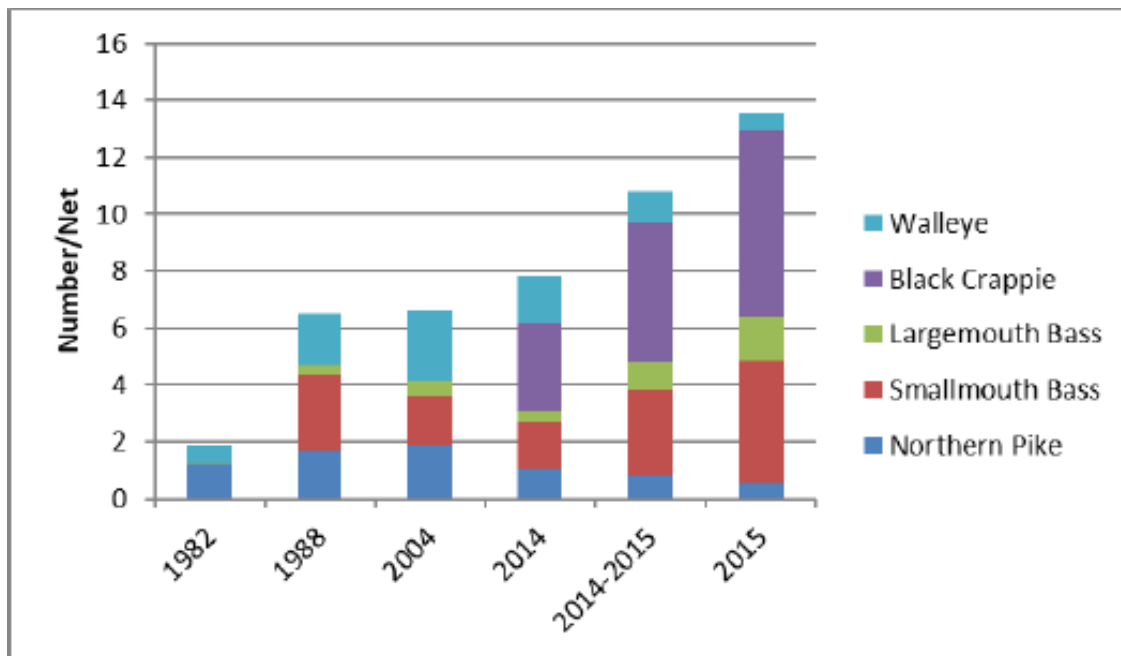


Figure 24. Catch rate (number/net) of major game fish species from 6' trap nets in Manitouwabing Lake, by year (Scholten, 2020).

The overall catch rates of northern pike and walleye in 2014-2015 were somewhat lower than in the past. Smallmouth bass, on the other hand, had a higher catch rate than observed in 1988 and 2004, but not to the point of concluding that a long-term trend has occurred. Largemouth bass catch rate has increased with each successive survey reflecting a real long-term increase in abundance. Brown bullhead catch has shown the greatest variation over surveys; none were caught in 6' trap nets in 1982, extremely large numbers were caught in 1988 and 2004, and a decrease occurred in 2014-2015 (Figure 25). Scholten (2020) states that the implications of changing bullhead abundance on other members of the fish community is unclear but that a real decline in abundance more recently may ease competitive interactions with other species.

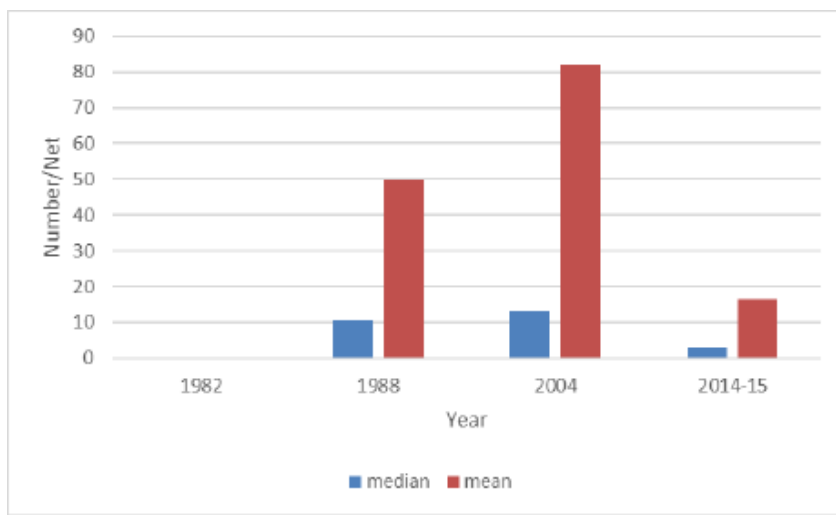


Figure 25. Mean and median catch of brown bullhead from 6' trap nets in Manitouwabing Lake, by year (Scholten, 2020).

Based on the findings from the 2014-2015 NSCIN project, it was determined that Manitouwabing Lake should be “managed as a natural Walleye lake and supplemental stocking should not be done” (Scholten, 2020, p. 15). Provincial guidelines recommend that stocking of a species not occur when a viable self-sustaining population is present (OMNR, 2002). Furthermore, the report recommends that “no lake-specific management actions take place at this time” (Scholten, 2020, p. 15).

Consumption Advisories

Consumption advisories or restrictions on fish are commonplace across jurisdictions in North America. Fish are exposed to, and absorb, contaminants in the water in a variety of ways (e.g., consuming contaminated food, absorption from the water as it passes over their gills). Contaminants found in fish can come from local sources, as well as sources from thousands of kilometers away (e.g., airborne contaminants that end up in the water via rain or snowfall). Examples of contaminants that are known to be transported long distances include mercury, polychlorinated biphenyls (PCBs), and toxaphene.

Based on species, size, and location, certain fish are more or less suitable to eat than others. Smaller fish tend to be less contaminated than larger fish of the same species. In the Great Lakes, leaner fish (e.g., bass, pike, walleye, perch, panfish) tend to have much lower contaminants than fatty species like trout and salmon. In inland lakes, top-predatory fish such as pike and walleye generally have greater contaminants than panfish or whitefish.

Advisories provide consumption advice for the general population and sensitive populations. The sensitive population includes women of child-bearing age (women who intend to become pregnant or are pregnant) and children younger than 15 years of age. These groups are considered sensitive because pregnant women and nursing mothers can affect the health of their baby through a diet elevated in contaminants, and young children are affected by contaminants at lower levels than the general population.

In terms of advisories for eating fish from Manitouwabing Lake, mercury is the contaminant of concern (Table 6). Specifically, advisories exist for black crappie, northern pike, and walleye due to concerns around mercury. To learn more about fish consumption advisories and how to reduce the risk from contaminants in fish, please visit the [MECP website](#) on eating Ontario fish.

Table 6. Fish consumption advisories for Manitouwabing Lake (see [link](#)).

Species	General Population	Sensitive Population*
Black crappie ¹	<ul style="list-style-type: none"> max 32 meals/month of fish 20-25cm max 12 meals/month of fish 25-30cm 	<ul style="list-style-type: none"> max 12 meals/month of fish 20-25cm max 4 meals/month of fish 25-30cm
Northern pike ¹	<ul style="list-style-type: none"> max 16 meals/month of fish 30-35cm max 16 meals/month of fish 35-40cm max 16 meals/month of fish 40-45cm max 12 meals/month of fish 45-50cm max 8 meals/month of fish 50-55cm max 8 meals/month of fish 55-60cm max 8 meals/month of fish 60-65cm max 4 meals/month of fish 65-70cm max 4 meals/month of fish 70-75cm max 4 meals/month of fish >75cm 	<ul style="list-style-type: none"> max 8 meals/month of fish 30-35cm max 8 meals/month of fish 35-40cm max 4 meals/month of fish 40-45cm max 4 meals/month of fish 45-50cm max 4 meals/month of fish 50-55cm max 4 meals/month of fish 55-60cm no meals of fish 60-65cm no meals of fish 65-70cm no meals of fish 70-75cm no meals of fish >75cm
Walleye ¹	<ul style="list-style-type: none"> max 8 meals/month of fish 25-30cm max 8 meals/month of fish 30-35cm max 4 meals/month of fish 35-40cm max 4 meals/month of fish 40-45cm max 4 meals/month of fish 45-50cm max 2 meals/month of fish 50-55cm max 2 meals/month of fish 55-60cm max 2 meals/month of fish 60-65cm max 0 meals/month of fish 65-70cm 	<ul style="list-style-type: none"> max 4 meals/month of fish 25-30cm no meals of fish 30-35cm no meals of fish 35-40cm no meals of fish 40-45cm no meals of fish 45-50cm no meals of fish 50-55cm no meals of fish 55-60cm no meals of fish 60-65cm no meals of fish 65-70cm

* Women of child bearing age and children under 15; ¹ Mercury

SUMMARY OF RECOMMENDATIONS

Water Quality

Continue annual LPP sampling. If capacity is limited, preference should be given to sites that are spread across different areas of the lake and that have the longest datasets. Long-term datasets are important to assess the effect of external drivers on the nutrient status of the lake (Clark, 2018). Suggested sites are Station 2973, Site IDs 8, 9, 13, and 18.

Continue with annual benthic sampling to accurately characterize and track trends in the benthic community in the lake. Lakes in the region are experiencing increasing pressures, such as climate change, invasive species, and development. It is important to continue monitoring water quality even in lakes considered to be healthy so that if/when changes start to occur, those changes are noted and appropriate actions can be taken swiftly (e.g., stewardship actions, enhanced monitoring or studies). Without long-term, continuous monitoring, changes in the benthic community and water quality more broadly may go unnoticed until there is a significant problem.

As described by Clark (2018), late summer monitoring of dissolved oxygen in the deepest location and in isolated bays where the depths are greater than 7-8m (see map on page 11 of Clark (2018) report) may provide additional information to address the potential for algal blooms. After areas are identified as having the oxygen depleted at the bottom (with measured oxygen profiles) in year one, samples can be taken 1m from the bottom in subsequent years to assess whether or not there are elevated phosphorus concentrations in the bottom water.

Bacteria monitoring should be focused on beaches as per the province's Beach Management Guidance Document. Should the MLCA wish to continue with bacteria monitoring elsewhere, it should happen in the framework of a scientific investigation focused on testing specific hypotheses on potential sources of contamination through a focused sampling program.

Long-term records of water temperature are easy for a dedicated volunteer or group of volunteers to collect and can provide very useful information.

Fish Communities

The province of Ontario released [new regulations](#) for the sale and possession of live bait in July 2020, anglers should familiarize themselves with these changes to remain in compliance with the new regulations at all times. Highlights include:

- A valid fishing license is required to catch your own live baitfish, leeches, crayfish, and northern leopard frogs.
- There are specific fish species that can and cannot be used as bait in Ontario.
- Bait can only be caught in your home Bait Management Zone (BMZ) and cannot leave your BMZ.
- Baitfish and leeches you catch cannot be sold unless you are a licensed dealer.
- If you fish outside your home BMZ, you must buy your baitfish and leeches locally, keep a receipt, and use or dispose of your bait within two weeks of purchase.

Recreational anglers should use the app [MyCatch](#) by Angler's Atlas to log fishing trips and share fishing data confidentially with biologists. Use of the app can help supplement fisheries data between MNRF population surveys.

Stewardship Activities

MLCA should continue to encourage Manitouwabing Lake property owners to maintain and/or restore natural shorelines. GBB's [Planting for Pollinators](#) guide offers property owners assistance in choosing plants for their property that are native to eastern Georgian Bay and that help to enhance the property and conserve important natural habitats. Native plants can be sourced from the MLCA [Native Plant Seedling Sale](#) and the annual GBB Native Plant Fundraiser (check the GBB [events page](#) in the spring).

Property owners interested in decreasing their ecological footprint can also utilize GBB's [Life on the Bay Stewardship Guide](#). The guide covers a range of topics including how to live with wildlife, how to use landscaping to improve water quality, best practices during construction, how to store chemicals and garbage, and many more. The Life on the Bay guide is designed to be used by waterfront property owners on Georgian Bay and inland lakes.

There are many [citizen science programs](#) for interested cottagers and residents to get involved in. Examples include invasive species reporting, IceWatch, FrogWatch, Canadian Lakes Loon Survey, and many others.

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FINAL

APPENDICES

Appendix A. Active and Historical Lake LPP Sampling Locations

It is important to note that LPP TP data are presented as two samples (TP1 and TP2) plus an average for each sampling date. TP1 and TP2 are duplicate TP concentrations which help to verify confidence in the results and provide a contingency against one sample being lost due to breakage during shipment or laboratory accidents.

If there are major differences between TP1 and TP2, it is likely that one of the two samples was contaminated, for example by zooplankton or other debris. In this case the data will be 'flagged' in yellow. Use caution when interpreting TP data that has been flagged.

Station: 2973

Site ID: 1

Description: Great Bay

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 (µg/L)	TP2 (µg/L)	Average TP (µg/L)	Calcium (mg/L)
2002		12.72	13.51	13.12	
2003	2.30	10.21	10.06	10.14	

Station: 2973

Site ID: 3

Description: Longhorn & James Bay

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 (µg/L)	TP2 (µg/L)	Average TP (µg/L)	Calcium (mg/L)
2002		24.25	36.58	30.42	
2003		12.40	13.52	12.96	

Station: 2973

Site ID: 4

Description: McKellar, near dock

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 (µg/L)	TP2 (µg/L)	Average TP (µg/L)	Calcium (mg/L)
2002	2.80	51.10	44.80	47.95	
2003	2.37				
2006	3.13	13.96	12.85	13.41	
2007	3.24	11.54	11.72	11.63	
2008	3.55	10.10	10.26	10.18	3.66
2009	3.30	9.51	9.60	9.56	2.34

Station: 2973

Site ID: 6

Description: L Taits Is-Great Bay

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 (µg/L)	TP2 (µg/L)	Average TP (µg/L)	Calcium (mg/L)
2002	2.09	18.70	13.33	16.02	
2003	2.14	11.40	12.10	11.75	
2004	2.28	9.20	11.23	10.22	
2005	2.33	10.51	10.87	10.69	
2006	2.48	7.12	6.99	7.06	
2007	2.23				
2008	2.17	24.16	21.47	22.82	3.94
2009	2.34	9.38	8.27	8.83	3.00
2011	2.32	11.00	11.20	11.10	3.74
2012	2.28	7.80	8.20	8.00	3.69
2013	2.67	10.00	10.20	10.10	3.21
2014	2.37	13.80	15.20	14.50	3.58
2015	2.24	9.40	9.40	9.40	3.76

Station: 2973

Site ID: 7

Description: N / W Tait's Island

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 (µg/L)	TP2 (µg/L)	Average TP (µg/L)	Calcium (mg/L)
2006	2.69	10.18	12.27	11.23	
2007	2.73	9.20	9.30	9.25	
2008	2.69	12.63	14.34	13.49	3.88
2009	2.59				

Station: 2973

Site ID: 8

Description: West of Maplewood

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 (µg/L)	TP2 (µg/L)	Average TP (µg/L)	Calcium (mg/L)
2002	2.08	9.70	10.60	10.15	
2003	2.00	13.20	13.40	13.30	
2004	2.60	12.17	11.61	11.89	
2005	2.42	16.50	11.60	14.05	
2006	2.23	10.03	10.44	10.24	
2007	2.53	10.48	9.26	9.87	
2008	1.96	12.96	12.40	12.68	3.66
2009	2.35	11.63	10.75	11.19	
2010	2.41	9.60	10.40	10.00	3.43
2011	2.39	14.00	12.80	13.40	3.87
2012	2.52	7.80	7.60	7.70	3.95
2013	2.45	13.20	16.40	14.80	3.23
2014	2.35	11.60	11.40	11.50	3.64
2015	2.37	9.20	9.60	9.40	3.48
2016	2.63	9.20	8.80	9.00	3.34
2017	2.02	13.80	10.20	12.00	3.56
2018	2.30	14.20	12.00	13.10	3.58
2019	2.33	10.80	11.40	11.10	3.30

Station: 2973

Site ID: 9

Description: E of Longhorn, Hardie's Cr

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 (µg/L)	TP2 (µg/L)	Average TP (µg/L)	Calcium (mg/L)
2002	1.61				
2005		14.96	14.53	14.75	
2006	1.65				
2007	1.40	14.21	12.75	13.48	
2008	1.35	16.92	15.22	16.07	3.52
2016	1.42	12.60	12.20	12.40	3.66
2017		13.00	11.60	12.30	4.76
2018		11.20	12.20	11.70	4.64
2018		11.80	11.80	11.80	
2019		14.40	13.00	13.70	

Station: 2973

Site ID: 10

Description: E end, Bailey's

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 (µg/L)	TP2 (µg/L)	Average TP (µg/L)	Calcium (mg/L)
2002	1.36				

Station: 2973

Site ID: 11

Description: N Tait's Is.

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 (µg/L)	TP2 (µg/L)	Average TP (µg/L)	Calcium (mg/L)
2006	2.35	9.16	8.53	8.85	
2012	2.63	13.40	12.20	12.80	3.80
2013	2.80	13.20	11.00	12.10	3.30

Station: 2973

Site ID: 12

Description: Manitouwabing (golf cs.) Bay

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 (µg/L)	TP2 (µg/L)	Average TP (µg/L)	Calcium (mg/L)
2006		9.11	9.70	9.41	
2007	2.25	10.98	10.31	10.65	
2009		9.18	9.81	9.50	2.96

Station: 2973

Site ID: 13

Description: Jones Bay

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 (µg/L)	TP2 (µg/L)	Average TP (µg/L)	Calcium (mg/L)
2006		13.44	12.52	12.98	
2007		13.06	12.21	12.64	
2008	2.34	13.34	12.06	12.70	3.12
2009	1.73	12.74	11.66	12.20	2.44
2011	2.16	13.00	14.80	13.90	
2012		11.20	11.00	11.10	3.34
2013	2.05	12.00	12.00	12.00	2.92
2014	2.02	9.40	9.80	9.60	2.96
2015	1.98	11.00	9.40	10.20	2.42
2016	2.34	8.80	8.80	8.80	3.06
2017		11.80	11.20	11.50	2.86
2018					3.32
2020	1.52	13.20	13.40	13.30	3.9

Station: 2973

Site ID: 18

Description: McKellar Bay

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 (µg/L)	TP2 (µg/L)	Average TP (µg/L)	Calcium (mg/L)
2016	1.44	10.40	10.60	10.50	4.06
2017		14.00	15.20	14.60	4.02
2018		9.80	9.40	9.60	3.90
2019		8.80	9.00	8.90	
2020	3	9.60	9.00	9.30	4.20

Station: 2973

Site ID: 19

Description: McKellar, near dock

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 ($\mu\text{g/L}$)	TP2 ($\mu\text{g/L}$)	Average TP ($\mu\text{g/L}$)	Calcium (mg/L)
2016	3.32	11.20	10.80	11.00	3.88
2017		11.40	11.20	11.30	3.94
2018		9.00	11.20	10.10	4.00
2019		11.80	10.20	11.00	

Station: 2973

Site ID: 20

Description: South of Fire RTE 150 Basin

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 ($\mu\text{g/L}$)	TP2 ($\mu\text{g/L}$)	Average TP ($\mu\text{g/L}$)	Calcium (mg/L)
2016		7.80	7.60	7.70	3.28

Station: 2973

Site ID: 21

Description: Moffat Basin, Deep spot

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 ($\mu\text{g/L}$)	TP2 ($\mu\text{g/L}$)	Average TP ($\mu\text{g/L}$)	Calcium (mg/L)
2016		12.60	12.80	12.70	3.76

Station: 2973

Site ID: 22

Description: Basin South of Lakeside Dr.

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 ($\mu\text{g/L}$)	TP2 ($\mu\text{g/L}$)	Average TP ($\mu\text{g/L}$)	Calcium (mg/L)
2016	2.61	9.20	10.00	9.60	3.76
2017	2.06	12.60	12.80	12.70	23.10

Station: 2973

Site ID: 23

Description: East of Hurdville

Data Collector: LPP volunteer

Year	Secchi Depth (m)	TP1 (µg/L)	TP2 (µg/L)	Average TP (µg/L)	Calcium (mg/L)
2020	1.43	11.20	11.20	11.20	4.20

FINAL

Appendix B. Benthic Sampling Results

Table 7. Manitouwabing Lake Site 1 sampling data (2020-2022).

Common Name	Scientific Name	2020			2021			2022		
		1	2	3	1	2	3	1	2	3
Hydras	Coelenterata	0	0	0	0	0	0	0	0	0
Flatworms	Turbellaria	2	1	10	2	1	7	4	5	2
Roundworms	Nematoda	10	12	7	10	1	12	0	1	7
Aquatic Earthworms	Oligochaeta	2	1	0	6	5	3	1	0	1
Leeches	Hirudinaea	0	0	0	0	0	1	0	1	0
Sow bugs	Isopoda	2	18	15	6	51	32	14	14	12
Clams	Pelecypoda	0	0	0	0	0	0	0	1	0
Scuds	Amphipoda	27	32	36	51	77	44	49	79	47
Crayfish	Decapoda	0	0	0	0	0	0	0	1	0
Mites	Hydracarina	10	10	5	10	5	8	21	24	26
Mayflies	Ephemeroptera	4	4	9	4	1	8	3	6	8
Dragonflies	Anisoptera	11	4	3	2	2	3	0	2	1
Damselflies	Zygoptera	8	1	0	0	2	5	0	6	0
Stoneflies	Plecoptera	0	0	0	0	0	0	0	0	0
True Bugs	Hemiptera	0	0	0	0	1	0	0	0	0
Fishflies and Alderflies	Megaloptera	0	0	0	0	0	0	0	1	0
Caddisflies	Trichoptera	8	6	4	2	0	2	0	0	1
Aquatic Moths	Lepidoptera	0	0	0	0	0	0	0	0	0
Beetles	Coleoptera	0	0	0	0	0	0	0	1	0
Snails and Limpets	Gastropoda	2	0	4	12	2	3	5	1	1
Midges	Chironomidae	12	10	7	5	10	8	4	3	10
Horse and Deer Flies	Tabanidae	0	0	0	0	0	0	0	0	0
Mosquitos	Culicidae	0	0	0	0	0	0	0	0	0
No-see-ums	Ceratopogonidae	2	2	5	1	4	1	0	1	0
Crane Flies	Tipulidae	0	0	0	0	0	0	0	0	0
Blackflies	Simuliidae	0	0	0	0	0	0	0	0	0
Misc. True Flies	Misc. Diptera	0	0	0	0	0	0	0	0	0
Total Count		100	101	105	112	163	137	101	146	116
Number of Taxa		13	12	11	13	14	14	8	15	11
Average % EOT		12%								

Table 8. Manitouwabing Lake Site 2 sampling data (2020-2022).

Common Name	Scientific Name	2020			2021			2022		
		1	2	3	1	2	3	1	2	3
Hydras	Coelenterata	0	0	0	0	0	0	0	0	0
Flatworms	Turbellaria	0	3	0	0	1	2	0	0	1
Roundworms	Nematoda	0	5	7	10	17	10	1	4	2
Aquatic Earthworms	Oligochaeta	0	0	1	0	2	1	1	1	1
Leeches	Hirudinaea	0	0	0	0	1	1	0	0	0
Sow bugs	Isopoda	19	9	42	56	50	21	29	16	21
Clams	Pelcypoda	0	1	0	1	0	1	0	1	1
Scuds	Amphipoda	34	22	21	22	6	42	10	10	28
Crayfish	Decapoda	0	1	0	0	0	0	1	0	0
Mites	Hydracarina	17	13	2	2	24	5	2	26	30
Mayflies	Ephemeroptera	4	20	7	10	1	6	3	8	3
Dragonflies	Anisoptera	2	4	6	5	6	1	1	4	2
Damselflies	Zygoptera	2	5	0	0	0	1	0	0	0
Stoneflies	Plecoptera	0	0	0	0	0	0	0	0	0
True Bugs	Hemiptera	0	1	0	0	0	1	0	0	0
Fishfiles and Alderflies	Megaloptera	0	0	0	0	0	0	0	0	0
Caddisflies	Trichoptera	3	2	2	2	1	3	0	0	1
Aquatic Moths	Lepidoptera	0	0	0	0	0	0	0	0	0
Beetles	Coleoptera	0	0	0	0	0	1	0	1	0
Snails and Limpets	Gastropoda	1	0	2	0	0	1	2	1	3
Midges	Chironomidae	15	14	16	5	6	11	53	29	14
Horse and Deer Flies	Tabanidae	1	0	0	0	0	0	0	0	0
Mosquitos	Culicidae	0	0	0	0	0	0	0	0	0
No-see-ums	Ceratopogonidae	2	3	5	7	0	4	0	0	0
Crane flies	Tipulidae	0	0	0	1	0	0	0	0	0
Blackflies	Simuliidae	0	0	0	0	0	0	0	0	0
Misc. True Flies	Misc. Diptera	0	0	0	0	0	0	0	0	0
Total Count		100	103	111	121	115	112	103	101	107
Number of Taxa		11	14	11	11	11	17	10	11	12
Average % EOT		12%								

Table 9. Manitouwabing Lake Site 4 sampling data (2020-2022).

Common Name	Scientific Name	2020			2021			2022		
		1	2	3	1	2	3	1	2	3
Hydras	Coelenterata	0	0	0	0	0	0	0	0	0
Flatworms	Turbellaria	4	1	1	5	0	13	1	11	14
Roundworms	Nematoda	19	11	26	7	19	50	4	3	10
Aquatic Earthworms	Oligochaeta	5	3	4	2	9	2	2	12	6
Leeches	Hirudinaea	0	1	0	0	0	0	0	0	0
Sow bugs	Isopoda	37	0	2	56	2	8	33	2	5
Clams	Pelcypoda	0	1	2	0	2	1	2	6	4
Scuds	Amphipoda	39	15	36	41	12	21	11	72	8
Crayfish	Decapoda	0	0	0	0	1	0	0	0	0
Mites	Hydracarina	2	3	8	2	5	1	26	16	41
Mayflies	Ephemeroptera	14	14	20	2	13	5	10	32	7
Dragonflies	Anisoptera	7	4	5	3	2	4	0	5	3
Damselflies	Zygoptera	6	0	0	0	0	0	0	0	0
Stoneflies	Plecoptera	0	0	0	0	0	0	0	0	0
True Bugs	Hemiptera	1	0	0	0	0	0	0	0	0
Fishflies and Alderflies	Megaloptera	0	1	0	0	0	0	0	0	0
Caddisflies	Trichoptera	6	6	22	0	7	8	0	3	5
Aquatic Moths	Lepidoptera	0	0	0	0	0	0	0	1	0
Beetles	Coleoptera	0	0	2	1	0	5	1	3	5
Snails and Limpets	Gastropoda	5	6	2	2	2	1	3	3	2
Midges	Chironomidae	7	57	77	8	27	25	30	85	45
Horse and Deer Flies	Tabanidae	0	0	0	0	0	0	0	0	0
Mosquitos	Culicidae	0	0	0	0	0	0	0	0	0
No-see-ums	Ceratopogonidae	0	0	2	0	2	2	0	2	4
Crane flies	Tipulidae	0	0	0	0	0	0	0	0	0
Blackflies	Simuliidae	0	0	0	0	0	0	0	0	0
Misc. True Flies	Misc. Diptera	0	0	0	0	0	0	0	0	0
Total Count		152	123	209	129	103	146	123	256	159
Number of Taxa		13	13	14	11	13	14	11	15	14
Average % EOT		15%								

Table 10. Manitouwabing Lake Site 4 sampling data (2020-2022).

Common Name	Scientific Name	2020			2021			2022		
		1	2	3	1	2	3	1	2	3
Hydras	Coelenterata	0	0	0	0	0	0	0	0	0
Flatworms	Turbellaria	0	1	5	3	3	3	0	0	0
Roundworms	Nematoda	13	19	17	11	29	39	0	2	0
Aquatic Earthworms	Oligochaeta	1	3	5	1	2	6	0	1	1
Leeches	Hirudinaea	0	0	0	0	0	0	0	0	2
Sow bugs	Isopoda	14	2	12	50	9	9	30	2	33
Clams	Pelcypoda	0	0	0	0	1	0	2	0	2
Scuds	Amphipoda	50	35	145	59	41	80	47	55	30
Crayfish	Decapoda	0	0	0	0	0	0	0	0	0
Mites	Hydracarina	19	17	36	1	4	11	7	17	5
Mayflies	Ephemeroptera	2	5	7	3	2	3	0	1	0
Dragonflies	Anisoptera	0	1	7	3	1	2	3	0	0
Damselflies	Zygoptera	0	0	5	0	0	2	0	0	0
Stoneflies	Plecoptera	0	0	0	0	0	0	0	0	0
True Bugs	Hemiptera	0	0	1	0	0	0	0	0	0
Fishfiles and Alderflies	Megaloptera	0	0	0	1	0	0	0	0	1
Caddisflies	Trichoptera	1	5	4	2	1	0	0	0	1
Aquatic Moths	Lepidoptera	0	1	0	0	1	0	0	0	0
Beetles	Coleoptera	0	0	0	0	1	0	1	0	4
Snails and Limpets	Gastropoda	0	1	0	1	5	2	7	11	7
Midges	Chironomidae	8	18	13	14	5	29	3	11	16
Horse and Deer Flies	Tabanidae	0	0	0	0	0	0	0	0	0
Mosquitos	Culicidae	0	0	0	0	0	0	0	0	0
No-see-ums	Ceratopogonidae	8	2	4	1	2	4	0	1	0
Crane flies	Tipulidae	0	0	0	0	0	0	0	0	0
Blackflies	Simuliidae	0	0	0	0	0	0	0	0	0
Misc. True Flies	Misc. Diptera	0	0	0	0	0	0	0	0	0
Total Count		116	110	261	150	107	190	100	101	102
Number of Taxa		9	13	13	13	15	12	8	9	11
Average % EOT		4%								

Appendix C. Manitouwabing Lake State of the Basin Review 2018

Manitouwabing Lake State of the Basin Review 2018



Killian

Prepared for: Manitouwabing Lake Community

Association By: Clark, October 2018

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 Appendix 15

Manitouwabing Lake – State of the Basin Review

Overview

Manitouwabing Lake is a large important resource in McKellar Township north west of Parry Sound (Lat, 45.452 Long, 79.904). General Lake characteristics are shown in Table 1.

Table 1 – General characteristics of Manitouwabing Lake. Data from OMNR and MOECP.

Area	1178 ha
Volume	$6597 \times 10^4 \text{ m}^3$
Max Depth	33 m
Mean depth	5.6 m
Watershed Area	400 km^2
Clarity (Secchi depth)	2.4 m
Runoff	0.464 m
Trophic status	mesotrophic

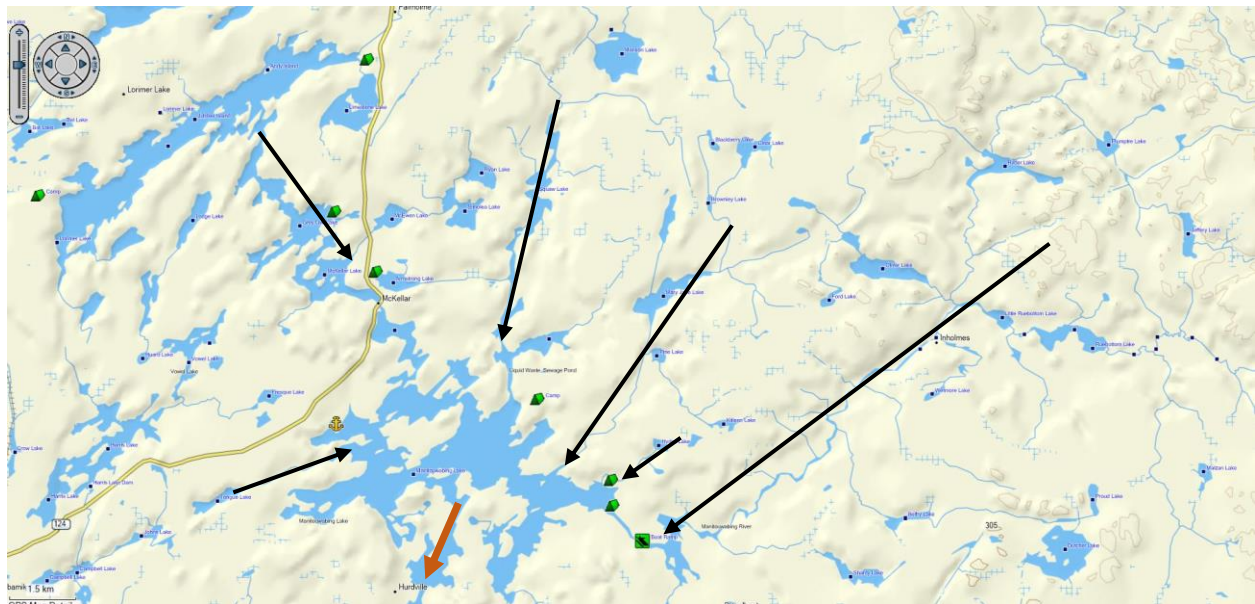
Despite its importance, Manitouwabing Lake and other lakes in the area have not been studied in detail or well characterized with respect to many aspects of water quality. Nevertheless, the data that have been collected to this date allow us to conduct a preliminary assessment of the lake and its watershed and then go forward to make recommendations regarding future steps.

Watershed Influence

Manitouwabing Lake collects water from a large watershed through numerous inflows including the Manitouwabing River (Figure 1). These inflows mix within the lake and exit through the outflow at the south end of the lake. This outflow winds its way to Parry Sound through the Seguin River and ultimately into Georgian Bay.

A large watershed will increase the flushing rate for a lake and give the lake water quality characteristics that are driven by watershed processes more so than by local influences. Using the data in Table 1 we can calculate that the water in the lake is replaced 2.8 times per year or approximately every 4 months. This replacement rate will be, of course, higher during the spring and lower during drier months. Water quality measured in the lake near major inflows will have characteristics similar to those of the inflow and if the watershed characteristics are similar between inflows then this will lead to similar water quality throughout the lake. This is an important consideration because measured water quality is similar for several key parameters throughout Manitouwabing Lake which would indicate similar watershed characteristics for the major inflows to the lake.

Figure 1 – The Manitouwabing watershed showing several major inflows (black arrows) and the outflow to Georgian Bay (brown arrow).



Water Quality

Total Phosphorus

The most revealing characteristic of Manitouwabing Lake (total phosphorus) has been measured by volunteers through the Ministry of the Environment's Lake Partner Program (LPP). Phosphorus is the element that controls the production of algae and, in fact, most of the other organisms that reside in the lake. Lower phosphorus concentrations indicate lower productivity and are generally typical of dilute, gin clear, lake trout lakes. Higher concentrations are found in more productive lakes with more fish, more weeds and more algae. When concentrations of phosphorus are high enough to exacerbate nuisance algal blooms there can be concerns about water quality as a result of toxins that can be produced by bluegreen algae (cyanobacteria). Blooms of this nature are generally rare in Ontario.

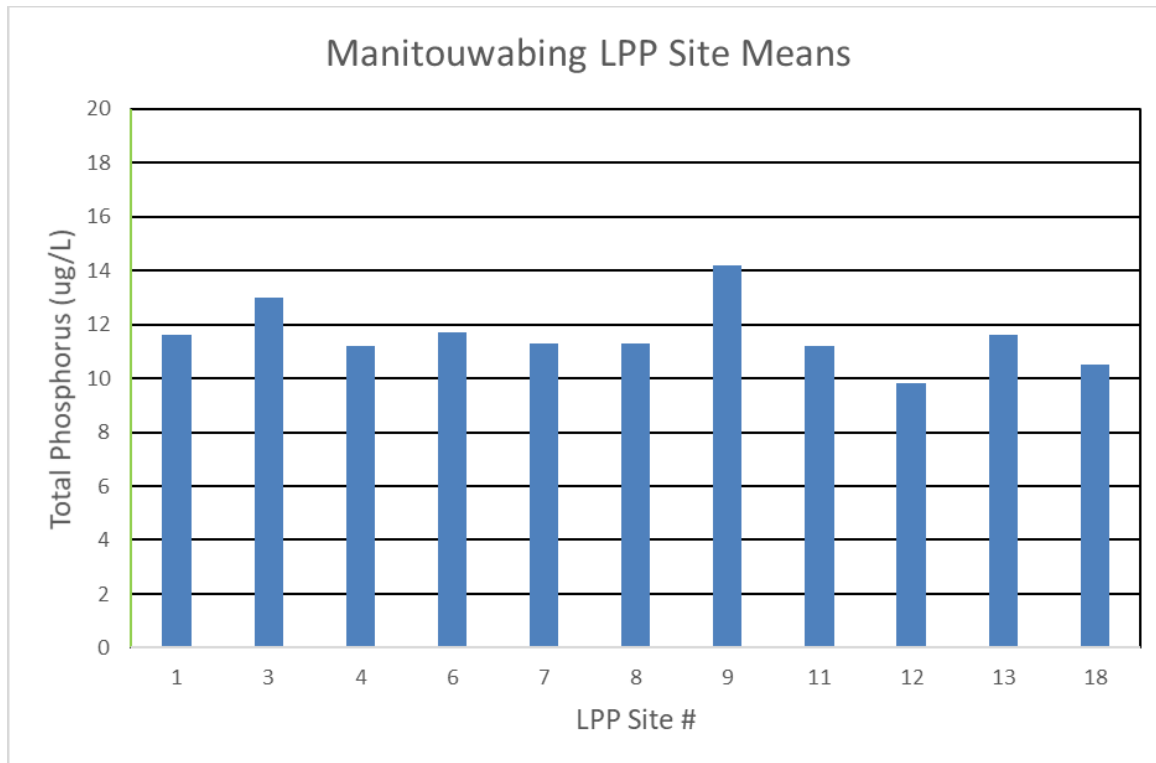
Volunteers participating in the LPP have collected total phosphorus data at numerous locations throughout Manitouwabing Lake (Figure 2). The concentrations observed are very similar from place to place in the lake (Table 1 and Figure 3). This indicates that the watershed has a strong influence on the concentration of phosphorus in the lake (through a high flushing rate) which likely obscures any local influences that may occur within the lakes many embayments.

Figure 2 – Lake Partner Program sample sites in Manitouwabing Lake.**Table 1 – Mean total phosphorus concentrations at Lake Partner Program sample sites throughout Manitouwabing Lake.**

Site	Lat.	Long.	Mean TP	Status
1	452845	795344	11.6	
3	452748	795302	13	
4	453020	795512	11.2	
6	452837	795413	11.7	current
7	452901	795538	11.3	
8	452810	795500	11.3	current
9	452822	795244	13.8	current
11	452917	795443	11.2	
12	452856	795253	9.8	
13	452713	795326	11.6	current
18	453008	795455	12.6	current
19	453019	795512	11.2	current
20	452901	795538	7.7	current
21	452932	795504	12.7	current
22	452959	795249	11.2	current
		Mean	11.5	

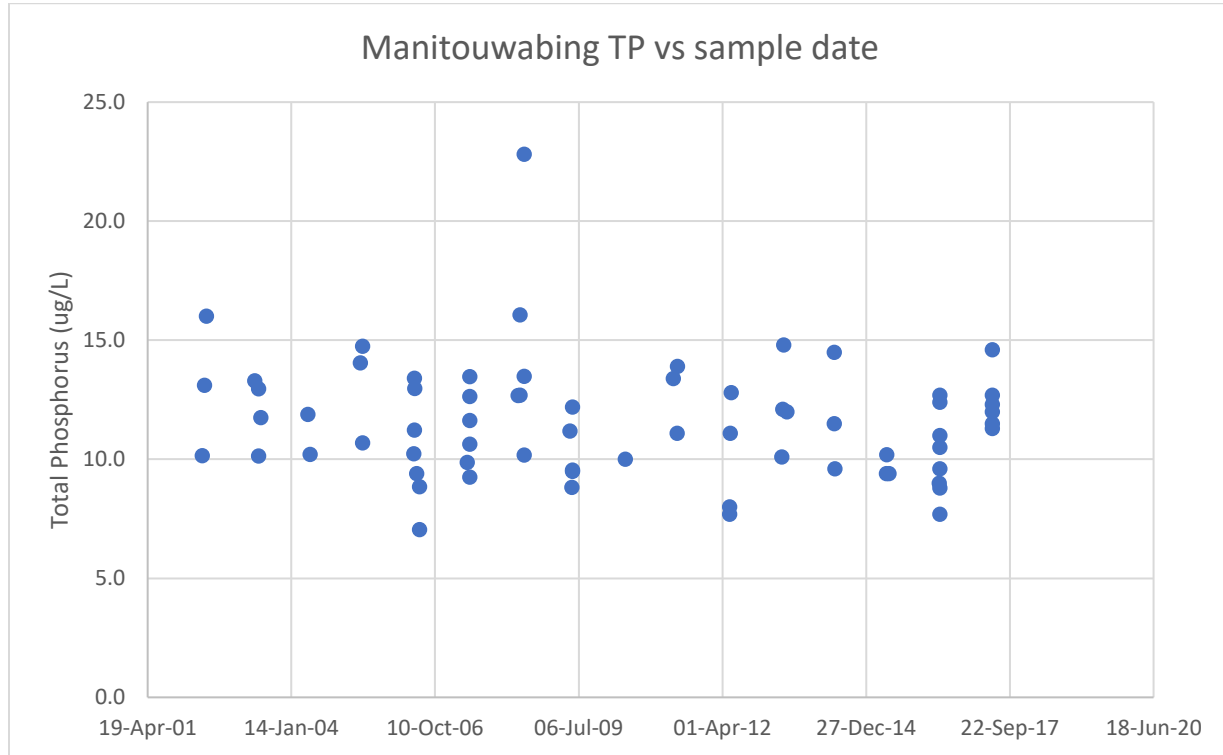
The lakewide mean total phosphorus concentration is 11.5 µg/L. This indicates that Manitouwabing Lake is at the lower end of the mesotrophic range. Lakes that are below 10 µg/L are considered to be oligotrophic (clear dilute and unproductive). Mesotrophic lakes (10-20 µg/L) are in the middle of this trophic classification and these lakes show considerable variation in productivity between the low end of the scale at 10 µg/L and the high end of the scale at 20 µg/L. Lakes over 20 µg/L are considered to be eutrophic with more chance of supporting nuisance algal blooms. Lakes at the lower end of the mesotrophic scale like Manitouwabing will share characteristics more like oligotrophic lakes while lakes at the high end of the scale (closer to 20) will begin to share characteristics of eutrophic lakes.

Figure 3 – Mean total phosphorus concentrations in Manitouwabing Lake at the LPP sample sites



The bottom line with respect to phosphorus is that concentrations are similar throughout the lake and consistent between years (Figure 4). Figure 4 shows that phosphorus concentrations have not increased since 2001 and are similar between sample stations (see Appendix). It is important to note that the range in observed values (approx 10-15 µg/L) is normal for multiple stations over time. These values indicate a lake that is highly influenced by its watershed with no sign of deterioration over the years in water quality with respect to phosphorus.

Figure 4 – Total phosphorus measured by the Lake Partner Program at the locations and dates shown in Appendix 1. Two points considered to be outliers were eliminated. The one datapoint above 20 µg/L is also likely an outlier but duplicate samples were in agreement so the data were retained.



It is important to recognise that human phosphorus inputs to the lake are possible through the operation of failing or inadequate septic systems. It is also possible to add nutrients through the unwise use of shoreline areas that border the lake (riparian areas). Harmful land use practices include the removal of natural shoreline vegetation, proliferation of lawns, use of fertilizers, etc. Education of property owners with respect to these issues can protect the ecosystem integrity of the lake.

Guidance for sustainably living by water is available from many sources.

<http://naturecanada.ca/living-by-water/>

Dissolved Organic Carbon

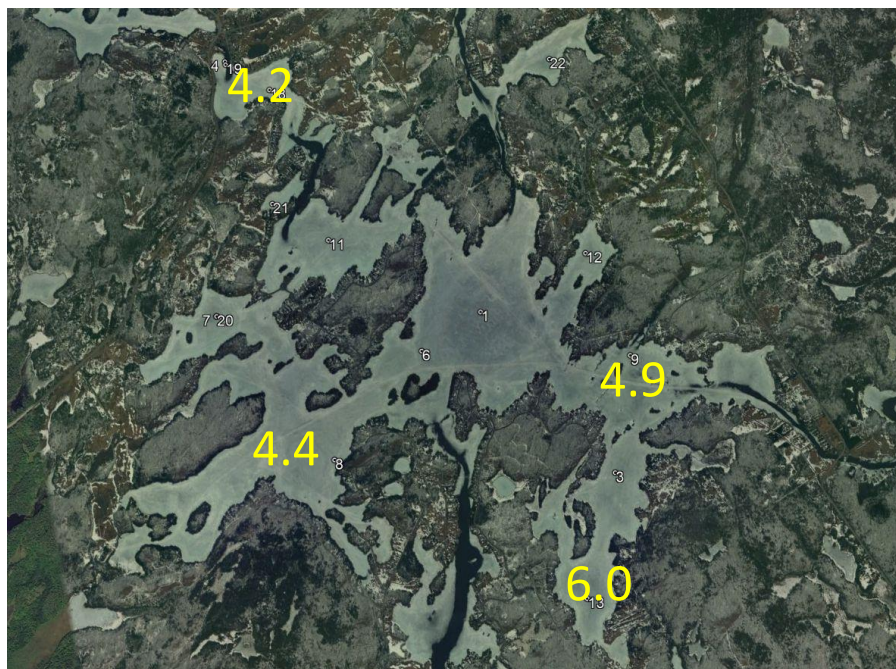
While Manitouwabing Lake is considered to be a mesotrophic lake we can see that much of this phosphorus has its origins in the watershed and is transported to the lake as Dissolved Organic Carbon (DOC) which originates in wetlands. This is the material that causes tea stained water in lakes. In other words it's mesotrophic status is not likely the result of human activity in the watershed but rather the result of export of DOC from wetlands. Concentrations throughout the lake are relatively similar (4.2-6.0 mg/L) with slightly more tea stained water in the south east areas of the lake. This relatively narrow range in DOC values throughout the lake indicates similar wetland conditions throughout the different subwatersheds.

DOC concentrations measured by the LPP are shown in Table 2. Sample Locations are shown in Figure 5.

Table 2 – Dissolved organic carbon concentrations measured by the LPP.

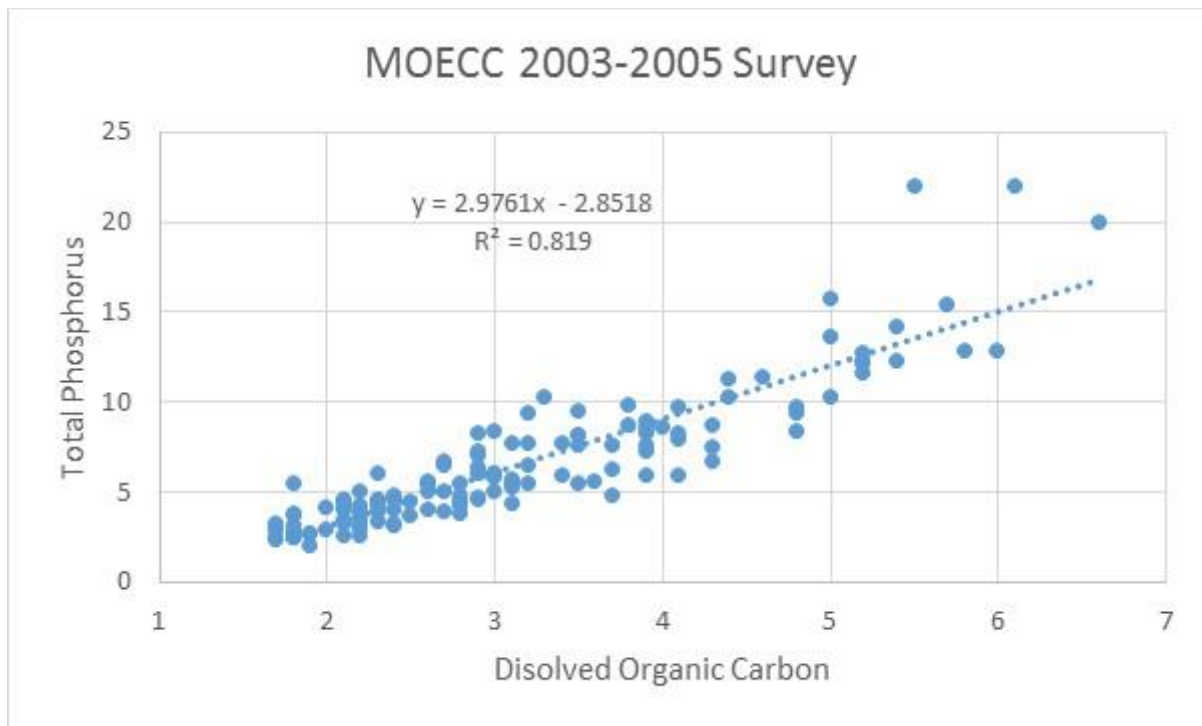
LDESC	LP_STN	SITE	DATE	DOC (mg/L)
MANITOUWABING LAKE-18	2973	18	5/18/2018	4.2
MANITOUWABING LAKE-19	2973	19	5/24/2018	4.1
MANITOUWABING-9	2973	9	5/24/2018	4.9
MANITOUWABING-13	2973	13	5/24/2018	6.0
MANITOUWABING LAKE-8	2973	8	5/20/2018	4.4

Figure 5. DOC concentrations (mg/L) throughout Manitouwabing Lake shown in yellow.



In Figure 6 we can see the relationship between DOC and TP measured by The Ministry of the Environment Conservation and Parks (MOECP) at numerous locations in the nearshore areas of Georgian Bay. The close relationship shows that most of the phosphorus in these areas is associated with DOC. In other words, the phosphorus has its origins in wetlands throughout the watershed.

Figure 6 – The relationship between DOC and phosphorus in nearshore areas of Georgian Bay.



If we consider that Manitouwabing Lake's mean DOC concentration is 4.7 mg/L this corresponds to 11.1 µg/L total phosphorus on the graph in Figure 6. This indicates that most of the 11.5 µg/L TP in Manitouwabing Lake has its origins as DOC in watershed's wetland complexes.

Algal Blooms

Algal blooms can occur for several reasons. Most often they are caused by elevated phosphorus concentrations. Blooms are rare below 10µg/L and become more likely as concentrations approach 20 µg/L. The Provincial Water Quality Objectives recommend maintaining concentrations below 20 µg/L to avoid nuisance algal blooms. Blooms can also be exacerbated by aspects of climate change such that they may now occur in areas where they have previously been absent. Finally, a species of algae called *Gloeotrichia* can bloom in low phosphorus lakes because it derives its nutrients from the sediments rather than from the water.

Manitouwabing Lake is not expected to support algal blooms. It is important to note that if you see a cloudy ball of filamentous algae near the bottom of the lake in a nearshore area – this is not an algal bloom. In addition, sometimes when algae die in the main lake they can be blown by the wind and concentrated into nearshore areas and these occurrences are usually not indicative of algal blooms. Algal blooms are usually indicated by large quantities of bright green cells in the water that cover extensive areas (see photo below).

If you think that an algal bloom is occurring the correct response is to call the MOECP Spills Action Centre.

Spill Reporting 1-800-268-6060

They will then investigate the bloom and call the Ministry of Health if a bloom is confirmed. They will also sample the bloom to confirm the species and will test for the presence of toxins. There is no reason to test for toxins without first following the steps indicated above.



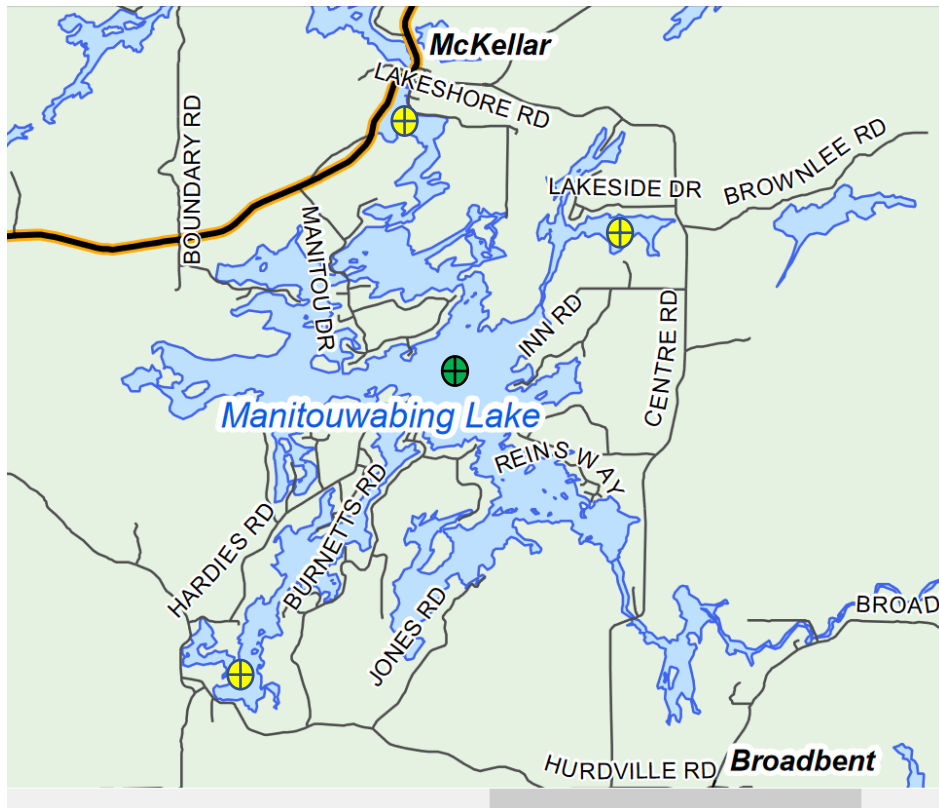
A severe blue green algal bloom.

Dissolved Oxygen

In areas where the bottom waters have their oxygen concentrations reduced to below 1mg/L (this is called anoxia) in late summer there can be phosphorus released from the sediments into the bottom waters. In some cases, this phosphorus can be available to support algal blooms in the mixed, warmer surface water. For this reason, there is merit to measuring dissolved oxygen profiles in the lake for those areas that are deep enough to stratify (the process where warm surface water cannot mix with cold bottom water). In most cases the water needs to be about 7-8 m deep or deeper before this can occur. Shallower areas mix completely to the bottom. In stratified areas, the cold bottom water cannot have its oxygen replenished from the surface such that when oxygen is consumed by bacteria the loss of oxygen cannot be reversed until the lake turns over again in the fall. Under these circumstances there may be phosphorus that enters the cold bottom water from the sediments. If this phosphorus ends up being entrained into the warmer surface water in sufficient quantities, it can help to support algal blooms under the right conditions.

Areas in Manitouwabing where this may occur are shown in yellow on the map below and these areas could be assessed with oxygen/temperature profiles on or 14 days either side of Sept 01. Any additional areas that may stratify could be confirmed in the initial years of monitoring.

Map showing the deepest location (green) and isolated bays that are likely to stratify in yellow (from MLCA).



Bacteria

Volunteers have been collecting bacteria data in many areas throughout Manitouwabing Lake for several years. The data available on the MLCA website has been summarized in Table 3.

Bacteria data are difficult to interpret. There are conclusions that can be drawn by examination of the data in Table 3, but there are also many aspects of bacteria in lake water that cannot be deduced from these data. Generally, these data show that about 5% of the samples are over 100 counts which is the guideline for recreational use. This indicates that the water is swimmable in most areas 95 % of the time. These results are normal for areas where there are no sewage treatment plants or large stormwater discharges.

What these data cannot tell us is:

1. how long the counts were over 100 in a given area,
2. the area or extent to which the >100 count result applies, and most importantly,
3. the source of the bacteria (human or otherwise).

Table 3. Number of samples taken at each site with the number of samples over 100 counts.

Sector		Site												Sum	%>100
		1	2	3	4	5	6	7	8	9	10	11	12		
McKellar/grey Owl	# samples	11	8	15	11	9	11	8	8	11	10	1	1	104	
	# 100 or >	1	0	2	1	1	1	0	0	1	0	0	0	7	7
McKellar	# samples	36	43	30	42	30	4	2	3		12	1	1	204	
	# 100 or >	2	1	0	4	0	4	0	0		3	0	0	14	7
Middle River	# samples	20	35	31	32	33	20	7	4	4	4	0	0	190	
	# 100 or >	0	3	0	1	0	0	0	0	0	0			4	2
Maplewood	# samples	40	28	28	26	23	30	25	31	4	1	0	4	240	
	# 100 or >	5	1	1	0	0	1	0	2	0	0		1	11	5
Tait's Is	# samples	26	30	20	8	3	0	1	21	26	22	25	28	210	
	# 100 or >	2	2	0	1	0		0	0	1	0	0	1	7	3
Manitou Camp	# samples	29	19	23	0	0	0	0	1	0	0	0	0	72	
	# 100 or >	3	0	0					0					3	4
Lona	# samples	28	31	22	26	24	30	42	1	3	0	1	2	210	
	# 100 or >	1	0	1	0	2	1	9	0	0		0	0	14	7
Smith Pine	# samples	22	45	23	27	22	35	28	37	11	12	1	4	267	
	# 100 or >	1	5	0	0	0	4	0	3	1	2	0	0	16	6
Bailey	# samples	33	37	47	31	5	3	5	1	4	2	0	0	168	
	# 100 or >	0	2	4	0	1	0	1	0	0	0			8	5
Average 5% are 100 or greater															

Invasive Species

The presence of invasive species is not technically a water quality issue but certain invasive species can cause changes in water quality. Mussels, for example, can cause water clarity to increase. In almost every case the invading species will cause changes to the ecosystem's integrity. It is therefore important to avoid the spread of invasive species where possible.

A complete review of the invasive species present or the potential for invasion by numerous species is not possible within the scope of this review. There are, however, many useful resources that can be used to identify invasive species and cautions that can be applied to limit unwanted invasions.

It is important to remember that some invasions of terrestrial vegetation can also have impacts on aquatic ecosystems.

Further Information:

<https://foca.on.ca/aquatic-invasive-species-program/>

<http://www.invadingspecies.com/>

<https://www.ontarioinvasiveplants.ca/invasive-plants/species/>

https://www.ontario.ca/page/stop-spread-invasive-species?_escaped_fragment_=/

Recommendations

1. Several central locations (LPP Site #11, 1 and 3) and possibly one new location near the outflow be monitored by LPP volunteers with an effort to maintain a long-term monitoring record. Some of these sites may or may not be currently sampled (see Table 1). Long-term monitoring records are important to assess the effect of external drivers on the nutrient status of the lake.

2. The efforts used to collect bacteria data could be directed at other issues such as:

- education towards aspects of nearshore (shoreline) management.
- useful inventories such as areas where aquatic plants grow to assess whether the extent of plant beds are changing.
- long-term records of water levels and/or temperature.

3. Late summer monitoring of dissolved oxygen in the deepest location and in isolated bays where the depths are greater than 7-8m may provide additional information to address the potential for algal blooms. After areas are identified as having the oxygen depleted at the bottom (with measured oxygen profiles) in year 1, there can be samples taken 1 meter from the bottom in subsequent years to assess whether or not there are elevated phosphorus concentrations in the bottom water.

4. All efforts should be made to ensure that invasive species do not enter the watershed. There are many organizations that provide guidance on invading species, e.g. The Federation of Ontario Cottagers' Associations. <https://foca.on.ca/aquatic-invasive-species-program/>



Killian

Manitouwabing Lake – State of the Basin Review 2018

Appendix

Site	Description	Lat	Long	Date	TP1	TP2	Mean	Site Mean
					(ug/L)			
1	Great Bay	452845	795344	20-May-02	12.7	13.5	13.1	11.6
1	Great Bay	452845	795344	31-May-03	10.2	10.1	10.1	
3	Longhorn & James Bay	452748	795302	20-May-02	24.3	36.6		13
3	Longhorn & James Bay	452748	795302	31-May-03	12.4	13.5	13.0	
4	McKellar, near dock	453020	795512	20-May-02	51.1	44.8		11.2
4	McKellar, near dock	453020	795512	20-May-06	14.0	12.9	13.4	
4	McKellar, near dock	453020	795512	08-Jun-07	11.5	11.7	11.6	
4	McKellar, near dock	453020	795512	22-Jun-08	10.1	10.3	10.2	
4	McKellar, near dock	453020	795512	24-May-09	9.5	9.6	9.6	
6	L Tait's Is-Great Bay	452837	795413	02-Jun-02	18.7	13.3	16.0	11.7
6	L Tait's Is-Great Bay	452837	795413	15-Jun-03	11.4	12.1	11.8	
6	L Tait's Is-Great Bay	452837	795413	23-May-04	9.2	11.2	10.2	
6	L Tait's Is-Great Bay	452837	795413	23-May-05	10.5	10.9	10.7	
6	L Tait's Is-Great Bay	452837	795413	24-Jun-06	7.1	7.0	7.1	
6	L Tait's Is-Great Bay	452837	795413	22-Jun-08	24.2	21.5	22.8	
6	L Tait's Is-Great Bay	452837	795413	18-May-09	9.4	8.3	8.8	
6	L Tait's Is-Great Bay	452837	795413	22-May-11	11.0	11.2	11.1	
6	L Tait's Is-Great Bay	452837	795413	20-May-12	7.8	8.2	8.0	
6	L Tait's Is-Great Bay	452837	795413	19-May-13	10.0	10.2	10.1	
6	L Tait's Is-Great Bay	452837	795413	19-May-14	13.8	15.2	14.5	
6	L Tait's Is-Great Bay	452837	795413	17-May-15	9.4	9.4	9.4	
7	N / W Tait's Island	452901	795538	20-May-06	10.2	12.3	11.2	11.3
7	N / W Tait's Island	452901	795538	08-Jun-07	9.2	9.3	9.3	
7	N / W Tait's Island	452901	795538	22-Jun-08	12.6	14.3	13.5	
8	West of Maplewood	452810	795500	05-May-02	9.7	10.6	10.2	11.3
8	West of Maplewood	452810	795500	04-May-03	13.2	13.4	13.3	
8	West of Maplewood	452810	795500	08-May-04	12.2	11.6	11.9	
8	West of Maplewood	452810	795500	07-May-05	16.5	11.6	14.1	
8	West of Maplewood	452810	795500	14-May-06	10.0	10.4	10.2	
8	West of Maplewood	452810	795500	21-May-07	10.5	9.3	9.9	
8	West of Maplewood	452810	795500	11-May-08	13.0	12.4	12.7	
8	West of Maplewood	452810	795500	05-May-09	11.6	10.8	11.2	
8	West of Maplewood	452810	795500	27-May-10	9.6	10.4	10.0	
8	West of Maplewood	452810	795500	24-Apr-11	14.0	12.8	13.4	
8	West of Maplewood	452810	795500	22-May-12	7.8	7.6	7.7	
8	West of Maplewood	452810	795500	01-Jun-13	13.2	16.4	14.8	
8	West of Maplewood	452810	795500	18-May-14	11.6	11.4	11.5	
8	West of Maplewood	452810	795500	05-Jun-15	9.2	9.6	9.4	
8	West of Maplewood	452810	795500	19-May-16	9.2	8.8	9.0	
8	West of Maplewood	452810	795500	23-May-17	13.8	10.2	12.0	
9	E of Longhorn,Hardie's Cr	452822	795244	24-May-05	15.0	14.5	14.7	13.8
9	E of Longhorn,Hardie's Cr	452822	795244	08-Jun-07	14.2	12.8	13.5	
9	E of Longhorn,Hardie's Cr	452822	795244	23-May-08	16.9	15.2	16.1	
9	E of Longhorn,Hardie's Cr	452822	795244	23-May-16	12.6	12.2	12.4	
9	E of Longhorn,Hardie's Cr	452822	795244	23-May-17	13.0	11.6	12.3	
11	N Tait's Is.	452917	795443	24-Jun-06	9.2	8.5	8.8	11.2
11	N Tait's Is.	452917	795443	31-May-12	13.4	12.2	12.8	
11	N Tait's Is.	452917	795443	26-May-13	13.2	11.0	12.1	
12	Manitouwabing(golf cs.)Bay	452856	795253	04-Jun-06	9.1	9.7	9.4	9.8
12	Manitouwabing(golf cs.)Bay	452856	795253	08-Jun-07	11.0	10.3	10.6	
12	Manitouwabing(golf cs.)Bay	452856	795253	23-May-09	9.2	9.8	9.5	
13	Jones Bay	452713	795326	21-May-06	13.4	12.5	13.0	11.6
13	Jones Bay	452713	795326	08-Jun-07	13.1	12.2	12.6	
13	Jones Bay	452713	795326	23-May-08	13.3	12.1	12.7	
13	Jones Bay	452713	795326	24-May-09	12.7	11.7	12.2	
13	Jones Bay	452713	795326	24-May-11	13.0	14.8	13.9	
13	Jones Bay	452713	795326	26-May-12	11.2	11.0	11.1	
13	Jones Bay	452713	795326	23-Jun-13	12.0	12.0	12.0	
13	Jones Bay	452713	795326	24-May-14	9.4	9.8	9.6	
13	Jones Bay	452713	795326	19-May-15	11.0	9.4	10.2	
13	Jones Bay	452713	795326	23-May-16	8.8	8.8	8.8	
13	Jones Bay	452713	795326	23-May-17	11.8	11.2	11.5	
18	McKellar Bay	453008	795455	24-May-16	10.4	10.6	10.5	12.6
18	McKellar Bay	453008	795455	23-May-17	14.0	15.2	14.6	
19	McKellar, near dock	453019	795512	24-May-16	11.2	10.8	11.0	11.2
19	McKellar, near dock	453019	795512	23-May-17	11.4	11.2	11.3	
20	South of Fire RTE 150 Basin	452901	795538	23-May-16	7.8	7.6	7.7	7.7
21	Moffat Basin, Deep spot	452932	795504	23-May-16	12.6	12.8	12.7	12.7
22	Basin South of Lakeside Dr.	452959	795249	24-May-16	9.2	10.0	9.6	11.2
22	Basin South of Lakeside Dr.	452959	795249	23-May-17	12.6	12.8	12.7	
				Average				11.5

Thank You Miigwech

The Georgian Bay Mnidoo Gamii Biosphere (GBB) is an inclusive and dynamic organization that builds capacity for regional sustainability in eastern Georgian Bay.

The GBB is a non-profit registered Canadian charity governed by a Board of Directors.

For more information, please visit:
gbbr.ca

info@gbbr.ca
705-774-0978
125 William St.
Parry Sound ON,
P2A 1V9



**The Corporation of The Township of The Archipelago
Council Meeting**

Agenda Number: 13.1.
Resolution Number 22-155
Title: Creation of Ontario Provincial Police (OPP) Detachment Boards
Date: Friday, November 18, 2022

Moved by: Councillor Sheard
Seconded by: Councillor Lundy

WHEREAS Ontario passed the Comprehensive Ontario Police Services Act, 2019 (Bill 68) and established the Community Safety and Policing Act, 2019 (CSPA), which, once in force, will repeal the Police Services Act, 1990 (PSA); and

WHEREAS Section 67 of the CSPA required there be an Ontario Provincial Police (OPP) Detachment Board for each detachment of the OPP that provides policing in a municipality or First Nation community; and

WHEREAS the Ministry of the Solicitor General (Ministry) has developed a framework which allows affected Municipalities and First Nations the flexibility to establish an OPP Detachment Board that reflects community and local needs; and

WHEREAS the Ministry has asked that Municipalities and First Nations within an OPP Detachment area to work together to determine the composition of their OPP Detachment Board, and the manner in which they will submit their proposal to the Ministry; and

WHEREAS Members of the existing West Parry Sound District Community Policing Advisory Committee have indicated interest in establishing an OPP Detachment Board, which will represent the West Parry Sound Municipalities and First Nations;

NOW THEREFORE BE IT RESOLVED that Council of the Township of The Archipelago hereby supports the OPP Detachment Board Proposal that was submitted to the Province of Ontario by the Municipality of McDougall CPAC representative, which represents all seven of the West Parry Sound Area Municipalities and Henvey Inlet First Nation, substantially in the form attached.

AND FURTHER BE IT RESOLVED that this resolution be forwarded to all the West Parry Sound Municipalities and Henvey Inlet First Nation.

Carried



**The Corporation of The Township of The Archipelago
Council Meeting**

Agenda Number: 15.21.
Resolution Number 22-177
Title: Bill 23, More Homes Built Faster Act, 2022
Date: Friday, November 18, 2022

Moved by: Councillor Ashley
Seconded by: Councillor Barton

WHEREAS the Council for the Township of The Archipelago recognizes the need for additional affordable and attainable housing locally, provincially, and nationally, and supports provincial measures to increase the supply of housing to meet this growing need;

AND WHEREAS a strategic priority for the Township of The Archipelago is to protect and preserve the natural environment, including Georgian Bay as the world's largest freshwater archipelago, a globally important region designated as a Biosphere Reserve by the United Nations Education, Scientific and Cultural Organization (UNESCO), inland lakes, and watershed areas, through responsible land use planning;

AND WHEREAS the proposed changes to the Planning Act limits the Township's ability to preserve and protect the environment, by eliminating the ability to use site plan control within environmentally sensitive, waterfront areas throughout the Township;

AND WHEREAS the proposed changes to the Ontario Wetland Evaluation System will diminish its importance and minimize the ability to classify and protect wetlands within the unique Georgian Bay landscape, which contains interconnected wetlands containing habitat for numerous threatened and endangered species;

AND WHEREAS the natural environment is the economic engine of the Township of The Archipelago and the Parry Sound District and the proposed changes, if implemented, will cause significant damage to the local economy;

AND WHEREAS a second strategic priority for the Township of The Archipelago is to provide strong

leadership through good governance, responsible decision making and open communication to encourage collaboration and the development of solutions that are mindful of collective interests and that align with the values and beliefs of the Township;

AND WHEREAS the proposed changes to limit the requirement for public engagement and remove the ability for third party appeals, eliminates the capacity for the community to be involved in open and transparent planning processes;

NOW THEREFORE BE IT RESOLVED the Council for the Township of The Archipelago respectfully requests the Province reconsider the proposed changes within Bill 23, that destroy the existing regulations and tools that help to protect and preserve the natural environment within the sensitive, rural, waterfront areas of the Township of The Archipelago, including the elimination of the use of Site Plan Control for residential development with less than 10 units and the removal of species at risk and wetland complexing criteria from the Ontario Wetland Evaluation System;

AND FURTHER BE IT RESOLVED that Council for the Township of The Archipelago respectfully requests the Province to reconsider these proposed changes to the Planning Act and the Ontario Land Tribunal, that remove the opportunity for public input and limit public involvement in planning processes.

BE IT FINALLY RESOLVED that the Council for the Corporation of the Township of The Archipelago directs staff to submit this resolution to the Honourable Minister Steve Clark, Minister of Municipal Affairs and Housing; the Honourable David Piccini, Minister of Environment, Conservation and Parks; the Honourable Graydon Smith, Minister of Natural Resources and Forestry; the Honourable Doug Ford, Premier of Ontario; the Association of Municipalities of Ontario; and local community and ratepayers associations.

Carried

Karlee Britton

From: Ina Watkinson <clerk@mckellar.ca> on behalf of Ina Watkinson
Sent: November 24, 2022 11:13 AM
To: 'Karlee Britton'
Subject: FW: Carling appointments
Attachments: Boards Committees Commissions 2022 Final.docx

For Council

From: Kevin McLLwain <kmcllwain@carling.ca>
Sent: November 22, 2022 9:07 PM
To: Michelle Hendry (Michelle.Hendry@Whitestone.ca) <michelle.hendry@whitestone.ca>; Lori West <lwest@mcDougall.ca>; Ina Watkinson (clerk@mckellar.ca) <clerk@mckellar.ca>; Rebecca Johnson (rjohnson@TownofParrySound.com) <rjohnson@townofparrysound.com>
Cc: Mackenzie Taylor <mtaylor@carling.ca>
Subject: Carling appointments

Hello all,

Please find attached the Carling appointments made this evening.
Council agreed to appoint Mayor McGarvey to the Health Unit.

They have proposed some others to Belvedere, EMS and DSSAB

They have not made any decision on the Municipal Association appointment.

Thanks

Kevin McLLwain
CAO / Clerk
Township of Carling
705-342-5856, 9180
705-996-9180 (direct)

BOARDS, COMMITTEES, COMMISSIONS, ETC

Parry Sound Public Library Board (One appointee required)
SUSAN MURPHY

West Parry Sound District Museum
Pamela Wing

North Bay Parry Sound District Health Unit
Jamie McGarvey

West Parry Sound Veterinary Unit aka Northern Producer Animal Health Network (NPAHN)
Bruce Kelly

911 Committee
Gord Harrison

ICECAP - Integrated Community Energy and Climate Action Plan
Pam Wing, 1 Carling Staff Member

Parry Sound Area Industrial Park Board
Al Doubrough, Bruce Kelly

District Social Services Administration Board (DSSAB)
Bruce Kelly

Belvedere Heights Home for the Aged
Pam Wing

Community Policing Advisory Committee
Al Doubrough

Parry Sound Emergency Medical Services Advisory Committee
Pam Wing

West Parry Sound Recreation & Cultural Centre
Al Doubrough, Alternate: Susan Murphy

Parry Sound Area Planning Board
Lisa Cook, Pam Wing

West Parry Sound Economic Development Collaborative
Lisa Cook



November 21, 2022

McKellar Council

In July of 2016 the MLCA membership expressed a significant concern over the status and resulting impact of rentals within McKellar Township. The MLCA Board of Directors wrote to McKellar Council to express this concern and request Council address concerns related to this issue.

In June 2018 MLCA undertook a survey on this issue with 309 respondents that included members and non-members. The result of the survey was 65% of the respondents recommended to Council that regulation of rentals within McKellar was necessary to address this issue.

The recent interim report from the Adhoc Short Term Rentals (STR) Committee summarized many hours of research and deliberation of options. This report was presented to Council November of this year.

With Council's decision to dissolve the Adhoc STR Committee without a final recommendation the question to Council is what actions will be taken to address the identified concerns related to rentals and how will public input remain as a primary component to address this issue?

Regards,

A handwritten signature in black ink, appearing to read 'Macdonell', written over a horizontal line.

Stephen Macdonell
On Behalf of
MLCA Board of Directors

Resolution No. 2022-375

The Corporation of the Township of Seguin

Moved by GF Gail FinnsonSeconded by KA Ken Adams Date November 28th, 2022

THAT the Council of The Corporation of the Township of Seguin does hereby support the appointment of Jamie McGarvey to the Board of Health for the North Bay Parry Sound District Health Unit as the joint Municipal Representative for the Township of Carling, the Municipality of McDougall, the Township of McKellar, the Town of Parry Sound, the Township of Seguin, the Township of The Archipelago and the Municipality of Whitestone.

DIVISION LIST Yea Nay Absent Abstain

Adams CARRIED CAMBuszynski DEFEATED Collins Fellner Finnson Getty MacDiarmid



McKellar Township Public Library
701 Hwy #124
P.O. Box 10
McKellar, Ontario
POG 1C0
705 389-2611
mckellarlib@vianet.ca

RE: Library Board Members - Re-Appointment Forms for 2023

Debbie Woods: Board Chair
Dianne Thompson
Lynne Aylsworth
Jeanette Clements

Application for Library Board Member Re-Appointment

Debbie Woods
[REDACTED]

Dear Members of Council,

I would like to congratulate you all on your recent election/re-election to Council.

I am currently a member of the McKellar Township Public Library Board and would like to continue in this capacity for the coming term. I have truly enjoyed getting to know the other members of the board and working collaboratively with them.

I have served on this board for three years, and chaired it for two. During this time, the board has developed a full set of policies, initiated a virtual seminar series, instituted annual self-evaluation, and have begun our first strategic planning process, among many other things.

Previously, I served on the Session of Calvin Presbyterian Church in North Bay, where I learned the basics of parliamentary procedure, which helped me feel comfortable chairing Library Board meetings.

In my 32 years of teaching, I honed skills in collaborating with colleagues in the planning and executing of myriad projects, as well as developing a keen eye for quality children's literature.

I grew up in McKellar, then became a cottager during my career years, and have returned to live here full-time again, now that I have retired. This helps me understand the varying perspectives of the different people who use our library.

In the coming term, I would continue working towards our vision of the Library as a vibrant community hub, continue being a responsible steward of library funds, follow the work of the strategic planning committee through to the completion of a plan and then implementation, and maintain our schedule of reviewing and revising policies.

Thank you for your consideration,

Sincerely,



Application for Library Board Member Re-Appointment

Name: Dianne Thompson

Address: [REDACTED]

Dear Members of Council,

I am currently a member of the McKellar Township Public Library Board and would like to continue in this capacity for the coming term.

I have served on this board for 2 terms.

Other board experience:

CEO Simcoe County Library

Chair of Finance, Barrie Public Library Board

Board Chair, Ontario Library Services Centre

County Libraries representative on steering committee to create the Federation of Ontario Public Libraries

MLCA board member and on executive for several years

Invited to be on the board of Stockey Centre (I declined)

Other relevant experience: Designated liaison with MLCA

Ways in which I contribute/hope to contribute to the board: Strategic Plan development

Signed: Dianne Thompson

Application for Library Board Member Re-Appointment

Name: Lynne Aylsworth

Address: [REDACTED]

Dear Members of Council,

I am currently a member of the McKellar Township Public Library Board and would like to continue in this capacity for the coming term.

I have served on this board since February, 2019.

Other board experience:

I do not have any other board experience. This is the first Board I have ever sat on. The other board members are wonderful people that I have met since joining the Board and I have enjoyed getting to know them better. I have also enjoyed helping to make the presence of our Library known to the public.

Other relevant experience:

I am a retired Legal Assistant. I am a member of the Sesquicentennial Committee since June, 2021. I feel that I have made contributions to this Committee since day one and will continue to do so. We are all excited to be celebrating the Town of McKellar's 150 Anniversary.

Ways in which I contribute/hope to contribute to the board:

I am currently the Secretary of the Library Board. I attend the majority of the meetings. I have made contributions by way of suggestions to the Library Policies and will continue to do so, should you keep me on as a Board Member. The Library is a great place for our residents to take out reading materials, bring their children to the events or just to meet up with a friend and chat. It is also a great place for other groups to hold their meetings and host webinars on different subjects.

Signed: 

Application for Library Board Member Re-Appointment

Name: Jeanette Clements

Address:



Dear Members of Council,

I am currently a member of the McKellar Township Public Library Board and would like to continue in this capacity for the coming term.

I have served on this board for 7 months.

Other board experience: N/A

- Other relevant experience: My work experience has prepared me to have input on budget, policies and procedures, and related practices.

Ways in which I contribute/hope to contribute to the board:

- At this point, I have been reading, listening and learning. My goal is to eventually contribute more as I am better informed.

Signed: 

Karlee Britton

From: Nadine Hammond <manager@museumontowerhill.com> on behalf of Nadine Hammond
Sent: November 25, 2022 11:49 AM
To: Karlee Britton
Subject: RE: Museum Board

Hi Karlee,

The financial commitment is an interesting question. McKellar is the only Municipality that does not provide an annual financial contribution during recent years.

We do plan on requesting a contribution for 2023. The financial committee has decided to ask McKellar for \$10,000 for 2023 and I will be submitting that request shortly.

I do believe that a representative from McKellar would be welcome without a financial contribution, however, that might change moving into 2024.

Sincerely,
 Nadine

Nadine Hammond
 Curator/Manager
 705-746-5365

From: Karlee Britton <DeputyClerk@mckellar.ca>
Sent: Thursday, November 24, 2022 11:56 AM
To: Nadine Hammond <manager@museumontowerhill.com>
Subject: RE: Museum Board

Thanks Nadine! I will pass this information along to Council. Is there any financial commitment to being apart of the board?

From: Nadine Hammond <manager@museumontowerhill.com>
Sent: November 24, 2022 11:41 AM
To: Karlee Britton <DeputyClerk@mckellar.ca>
Subject: RE: Museum Board

Hi Karlee,

The Board would love to welcome a McKellar representative to the Board of Directors. The Board meets on the fourth Thursday of the month, excluding August and December, at 7pm over ZOOM.

There have been discussions about having one or two meetings in person over the year but in general online meeting have worked very well for this board.

The next board meeting is December 8th at 7pm (it should have been tonight but as I was on vacation, and didn't have time to pull together an agenda package, it was pushed back a couple of weeks.)

Please let me know if you'd like more information.

Sincerely,
Nadine

Nadine Hammond
Curator/Manager
705-746-5365

From: Karlee Britton <DeputyClerk@mckellar.ca>
Sent: Wednesday, November 16, 2022 3:45 PM
To: Museum on Tower Hill <info@museumontowerhill.com>; Nadine Hammond <manager@museumontowerhill.com>
Subject: RE: Museum Board

Thanks for the response Amy! I will wait until Nadine returns for more details.

I appreciate you following up with me in the meantime.

Karlee

From: Museum on Tower Hill <info@museumontowerhill.com>
Sent: November 16, 2022 3:43 PM
To: Karlee Britton <DeputyClerk@mckellar.ca>; Nadine Hammond <manager@museumontowerhill.com>
Subject: RE: Museum Board

Hi Karlee,

Thanks for reaching out to us.

Nadine Hammond, the Museum's Curator/Manager is currently away until November 22 and she would be the best person to address your email as she runs the board meetings. I will forward it to her so she can get back to you next week.

The board generally meets once a month (its possible it is not every month). The meetings take place on the last Thursday of the month at 7 pm. Since the pandemic the meetings have been held via zoom, prior to covid they were held in person, so I am not sure if there is a plan for them to go back to in person in the future or if everyone prefers online.

Look for an email from Nadine sometime next week with further details!

Thanks,
Amy

Amy Sultana
Collections Manager
West Parry Sound District Museum
17 George St.
Parry Sound, ON
P.O. Box 337
705-746-5365
Museumontowerhill.com

From: Rebecca Johnson <rjohnson@parrysound.ca>

Sent: November 3, 2022 11:00 AM

To: Craig Jeffery <cjeffery@seguin.ca>; Ina Watkinson <clerk@mckellar.ca>; Kevin McIlwain <clerksoffice@carling.ca>; Lori West <LWest@mcdougall.ca>; Mackenzie Taylor <mtaylor@carling.ca>; Maryann Martin <mmartin@thearchipelago.ca>; Michelle Hendry <michelle.hendry@whitestone.ca>

Subject: appointments to Joint Boards, Committees

Hello colleagues,

I'm preparing for new Council and citizen appointments to Boards and Commissions. Given that some are joint, I wanted to check in with you with the following:

1. North Bay-Parry Sound District Health Unit – Mayor Jamie McGarvey was endorsed by all 7 municipalities to represent West Parry Sound on the Board in March of 2021. Mayor McGarvey would like to continue in this role and would appreciate the endorsement of each Council.
2. Parry Sound Public Library Board – Carling, McDougall and The Archipelago as municipalities which contract for services are permitted one member each on the Board. The constituting by-law requires that the appointment be made by the Town. Please send me your chosen appointees.
3. Parry Sound District Social Services Board – The Archipelago and Parry Sound are permitted 3 members between them to represent Area 2, and rotate membership per term. In the 2018-2022 term, Parry Sound had 2 members and the Archipelago 1 member. It is now the opportunity for The Archipelago to have 2 members and Parry Sound 1.

With respect to the WPS Recreation & Cultural Centre Board, as Recording Secretary of the Board, please let me know your appointee and alternate. The next scheduled meeting of the Board is Wednesday, December 14, 2022.

Thanks

Rebecca

Rebecca Johnson
Clerk
rjohnson@parrysound.ca

Town of Parry Sound
52 Seguin St
Parry Sound, ON P2A 1B4
T. (705) 746-2101 x220
F. (705) 746-7461
www.parrysound.ca

Karlee Britton

From: Rebecca Johnson <rjohnson@parrysound.ca> on behalf of Rebecca Johnson
Sent: November 30, 2022 1:57 PM
To: Karlee Britton
Subject: RE: WPS Recreation & Cultural Centre Board Appointment - McKellar

Thanks Karlee,

Did McKellar make an alternate appointment in event Mayor Moore is unable to attend. That is the best practice of all municipalities partnering in the West Parry Sound Recreation & Cultural Centre Board. McKellar had an appointment and alternate during the last term of Council.

Rebecca

Rebecca Johnson
Clerk
rjohnson@parrysound.ca

Town of Parry Sound
52 Seguin St
Parry Sound, ON P2A 1B4
T. (705) 746-2101 x220
F. (705) 746-7461
www.parrysound.ca

The Corporation of the Township of McKellar

Procedural By-Law ~~2021-28~~ 2022-____



The Corporation of the Township of McKellar

By-Law No ~~2021-28~~ 2022-__

Being a By-law to establish rules governing the proceedings of Council, the calling of Meetings and the conduct of Members, Staff and the Public

SHORT TITLE – This By-law may be cited as the “Procedural By-law” or the “Rules of Procedure”.

WHEREAS the *Municipal Act*, 2001, S.O. 2001, c. 25, section 238, requires that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS Council deems it expedient to establish rules and procedures to facilitate the efficient and effective transaction of the business and to protect the rights and privileges of its members;

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

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1. Definitions

a. **(1.1) Ad-Hoc Committee**

“Ad-Hoc Committee” means a Committee to advise Council on a specific issue or project. An Ad-Hoc Committee shall be governed by clear terms of reference, set out in a Resolution or By-law that includes language indicating ~~when that~~ the Committee ~~will cease to exist~~, exists at the discretion of Council and that it may be dissolved once Council determines that its mandate has been fulfilled.

b. **Agenda**

“Agenda” means the list of business to be conducted at a Meeting.

c. **Chair**

“Chair” means the person presiding at a Meeting

~~d. **Chief Administrative Officer**~~

~~“Chief Administrative Officer” means the person appointed by the Municipality pursuant to Section 229 of the *Municipal Act*.~~

e. **Clerk**

“Clerk” means the person appointed by the Municipality pursuant to Section 228 of the *Municipal Act*, and shall also mean the Clerk Administrator of the Municipality.

f. **Committee**

“Committee” means any advisory or other committee, sub-committee, ad-hoc committee, ~~standing committee, Committee of the Whole~~, or similar entity composed of members of Council alone or together with members of another Council or the public, but does not include the Committee of the Whole nor a Committee of Council.

g. **Committee of Council**

“Committee of Council” means a committee, board or other body established by Council with terms of reference and appointments approved

by Council such as the Township of McKellar Historical Committee and the Township of McKellar Recreation Committee.

h. Committee of the Whole

“Committee of the Whole” means a committee whose members are all the members of Council and exists as a forum designed to informally discuss chosen items outlined on an Agenda prepared for that purpose with Recommendation(s) to Council authority.

i. Consent Agenda

“Consent Agenda” means a list of items of a routine nature that do not require substantial discussion or debate at a Council Meeting. Items of the Consent Agenda ~~are~~ may be ~~approved~~ considered in a single Resolution.

j. Council

“Council” means the elected Members of the Municipal Council of the Township of McKellar.

k. Council Package

“Council Package” means a copy of the Agenda, Reports, and all other information that Members require and/or request prior to a Meeting.

l. Closed Meeting

“Closed Meeting” means a Meeting of Council or Committee that is not open to the public pursuant to Section 239 of the *Municipal Act* or other legislation.

m. Declared Emergency

“Declared Emergency” means during any period where an emergency has been declared to exist in all or in part of the Municipality under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*.
[Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 \(ontario.ca\)](https://www.ontario.ca/laws/statutes/990/990_e09.htm)

n. Delegation/Deputation

“Delegation” or “Deputation” means an address to the Committee of the Whole or to Council by one or more persons who are not members of Council or Township Staff and who are speaking to action items on the Council Agenda and shall be limited to ten (10) minutes.

o. Deputy Mayor

“Deputy Mayor” means a Member of Council appointed, in accordance with the Municipality’s policies, to act in place of the Mayor when the Mayor is absent, is unable to act, or refuses to act.

p. Electronic Means

“Electronic Means” means telephone, video or audio conferencing or other interactive method whereby Members, Staff and the Public are able to hear the Member(s) participating by electronic means and the Member(s) participating by electronic means are able to hear other Members, Staff and the Public.

q. Electronic Meeting

“Electronic Meeting” means a Meeting where any Member is not physically present but participates via electronic means of communication. The Member participating electronically can vote **in open session**. ~~The Member participating electronically may not participate in a Closed Meeting.~~

r. Emergency Meeting

“Emergency Meeting” means a Meeting, held without written notice where there is insufficient time to provide notice of a Special Meeting, to deal with an Urgent Matter confronting the Municipality.

~~**s. Ex Officio**~~

~~“Ex Officio” means that the Mayor is a Member of all Committees of Council established by Council, unless prohibited by law. The Mayor, as an Ex Officio Member, is not entitled to vote unless legally specified otherwise.~~

t. Head of Council

“Head of Council” means the Mayor or, in the absence of the Mayor, the Deputy Mayor **of the Municipality**.

u. In Camera

“In Camera means a closed session of Council, or a Committee of Council not open to the public.

v. Local Board

“Local Board” means a Local Board as defined in the *Municipal Act*, and shall include the Public Utilities Commission, Police Services Board, Health Services Board and Public Library Board.

w. Meeting

“Meeting” means any regular, special or other Meeting of Council, a Local Board or a Committee where a Quorum of Members is present, and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee as stated in Section 238 of the *Municipal Act*. **A meeting of a Committee of Council is also defined as such.**

x. Member

“Member” means a Member of Council, Local Board or Committee **or Committee of Council.**

y. Motion

“Motion” means a written question verbally moved and seconded by two Members, presented at a Meeting, read by the Chair or Clerk/Secretary subject to debate and voting by Council or a Committee **or a Committee of Council.** When a Motion ~~passes~~ **is voted upon**, it becomes a Resolution. ~~or By-law.~~

z. Motion to Amend

“Motion to Amend” means a Motion to vary the main Motion before Council or a Committee **or a Committee of Council.**

aa. Municipal Act

“Municipal Act” means the *Municipal Act*, 2001, S.O. c.25, as amended.

bb. Municipality

“Municipality” means the Municipal Corporation of the Township of McKellar.

cc. Notice of Motion

“Notice of Motion ~~Means~~” means an advance notice to Members regarding a matter on which Council will be asked to take a position.

dd. Officers

“Officers” means a person, such as the Clerk, Treasurer, Chief Building Official, Fire Chief, and Integrity Commissioner, who holds a position of responsibility with definite rights and duties prescribed by statute or By-law.

ee. Order of Business

“Order of Business” means the sequence of business to be introduced and considered at a Meeting.

ff. Point of Procedure

“Point of Procedure” means a verbal statement made by a Member to the Chair when the Member believes there has been a contravention of the rules laid out in the Procedural By-law.

gg. Point of Privilege

“Point of Privilege” means a concern about the honour, dignity, character, rights or professionalism of the Mayor, other members of Council or members of Staff.

hh. Presentation

“Presentation” means a person or group (including a Member, Staff or Public) who provided information to Council or Committee.

ii. Presiding Officer

“Presiding Officer” means the Head of Council unless otherwise appointed in accordance with the provisions of this By-law or the Chair at a committee meeting.

jj. Quorum

“Quorum” means a majority of Members of Council or Committee **or Committee of Council.**

kk. Recess

“Recess” means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted.

ll. Recorded Vote

“Recorded Vote” means a vote in Council or Committee **or Committee of Council** where the names of the Members and the position of each in favour or against a Motion are recorded in the Minutes.

mm. Regular Meeting

“Regular Meeting” means a scheduled Meeting held at regular intervals in accordance with **an** approved schedule of Meetings.

nn. Report - Staff/Committee/Council

“Report” means a written or other Report from the ~~Chief Administrative Officer~~, Clerk/Administrator, Department Heads, Staff, Member of Council or Committee which is approved to be placed on the agenda by the ~~Chief Administrative Officer or~~ Clerk/Administrator. **The Report must deal with subject matter that is relevant for Council discussion and will exclude comments on general and recurring events throughout the Township.**

oo. Resolution

“Resolution” means a Motion that has been ~~approved~~ **resolved** by Council **or Committee or Committee of Council.**

pp. Special Meeting

“Special Meeting” means a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that has arisen between Regular Meetings.

~~qq. Standing Committee~~

~~“Standing Committee” means a Committee comprised solely of Members of Council.~~

rr. Substantive Motion

“Substantive Motion” means a self-contained proposal not incidental to any proceeding and may be referred to as the “main motion” or the “principal motion.” It is amendable and it is drafted in such a way so as to be capable of expressing a decision of Council. It excludes the following motions:

- (i) to extend time of the meeting
- (ii) to move the previous question
- (iii) to refer
- (iv) to amend
- (v) to lay on the table
- (vi) to postpone indefinitely or to a specific day
- (vii) to adjourn

ss. Unfinished Business

“Unfinished Business” means matters listed in the Agenda which have not been dealt with in their entirety at a previous Meeting.

tt. Urgent

“Urgent” means, for the purpose of calling an Emergency Meeting, a matter that is occurring or imminent, and if not brought forward immediately, could result in or cause:

- a) **Immediate** Danger to life, health or safety of individuals.
- b) **Immediate** Damage to property.
- c) **Immediate** ~~An~~ interruption of the essential services provided by the Municipality.
- d) Immediate and significant loss of revenue by the Municipality.
- e) **Immediate** Legal Issue and/or
- f) **Immediate** Prejudice to the Municipality.

2. General Meeting Rules

a. Rules – to be observed at all times

The rules contained in this By-law shall be observed in all Meetings of Council and with relevant adjustments in every Committee Meeting **and Committee of Council Meeting. Any Municipal rules or regulations in existence to the contrary are hereby repealed.**

b. Suspending Procedural By-law

This By-law may be suspended, except for those rules or regulations set out by legislation, with the consent of at least ~~two-thirds~~ a quorum of the Members of Council or Committee and may be suspended before, during or after a Meeting.

c. Mayor

The Mayor shall act as the Chair for all Council Meetings. The Mayor may delegate his authority to Chair any meeting.

d. Absence of Mayor

In the absence of the Mayor, ~~if he or she~~ or if the Mayor is unable to act or if the Mayor refuses to act ~~refuses to act~~ or if the office is vacant, the Deputy Mayor shall carry out the Mayor's duties and shall have all the rights, powers and authority of the Head of Council.

e. Absence of Deputy Mayor

If both the Mayor and the Deputy Mayor are unable to act or refuse to act as ~~Head of Council~~ Chair for a Meeting, Council shall appoint an Acting Mayor from amongst its membership who shall have all the rights, powers and authority of the ~~Head of Council~~ Chair for the purposes of that Meeting. The Clerk shall call the Meeting to Order.

f. Meeting Location

Unless otherwise authorized by a majority vote of Council, all Meetings of Council shall be held in the ~~Council Chambers, at the Municipal Office~~ Municipal Complex located at 701 Highway 124, McKellar, Ontario.

g. Clerk

A Clerk or Deputy Clerk must be present at all Council Meetings or other Meetings where there is a quorum of Council and business is conducted.

h. Quorum

Quorum must be present at all Meetings.

If Quorum is not present fifteen (15) minutes after the time appointed for the Meeting, the Meeting will be automatically adjourned until the next Regular Meeting or a Special Meeting is called to deal with matters intended to be dealt with at the adjourned Meeting.

The Clerk shall record the names of the Members present at the fifteen (15) minutes time limit, will include those names on the Minutes for the adjourned Meeting and will include those Minutes ~~on~~ in the Agenda for the next Meeting.

If at any time during a Meeting there is not Quorum, the Meeting shall automatically be recessed until there is Quorum ~~again or until the Chair adjourns the Meeting.~~

Quorum is required for every meeting and shall be a majority of the whole Members, except when a majority of Members have disclosed a conflict of interest to a matter in accordance with the *Municipal Conflict of Interest Act* [Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 \(ontario.ca\)](#) wherein the remaining number of Members present shall be deemed to constitute a Quorum, provided that such number is not ~~less~~ fewer than two (2).

i. Electronic Meetings

Members may participate in meetings by Electronic Means subject to the following:

- a. To participate in a meeting by Electronic Means the Clerk shall be notified at least twenty-four (24) hours before the meeting.
- b. Council may set by resolution for a specific period of time and providing rationale, terms of electronic participation in meetings of Council, local boards or committees of either of them, or **Committee of Council** permitting:
 - i) electronic participation counting towards quorum;
 - ii) electronic participant voting; and
 - iii) electronic participant in a meeting closed to the public.
- c. Council may hold a special meeting for the purpose of passing a resolution as described in section 2.9 b.; any member participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting, and is permitted to vote.

The following practices will be followed when a Member(s) participate in a meeting by Electronic Means:

- a. Each Member participating in a meeting by Electronic Means shall be available at least fifteen (15) minutes before the beginning of the meeting to assist Staff in establishing the electronic connection.

- b. Each Member participating by Electronic Means will mute ~~his or her~~ **the** electronic device when ~~he or she is~~ not speaking.
- c. The Chair will canvass Members participating by Electronic Means about their intention to speak to a matter on the floor and will notify each Member when it is ~~his or her turn~~ **time for the Member** to speak.
- d. After putting a motion to vote, each Member participating by Electronic Means will be required to identify how ~~he or she~~ **the Member** wishes to vote.
- e. Each member participating by Electronic Means shall inform the Chair about ~~his or her~~ **the Member's** intentions to leave the meeting whether on a temporary or permanent basis.
- f. ~~A Member(s)~~ **Members** participating by Electronic Means will be deemed to have left the meeting when they are no longer electronically connected to the meeting.
- g. Where a loss of connection, or any connection issues impedes the ability of a Member ~~(s)~~ to participate ~~(s)~~ in the meeting in real time, the meeting will continue, as long as quorum is maintained.
- h. Where connection ~~if is~~ lost and quorum cannot be maintained, the Chair may recess the meeting for up to 15 minutes to regain quorum. If quorum is not achieved after 15 minutes, the meeting is adjourned.
- i. **Where connection is lost and no public participation is possible, including in-person attendance, the meeting shall be recessed until connection is restored. If no connection is restored within fifteen (15) minutes, the meeting shall be adjourned immediately with any Agenda items not yet discussed added to the Agenda for the next regularly scheduled Council meeting.**

j. Minutes

Minutes of all Meetings will be recorded without note or comment **and shall include only those Resolutions which are moved and seconded.**

Minutes of all Meetings of Council or local board or Committee of either of them or Committee of Council shall record:

- (i) the place, date and time of the meeting;
- (ii) the name of the Presiding Officer, members present, and staff present;
- (iii) the adoption, correction and amending of Minutes of the previous Meeting(s);
- (iv) the names of visitors appearing before Council;

- (v) the time the Members arrive late and leave early;
- (vi) the Resolutions and By-laws passed, defeated or deferred by Council;
- (vii) any Recorded Votes;
- (viii) any declared Conflict of Interest

The Clerk shall ~~make every effort to~~ ensure that the Minutes of any preceding meetings are available no later than ~~three (3)~~ **five (5)** business days after each meeting. Minutes shall be posted on the municipal website [Welcome to the Township of McKellar - Township Of McKellar](#) and will also be available in hardcopy at the Municipal Office.

A copy of the Minutes will be sent to all residents who **request such and who** provide an e-mail address once the Minutes have been posted to the website.

Minutes of previous meetings that have been circulated to Members at least twenty-four (24) hours before the Regular Meeting shall be considered for adoption without reading; in all other cases, the Members shall read the Minutes at the Meeting, prior to commencement of the Meeting.

k. Audio Recording

The Council may make or provide for the audio recording of Council Meetings, except those meetings or part of meetings identified as a Closed Meeting pursuant to the *Municipal Act*, [Municipal Act, 2001, S.O. 2001, c. 25 \(ontario.ca\)](#) whether such sessions are in Council Chambers or another location, at whatever level and type of recording is available and as Council determines to be appropriate.

Where Council has made or provided for the audio recording of proceedings of Council, the Clerk or designate ~~may~~ **shall** make such audio recording available to the public as an audio link on the municipal website.

The Clerk or designate shall ~~make every effort to~~ post the audio recordings on the municipal website within ~~three (3)~~ **five (5)** business days after the Council Meeting, and after the Minutes have been posted.

The official record of the proceedings of Council are the text-based Minutes as approved by Council. Audio recordings of Council proceedings are recorded as a convenience and courtesy only and do not constitute an official record.

Signage shall be posted in the Council Chambers advising **Council Members, Staff**, deputations, presenters, and the Public that the Council Meeting proceedings are being recorded and will be made available on the municipal

website. The Township assumes no liability for the recorded comments of the public which may be construed as false, defamatory, or slanderous in nature.

The audio recordings of Council proceedings by anyone other than the Municipality are prohibited, with the exception of Metroland Media (Parry Sound North Star). Audio or video interviews of a Member can be conducted after the meeting has been adjourned, if so permitted.

I. Arriving Late/Leaving Early

If a Member arrives after a Meeting has started or leaves before the end of the Meeting, the Clerk will record in the Minutes the time of arrival/departure. If a Member needs to leave before the end of a Meeting, ~~they~~ **that Member** must inform the Chair and be excused. The best practice is to advise the Chair at the beginning of the Meeting that the Member needs to leave before the end of the Meeting.

m. Staff Attendance

Staff have a statutory duty to provide advice to council. As such, ~~and~~ particularly Officers and Department Heads, **they** are expected to attend Council Meetings and to provide advice on a regular basis. Staff and Officers shall attend Meetings of Council when required by the ~~CAO/Clerk~~ **Administrator and/or a majority resolution of Council.**

n. Declarations of Conflicts of Interest

Where a Member has a pecuniary **and/or personal** interest and discloses that interest in accordance with Section 5 of the *Municipal Conflict of Interest Act*, [Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 \(ontario.ca\)](#) the Member will:

- ~~a) Provide a written statement of the interest and its general nature to the Clerk in accordance with Schedule "A".~~
- b) ~~Will~~ leave the Council Meeting while the issue is considered; and
- c) ~~Will~~ take no steps to influence the decision in any way, either prior to, during or after the Meeting, even if the Member did not attend the Meeting where the matter was discussed.

Members will, at all times, comply with their statutory obligations pursuant to the *Municipal Conflict of Interest Act*.

o. Motions

i. Motions and Debate

- a. ~~A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.~~
- b. A motion shall not be considered **or recognized as a Resolution to be recorded in the Minutes** unless it is seconded.
- c. Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- d. When a motion is under debate no other motion may be made, except a motion to:
 - i) amend a motion;
 - ii) refer motion to a council committee or administration for a report back to council;
 - iii) postpone a motion to a fixed date;
 - iv) request that a motion be put to a vote;
 - v) extend the time for a council meeting; or
 - vi) adjourn the meeting.
- e. Notwithstanding any other provisions of this by-law, the member, who moved a motion after a motion is under debate, may, with the **majority** consent of council:
 - i) on ~~his or her~~ **the Member's** own initiative while ~~he or she~~ **the Member** is speaking on the same; or
 - ii) when requested by another member speaking on the motion; change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.
- f. Any motions allowed under subsection 6.3.1 shall be considered in the order in which they were moved.

ii. ~~Amendments to Motions~~

- ~~a. Except as provided in subsection I, any motion may be amended to:~~
 - ~~i) add words within the motion;~~
 - ~~ii) delete words within the motions; or~~
 - ~~iii) change a word or words within the motion.~~
- ~~b. The amending motion must be:~~
 - ~~i) relevant to the main motion;~~
 - ~~ii) made while the main motion is under consideration; and~~
 - ~~iii) consistent with the principle embodied in the main motion.~~
- ~~c. An amending motion may also be amended.~~
- ~~d. A sub amendment must be:~~
 - ~~i) relevant to the original amendment;~~

- ~~ii) made while the original amendment is under consideration,~~
- ~~and~~
- ~~iii) consistent with the intent of either the original amendment or the main motion.~~
- ~~e. Only two (2) amendments to a motion, and amendment and a sub amendment, are allowed at the same time. When one or both have been dealt with, a further amendment or sub amendments may be entertained.~~
- ~~f. There is no limit to the number of amendments or sub amendments that may be proposed.~~
- ~~g. An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one sub amendment before the meeting at one time.~~
- ~~h. Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.~~
- ~~i. The main motion shall not be debated until all amendments to it have been put to a vote.~~
- ~~j. Amendments shall be put in the reverse order in which they were moved.~~
- ~~k. When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.~~

All proposed amendments to resolutions shall be in writing and shall be dealt with in the order presented to Council/Committee/Committee of Council and shall not propose a question in direct opposition to the resolution before Council/Committee/Committee of Council.

- I. No amendments shall be made to the following motions:
 - i) a motion to adjourn;
 - ii) a motion to defer to a fixed date, except as to the date; and
 - iii) a motion requesting that a motion be put to a vote.

iii. ~~Dividing a Motion into Parts~~

- ~~a. A member may request or the mayor may direct that a motion be divided if the motion contains more than one separate and complete recommendation.~~
- ~~b. Council shall then vote separately on each recommendation.~~
- ~~c. A new motion to add further recommendation is permitted provided:~~

- ~~i) the proposed recommendation is relevant to the original motion;~~
- ~~ii) the proposed recommendation does not alter in a significant way the principle embodied in the original motion; and~~
- ~~iii) the original motion has been dealt with.~~

iv. Dividing Arising

- a. When a particular matter is before council, a motion arising on the same matter is permitted provided:
 - i) the proposed motion is related to and rises from the item which has just been considered.
 - ii) the proposed motion does not alter in a significant way the principle embodied in the original motion; and
 - iii) the proposed motion is made before the consideration of any other item of business at the meeting.

v. Request that Motion be put to Vote

- a. ~~A motion requesting that a motion be put to a vote shall not be moved or seconded by a member who has spoken to the original motion.~~
- b. ~~A motion requesting that a motion be put to a vote shall not be amended or debated.~~
- c. If a motion requesting that a motion be put to a vote is passed by council, the original motion shall immediately be put to a vote of council without any amendment or debate.
- d. If a motion requesting that a motion be put to a vote is not passed by council, the original question may be amended or debated.

vi. Motion to Adjourn

- a. A member may move a motion to adjourn a meeting at any time, except when:
 - i) another member is in possession of the floor;
 - ii) a call for a recorded vote has been made;
 - iii) the members are voting;
 - iv) ~~when~~ council is considering a motion requesting that a motion be put to a vote; or
 - v) a previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.
- b. A motion to adjourn shall be decided without debate.

vii. Consent Agenda

- a. The Consent Agenda portion of a meeting is moved, seconded and voted upon without debate as one item regardless of the number of reports included.
- b. If a member wishes to debate an item included in the Consent ~~motion~~ Agenda, a request to remove the item from the Consent Agenda must be made before the ~~mayer~~ chair calls the question, and the item shall be removed from the Consent Agenda without further debate or vote.
- c. Any items so removed shall be addressed immediately following the approval of the Consent Agenda.
- d. ~~If an item is removed from the Consent Agenda pursuant to subsection 2.15.7b, a person may address council on the item.~~

viii. Motion to Move to a Closed Meeting

- a. The motion to move to a Closed Meeting must:
 - i) be in accordance with the Section 239 of the *Municipal Act, 2001*;
 - ii) include titles or subject of the item(s) to be discussed; and
 - iii) include the reason for the Council Meeting to be held in a Closed Meeting.
- b. No by-law or resolution shall be passed during a closed meeting.

ix. Withdrawal of Motions

- a. The mover and seconder of a motion may withdraw ~~it~~ the Motion at any time prior to a vote being taken or prior to the motion being amended.

x. Motion to Reconsider

- a. A motion to reconsider shall apply to resolutions only, and shall not apply to bylaws passed by Council.
- b. A motion to reconsider is in order whether the original motion was passed or ~~failed~~ defeated.
- c. ~~A motion to reconsider may only be made at the same Council Meeting as the original motion was voted on.~~
- d. A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion.
- e. When a motion ~~loses~~ is defeated on a tied vote, the prevailing side is those who voted against the motion.
- f. A motion to reconsider may be seconded by any member regardless of how the member voted on the original motion.

- g. A motion to reconsider is debateable only if the motion being considered is debateable.
- h. A motion to reconsider cannot be amended.
- i. A motion to reconsider shall require a majority vote of the members ~~present at the meeting.~~
- j. If a motion to reconsider is adopted, the original motion is immediately placed before council to be reconsidered.
- k. Once a vote on a motion to be reconsidered has been taken, there shall be no further motion to reconsider the resolution.

xi. Motion to Rescind

- a. A motion to rescind shall apply to resolutions only, and shall not apply to bylaws passed by Council.
- b. A motion to rescind is in order only when the original motion passed. No motion to rescind is necessary when the original motion ~~failed~~ **was defeated.**
- c. A motion to rescind may be made at any time following the council meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- d. A motion to rescind may be moved and seconded by any Council Member regardless of how they voted on the original motion.
- e. A motion to rescind is debateable.
- f. ~~A motion to rescind may be amended.~~
- g. A motion to rescind shall, in all cases, require a majority vote of all Council Members to pass.
- h. A motion cannot be rescinded:
 - i) when the making or calling up of a motion to reconsider is in order;
 - ii) when action on the motion has been carried out in a way that cannot be undone; or
 - iii) when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

xii. Motion to ~~Postpone (Defer)~~ **Defer (Postpone)**

- a. Where a majority of all members decide to ~~postpone~~ **defer** a motion to a fixed date, the motion cannot be considered by Council until the fixed date.
- b. Notwithstanding subsection ~~2.15.12~~ **2.15.10(a)**, ~~a~~ Council may consider a ~~postponed~~ **deferred** motion before the fixed date if a majority of **all** members agree that the motion may be considered before that date.

- c. The only amendment allowed to a motion ~~to a motion~~ to ~~postpone~~ **defer** to a fixed date is to change the date.

xiii. Motion to Refer

- a. A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review.
- b. A member making a referral motion generally should include in the motion:
 - i) the terms on which the motion is being referred; and
 - ii) the time when the matter is to be returned.

p. Conduct

Members are required to follow the Municipality's Code of Conduct [By-law-2019-06-Code-of-Conduct-Policy.pdf \(mckellar.on.ca\)](#) during all Meetings.

No Member shall:

- a) Speak disrespectfully to the Mayor, Deputy Mayor, Member, **any** Staff, or any Member of the Public;
- b) Engage in private conversation while in the Council Chambers in such a manner as to interrupt the proceedings of Council;
- c) Speak on any subject other than the subject in debate;
- d) Speak in open Council about matters discussed in a Closed Meeting until authorized by Council;
- e) Interrupt a Member who is speaking by speaking out, or making noise or disturbance, except to raise a procedural question; ~~and nor~~
- ~~f) Disobey the procedural rules or the decisions of the Chair or of the Council or Committee.~~

At a Meeting, no person shall:

- a) Speak disrespectfully to the Mayor, Deputy Mayor, a Member, any Staff, or any Member of the Public;
- b) Use offensive words;
- ~~e) Disobey the procedural rules or the decisions of the Chair or of the Council or Committee;~~
- d) Leave ~~his or her~~ **a** seat while a vote is being taken and until the results of the vote are declared;
- e) Make any disruptive noise or disturbance;
- f) Enter the Meeting while a vote is being taken;
- g) Walk between a Member who is speaking to the Chair; ~~and nor~~

- h) Display signs or placards, applaud, ~~and~~ **nor** engage in conversation or any other behaviour, which may disrupt debate.

Electronic devices must be silenced during a Meeting and must not be used to disrupt a Meeting.

~~No persons, except Members, the CAO, the Clerk/Administrator or the Secretary of a Committee, may approach Members without permission from the Chair.~~

No person shall speak aloud at a Meeting or address Members without first receiving permission from the Chair **or a majority vote of Council Members.**

All remarks shall be addressed to the Chair. Members of the Public will not routinely be recognized and permitted to speak during debate. Members of the Public may not be recognized unless:

- a) Consent is given by the majority of Council; and
- b) The Member(s) of the Public are speaking to an item on the Agenda.

Any Person who contravenes any of the rules in this By-law ~~are~~ **is** guilty of misconduct and, after an initial warning, may be removed from the Meeting by the Chair **or a majority vote of Council Members.**

q. Questions during Debate

A Member may, through the Chair, ask a question arising out of or request an explanation of the previous speaker's remarks.

A Member may, through the Chair, ask questions during the discussion on any item on the Agenda and ask questions on the item to any Staff of the Municipality in attendance at the Meeting.

Any Member may, at any time during the debate, request that a Motion under discussion be read by the Chair. A Member may ~~only make such a request only once and may~~ not interrupt another Member while ~~they are~~ **that Member is** speaking.

r. Points of Procedure

When a Member believes there is a violation of this By-law, the Member shall state that ~~they wish~~ **the Member wishes** to raise a Point of Procedure. Once recognized by the Chair, the Member shall raise the Point of Procedure. A Point of Procedure can ~~only~~ be raised **only** during the Meeting.

Upon raising the Point of Procedure, a Member shall explain the violation of the rules and the Chair shall rule upon the Point of Procedure.

Once the Point of Procedure has been dealt with **immediately**, the debate shall resume, unless the ruling has changed this procedure.

Any Member may appeal a ruling of the Chair by announcing ~~their~~ **the Member's** appeal to the Members **of Council**. An appeal must be made immediately following the Chair's ruling. If the appeal is not made immediately, the Chair's ruling shall be final.

Upon appeal, the Member shall state the reasons for the appeal. The Chair may then indicate why the appeal should be rejected.

Without debate on the appeal, the Members, apart from the Member making the appeal and the Chair, shall vote on the appeal.

If the appeal is upheld by the majority of **the** voting Members, the Chair shall change ~~his or her~~ **the earlier** ruling accordingly; if the appeal is rejected then the ruling stands.

No Member shall disobey the rules of Council or a decision of the Mayor, Chair or Council on questions ~~or~~ **of** order ~~or~~ **of** procedure or an interpretation of the rules of Council.

Where a person (including a Member) has been warned about misconduct and has continued the conduct, the Chair, **or the Chair's designate if the Chair is the person warned about misconduct**, may expel the person from the Meeting. If such person refuses to leave, the Chair may recess or adjourn the Meeting without any Motion to do so until such time as the person has left the Meeting room.

If the person engaging in misconduct is a Member and the Member apologizes, ~~he or she~~ **the Member may**, by vote of the majority of Council, **may** be permitted to retake ~~his or her seat.~~ **a seat at the table.**

s. Voting – General

Once the vote is called by the Chair, no Member shall speak to any issue, ask any question or present any other Motion until the vote has been taken.

Voting shall be by way of a "show of hands" in favour or against, except when a Recorded Vote is requested. **A Recorded Vote is also required if any or all members are attending electronically.**

A Member may request a Recorded Vote on any Motion. Such request may be made before, during or after the vote. When a Recorded Vote is requested, the Clerk shall call each Member's name in alphabetical order and request and record their vote on the Motion. Notwithstanding the

alphabetical calling of names, the Chair shall vote last in a Recorded Vote. After the completion of a Recorded Vote, the Clerk shall announce the result. If a Member present at a Meeting fails or refuses to vote, ~~their~~ **that Member's** vote will be counted as a vote against the Motion.

If a Member abstains from a vote, this will be recorded as an abstention and the vote will not be recorded as a vote against the Motion.

The Chair shall announce the results of the vote once the vote is completed.

If during a non-recorded vote, a Member disagrees with the Chair's **statement of** results of the vote, the Member may object immediately to the Chair's declaration and require a Recorded Vote be taken.

If there is a tie vote, the Motion will be defeated.

Except as otherwise provided, every member of Council/Committee/Committee of Council shall have one open vote. The Presiding Officer may not move or second any motion, but must vote on a motion.

~~When the question under consideration contains multiple options/issues, the Motion shall be split without requiring a separate Motion and each option/issue will be voted on separately. The Motion shall be split without debate.~~

t. Corrections

A Motion containing a minor or typographical error may be corrected on the request of the mover and seconder and the correction shall be made in writing on the face of the Motion and initial**ed** by the mover and seconder.

u. Amendments

The following rules shall apply to amendments to Motions:

- a) A "Motion Amendment" is a change to the ~~question asked~~ **statement(s)** in the Motion;
- b) An "Amendment to an Amendment" is a change to the proposed Motion Amendment;
- c) Only one amendment (whether a Motion Amendment or an amendment to an amendment) can be presented at ~~a~~ **one** time;
- d) The order of voting shall be:
 - i) An amendment to an amendment shall be voted upon;
 - ii) A Motion Amendment shall be voted upon ~~not next~~; and
 - iii) The Motion, **if and** as amended, shall finally be voted upon.

An amendment which is simply a rejection of the Motion will not be permitted.

v. Voting – Reconsideration

When a Motion has been decided, any Member who voted with the majority, may move for the Motion to be reconsidered. The reconsidering of the Motion shall be called the “Motion to Reconsider”. Members who were not in the majority cannot move for a Motion to Reconsider.

Before a Motion to Reconsider is heard, the Motion to Reconsider must be added to the Agenda. The Motion to Reconsider shall ~~only~~ be added to the Agenda **only** upon Council’s approval.

The process whereby a Motion to Reconsider is added to the Agenda is set out as below:

- a) A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda;
- b) The Chair shall ask the Member to affirm that ~~they~~ **the Member** voted with the majority;
- c) The Chair shall hold a vote whereby the Members shall vote on whether to allow the Motion to Reconsider to be added to the Agenda;
- d) When the Member is moving to have the Motion to Reconsider added to the Agenda of the same Meeting as that at which the Motion was originally voted on, **the majority** of Members must agree to add the Motion to Reconsider to the Agenda.
- e) Where the Member is moving to have the Motion to Reconsider added to the Agenda of a Meeting other than that at which the Motion was originally voted on, a ~~2/3~~ majority **of Members** must agree to add the Motion to Reconsider to the Agenda.
- f) Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions.
- ~~g) No Motion shall be reconsidered more than twice in the same calendar year.~~
- h) A Motion to Reconsider of any decided matter shall not operate to stop ~~or delay~~ an action **that has been initiated on** the decided matter.
- i) Debate on a Motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion.
- j) No Committee/**Committee of Council** shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council.

w. Voting – By-laws

Every proposed by-law shall be introduced upon motion by a Member of Council ~~or upon report from any Committee of Council.~~

Every by-law shall be given three (3) readings prior to being passed by Council. A by-law may be read three (3) times at the same meeting unless otherwise provided by statute or by Council. If any Member objects to the third reading being given, a majority vote of all members ~~present~~ is necessary to proceed with the reading.

Every by-law read before Council shall be recorded by the Clerk and upon third reading shall be signed by the Presiding Officer and the Clerk and the Corporate Seal shall be added as soon as possible thereafter.

A by-law shall be passed only at a Regular Council Meeting (or a reconvened Regular Meeting that had been properly adjourned to a specific time) or a Special Meeting that, when called, cites the consideration and passing of the by-laws as one of its purposes.

x. Voting – Electronic Meetings

- a) All votes will be ~~treated like~~ recorded votes in the event of any Council member participating in an electronic meeting by teleconference only.
- b) A show of hands vote may be used, at the clerk's discretion, if all Council members are participating by audio and video and can be seen by each other.

3. Roles and Responsibilities

a. Head of Council (*Municipal Act*, s.225)

It is the role of the Head of Council to:

- a) Act as Chief Executive Office (~~“CEO”~~) of the Municipality;
- b) Preside over Council Meetings so its business can be carried out efficiently and effectively;
- ~~c) Assign the seating arrangements in Council Chambers for all Members prior to the First Meeting of Council;~~
- d) Provide leadership to Council;
- e) Provide information and recommendations to Council with respect to the role of Council, **described in clauses 224(d) and (d.1) of the *Municipal Act*;**
- f) Represent the Municipality at official functions;
- g) Uphold and promote the purposes of the Municipality;
- h) Promote public involvement in the Municipality's activities;

- i) Act as the representative of the Municipality **both within and outside the Municipality, and promote the Municipality** locally, nationally and internationally;
- j) Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents; and
- ~~k) Carry out duties prescribed by the *Municipal Act*.~~
- k) Carry out the duties of the Head of Council under the *Municipal Act* or any other Act.

Note: The Head of Council shall not act unilaterally but shall represent Council/Committee, declaring its will and obeying its decisions as indicated by Resolution of Council even if the Head of Council does not necessarily concur with its decisions.

b. Chair

It is the role of the Chair to:

- a) Open **all** Meetings by calling the Meetings to order;
- b) Address the business listed on the Agenda;
- c) Receive and have read to Council all Motions presented by Members;
- d) Put to a vote all Motions which are moved and seconded, and announce the result of the vote **including the number in favour of and the number against;**
- e) Decline to put Motions to a vote which breach the Procedural By-law or other Legislation;
- f) Enforce, **by setting an example**, on all occasions, order, polite conduct and decorum among all present at a Meeting;
- ~~g) When in the Chair's opinion, the words or conduct of any person, including a Member, is in contravention of the Procedural By-law or is causing unreasonable disruption to the Meeting, rule the person out of order and require the person to cease the activity or vacate the Meeting;~~
- h) Provide information to Members on any **significant matters** relating to the business of the Municipality;
- i) Authenticate by signature all By-laws, Resolutions and Minutes;
- j) Rule on any points of order raised by Members;
- k) Maintain order, and, where it is not possible to maintain order, adjourn Meetings to a time to be named by the Head of Council **or a majority vote of Council** without any Motion being put forward; and
- l) Call for adjournment of the Meeting when business is concluded.

c. Deputy Head of Council (*Municipal Act*, s.242)

In the event that **the** Head of Council is absent from the Municipality **or refuses to act or if the Office is vacant**, the Deputy Head of Council shall act in ~~his or her~~ **the Head of Council's** absence and shall have all the rights,

powers and authority as the Head of Council **with respect to the role of presiding at Meetings.**

If the Deputy Head of Council is unable to act in the place and stead of the Head of Council and Quorum is present at the Meeting, the Clerk shall call the Meeting to order and another Councillor shall be appointed by **a majority vote** of Council to act as the presiding official **with all the rights, powers and authority as the Head of Council with respect to the role of presiding at Meetings** and shall preside over the Meeting.

d. Council (*Municipal Act*, s.224)

It is the role of Council to:

- a) Represent the public and to consider the well-being and interests of the Municipality;
- b) Develop and evaluate policies and programs of the Municipality;
- c) Determine which services the Municipality provides;
- d) Ensure that administrative policies, practices and procedures are in place to implement the decisions of Council;
- e) Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- f) Maintain the financial integrity of the Municipality; and
- g) Carry out the duties of Council ~~prescribed by~~ **under** the *Municipal Act* or **under any other Act.**

e. Clerk (*Municipal Act*, s.~~224~~ **228)**

It is the duty of the Clerk to:

- a) Record without note or comment, all Resolutions, decisions and other proceedings of Council;
- b) If required by any Member present at a vote, record the name and vote of every Member voting on any matter or question;
- c) Keep the originals or copies of all By-laws and of all Minutes of the proceedings of Council;
- d) Perform the duties required under the *Municipal Act* or **under** any other Act;
- e) Prepare and circulate Council Packages to all Members **in a timely manner**; and
- f) Perform any other duties as assigned by the Municipality.

The Clerk, where appropriate, may delegate, in writing, the duties of the Clerk to another person, **other than a member of Council**, in accordance with Section 228(4) of the *Municipal Act*.

f. **Deputy-Clerk (*Municipal Act*, sec. 228(2))**

The Municipality may appoint Deputy-Clerks who have all the powers and duties of the Clerk under this and any other Act.

A Clerk or Deputy-Clerk is not required to be an employee of the Municipality. (*Municipal Act*, sec. 228(3)).

g. **Staff (*Municipal Act*, s.227)**

~~It is the duty of Staff to:~~ It is the role of the Officers and Employees of the Municipality to:

- a) Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- b) Undertake research and provide advice to Council on the policies and programs of the Municipality; and
- c) Carry out other duties required under the *Municipal Act* or any Act and other duties assigned by the Municipality.

~~h. **Chief Administrative Officer (*Municipal Act*, s.229)**~~

~~It is the duty of the Chief Administrative Officer to:~~

- ~~a) Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and~~
- ~~b) Perform such other duties as are assigned by the Municipality.~~

i. **Members of the Public**

It is the role of Members of the Public to:

- a) Attend Meetings which are open to the public;
- b) Follow the rules of order, polite conduct and decorum;
- c) Provide input and information to Council only at Meetings, or portions of Meetings specifically designed for public engagement and in a manner dictated by Council (e.g. in writing, in person, electronically, etc.)

4. ~~Roles and Responsibilities~~ Meetings

a. **First Meeting**

At the First Meeting, the Clerk shall administer the declarations of office and oaths of allegiance, and distribute a copy of the Code of Conduct and the Procedural By-law for to all Members of Council.

No business shall be conducted at the First Meeting until the declarations of office and oaths of allegiance have been administered to all Members and a

copy of the Code of Conduct and the Procedural By-law have been distributed to each Member.

b. Regular Meetings

i. Time

Regular Meetings shall be held on the ~~second Tuesday~~ first and third Tuesday of each calendar month at 6:30 p.m. local time, **except for January when regular meetings shall be held on the second and fourth Tuesday**. Notice of Regular Meetings of Council shall be posted on the Township website.

ii. Election Year

Following a regular election, Council shall ~~only~~ meet **only** as is deemed necessary by the Head of Council and the Clerk, **or a majority vote of Council**, until the new term of Council takes effect.

c. Special Meetings

i. Special Meetings

A Special Meeting is a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that must be dealt with before the next Regular Meeting.

The only business to be dealt with at a Special Meeting is that which is listed in the Notice of Meeting.

ii. Calling of Special Meetings

The Head of Council may, at any time, summon a Special Meeting by providing Notice of the Meeting to Members **at least** twenty-four (24) hours before the Meeting.

Upon receipt of a petition from the majority of Council, the Clerk ~~may~~ **shall** summon a Special Meeting providing a Notice of Meeting to Members **at least** twenty-four (24) hours before the Special Meeting.

iii. Nature of Special Meetings

Special Meetings may be open or closed, depending on the business of the Special Meeting, as provided in the *Municipal Act*.

d. Public Meetings

- i. Public Meetings will be held on a matter where directed by Council, Municipal By-law or statute. Statutory Public Meetings shall be undertaken in accordance with the governing statute or as otherwise directed by law.

- ii. The purpose of a Public Meeting is to hear input from the public on a particular ~~mater~~ matter. Accordingly, Members shall not enter into debate or discussion of the matter during the Public Meeting.
- iii. One spokesperson is allowed per organization.
- iv. Each person/organization is limited to ~~three (3)~~ five (5) minutes to speak. Additional consideration can be given a person(s)/organization(s) at the discretion of the Chair or a majority vote of Council.
- v. Each person/organization is entitled to ask one (1) question or provide one (1) comment and one (1) subsequent question or comment.
- vi. ~~Each~~ All persons speaking at a Public Meeting will be asked to provide their names and organizations (if applicable) prior to providing comments. All such persons will also be invited to provide their names, addresses and email addresses in writing in order that future notice of the matter may be provided.
- vii. Where the Public Meeting is held as part of a Council Meeting, the minutes of the Council Meeting shall include the minutes of the Public Meeting.

e. Emergency Meetings

- i. An Emergency Meeting may be called by the Head of Council and/or the Clerk, without written notice, to deal with an Urgent Matter.
- ii. The Clerk will attempt to notify all Members and the appropriate staff about the Emergency Meeting in the most expedient manner available and as soon as possible. The Clerk shall ~~make a reasonable effort to~~ advertise the Emergency Meeting to the public.
- iii. Only business dealing directly with the Urgent Matter shall be dealt with at the Emergency Meeting.
- iv. Quorum is still required at an Emergency Meeting.
- v. These provisions shall apply with necessary modifications, to Committees and Local Boards and Committees of Council.

f. Closed Meetings

- i. A Closed Meeting is a Meeting, or a portion of a Meeting, ~~this~~ that is not open to the public.

- ii. ~~Members shall be physically present at the meeting to participate and shall not be permitted to participate electronically, except where otherwise permitted by this by-law.~~
- iii. No Member, Officer or employer shall disclose the subject matter or deliberation of a Closed Meeting unless expressly authorized to do so by Council, Local Board, ~~the~~ Committee or **Committee of Council**.
- iv. Prior to moving to the Closed Meeting/**Session** for one or more of the reasons listed in Section 239 of the *Municipal Act*, the Council, Local Board, Committee or **Committee of Council** shall pass a Resolution in open session stating:
 - a. The fact that Council, Local Board, Committee or **Committee of Council** is convening into a Closed Meeting/**Session**.
 - b. The fact of the holding of the Closed Meeting/**Session**, the general nature of its subject-matter and ~~that is to be closed under the subsection~~ **the subsection under which it is to be closed; and**
 - c. If closed under ~~5-~~**Section** 239(3.1), the Resolution must also note that it is closed under the subsection.
- v. **Permissive Closed Meetings**
 A Meeting may be closed where the matter to be discussed is, as contemplated in Section 239(2) of the *Municipal Act*, as follows:
 - a) The security of the property of the Municipality or Local Board;
 - b) Personal matters about an identifiable individual, including Municipal or Local Board employees;
 - c) A proposed or pending acquisition or disposition of land by the Municipality or Local Board;
 - d) Labour relations or employee negotiations;
 - e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or Local Board;
 - f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) A matter in respect of which a Council, **Local** Board, Committee or other body may hold a Closed Meeting under another Act;
 - h) Information explicitly supplied in confidence to the Municipality or Local Board by Canada, a province or territory or a Crown agency or any of them;
 - i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or Local Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere

significantly with the contractual or other negotiations of a person, group of persons, or organizations;

- j) A trade secret or scientific, technical, commercial or financial information that belongs to the Municipality or Local Board and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or Local Board.

A Meeting may be closed if the Meeting is held for the purpose of educating or training the Members and at the Meeting no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or committee.

vi. **Mandatory Closed Meetings**

A Meeting must be closed if the subject matter being considered is, as detailed in Section 239(3) of the *Municipal Act*, as follows:

- a. A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the Council, Local Board, ~~Commission~~ Committee or other body is the head of an institution for the purposes of the Act;
- b. An ongoing investigation respecting a Municipality, a Local Board or a municipality controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, and Ombudsman referred to in Subsection 223.13(1) of the *Municipal Act*, or the Investigator referred to in Subsection 239.2(1) of the *Municipal Act*.

A Meeting must be closed if the subject matter being considered is a harassment, complaint or investigation, pursuant to the *Occupational Health and Safety Act*.

g. **Cancelled Meetings**

- i. A Meeting ~~may~~ shall be cancelled by the Head of Council, in consultation with the Clerk, in the following instances:
 - a) Quorum cannot be achieved;
 - b) ~~By~~ Council Resolution;
 - c) In the event of an unforeseen, significant event; or
 - d) The Meeting is no longer required.
- ii. For the purposes of Section 4.7.1(c); an unforeseen, significant event includes but is not limited to the following:
 - a. Safety concern for participants in the Meeting, including Members and Members of the Public (~~ex.~~ e.g. snow storm, closing of highways);

- b. Loss of heat/electricity or water;
 - c. Clerk/deputy clerk's inability to attend;
 - d. A state of emergency;
 - e. Electronic connection is lost when no in-person attendance is permitted;
 - f. The inability of a required participant to attend; and/or
 - g. The Meeting becomes redundant.
- iii. The Clerk will attempt to notify all Members and the appropriate staff about the cancelled Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise to the public that the Meeting has been cancelled.

h. Electronic Meetings During a Declared Emergency

- i. A Regular Meeting, Special Meeting or Closed Meeting of Council or Committee may be conducted by an Electronic Meeting during a Declared Emergency, in accordance with this Section and any Emergency Electronic Meeting Protocol, as developed and amended as necessary by the Clerk.
- ii. Members participating in an Electronic Meeting shall be counted for the purposes of quorum at the commencement and at any point in time during the meeting, and shall be entitled to vote through a vote recorded by the Clerk, as if they were attending the meeting in person.
- iii. Council may set by resolution for a specific period of time and providing rationale, terms of electronic participation in meetings of Council, local boards or committees of either of them permitting:
 - i) electronic participation counting towards quorum;
 - ii) electronic participant voting; and
 - iii) electronic participant in a meeting closed to the public.
- iv. Council may hold a special meeting for the purpose of passing a resolution as described in section 4.8.3; any member participating electronically in such a special meeting may be counted in determining whether or not quorum of members is present at any time during the meeting, and be permitted to vote.

5. Notice of Meetings

a. Annual Schedule of Meetings

- i. The Clerk shall by November 30th of each calendar year, submit a schedule of the upcoming Regular Council Meetings for consideration and adoption by Council. Upon approval by Council, the schedule will be posted to the Municipal website.

- ii. The Clerk shall post on the municipal website notice of all Meetings. The posting will constitute Notice to the Public of the Meeting.
- iii. The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk's amendments shall be circulated to all Members and will be posted on the municipal website as soon as possible after the amendments are made.
- iv. The Clerk shall give at minimum twenty-four (24) hours' notice to the Public of all Special Council Meetings and Committee Meetings.
- v. Where a statute or the Notice By-law requires, notice will be published in accordance with the statute/By-law. The notice will also be posted on the municipal website.
- vi. Nothing in this Procedural By-law prevents the Clerk from using more comprehensive methods of notice or providing for a longer notice period.
- vii. Lack of receipt of notice or failure to comply with the notice provisions of this Procedural By-law shall not invalidate the Meeting or any decision of Council or the Committee made at the Meeting.

6. Agenda

a. Agenda

- i. It shall be the duty of the Clerk to prepare the Agenda of all Meetings ~~in consultation with the Mayor~~. Where there is a dispute about including or excluding an item from the Agenda, the Clerk's decision shall be final.
- ii. All Council Agendas shall be prepared by the Clerk in writing and shall be in accordance with the attached Schedule "B".
- iii. The Council Meeting shall consider the items to be dealt with in accordance with the order that is set out in the Agenda unless otherwise decided by Resolution of the Members present at the Meeting.
- iv. Items on the Agenda, but not dealt with at the Meeting, will be placed on the next Regular Meeting agenda under "Unfinished Business" unless set to a subsequent Meeting by Resolution of the **majority of** Members present.

- v. If a Member wishes to add an item that is not otherwise on the Agenda, when Council is considering the Meeting Agenda, the Member shall advise Council of the item and the Member shall require ~~two-thirds~~ a majority ~~to~~ vote to have the item considered.
- vi. All items to be included on the Agenda will be provided to the Clerk by Members, Staff or the Public no later than ~~2:00~~ 1:00 p.m. on the Tuesday ~~of the week~~ prior to the Meeting.
- vii. Reports to Council shall be in the standard form set out in **Schedule "C"**, as amended.
- viii. Members wishing to have a matter placed on the Agenda will provide ~~ed~~ the Clerk ~~s~~ with a completed form provided hereto as **Schedule "D"**, as amended.
- ix. Individuals or Bodies wishing to have a matter placed on the Agenda, as a presentation or delegation, will provide the Clerk with a completed form as shown in **Schedule "E"**, as amended from time to time, no later than 1:00 p.m. on the Tuesday ~~of the week~~ prior to the Meeting at which they wish to be heard.

Deputations will be limited to ten (10) minutes in length per speaker and to avoid repetition, any deputation on behalf ~~on behalf~~ of any group, shall be made by no more than two (2) representatives. Notwithstanding this, Council may extend the time of the deputation upon a majority vote in the affirmative.

Emergency Deputation requests will be received by the ~~Mayor~~ **Head of Council** and ~~will may~~ be heard at the leave of a majority of Council.

~~On~~ **At** any given Council Meeting, ~~unless approved otherwise by the Head of Council, in consultation with the Clerk~~ a maximum of three (3) ~~ten~~ (10) minute deputations will be scheduled ~~unless determined otherwise by a majority vote of Council.~~

Upon completion of comments to Council by a deputation, any discourse between Members of Council and the deputation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members shall not enter into debate with the ~~deputant~~ **person** respecting ~~their~~ **the** comments.

The ~~Mayor~~ **Head of Council and/or the majority of Council Members** ~~shall~~ **may** curtail a deputation for disorder or any other breach of this By-law. Once the ~~Mayor rules the deputation is concluded,~~ **the ruling is made that the deputation is concluded,** the person or persons appearing shall withdraw. Failure to withdraw or to engage in behaviour that is

inappropriate can result in the Mayor requesting the person(s) to vacate the Municipal building. Failure to vacate the building when requested ~~will~~ **may** result in the ~~Mayor~~ **Head of Council and/or the majority of Council** suspending the Meeting until order is restored. If necessary, **a majority vote of Council may direct** the Clerk ~~may be called upon~~ to seek appropriate assistance from police for this purpose.

Subsequent deputations on the same topic by the same person, or groups, ~~will~~ **may** be accepted providing there is **time** and will be limited to the submission of new information only.

No deputation may be scheduled for a closed session, nor shall a deputation be permitted regarding any specific personnel matter where an individual may be identified.

Members of the Public attending a Council, Local Board, ~~and/or~~ Committee **and/or Committee of Council** meeting shall respect the decorum of Council ~~or Committee~~ and refrain from public outburst; shouting or behaviour intended to disrupt the debate, discussion and/or general proceedings of the Council. ~~and/or Committee.~~ The ~~Mayor or~~ Chair **and/or a majority of Members of Council** may request that a member of the Public vacate the Municipal building if ~~their~~ **that person's** behaviour is deemed to be disruptive to the business at hand. The ~~Mayor or~~ Chair **and/or a majority of Members of Council** may ~~unilaterally~~ suspend the meeting until order is restored.

Notice to ~~Deputants~~ Deputations and to the Public:

~~Deputants~~ **Deputations** and the Public are advised that Council, **Local Board**, Committee **and Committee of Council** Meetings are open to the Public and that there is no legal protection or other privilege in relation to any statement that ~~you make~~ **is made** in this forum. This means that anything ~~you say~~ **said** ~~would~~ **might** be subject to the normal laws of defamation. Any behaviour or conduct that is disruptive to the Public Meeting can result in other charges being brought against ~~you~~ **said persons**. **Consequently, care should be taken in how addresses are made.** ~~you should take care in how you make your address and act accordingly.~~

Any person who reads from a prepared statement during a deputation to Council ~~shall~~ **may** provide a copy of said document to the Clerk at the conclusion of the deputation for the Municipality's records.

Any written messages, memorials and /or enquiries before Council for consideration may be referred, at the discretion of **the majority of Council**,

to a Committee of Council and/or staff for response thereto. **All responses will be approved by the majority of Council before dissemination.**

Petitions shall be signed by the subscribers and presented to Council by ~~and~~ any appointed representative who has knowledge of the information stated therein.

Every petition, communication and deputation shall be delivered to the Clerk on or before 1:00 p.m. on the Tuesday **of the week** prior to the regularly scheduled Council Meeting **the following week.**

- x. The ~~Mayor and~~ Clerk may decline to add items and/or Reports to an Agenda. Reasons to decline include, but are not limited to the following:
 - a. More time is required to prepare Staff Reports for Council;
 - b. The Delegation Request Form was not submitted by the deadline;
 - c. The Delegation Request Form is incomplete;
 - d. The subject matter of the Delegation is outside the jurisdiction of Council;
 - e. The subject matter is with respect to a matter that should be discussed in Closed Meeting;
 - f. The Meeting Agenda is already too lengthy;
 - g. The subject matter is set to be discussed on another Agenda;
 - ~~h. The issue is frivolous or vexatious;~~
 - i. The issue has been or is to be considered by the Committee of Adjustment;
 - j. Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
 - k. Council previously indicated that it will not hear further from this Delegation; or
 - l. The issue should be referred to the appropriate department for action.

xi. Correspondence

All correspondence requiring the direction of Council or Committee shall:

- a. be legibly written or printed;
- b. include contact information for at least one person; and
- c. be filed with the Clerk for inclusion of a Meeting Agenda.

Personal Information, other than contact information, disclosed in correspondence will become part of the public record, including the name of the author.

Correspondence may be withheld from an Agenda if it is considered to be inappropriate or offensive in nature.

xii. Consent Agenda

A portion of the Agenda, titled "Consent Agenda", may consist of items that do not require separate discussion, including, but not limited to: Routine Staff reports; minutes for receipt; and **generic** correspondence **sent to numerous municipalities**.

All of the items listed on the Consent Agenda shall be subject of one motion, unless a Member requests that any item(s) in the consent motion be **discussed and** voted on separately.

- xiii.** Council Packages will be provided to Members no later than 4:30 p.m. the Thursday prior to the Meeting.
- xiv.** The Agenda will be made available to the public, no later than 1:00 p.m. the Friday prior to the Meeting. The Clerk shall ~~make every effort to~~ post the Agenda on the municipal website no later than 1:00 p.m. **on** the Friday prior to the Meeting.
- xv.** The Agenda will be sent to all residents who provide an email address no later than the ~~Thursday~~ **Friday** prior to the Meeting.
- xvi.** ~~An addendum or supplementary Council Agenda shall be prepared by the Clerk or designate and shall be circulated to Members via email no later than 4:00 p.m. the previous business day prior to the Council Meeting.~~

~~Further items will not be considered to the addendum or supplementary Agenda unless they are of an urgent nature that required a decision prior to the next Council Meeting.~~

b. Other Meeting Agenda

- i.** The Clerk shall prepare an Agenda, with supporting material, for meetings other than Regular Meetings in accordance with the business to be addressed.

c. Question/Comment Period

- i. a.** The Question/Comment Period will take place during Regular Meetings and Special Meetings as determined by Council and be limited to a maximum of fifteen (15) minutes, **at the discretion of a majority vote of Council**, and all questions from the public will be

related to agenda listed items with each questioner limited to ~~three (3)~~ five (5) minutes.

- b. When called upon by the Chair, the questioner will **self** identify ~~themselves~~ by name **and** the organization ~~they~~ represented, **if applicable**, and address the question to the Chair.
- c. One spokesperson is allowed per organization or group.
- d. Each person/organization asking a question is entitled to one (1) question and one (1) supplementary question, **or comment**.
- e. Questions/Comments will be ~~responded to~~ **answered** with a brief response from the Chair **and/or Member of Council** ~~who may also request a response from Council or staff.~~ The Chair and Council reserve the right to defer any question if they are not able to answer it at the meeting.
- f. Questions/Comments shall ~~only~~ be made in respect of matters within Council's purview and jurisdiction **only**, while **everyone** maintaining ~~ing~~ **s** decorum in keeping with the following four principles:
 - 1. Treatment of every person with dignity, understanding and respect;
 - 2. Behaviour that is not discriminatory;
 - 3. Actions free of slander, harassment or bullying; and
 - 4. Protection of privacy.
- g. The Chair may terminate the Question/Comment Period at any time ~~he/she~~ **the Chair** deems it necessary, **subject to a majority vote of Council**.

d. Closed Meeting Agenda

- i. In the event the Clerk receives items for a Closed Meeting Agenda, they shall be placed on the Closed Meeting Agenda **and the Council Package shall be** provided to Members at ~~the Closed Meeting.~~ **least three (3) business days prior to the scheduled Closed Meeting.**

e. Adjournment

- i. ~~A Motion to adjourn does not need a seconding Member.~~
- ii. A Motion to adjourn a Meeting will be considered at any time except the following:
 - a. When another Member has been recognized by the Chair and is speaking on a matter; or
 - b. During the taking of a vote.
- iii. If a Motion to adjourn is defeated, the moving Member may not bring another Motion to adjourn until the Agenda is completed **or until a majority of Council by Resolution agrees to adjourn the meeting.**

f. Curfew

Meetings shall be automatically adjourned at ~~10:00~~ 11:00 p.m. local time, unless otherwise determined by Resolution passed by a majority of the Members of Council. ~~present.~~

g. Amendment

- i. Any provision contained in this By-law may be repealed, amended or varied and additions may be made to this By-law by a majority vote, provided that no Motion for that purpose may be considered unless notice thereof has been given ~~in accordance with the Municipality's Notice By-law.~~

h. Mandatory Review

- i. This By-law shall have a mandatory review in ~~three (3)~~ two (2) years following the date of approval.

i. Points Not Provided For

- i. Any points of procedure not governed by this by-law shall be governed by the rules of parliamentary procedure of the Canadian House of Commons and/or Robert's Rules of Order, latest edition.

j. Repeal - Enactment

- i. That By-law No. 2021-28, as amended, ~~2019-54 and amendments 2020-17, and 2020-47 are~~ is hereby repealed.
- ii. This By-law comes into force and takes effect on the date of enactment.

READ a FIRST and SECOND time this ~~8th~~ ____ day of ~~June, 2021.~~ ____, 2022

Mayor, ~~Peter Hopkins~~ David Moore

Clerk, ~~Lance Sherk~~ Ina Watkinson

READ a THIRD time and PASSED in OPEN COUNCIL this 24th ____ day of ~~August, 2021.~~ ____, 2022

Mayor, ~~Peter Hopkins~~ David Moore

Clerk, ~~Lance Sherk~~ Ina Watkinson

SCHEDULES TO THE BY-LAW

Schedule “A” - Conflict of Interest Declaration

Schedule “B” - Agenda

Schedule “C” - Reports Form

Schedule “D” - Member Request for Item to be Added to the Agenda

Schedule “E” - Request for Delegation

SCHEDULE "A"

McKellar Township Council Member's Conflict of Interest Declaration

Pursuant to Subsection 5.1, of the *Municipal Conflict of Interest Act*, R.S.O. 1990 ~~(in force and effect on March 1, 2019 _____, 2022)~~, [Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 \(ontario.ca\)](#) Council Members must complete this form. ~~prior to the Council meeting at which they will be making a conflict of interest declaration, pecuniary or personal, direct or indirect. Each member who is declaring a conflict of interest shall provide this written statement to the Clerk.~~ At a meeting at which a member discloses an interest under section 5, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board, as the case may be. 2017, c. 10, Sched. 3, s. 4.

Declaration:

I, _____, declare a conflict of interest in item
(Print Full Name)

_____ on the _____ Council Agenda.
(Agenda Item #) (Date of Council Meeting)

I am making this declaration because (General Nature of the Conflict of Interest):

I confirm that I will not vote on the matter, I will not take part in discussion on any question in respect of the matter, and I will not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

Signature

Date

Clerk's Acknowledgement:

Received on _____ by _____
(Date) (Print Name)

Signature of Clerk or Designate

SCHEDULE "B"

Township of McKellar AGENDA

1. Call to Order
2. Roll Call
3. Declarations of Pecuniary and/or Personal Interest and General Nature Thereof
5. Adoption of Agenda
2. Closed Session
3. Call to Order – open session
2. Acknowledgement
3. Roll Call
4. Declarations of ~~Conflict of~~ Pecuniary and/or Personal Interest and General Nature Thereof
- ~~5. Adoption of Agenda~~
6. Public Meeting
6. Delegations and Presentations
6. Committee of the Whole
6. Motion to Review a Previous Motion
7. Adoption of Minutes of Previous Meeting(s)
8. Planning Matters
8. Committee/Board Minutes with recommendations for approval
9. Staff Reports with recommendations for approval
10. Mayor's Report
11. Correspondence ~~received for which direction of Council is required for~~ consideration
12. Motion and Notice of Motion
13. By-laws
14. Unfinished Business
15. New Business
16. Public Notices, Announcements, ~~and~~ Inquiries and Reports by Council Members
17. Consent Agenda - Correspondence
18. Question/Comment Period (related to items on Agenda)
- ~~19. Closed Session~~
20. Confirming By-law
21. Adjournment

SCHEDULE "C"

Township of McKellar Report to Council

Prepared for:

Department:

Agenda Date:

Report No.:

Subject:

Recommendation:

Background:

Financial Analysis/Discussion:

Policies Affecting Proposal:

Conclusion:

Respectfully submitted by:

Attachments:

SCHEDULE "D"

Township of McKellar Council Member's Request for Item to be Added to the Agenda

Member's Name: _____

Meeting Date: _____

Subject Matter: _____

Draft Resolution Attached: _____ Yes _____ No

Attachments: _____

Signature

Date

Clerk's Acknowledgement

Received on _____ by _____
(Date) (Print Name)

Signature of Clerk or Designate

SCHEDULE “E”

Township of McKellar
Request for Delegation/Deputation before Council

Pursuant to By-law No. ~~2021-28~~ 2022-____, 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 of the week prior to the meeting at which they wish to be heard. The written request shall be a detailed written submission that 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 with this form, shall be circulated with the Council Agenda. Please note that Deputations are limited to ten (10) minutes in length.

PLEASE PRINT

Name of Person to Appear:	
Address:	
Phone: _____ Home _____ Cell _____ Business	
Name of person requesting appearance: (if different from the person preparing the request)	
Phone: _____ Home _____ Cell _____ Business	
Name of Group or Person(s) being represented (if applicable)	
Meeting Date requested to appear before Council	
Subject Matter of Deputation: _____ _____	
Detailed written submission must be attached or submitted to the Clerk (by 1:00 p.m. the Tuesday of the week prior to the Council Meeting). _____	
Signature: _____	Date: _____

SCHEDULE “E” continued

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

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

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

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

Correspondence to Council:

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

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



NEWS RELEASE

For immediate release: November 17, 2022

Health Unit Region Not Immune to Increase in Flu-like and Respiratory Illness Hospital Visits

NORTH BAY, ON - The North Bay Parry Sound District Health Unit's (Health Unit) region is experiencing double the number of emergency department visits for flu-like and respiratory illnesses, compared to the previous three-year average. This is similar to what is being seen across the province, and emphasizes the need for everyone to use layers of protection to help prevent the spread of these viruses.

The flu causes a wide spectrum of illness, ranging from seven to ten days with mild symptoms, to severe illness requiring hospitalization. Complications of influenza may include worsening of chronic health conditions, pneumonia, and respiratory failure.

Flu-like illnesses can have other negative effects on not only those who are ill, but also their families and friends. This can include missed school, resulting in days off work for parents and caregivers, and possibly a short-term loss of income due to unpaid sick days.

"With COVID-19, influenza A and other respiratory viruses circulating in our region, the risk of becoming ill from a respiratory infection is very high, but there are layers of protection people can use to help prevent themselves and those around them from getting ill," explains Dr. Jim Chirico, Medical Officer of Health for the Health Unit.

"Layers of protection include staying home when you are sick, receiving both your flu shot and COVID-19 booster – which are safe to receive at the same time – practicing good hand hygiene, and wearing a mask when you are feeling unwell, both at home and when back in public after a recent illness."

What might be a cold to you could lead to a severe respiratory infection for someone else.

For more information on COVID-19 or the flu, visit myhealthunit.ca.

-30-

Media Inquiries:

Alex McDermid, Public Relations Specialist

P: [705-474-1400](tel:705-474-1400), ext. 5221 or [1-800-563-2808](tel:1-800-563-2808)

E: communications@healthunit.ca

November 14, 2022

Councils across the North start a New Chapter

The Federation of Northern Ontario Municipalities (FONOM) is the unified voice of Northeastern Ontario, representing and advocating on behalf of 110 cities, towns, and municipalities.

Our mission is to improve the economic and social quality of life for all northerners and ensure our youth's future.

The FONOM Board wishes to congratulate your council as you begin your four-year term. Please consider FONOM as a resource, and please keep us informed on issues of regional importance.

As Northern Municipalities, we have unique challenges. We will address those challenges by working with our neighboring communities, our district association, and FONOM.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Danny Whalen', with a large, stylized initial 'D'.

Danny Whalen
President



Item 26.3

Ministry of Finance
Office of the Minister
Frost Building S, 7th Floor
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Tel.: 416-325-0400

Ministère des Finances
Bureau du ministre
Édifice Frost Sud 7e étage
7 Queen's Park Crescent
Toronto (Ontario) M7A 1Y7
Tél.: 416-325-0400



Minister of Finance | Ministre des Finances
PETER BETHLENFALVY

November 9, 2022

Dear Head of Council:

I am writing to provide details on 2023 funding allocations under the Ontario Municipal Partnership Fund (OMPF). We are announcing allocations now as we know that municipalities need this information to support municipal budget planning.

Our government recognizes the importance of the OMPF for many of Ontario's communities. We are committed to working in partnership with municipalities to build and strengthen our province. That is why our government has been increasing ongoing support to municipalities for example through the doubling of the Ontario Community Infrastructure Fund (OCIF) and the introduction of the Northern Ontario Resource Development Support (NORDS) program.

Within the context of this increasing provincial support to municipalities, the government is maintaining both the overall structure of the OMPF and the program envelope at \$500 million for 2023. The program will also continue to be responsive to changing municipal circumstances through annual data updates and related adjustments.

As in prior years, transitional assistance will ensure that the 2023 funding guarantee for municipalities in northern Ontario will be at least 90 per cent of their 2022 OMPF allocation. Municipalities in southern Ontario will receive at least 85 per cent of their 2022 OMPF allocation.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal treasurers and clerk-treasurers with further details on the 2023 OMPF. This information and other supporting materials are also available online at ontario.ca/document/2023-ontario-municipal-partnership-fund.

.../cont'd

Maintaining a close relationship with our municipal partners remains critical as we continue to build Ontario's economy during this time of economic uncertainty. I look forward to our continued collaboration in supporting strong, thriving communities across the province.

Sincerely,

Original signed by

The Honourable Peter Bethlenfalvy
Minister of Finance

c.c. The Honourable Steve Clark, Minister of Municipal Affairs and Housing



November 22, 2022

FONOM welcomes new Highway Safety Standard

The Federation of Northern Ontario Municipalities (FONOM) is applauding the provincial government's recent announcement that bare pavement on Northern highways will now be required within 12 hours of a winter storm.

"FONOM would like to thank Minister of Transportation Caroline Mulroney and the provincial government for making this critical change," said FONOM President Danny Whalen. "Highways in Northern Ontario connect our communities; and having highways 17 and 11 cleared quicker after the minimal standard is reached is important for road safety."

Previously this year, the province announced the 2+1 Highway pilot project on Highway 11 north of North Bay and the work of the Northern Ontario Transportation Task Force as steps to ensure highways 11 and 17 serve the residents of the North.

FONOM will continue to work with the Ministry and Ford Government on matters of importance to our member municipalities. The FONOM Board will continue this advocacy during the Rural Ontario Municipal Association conference this January.

FONOM is an association of some 110 districts/municipalities/cities/towns in Northeastern Ontario mandated to work for the betterment of municipal government in Northern Ontario and strive for improved legislation respecting local government in the North. It is a membership-based association that draws its members from Northeastern Ontario and is governed by an 11-member board.



President Danny Whalen
705-622-2479



Legislative Services
Michael de Rond
905-726-4771
clerks@aurora.ca

Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

November 23, 2022

The Honourable Doug Ford, Premier of Ontario
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Delivered by email
premier@ontario.ca

Dear Premier:

**Re: Town of Aurora Council Resolution of November 22, 2022; Re: Motion 7.1 –
Mayor Mrakas – Modifications to York Region Official Plan**

Please be advised that this matter was considered by Council at its meeting held on November 22, 2022, and in this regard, Council adopted the following resolution:

Whereas the Province on November 4, 2022, approved the York Region Official Plan with 80 modifications; and

Whereas these modifications to the Regional Official Plan have been made by the Minister including two in the Town of Aurora; and

Whereas these modifications have been made without consultation or support by the Town of Aurora; and

Whereas Section 4.2 is modified by adding a new policy subsection after policy 4.2.29, titled "Special Provisions", followed by new policies: "4.2.30 Special provisions for the lands known municipally as 1289 Wellington Street East in the City of Aurora (PIN 036425499). Notwithstanding any other policies in this Plan to the contrary, the minimum density target to be achieved is 330 units per hectare and minimum building height of 12 storeys.";

- 1. Now Therefore Be It Hereby Resolved That the Town of Aurora opposes the modification by the Minister of Municipal Affairs and Housing for the lands known municipally as 1289 Wellington Street East in the Town of Aurora (PIN 036425499); and**
- 2. Be It Further Resolved That the Town of Aurora requests the Minister to revoke special provision 4.2.30 to allow for the normal planning process to occur, as the Modification to the Regional Official Plan is contrary to the**

planning applications (OPA and ZBA) currently before the OLT (case files: OLT-22-004187 and OLT-22-004188); and

- 3. Be It Further Resolved That a copy of this Motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honorable Sylvia Jones, Deputy Premier of Ontario, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, Peter Tabuns, Interim Leader of the New Democratic Party, and all MPPs in the Province of Ontario; and**
- 4. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration; and**
- 5. Be It Further Resolved That a letter be submitted to The Honourable Doug Ford, Premier of Ontario, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, The Honourable Michael Parsa, Associate Minister of Housing and MPP Aurora—Oak Ridges—Richmond Hill, and Dawn Gallagher Murphy, MPP Newmarket—Aurora, expressing our disappointment with the lack of consultation and communication with the Town of Aurora and requesting that an explanation as to why this significant change was warranted be provided.**

The above is for your consideration and any attention deemed necessary.

Yours sincerely,



Michael de Rond

Town Clerk

The Corporation of the Town of Aurora

MdR/lb

Copy: Hon. Sylvia Jones, Deputy Premier of Ontario
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Peter Tabuns, Interim Leader, New Democratic Party
All Ontario Members of Provincial Parliament
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities



Legislative Services
Michael de Rond
905-726-4771
clerks@aurora.ca

Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

November 23, 2022

The Honourable Doug Ford, Premier of Ontario
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Delivered by email
premier@ontario.ca

Dear Premier:

**Re: Town of Aurora Council Resolution of November 22, 2022; Re: Motion 7.2 –
Mayor Mrakas – Opposition to Bill 23, More Homes Built Faster Act, 2022**

Please be advised that this matter was considered by Council at its meeting held on November 22, 2022, and in this regard, Council adopted the following resolution:

Whereas Bill 23, the More Homes Built Faster Act, omnibus legislation that received first reading in the provincial legislature on October 25, 2022, proposes changes to nine Acts. Many of these proposed changes are significant and will restrict how municipalities manage growth through implementation of the official plan and the ability to provide essential infrastructure and community services; and

Whereas the effect of Bill 23 is that the Conservation Authority will no longer be able to review and comment on development applications and supporting environmental studies on behalf of a municipality; and

Whereas Bill 23 proposes to freeze, remove, and reduce development charges, community benefits charges, and parkland dedication requirements; and

Whereas Bill 23 will remove all aspects of Site Plan Control of some residential development proposals up to 10 units. Changes would also remove the ability to regulate architectural details and aspects of landscape design;

- 1. Now Therefore Be It Hereby Resolved That the Town of Aurora oppose Bill 23, More Homes Built Faster Act, 2022, which in its current state will severely impact environmental protection, heritage preservation, public participation, loss of farmland, and a municipality's ability to provide future services, amenities, and infrastructure, and negatively impact residential tax rates; and**

- 2. Be It Further Resolved That the Town of Aurora call upon the Government of Ontario to halt the legislative advancement of Bill 23, More Homes Built Faster Act, 2022 to enable fulsome consultation with Municipalities to ensure that its objectives for sound decision-making for housing growth that meets local needs will be reasonably achieved; and**
- 3. Be It Further Resolved That a copy of this Motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Michael Parsa, Associate Minister of Housing, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, Peter Tabuns, Interim Leader of the New Democratic Party, local Members of Parliament Tony Van Bynen for Newmarket—Aurora and Leah Taylor Roy for Aurora—Oak Ridges—Richmond Hill, and all MPPs in the Province of Ontario; and**
- 4. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.**

The above is for your consideration and any attention deemed necessary.

Yours sincerely,



Michael de Rond

Town Clerk

The Corporation of the Town of Aurora

MdR/lb

Copy: Hon. Michael Parsa, Associate Minister of Housing
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Peter Tabuns, Interim Leader, New Democratic Party
Tony Van Bynen, MP Newmarket—Aurora
Leah Taylor Roy, MP Aurora—Oak Ridges—Richmond Hill
All Ontario Members of Provincial Parliament
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities