

TOWN OF KEARNEY

AGENDA

REGULAR COUNCIL MEETING

Council Chambers

Thursday August 14, 2025 – 6:00 p.m.

A Moment of Silence to be observed to honour the memory of Marilyn Mitson

1. Call the Meeting to Order

2. Approval of Agenda

3. Disclosure of Interest

[At this time, Members of Council shall declare pecuniary interest, if any, with items on the agenda.]

4. Delegations/Presentations

4.1. Public Meeting under the Planning Act Section 34: Zoning By-law Amendment – Bootsma

4.2. Public Meeting under the Planning Act Section 34: Zoning By-law Amendment – Meier

4.3. Public Meeting under the Planning Act Section 45: Minor Variance & Permission – R. Prichard

4.4. Emerald Energy from Waste – Presentation

5. Consent List

5.1. July 10, 2025 Regular Council Meeting Minutes

5.2. Resolution Report

5.3. Quarterly Activity Report – Building & Administration/Parks & Facilities

5.4. Budget Report/Analysis at July 22, 2025

6. Items Referred from the Consent List

7. Items for Discussion

7.1. DRAFT Development Agreement – Waffle

7.2. DRAFT Procurement By-law

7.3. SR2025-49 Tax Collection Policy and Registration Timelines

7.4. SR2025-50 Support in Principle – TAB purchase of SRA

7.5. DSSAB Board Vacancy – Area 4 Representation

7.6. SR2025-51 Chetwynd Asphalt Tender

- 7.7. Discussion regarding Rain Lake Road – Parking areas
- 7.8. Memo: Recommendation from Recreation Committee for new member
- 7.9. SR2025-52 Budget Adjustment Ditching and Backhoe

8. Notice of Motion

9. Correspondence for Information

- 9.1. Support Resolution - Black River-Matheson - Firefighter Certification Requirements
- 9.2. Resolution - St. Catharine's - Elect Respect Pledge
- 9.3. KWEF Newsletter
- 9.4. Support Resolution Regarding Producer Responsibility for Blue Boxes
- 9.5. Puslinch Resolution 2025-226 - Procurement and Advocacy of Trade Agreement Exemptions
- 9.6. Public Announcement regarding Drug Overdoses

10. Bylaws

- 10.1 By-law 2025-XX Being a bylaw to enter into a development agreement - Waffle

11. Closed Session

Under Section 239 of the Municipal Act, Council will move into closed session under the following subsections:

- (2)(b) Personal Matters about an Identifiable Individual
- (2)(d) Labour Relations or Employee Negotiations

12. Confirming Bylaw

13. Adjournment

Report to Council

To: Mayor and Council, Town of Kearney

From: Kent Randall and Jessica Rae Reid (EcoVue Consulting Services Inc.)
Town Planning Consultants

Subject: Application for Zoning By-law Amendment
RZ-01-25 (Bootsma)

File: 193 Proudfoot Road
Part of Lot 2, Concession 14, Town of Kearney (Proudfoot)
EcoVue Project No: 24-2095-26

Date: August 11, 2025

Recommendation

It is recommended that Council receive the report dated August 11, 2025 from EcoVue Consulting Services regarding application RZ-01-25 (Bootsma).

It is recommended that Council approve the proposed amendment to Zoning By-law No. 2022-20, which will rezone a portion of the subject lands from the Rural (RU) Zone to the Rural Residential (RR) Zone as a condition of Consent Application B-005/25.

Subject Lands

The lands subject to this application are known municipally at 392 Proudfoot Road and is legally known as located in Part of Lot 2, Concession 14, in the Geographic Township of Proudfoot, now in the Town of Kearney.

A summary of the lands proposed to be rezoned are as follows:

Subject Lands

Lot Area	~24,100 square metres (2.41 hectares)*
Lot Frontage	~118.31 metres on Proudfoot Road
Lot Depth	~145 metres
Current Zone	Rural (RU)
Current Uses	Residential/Rural
Proposed Uses	Same; Residential/Rural
Existing Buildings/Structures	One (1) Residential Dwelling and Ancillary Structures
Proposed Buildings/Structures	None.
Road Access	Proudfoot Road
SEPSDPB Consent File No.	B-005/25
*Based on the submitted Draft Survey prepared by EJWilliams, dated May 27, 2025	

Purpose of Application

The Zoning By-law amendment (ZBA) application requests to rezone the subject lands from the Rural (RU) Zone to the Rural Residential (RR) Zone, as a condition of final approval for Consent File No. B-005-25. The Consent application has the effect of creating one (1) new rural residential lot on Proudfoot Road, which would contain the existing structures on the subject lands. The ZBA submitted by the applicants is required as one (1) of the final conditions of approval for Consent File No. B-005/25.

According to Section 4.4.3 of the Town of Kearney Comprehensive Zoning By-law No. 2022-20, the Rural (RU) Zone requires a minimum lot area of 10.0 hectares. Following the proposed Consent, the severed land has an approximate lot area of 2.41 hectares, which will not meet the minimum required lot area of the RU Zone.

Therefore, an amendment to the Town of Kearney Zoning By-law is required to permit the proposed Consent.

Pre-Consultation with the Town of Kearney

The applicant submitted a Pre-Consultation application to the Town of Kearney in November 2024, which proposed the aforementioned Application for Consent; a Summary was provided from the Town's Planning Consultants in January 2025.

In summary, the Town's Planning Consultants were supportive of the Consent and subsequent Zoning By-law Amendment to recognize the undersized lot area compared to the RU Zone, provided all other provisions of the Zoning By-law are being met.

The Planning Consultants have reviewed the application and can confirm that the findings from the January 2025 Pre-Consultation Summary can still be supported.

Analysis

Provincial Planning Statement (2024)

The subject lands are not located within a settlement area and are therefore subject to Section 2.5 (Rural Areas in Municipalities) and 2.6 (Rural Lands in Municipalities) of the Provincial Planning Statement, 2024 (PPS). Specifically, Section 2.6.1 outlines permitted uses on *rural lands*, which includes “*b) resource-based recreational uses (including recreational dwellings not intended as permanent residences); [...]*”.

The proposed ZBA is required as a condition of final Consent approval, in order to permit the creation of a new rural residential lot. The subject lands will be appropriate for the surrounding rural and residential characteristic of the area as the Rural (RR) Zone allows for a single-detached dwelling and ancillary (i.e. accessory) structures. The proposed development on the subject lands is consistent in size and future use compared to other parcels on Proudfoot Road, and the surrounding rural area and are therefore locally appropriate.

Policies contain in Section 4.1 of the PPS prohibit development and site alteration within or on lands adjacent-to natural heritage features including, but not limited to: wetlands, significant wildlife habitat, fish habitat, etc. Development or site alteration is only permitted if it has been determined that there will be no negative impact on these features.

According to the available Provincial mapping, the subject lands do not contain any natural heritage features. As such, it is our opinion that the proposal conforms to Section 4.1 of the PPS.

Chapter 5 of the PPS speaks to natural and human-made hazards, where Section 5.2 states that “[d]evelopment shall generally be directed [...] to areas outside of: [...] b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; [...]”.

Based on the available aerial imagery, there does not appear to be any natural hazards within or adjacent-to the subject lands. There is also no indication that there were previous activities or uses on the subject lands that would result in human-made hazards. As such, it is our opinion that the proposed application is consistent with Chapter 5 of the PPS.

It is our opinion that, based on the above analysis, the proposed rezoning is consistent with the policies of the PPS.

Town of Kearney Official Plan

The subject property is currently designated Rural according to Schedule 'A' to the Town of Kearney Official Plan (TKOP).

Policies related to the Rural designation are contained in Section 4.0 of the TKOP. Within this designation, Section 4.2.1 states that although the Rural area is not intended to be the primary focus for development, *"a variety of land uses will be permitted such as limited rural residential, limited commercial, limited industrial, and limited outdoor recreation uses which are sustainable."* Subsection 4.2.2a. goes on to state that *"[t]he following uses are permitted within the Rural designation [...] single detached residential dwellings; [...]"*.

The lands proposed to be rezoned already contain an existing residential dwelling connected to private well. The installation of a private, individual septic system on the severed lands, and connected to the existing dwelling, is required as a condition of final Consent approval. Although the retained lands are vacant, the reconfigured property will have sufficient lot area (> 10 hectares) to accommodate a residential dwelling on private individual well and septic system.

As such, it is our opinion that the proposed amendment to permit the proposed Consent conforms to the policies of the Rural designation.

Based on the above, it is our opinion that the proposed rezoning conforms to the policies of the Town of Kearney Official Plan.

Town of Kearney Zoning By-law No. 2022-20

According to Schedule 'A' of the Town of Kearney Zoning By-law the entirety of the subject property is currently within the Rural (RU) Zone.

Rural (RU) Zone

According to the RU Zone provisions, permitted uses include residential uses in the form of a single-detached dwelling and an accessory shed. However, the property owner has proposed to rezone the subject lands from the RU Zone to the Rural Residential (RR) Zone as a condition of final Consent approval for Consent File No. B-005/25.

Section 4.4.3 of the TKZBL outlines the lot provisions for the RU Zone. The RU Zone requires a minimum lot area of 10.0 hectares with 60.0 metres of frontage on a municipally maintained road. The subject lands are 2.41 hectares with approximately 118 metres of frontage on Proudfoot Road, which does not meet the minimum lot area requirements of the RU Zone.

According to Section 4.3.3, the RR Zone requires a minimum lot area of 0.8 hectares and minimum frontage of 60.0 metres on a municipally maintained road. The subject lands will meet these minimum requirements. Based on this, it is recommended that the subject lands be rezoned to the Rural Residential (RR) Zone, in order to permit the proposed Consent.

As such it is our opinion that the proposed ZBA complies with the intent of the Town of Kearney Comprehensive Zoning By-law No. 2022-20.

Budget Implications

The Zoning By-law Amendment application was submitted with the application fee of \$650.00 + HST and the deposit fee of \$1,200.00.

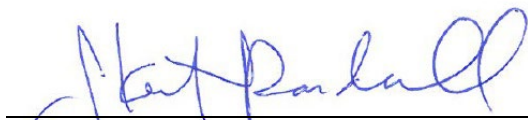
Next Steps

Once a decision has been made by Council, the decision will be in an appeal period for 20 days.

Notice and Communications

Public Notices for the Zoning By-law Amendment applications are issued by the Town. Notice of Complete Application and Public Meeting has been circulated to neighbouring properties within 120 metres of the subject lands, as well as the applicable agencies.

Respectfully Submitted,
ECOVUE CONSULTING SERVICES INC.



J. Kent Randall B.E.S. MCIP RPP
Town Planning Consultant

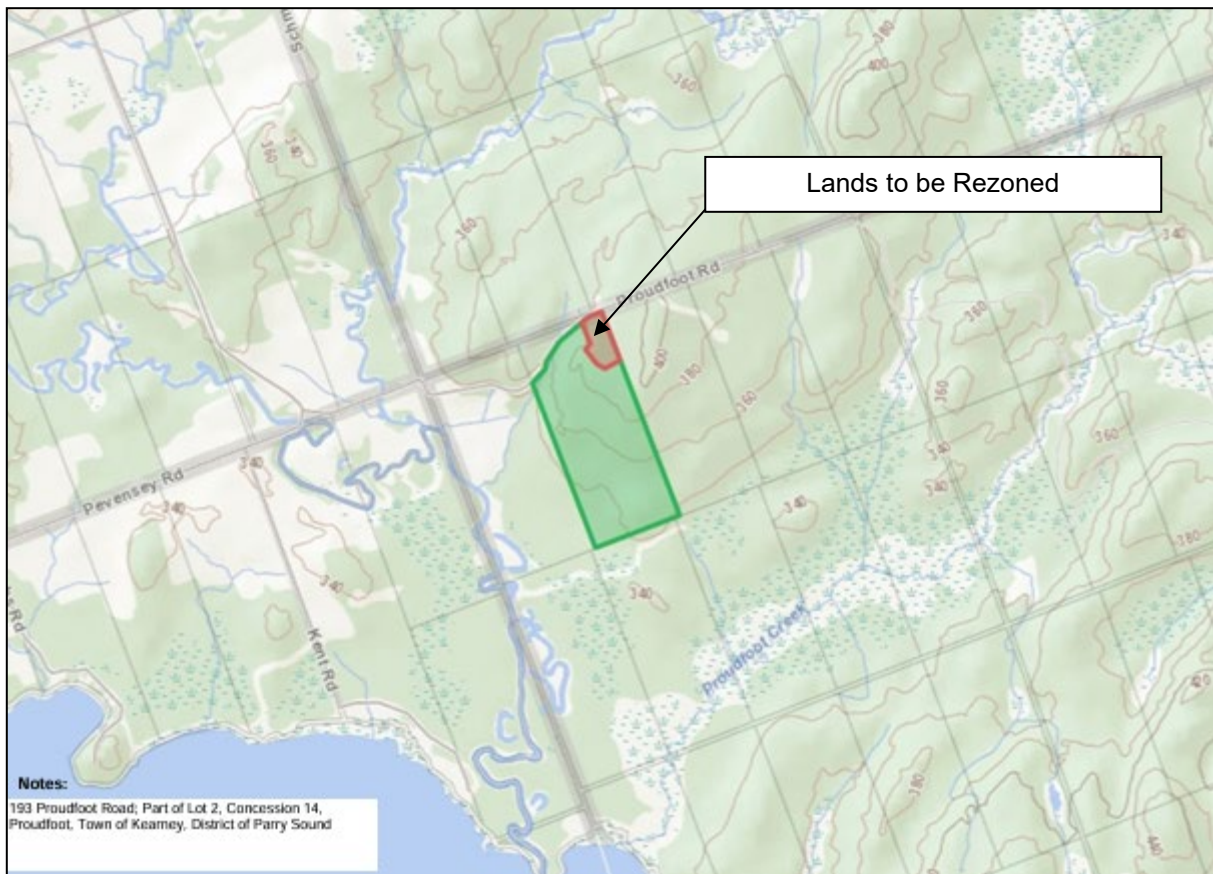




Jessica Rae Reid, B.A
Town Planning Consultant

Lands Affected by the By-law

The lands affected by this By-law are shown in the key map below.



193 Proudfoot Road
Part of Lot 2, Concession 14, Proudfoot
Town of Kearney, District of Parry Sound

Report to Council

To: Mayor and Council, Town of Kearney

From: Kent Randall and Jessica Rae Reid (EcoVue Consulting Services Inc.)
Town Planning Consultants

Subject: Application for Zoning By-law Amendment
RZ-02-25 (Meier)

File: 1382 Echo Ridge Road
Part of Lot 11, Concession 6, Town of Kearney (Bethune)
EcoVue Project No: 24-2095-24

Date: August 11, 2025

Recommendation

It is recommended that Council receive the report dated August 11, 2025 from EcoVue Consulting Services regarding application RZ-02-25 (Meier).

It is recommended that Council approve the proposed amendment to Zoning By-law No. 2022-20, which will rezone a portion of the subject lands from the Rural (RU) and Rural Residential (RR) Zones to the Environmental Protection (EP) Zone, as a condition of Consent Applications B-055/24, B-056/24, B-057/24, B-058/24, and B-059/24.

Subject Lands

The lands subject to this application are known municipally at 392 Echo Ridge Road and is legally known as located in Part of Lot 11, Concession 6, in the Geographic Township of Bethune, now in the Town of Kearney.

A summary of the lands proposed to be rezoned are as follows:

	Subject Lands
Lot Area	~91.41 acres (XX hectares) TOTAL*
Lot Frontage	~30.43 metres on Echo Ridge Road
Lot Depth	Min: ~140 metres Max: ~980 metres
Current Zone	Rural (RU) or Rural Residential (RR)
Current Uses	Residential/Rural
Proposed Uses	Same; Residential/Rural
Existing Buildings/Structures	None; Vacant.
Proposed Buildings/Structures	TBD; One (1) Residential Dwelling per lot (5 TOTAL)
Road Access	Echo Ridge Road
SEPSDPB Consent File Nos.	B-055/24, B-056/24, B-057/24, B-058/24, and B-059/24
*Based on the submitted Draft Survey prepared by Callon Dietz Incorporated, dated July 2025; Lot Area includes all lands subject to the aforementioned Consent Applications, but not all lands are proposed to be rezoned by this ZBA. Please see included figures for proposed lands to be zoned EP.	

Purpose of Application

The Zoning By-law amendment (ZBA) application has requested to rezone the subject lands from the Rural (RU) and/or Rural Residential (RR) Zone to the Environmental Protection (EP) Zone, as a condition of final approval for Consent File Nos. B-055/24, B-056/24, B-057/24, B-058/24, and B-059/24. The EP Zone will recognize the watercourses identified in the Watercourse Assessment completed by FRI Ecological Services, dated December 16, 2024, and further confirmed via survey prepared by Callon Dietz Incorporated in July 2025.

Pre-Consultation with the Town of Kearney

The applicant submitted a Pre-Consultation application to the Town of Kearney in July 2024, which proposed the aforementioned Applications for Consent; a subsequent meeting was held with the applicant and their Planner, Town Staff, and the Town's Planning Consultants in October 2024.

In summary, the Town's Planning Consultants were supportive of the Consent and subsequent Zoning By-law Amendment to recognize any natural heritage features through the Environmental Protection (EP) Zone, provided all other provisions of the Zoning By-law are being met. Additionally, the Planning Consultants requested an assessment of the present natural heritage features on the subject lands, to be prepared by a qualified professional.

The Planning Consultants have reviewed the application, and the submitted Watercourse Assessment completed by FRI Ecological Services, dated December 16, 2024, and can confirm that the findings from the October 2024 Pre-Consultation meeting can still be supported.

Analysis

Provincial Planning Statement (2024)

The subject lands are not located within a settlement area and are therefore subject to Section 2.5 (Rural Areas in Municipalities) and 2.6 (Rural Lands in Municipalities) of the Provincial Planning Statement, 2024 (PPS). Specifically, Section 2.6.1 outlines permitted uses on *rural lands*, which includes “*b) resource-based recreational uses (including recreational dwellings not intended as permanent residences); [...]*”.

The proposed ZBA is required as a condition of final Consent approval, in order to permit the creation of a new rural residential lot. The subject lands will be appropriate for the surrounding rural and residential characteristic of the area as the Rural (RR) Zone allows for a single-detached dwelling and ancillary (i.e. accessory) structures. The proposed development on the subject lands is consistent in size and future use compared to other parcels on Proudfoot Road, and the surrounding rural area and are therefore locally appropriate.

Policies contain in Section 4.1 of the PPS prohibit development and site alteration within or on lands adjacent-to natural heritage features including, but not limited to: wetlands, significant wildlife habitat, fish habitat, etc. Development or site alteration is only permitted if it has been determined that there will be no negative impact on these features.

According to the available Provincial mapping of the subject lands, there are a number of watercourses located across the proposed severed lands. As such, there is potential for fish habitat to exist near the proposed development.

Applicable policies from Section 4.1 of the PPS are included below (non-applicable policies have been omitted):

“4.1.6 Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.

4.1.7 Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.

4.1.8 Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 4.1.4, 4.1.5, and 4.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.”

As stated, the applicants were required to undertake a Watercourse Assessment in support of the applications for Consent and subsequent Zoning By-law Amendment application. The Watercourse Assessment identified such features, and required setbacks from each, where development can occur without negative impacts. These lands are proposed to be zoned to EP to prohibit any future development. As such, it is our opinion that the proposed rezoning conforms to the intent of Section 4.1 of the PPS.

Furthermore, Chapter 5 of the PPS, which deals with natural and human-made hazards, notes in Section 5.2 that “[d]evelopment shall generally be directed [...] to areas outside of: [...] b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; [...]”.

Although there are floodplains associated with the aforementioned watercourses on the site, the Watercourse Assessment provides adequate separation from the potential floodplains associated with these features. As such, it is our opinion that the proposed application is consistent with Chapter 5 of the PPS.

It is our opinion that, based on the above analysis, the proposed rezoning is consistent with the policies of the PPS.

Town of Kearney Official Plan

Policies related to the Rural designation are contained in Section 4.0 of the TKOP. Within this designation, Section 4.2.1 states that although the Rural area is not intended to be the primary focus for development, “a variety of

land uses will be permitted such as limited rural residential, limited commercial, limited industrial, and limited outdoor recreation uses which are sustainable.” Subsection 4.2.2a. goes on to state that “[t]he following uses are permitted within the Rural designation [...] single detached residential dwellings; [...]”. As such, the future residential use on each of the severed and retained lands is permitted under the Rural designation.

Notwithstanding, Section 4.2.2.3f. states that “[r]ural residential development should be directed to areas where residential development exists or would be compatible, and should not be located in remote, undeveloped areas or in close proximity to: [...] natural heritage features and areas where the policies of the Natural Environment and Area will not be satisfied.”

A portion of the subject lands are proposed to be rezoned to the Environmental Protection (EP) Zone in order to identify present natural heritage features, so as to avoid development within or in close proximity these features. It is our opinion that the proposed rezoning conforms to this policy.

Based on the above, it is our opinion that the proposed rezoning conforms to the policies of the Town of Kearney Official Plan.

Town of Kearney Zoning By-law No. 2022-20

According to Schedule ‘A’ of the Town of Kearney Zoning By-law the entirety of the subject property is currently within the Rural (RU) or Rural Residential (RR) Zone.

Rural (RU) Zone

Section 4.4.3 of the TKZBL states that the RU Zone requires a minimum lot area of 10.0 hectares with 60.0 metres of frontage on a municipally maintained road. Each of the severed lands that is currently within the RU Zone will meet these minimum requirements. As such, the lands do not need to be rezoned to RU.

Rural Residential (RR) Zone

According to Section 4.3.3, the RR Zone has a minimum lot area of 0.8 hectares with 60.0 metres of frontage on a municipally maintained road. Each of the severed lands that is currently within the RR Zone will meet these minimum requirements. As such, the lands do not need to be rezoned to RR.

Environmental Protection (EP) Zone

As stated, the applicants have submitted this ZBA application as a condition of Consent Files No. B-055/24, B-056/24, B-057/24, B-058/24, and B-059/24. The proposed rezoning includes lands which will be rezoned from the RU and RR lands to the EP Zone in order to identify observed natural heritage features.

The EP Zone does not have a minimum lot area or frontage. As such, it is proposed that the EP Zone recognize the watercourses identified in the Watercourse Assessment completed by FRI Ecological Services, dated December 16, 2024, and further confirmed via survey prepared by Callon Dietz Incorporated in July 2025.

Summary

As such it is our opinion that the proposed ZBA complies with the intent of the Town of Kearney Comprehensive Zoning By-law No. 2022-20.

Budget Implications

The Zoning By-law Amendment application was submitted with the application fee of \$650.00 + HST and the deposit fee of 1,200.00.

Next Steps

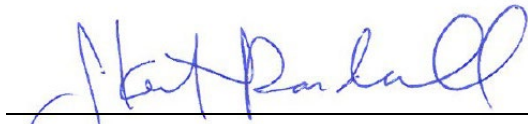
Once a decision has been made by Council, the decision will be in an appeal period for 20 days.

Notice and Communications

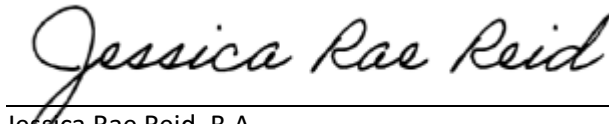
Public Notices for the Zoning By-law Amendment applications are issued by the Town. Notice of Complete Application and Public Meeting has been circulated to neighbouring properties within 120 metres of the subject lands, as well as the applicable agencies.

Respectfully Submitted,

ECOVUE CONSULTING SERVICES INC.



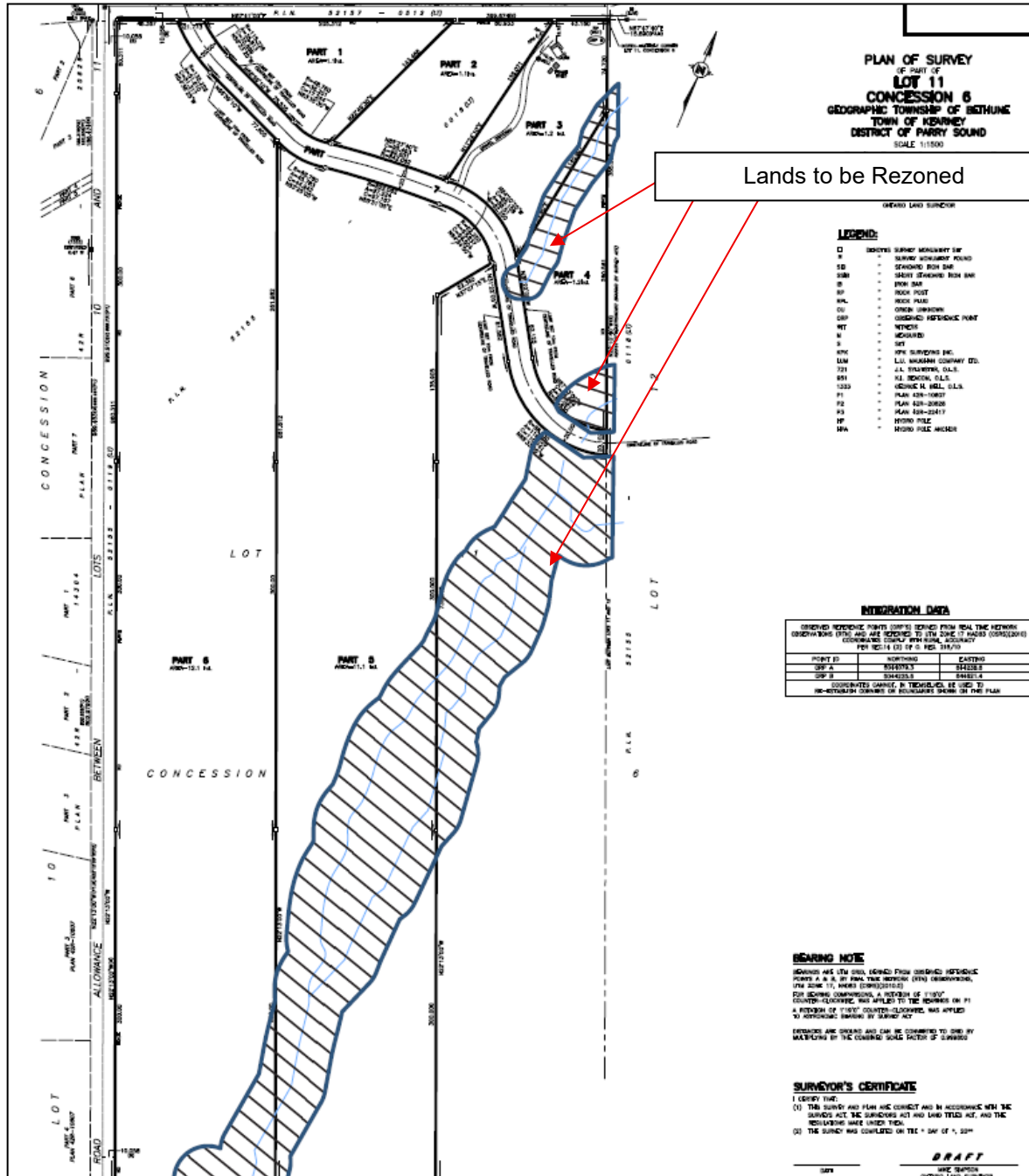
J. Kent Randall B.E.S. MCIP RPP
Town Planning Consultant



Jessica Rae Reid, B.A
Town Planning Consultant

Lands Affected by the By-law

The lands affected by this By-law are shown in the key map below.



1352 Echo Ridge Road
Part of Lot 11, Concession 6, Bethune
Town of Kearney, District of Parry Sound

Report to Committee of Adjustment

To: Committee of Adjustment, Town of Kearney

From: Kent Randall (EcoVue Consulting Services Inc.)
Town Planning Consultant

Subject: Application for Minor Variance and Permission
MV-01-08 (Rob Prichard)

File: 376 North Shore Road
PLAN M89 LOT 20 and PT SHORE RD ALLOW RP; 42R8261 PART 7
Registered Plan M89, Lot 20 and RP; 42R8261 PART 7, Twp of Proudfoot
EcoVue Project No: 25-2095-05

Date: August 12, 2025

Recommendation

It is recommended that Committee receive the report dated August 12, 2025 from EcoVue Consulting Services regarding application MV-01-08 (Prichard).

It is recommended that Committee grant:

- a) Permission to expand a non-conforming bunkie on the subject lands, and
- b) A Minor Variance to allow an expansion of a bunkie to 38 square metres where a maximum of 23 square metres is allowed.

Subject Lands

The lands subject to this application are known municipally at 418 North Shore Road and is legally known as PLAN M89, LOT 20, and PT SHORE RD ALLOW RP; 42R8261 PART 7, Registered Plan M89, Lot 20 and RP; 42R8261 PART 7, geographic Township of Proudfoot, now in the Town of Kearney.

The subject lands are comprised of three (3) separate properties (Lots 15-17 of Plan M89) within a plan of subdivision (total area of the properties is 0.6 hectares (1.49 acres)). The applicant uses the three (3) properties as if they are a single property, with the principal cottage dwelling and septic system straddling common lot lines between Lots 15, 16 and 17 of Plan M89, as shown on the enclosed plan. There is an existing frame garage and frame shed located on Lot 16, while the existing bunkie, which is subject to this application, is located on Lot 17. Given that the cottage straddles two separate properties, it is considered non-complying in the context of the Zoning By-law as it has a 0 metre setback to the property line. Through a review of building permit records and the overall siting of other accessory structures, the existing cottage is considered by staff to be located on Lot 16 and encroaching onto Lot 17.

Although used as an accessory building to the existing cottage, the existing bunkie, which is located entirely on Lot 17, is not located on the same property as its related principal building. According to the definitions in the Township of Kearney Zoning By-law 2022-20 (TKZBL), an accessory use must be located on the same lot as the principal use, building or structure. Therefore, the existing bunkie does not conform to the TKZBL. Based on the approximate construction date of the bunkie, it has been determined that the bunkie legally existed as of the date of the passing of the TKZBL and is, therefore, considered to be legal non-conforming, and may continue to be used in accordance with Section 3.15 of the TKZBL.

Purpose of Application

The applicant has submitted an application for both Minor Variance and Permission that will allow for the expansion of the bunkie on Lot 17. The expansion will result in an increase of the total ground floor area of the bunkie from 25.5 square metres to 38 square metres.

Under the provisions of the *Planning Act* (the Act), legal non-conforming uses may only be expanded through a process known as “Permission”, which is outlined in Section 45(2) under the powers of the Committee of Adjustment (Committee). Therefore, the applicant has requested Permission from the Town’s Committee to expand the non-conforming bunkie.

Further, the expansion of the non-conforming bunkie will increase the total ground floor area of the bunkie to 38 square metres, which is above the maximum floor area for a bunkie of 23 square metres, as required in Section

3.2.7 of the TZBL. Therefore, the applicant has also requested relief from this provision through a Minor Variance under Section 45(1) of the Act.

As per Section 45(1) of the Act, applications for Minor Variance are reviewed in the context of the “Four Tests”, which are as follows:

- 1) Does the variance meet the intent of the Official Plan?
- 2) Does the variance meet the intent of the Zoning By-law?
- 3) Is the variance desirable for the appropriate development or use of the land, building or structure?
- 4) Is the variance minor in nature?

Although found within the same section of the Act (s. 45) as the requirements for a Minor Variance, Permission does not require an analysis under the same tests. Generally, Permission requires a review of the proposal in a site-by-site context, using the general tenets of “good planning”. In other words, the Permission should generally conform with goals and objectives of the local Official Plan, be consistent with Provincial policy, and be in the public interest.

Analysis

Four Tests of Minor Variance Under Section 45(1)

Does the Variance Meet the Intent of the Town of Kearney Official Plan?

The subject property is designated Shoreline according to Schedule ‘A’ to the Town of Kearney Official Plan (TKOP). Additionally, Schedule ‘C’ of the TKOP designates Sand Lake as a Cold Water Lake.

Policies related to the Shoreline designation are contained in Section 3.0 of the TKOP. Within this designation, Section 3.3.2 states that “[l]ow-density residential development, with structures setback from the shoreline in order to achieve a natural appearance, is envisioned for the Shoreline designation.” Subsection 3.3.2.1 goes on to state that “residential uses will be limited to single detached dwellings in the form of shoreline development and back lot development”.

The internal expansion of the existing bunkie will not alter the existing landscape in any way. The proposal will add limited additional building space to the site, and existing uses – which are all related to low-density residential development – will be maintained. The existing bunkie is also located well beyond the 30 metre shoreline buffer of Sand Lake.

The TKOP also includes policies in Section 11.4.5 that speak to the expansion of non-conforming uses, which will be discussed in the next section of this report.

Therefore, it is our opinion that the proposed Minor Variance meets the intent of the policies of the Town of Kearney Official Plan.

Does the Variance Meet the Intent of the Town of Kearney Zoning By-law No. 2022-20?

According to Schedule 'A' of the Town of Kearney Zoning By-law (TKZBL) the entirety of the subject property is currently within the Residential Waterfront (RWF) Zone. Bunkies are permitted within this zone as accessory to single detached dwellings, subject to Section 3.2.7 of the TKZBL.

As noted above, Section 3.2.7 of the TKZBL allows a maximum ground floor area of 23.5 square metres for bunkies. In this case, the existing non-conforming/complying bunkie, which is 25.5 square metres, will be expanded to 38 square metres on the ground floor.

In our opinion, the intent of the maximum bunkie size provision in the TKZBL is to ensure that there is sufficient space on the property for both the principal and accessory structures, and that the proposed bunkie does not overwhelm the subject lands or surrounding uses. The size limitation also ensures that bunkies are not comparable to the principal dwelling, since the intent is that bunkies function as additional sleeping quarters for cottages and not standalone accessory dwelling units.

It is our opinion that the proposed expansion will maintain the intent of this provision. The expansion will be relatively small and will result in a living space that is still much smaller than a standalone accessory dwelling unit. The expansion will also comply with all other requirements of Section 3.2.7.

Is the Variance for the Appropriate Development or Use of the Land, Building or Structure?

In our opinion, the proposed expansion of the existing bunkie is desirable for the appropriate development or use of the building. The proposed expansion will result in minor changes to the site and will not impact the character of the area.

Is the Variance Minor in Nature?

In our opinion, the proposed variance is minor in nature. The proposed expansion of the bunkie represents a 61% increase above the maximum ground floor area in Section 3.2.7 (38 sq. m. where 23.3 sq. m is required). Although this represents a relatively large numerical increase, the overall increased development on the site will be minimal and impacts to adjacent lands will be negligible. As noted, the proposed increased building area will not overwhelm the existing development on the site and will not impact the overall character of the area.

Permission Under Section 45(2)

As discussed, Permission under Section 45(2) is not evaluated under the “Four Tests”. Rather, Permission must follow good planning principles. Further, any decision from an approval authority, including this Committee of Adjustment, must be consistent with the Provincial Planning Statement (PPS), although there is little within the PPS that would apply to this application.

The TKOP contains policies within Section 11.4.5 that speak to the expansion of non-conforming uses, although the legal applicability of same is uncertain. It is stated in subsection 11.4.5 a. that non-conforming uses may be expanded via “*minor variance [sic], without an amendment to his Plan, subject to the following:*”

- i. The Town shall first determine that unnecessary hardship would result if the application was not approved;*
- ii. In the case of a minor variance, the applicant shall demonstrate that the variance is desirable for the appropriate development or use of the land, building or structure, the change is minor, and provided that in the opinion of the approval authority, the general intent and purpose of the By-law and this Official Plan are being maintained.*

In our opinion, the above policies are not relevant and cannot be enforced under the regulations of the Planning Act. It is our understanding that the Act does not provide any basis for determining “hardship” of the applicant. The Ontario Land Tribunal (OLT) Case of *Stonehouse v. Township of Douro-Dummer* notes that “hardship” cannot be used as an alternate “test” as it is not referenced anywhere in Section 45 of the Act. Although that OLT case was related to a Minor Variance under Section 45(1), there are also no references to “hardship” anywhere in Section 45, including 45(2). Furthermore, as noted above, Permission is not evaluated through the four tests of Section 45(1) which are references in TKOP Section 11.4.5 ii) above.

Section 11.4.5 b. further notes that:

- b. Prior to making any decision on the application, the Town shall investigate such application on the various aspects of the matter. The Town, before passing such a Bylaw, shall be satisfied that each of the following requirements which are relevant to the specific application for the extension or enlargement of the use are, or shall be, fulfilled in order to safeguard the wider interests of the general public:*
 - i. That the proposed extension or enlargement of the established use shall not unduly aggravate the situation created by the existence of the use, especially in regard to the policies of the Official Plan and the requirements of the implementing Zoning By-law applying to the area.*
 - ii. That the proposed extension or enlargement shall be minor in nature;*
 - iii. That an application which would affect the boundary areas of different land use designations of this Plan shall only be processed under these policies, if it can be considered as a ‘minor adjustment’ without the need for an amendment to this Plan;*
 - iv. The characteristics of the existing use and the proposed extension or enlargement shall be examined with regard to noise, vibration, fumes, smoke, dust, odours, lighting, traffic-generating capacity and compatibility with existing abutting or adjoining land uses. No amendment to the implementing By-law shall be made if one or more of such nuisance factors shall be created or increased and add to the incompatibility of the use with the surrounding area. If there is any doubt in this regard, the Town shall consult with the Ontario Ministry of Environment prior to making a decision on the compatibility of any proposed extension or enlargement of an industrial use;*

- v. *That the neighbouring uses shall be protected, where necessary, by the provision of areas for landscaping, buffering or screening, appropriate setbacks for buildings and structures, devices and measures to reduce nuisances, and where necessary, by regulations for alleviating adverse effects caused by outside storage, lighting, advertising signs, etc. Such provisions and regulations shall be applied to the proposed extension or enlargement and, wherever feasible, be extended to the established use in order to improve its compatibility with the surrounding area;*
- vi. *That traffic and parking conditions in the vicinity shall not be adversely affected by the application, and existing traffic hazards shall not be exacerbated;*
- vii. *That adequate provisions have been, or shall be, made for off-street parking and loading facilities; and that adequate services such as water, sewage, roads, etc. are adequate or can be made adequate.*

As discussed, the proposed expansion of the non-conforming bunkie will result in very limited impacts to the site and surrounding area. The proposal will meet the intent of both the TKOP and TKZBL and will be minor in nature. The expansion will take place on the same property and will not impact land use designations. There will be not nuisance or traffic impacts, and landscaping or screening will not be necessary. No servicing or parking impacts are anticipated to occur as a result of the expansion.

Therefore, it is our opinion that the non-conforming expansion conforms to the TKOP and represents good planning.

Budget Implications

The Minor Variance application was submitted with the application fee of \$650.00 + HST and the deposit fee of 1,200.00.

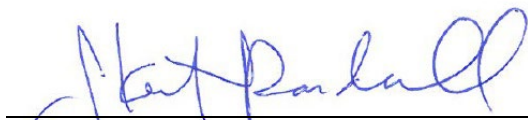
Next Steps

Once a decision has been made by Committee, the decision will be in an appeal period for 20 days after issuance of the Notice of Decision.

Notice and Communications

Public Notices for the Minor Variance applications are issued by the Town. Notice of Complete Application and Public Hearing has been circulated to neighbouring properties within 60 metres of the subject lands, as well as the applicable agencies.

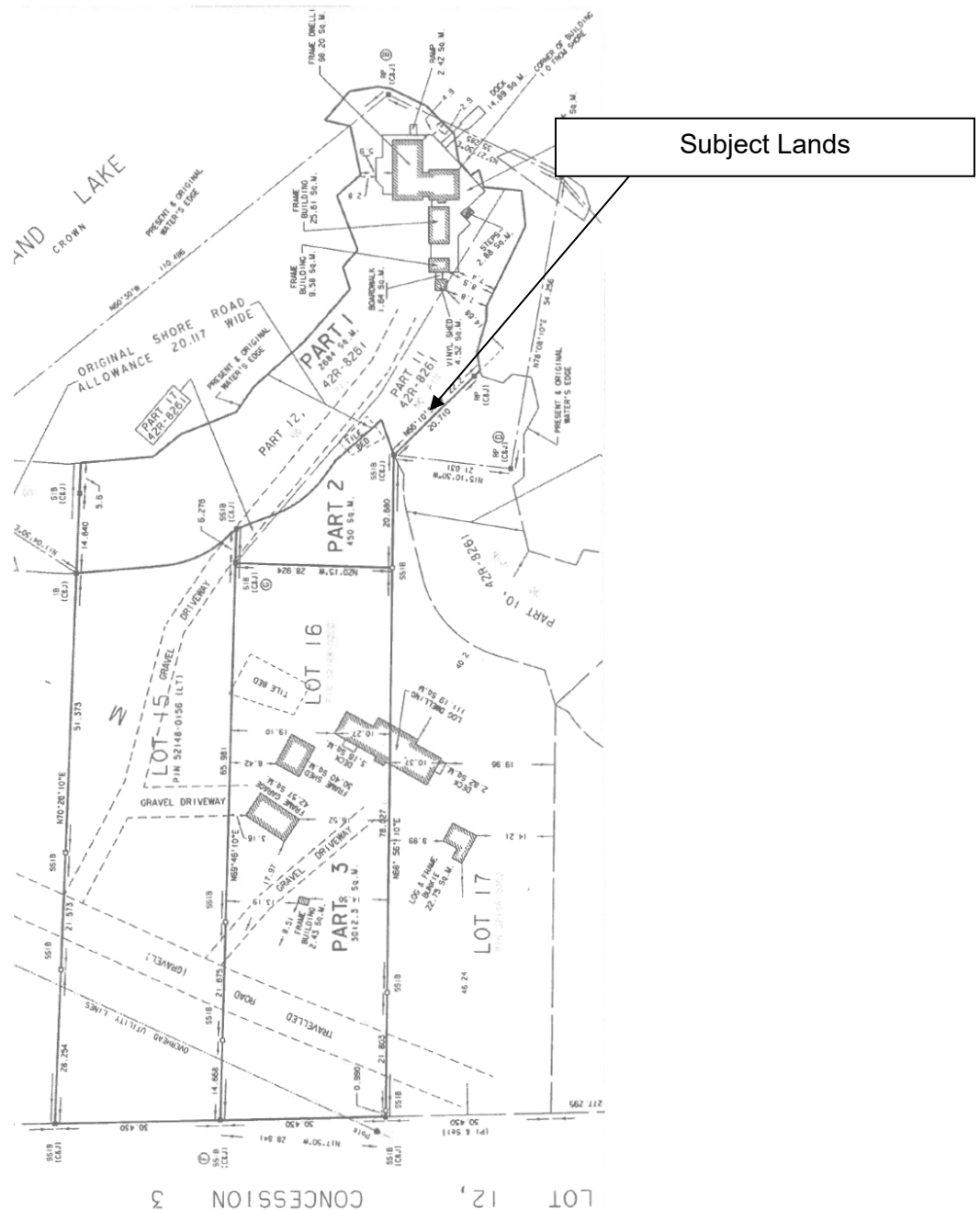
Respectfully Submitted,
ECOVUE CONSULTING SERVICES INC.



J. Kent Randall B.E.S. MCIP RPP
Town Planning Consultant

Lands Affected by the Minor Variance and Permission

The lands affected are shown in the key map below.



378 North Shore Road; Lot 15-17, Plan M89;
Part of Lot 13, Concession 3, Proudfoot
Town of Kearney, District of Parry Sound



8 Main Street, P.O. Box 38 Kearney, ON P0A 1M0

Telephone: 705 636-7752

Fax: 705 636-0527

Email: admin@townofkearney.ca

NAME: _____

MAILING ADDRESS: _____

PHONE NO: _____

COUNCIL MEETING DATE: _____

GENERAL NATURE OF DELEGATION: _____

A WRITTEN COPY OF THE PRESENTATION IS REQUIRED WITH ALL DELEGATION REQUESTS

The personal information contained in communications directed to Council and its Advisory Committees is collected under the authority of the Municipal Act, 2001, as amended, and will be used to assist Council and Committee Members in their deliberations. Questions about this collection should be addressed to the Town Clerk at 8 Main Street, Box 38, Kearney, Ontario, P0A 1M0, by telephone 705 636 7752, or by email nicole.gourlay@townofkearney.ca

Communications addressed to Council and its Advisory Committees will become part of the public record and will be placed on a public agenda and made available electronically through the Town of Kearney internet website. Anonymous communications sent to Council or to its committees will NOT be accepted.

I acknowledge that personal information contained within my communication(s) may become part of the public record and may be made available to the public through the Council/Committee process.

(Initials)

SIGNATURE: _____ DATE: _____



ENERGY FROM WASTE

Expression of Interest Proposal

Municipal Garbage Disposal and/or Processing





INTRODUCTION

Emerald Energy from Waste

Emerald Energy from Waste (EfW) specializes in recovering energy from solid, non-hazardous waste. Our facility reclaims thermal energy from materials that would otherwise be directed to landfill disposal. This energy is either used directly as steam or converted into electricity for use within our community. By diverting waste from landfills, our facility provides a source of clean, low-carbon energy for our community.

This proposal invites your municipality to collaborate with Emerald EfW in building a greener, more sustainable future through effective waste management and clean energy generation. By partnering with us, you will leverage our expertise to drive real environmental change and lead the charge toward a more sustainable future.

For every metric tonne diverted from landfills, YOU SAVE

420

KW of Electricity

7

Tonnes of Carbon
Offset Credits

0.8

Cubic Metres of Landfill
Space Saved

EXPRESSION OF INTEREST

Emerald Energy from Waste



7656 Bramalea Road — Brampton, Ontario

Energy from Waste

Emerald EfW is embarking on a strategic redevelopment initiative to increase capacity in response to Ontario's pending landfill disposal crisis. Despite exporting 25% of the province's waste to the United States for landfill disposal, Ontario will exhaust its landfill capacity according to Waste to Resource Ontario (W2RO). Establishing a new landfill is very expensive and challenging. The studies needed for a new landfill site can cost over \$10 million and take at least 10 years to complete. Ontario communities urgently need better waste management solutions before waste disposal costs rise sharply as our landfill space diminishes.

Emerald EfW offers a viable alternative to landfill disposal. Currently licensed to process up to 500 metric tonnes of waste per day, Emerald EfW's redevelopment initiative will increase our capacity to 2,500 metric tonnes of

waste per day while boosting energy recovery from 10 MW to over 100 MW.

Emerald EfW is a trusted waste management supplier to leading municipalities including the Regional Municipality of York, Regional Municipality of Peel, Regional Municipality of Durham, and the County of Simcoe, as well as to public and private sector organizations such as the Greater Toronto Airports Authority (GTAA) and numerous Fortune 500 companies. Through these extensive partnerships, Emerald EfW demonstrates its ability to effectively manage waste while helping clients meet their carbon emission and sustainability goals. Our operations contribute to a greenhouse gas (GHG) emission reduction of approximately 908,000 tonnes of CO₂e per year, supporting the transition to a low-carbon, circular economy.

EXPRESSION OF INTEREST

Emerald Energy from Waste



Redevelopment Project

In response to Ontario's landfill crisis, Emerald EfW will be redeveloping its fully permitted facility to provide waste management services and renewable energy that meet the needs of the province's growing communities.

Aimed at integrating cutting-edge, highly efficient technology into our site, the redevelopment is scheduled to begin construction in early 2026. The project remains firmly rooted in the facility's original purpose: **the recovery of energy from non-hazardous waste for the benefit of our local community.**

The redevelopment will be executed through a meticulously planned phased approach to ensure continuity of service for our customers throughout the redevelopment process.

PHASE 1

The first new EfW processing line will be installed on an undeveloped portion of the existing site. The facility EfW will continue to operate while the first new processing line is constructed.

PHASE 2

The second phase will be implemented and commissioned in accordance with market demands, culminating in the eventual retirement of the existing facility.

The phased development ensures uninterrupted service to our clients during the transition. This redevelopment initiative positions Emerald EfW to expand our current array of energy offerings and pioneer innovative ones, including steam, hydrogen, district heating, and electricity.



EXPRESSION OF INTEREST

Emerald Energy from Waste

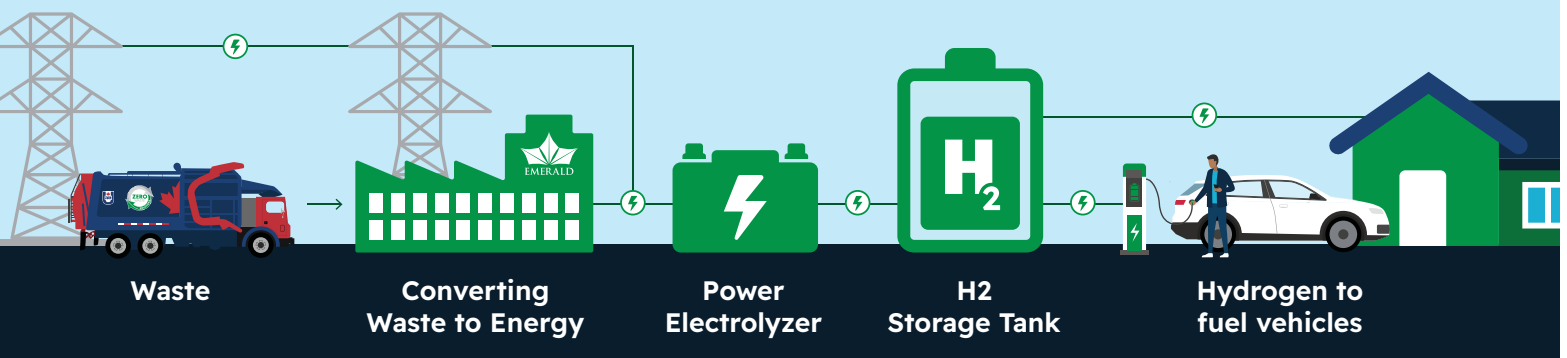


Green Hydrogen from Waste

Emerald EfW is pursuing an Interruptible Hydrogen Generation Pilot Project with the support of Ontario's Independent Electricity System Operator (IESO). This pilot project will evaluate the ability to use self-generated electricity to produce hydrogen at the Emerald

EfW site. We will assess whether hydrogen electrolyzers can be used to both stabilize the electricity grid and produce hydrogen for the transportation sector. Our goal is to improve our local grid and be a reliable source of low-carbon, affordable hydrogen for the transportation sector.

The 1 MW pilot project will develop and provide proof-of-concept for this technology. We expect to produce up to 1,000 kg of hydrogen per day. Once proven, the technology can be scaled up to levels that could stabilize larger portions of the grid and produce even more hydrogen. Emerald's EfW customers will be provided priority access to the hydrogen we produce.



Green Hydrogen Process - Emerald EfW

Value Add

Choosing Energy from Waste is an important decision for your community. EfW is a safe, sustainable, and low-carbon way to manage your post-recycling waste. Our redevelopment project can accommodate your current waste management needs and is scalable to meet the challenges of your growing community. With Ontario's landfills expected to be depleted by 2035, the province will become increasingly reliant on disposal sites in the United States, leading to increased carbon emissions and higher transportation costs associated with hauling waste to remote U.S. landfills. Finding a local, sustainable waste management solution today ensures a clean and sustainable future for your community.



EXPRESSION OF INTEREST

Emerald Energy from Waste



Emerald EfW is proactively reaching out to decision makers to help municipalities develop action plans in response to Ontario’s looming landfill crisis. Our goal is to educate potential

customers on our services to help them explore innovative solutions to their waste management needs that could help meet sustainability and carbon reduction objectives.

Our Current Availability Is As Follows

	Emerald EfW Capacity	Availability Date	Available Tonnage
Phase 1	300,000 metric tonnes	2028	Reserved
Phase 2	600,000 metric tonnes	2030	600,000 metric tonnes

Availability as of June 2025

WE ARE OFFERING municipalities access on a first-come, first-served basis. Tipping fee structures may be determined through either a capital contribution model or a contracted tip fee, depending on the municipality’s needs and the duration of the agreement.

CONTACT US TODAY

Emerald Energy from Waste

Learn More

Emerald Energy from Waste is committed to building a greener and more sustainable future. We eagerly anticipate the opportunity to engage in further discussions. For more information, click the buttons below:

Contact Information

For further inquiries or discussions, please contact us at the provided details. Thank you for considering Emerald Energy from Waste as a partner in sustainable waste management.



7656 Bramalea Road, Brampton, Ontario



905.791.2777



joelyng@emeraldefw.com



emeraldefw.com

Emerald Energy from Waste

Rooted in Science. Built for Ontario.

Joeshph Lyng — General Manager

Jeff Lee — Marketing Manager



Partnering for a Sustainable Future

Emerald Energy from Waste (EfW) recovers energy from solid, non-hazardous waste that would otherwise go to landfill.

- Diverts post recycling materials from landfill disposal to produce low-carbon energy (steam and electricity)
- Supports local energy resilience
- Transportation services available through U-Pak Disposals

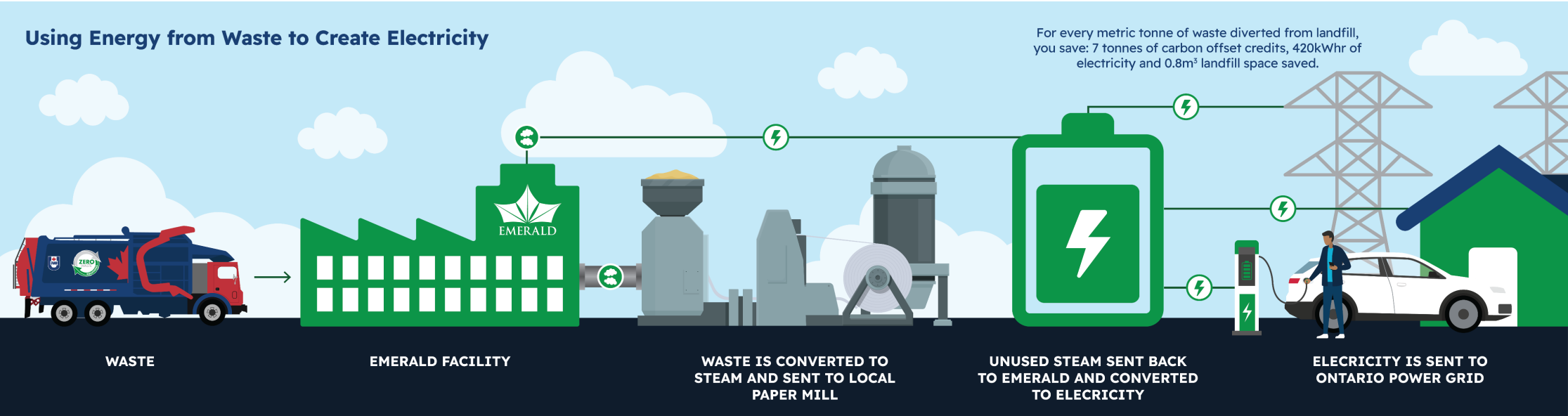


About Emerald EfW

- Established in 1992
- Licensed to process up to 500 tonnes/day of waste
- Continuous energy output: 10 MWe
- Cogeneration:
 - Steam sold to Cascades
 - Electricity supplied to the grid
- 43 employees
- +30-year record of meeting MECP standards
- Proudly affiliated with U-Pak Disposals Ltd.

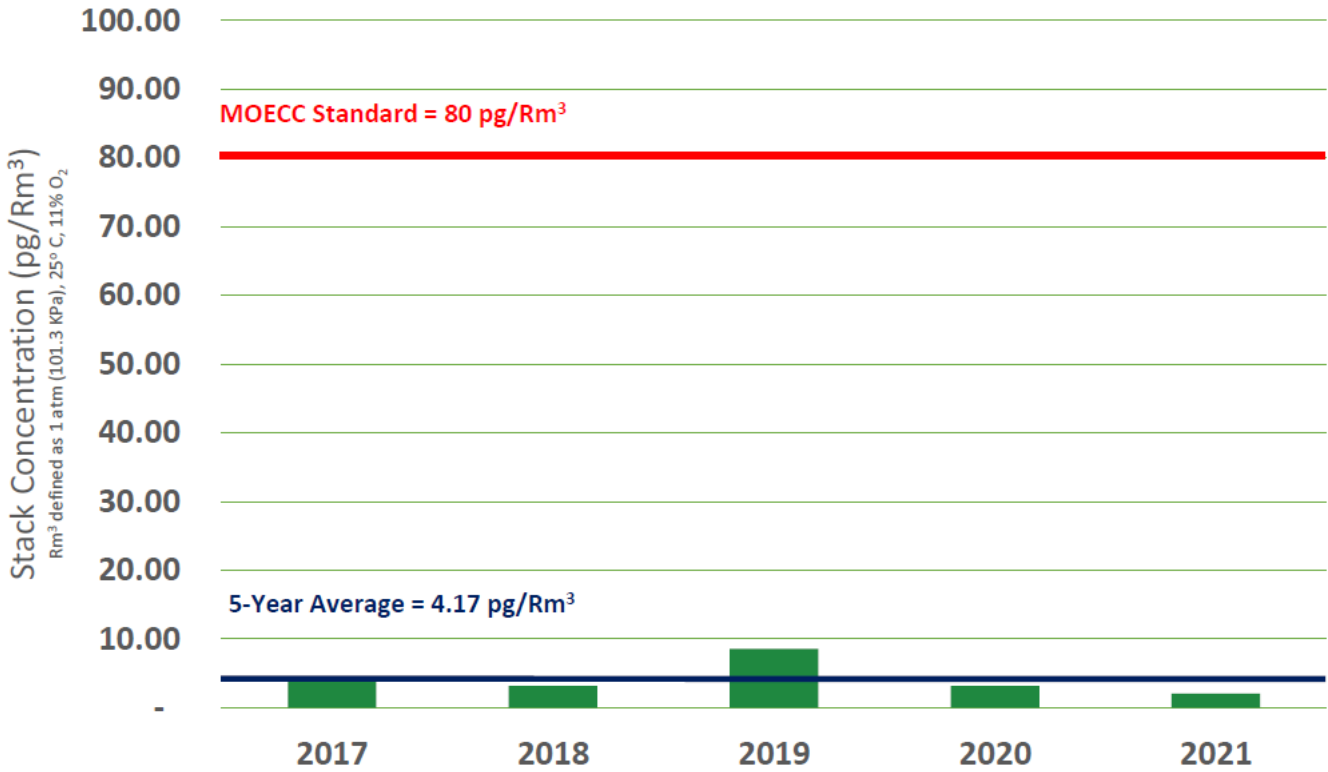


How it Works



Emissions

Emerald Energy from Waste Inc.
Annual Source Testing Results - Dioxin/Furan/PCB Emissions



Responding to Ontario's Waste & Energy Needs

Emerald EfW is embarking on a major redevelopment to:

- Increase processing from 500 t/day to 2,500 t/day
- Boost energy output from 10 MW to over 100 MW
- Serve growing community needs and rising energy demands
- Redeveloped facility will provide:
 - 75 permanent direct jobs
 - 1000's of local skilled trades and labour jobs during construction
 - On-going support for local businesses.



Smart, Phased Growth Ensures Continuity

Phase 1

- Build first new processing line on undeveloped land
- Continue operating existing facility



Phase 2

- Expansion commissioned based on market demand
- Existing facility will be retired after new system is online

Redevelopment includes next-gen technologies for:

- Steam
- Electricity

Explore new energy products:

- District Heating
- Hydrogen

Innovative Pilot Project with IESO Support

- On-site hydrogen generation using EfW-produced electricity using electrolysis
- Electricity used to support the local electricity grid during high demand
- Produce hydrogen when demand drops
- Supply of low-carbon, affordable hydrogen for transportation sector
- Advances Ontario's clean fuel strategy



Trusted by Leading Public and Private Organizations

Emerald EfW proudly serves:

- Region of York
- Region of Peel
- Region of Durham
- County of Simcoe
- Greater Toronto Airports Authority (GTAA)
- Numerous Fortune 500 Companies



Why Energy from Waste is the Right Choice

- ✓ Scalable to meet future growth
- ✓ Reliable and proven technology
- ✓ Reduces GHGs and landfill reliance
- ✓ Avoids future rising costs to landfill
- ✓ Supports Ontario's clean energy and economic development



The Corporation of the Town of Kearney
REGULAR COUNCIL MEETING MINUTES
Council Chambers
Thursday, July 10, 2025 – 6:00 p.m.

Council Members Present: Mayor: Cheryl Philip
Deputy Mayor: Michael Rickward
Councillors: Heather Pateman, Jill Sharer

Staff Present: Nicole Gourlay, CAO
Paul Schaefer, Fire Chief (FC), Chief Building Official (CBO)
Tom Young, Public Works Superintendent (PSW)
Cindy Filmore, Deputy Clerk (DC)

Council Members Absent: Councillors: Keven Beaucage

The CAO was present for the entirety of the meeting. The FC, CBO, PSW and DC were present for their portions of the public meeting.

A moment of silence was held to honour the memory of Jack Pearson and to honour the memory of Ron Mallory

1. **Call the Meeting to Order**
The meeting was called to order at 6:00 p.m.
2. **Approval of Agenda**
Resolution 2025-189
Moved by: Deputy Mayor Rickward; Seconded by: Councillor Sharer
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney adopts the Agenda of June 12, 2025 as amended
Amended to add: 7.12 Bish Consent
10.4 Bylaw 2025-47 to appoint members to the Committee of Adjustment
CARRIED
3. **Disclosure of Interest - nil**
4. **Delegations/Presentations/Public Meetings**
4.1 Public Meeting under the *Planning Act* Section 34: Zoning Bylaw Amendment - Prichard Resolution 2025-190
Moved by: Councillor Pateman; Seconded by: Councillor Sharer
BE IT RESOLVED that the Public Meeting of Council pursuant to Section (12),(13), (14) of the *Planning Act*, R.S.O. 1990, c.P.13 as amended, held Thursday, July 10, 2025 be called to order at 6:07 pm
CARRIED

Resolution 2024-191
Moved by: Deputy Mayor Rickward; Seconded by: Councillor Pateman
BE IT RESOLVED that the Public Meeting of Council pursuant to Section (12), (13), (14) of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, held Thursday, July 10, 2025, be adjourned at 6:14 pm
5. **Consent List**
Resolution 2025-192
Moved by: Councillor Sharer; Seconded by: Deputy Mayor Rickward
BE IT RESOLVED that the Consent List from the Council Meeting of Thursday, July 10 2025, be accepted and that all recommendations or support contained therein be adopted and approved as resolutions of Council.
CARRIED
6. **Items Referred from the Consent List**
Nil
7. **Items for Discussion**

7.1 SR2025-42 Chetwynd Road Update

Resolution 2025-193

Moved by: Deputy Mayor Rickward; Seconded by: Councillor Pateman

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby receives Staff Report SR2025-42 Chetwynd Road Update from the Public Works Superintendent; AND FURTHER that Council approves finishing the part of Chetwynd Road that was asphalted in 2024 between Mason Lake Road and Island Lake Road; AND FURTHER that Council approve the Public Works Superintendent to work with one of two contractors who have estimated the project, based on their availability to finish the 2024 Chetwynd Road Project as soon as possible; AND FURTHER use operating surplus or reserves – working funds, as needed.

CARRIED

7.2 DRAFT Strategic Plan 2026-2030

Resolution 2025-194

Moved by: Deputy Mayor Rickward; Seconded by: Councillor Sharer

WHEREAS the Council of the Corporation of the Town of Kearney has undertaken an update of the Strategic Plan for the Town of Kearney; AND WHEREAS EcoVue and Harrop Consulting had been jointly awarded this project, had worked with Staff and Council and the public to create a draft 2025 Strategic Plan ; AND WHEREAS opportunities for the Public, Staff and Council have been provided to review and update this document; NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney approves the Draft Strategic Plan for the Town of Kearney 2026-2030.

CARRIED

7.3 MEMO: Update to SR2025-32 Employee Years of Service Program

Resolution 2025-195

Moved by: Deputy Mayor Rickward; Seconded by: Councillor Pateman

WHEREAS the Council of the Corporation of the Town of Kearney had requested the CAO/Clerk to provide information regarding Years of Service Awards; AND WHEREAS the CAO/Clerk provided information to Council with a request for direction in SR2025-32 on May 22nd 2025; AND WHEREAS the CAO/Clerk was provided direction by Council to ask Staff opinions on what they would like the Policy to include; AND WHEREAS the CAO/Clerk has provided a Memo to Council outlining Staff request something similar to Option 5 in SR2025-32 which was described as: a “Time Away” or “Dinner/Day/Night Out” gift card program as described below. Description: Monetary Gift Cards that provide for a level of reward: 5 yr = \$100/Dinner for 2, 10 yr = \$250 / One Night Stay (hotel/resort), 15 yr = \$500 / Two Night Stay. Could also be for a movie day/night; NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs Staff to develop a policy with the following information: that Council shall gather ideas that will offer suggestions on how to show recognition and forward these ideas to Nicole (CAO) to bring back for discussion at a later time

CARRIED

7.4 SR2025-44 Fire Department Policies Update

Resolution 2025-196

Moved by: Deputy Mayor Rickward; Seconded by: Councillor Pateman

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby receives SR2025-44 regarding Fire Station operation Update and agrees with the following recommendations:

1. To maintain the basics within the last agreement such as boot allowance, eyeglasses, meals and current wages; and
2. To have the fire fighter wage increases based on the previous year’s cost of living

CARRIED

7.5 Resolution re EV Charging Stations

Resolution 2025-197

Moved by: Councillor Sharer; Seconded by: Councillor Pateman

BE IT RESOLVED THAT the Council of the Corporation of the Town of Kearney has received information from Lakeland EV Charging regarding charging stations; WHEREAS The Council of the Corporation of the Town of Kearney is interested in the EV fast charging stations for our municipality; AND WHEREAS Lakeland EV Charging with the support of Natural Resources Canada’s (NRCan) Zero-Emission Vehicle Infrastructure Program (ZEVIP) to Bracebridge Generation Ltd. and Ontario’s EV ChargeON program, Lakeland is expanding its public network; NOW THEREFORE BE IT RESOLVED council requests staff to reach out to Lakeland EV Charging regarding funding for charging stations and prepare a report for consideration by council

CARRIED

7.6 DRAFT Road Gifting Agreement – Echo Ridge Road
Resolution 2025-198

Moved by: Deputy Mayor Rickward; Seconded by: Councillor Sharer

WHEREAS pursuant to Sections 8, 9 and 10 of the *Municipal Act, 2001*, a municipality may pass by-laws authorizing the acquisition of land for highway purposes; AND WHEREAS a part of Echo Ridge Road deviates from the original road allowance onto lands owned by Andreas Meier; AND WHEREAS Andreas Meier proposes to transfer the portion of Echo Ridge Road to The Corporation of the Town of Kearney in accordance with the conditions imposed by the Southeast Parry Sound District Planning Board on five applications for consent (B-055/24, B-056/24, B-057/24, B-058/24, B-059/24); AND WHEREAS Council has considered it in the best interest of the Town to accept a transfer from Andreas Meier of paper title to the portion of Echo Ridge Road which is confirmed to be part of an existing public highway under the jurisdiction of the Town, which the Town maintains; NOW THEREFORE BE IT RESOLVED that Council supports the gifting of a part of Echo Ridge Rd from Andrew Meier; AND FURTHER THAT a by-law to the this effect will be passing later in the meeting.

CARRIED

7.7 SR2025-45 Staff Report – Support in Principle Craford/106A Sunken Island
Resolution 2025-199

Moved by: Deputy Mayor Rickward; Seconded by: Councillor Pateman

WHEREAS Staff have received a request to purchase shore road allowance in front of 106A Sunken Island Lane; AND WHEREAS legal counsel has advised that this appears to be a straightforward application; NOW THEREFORE BE IT RESOLVED THAT Council approve, in principle, the purchase of the shore road allowance in front of 106A Sunken Island Lane.

CARRIED

7.8 SR2025-46 Staff Report – Support in Principle Rusnak/112 Ostick SRA
Resolution 2025-200

Moved by: Councillor Sharer; Seconded by: Deputy Mayor Rickward

WHEREAS Staff have received a request to purchase shore road allowance in front of 112 Ostick Road; AND WHEREAS legal counsel has advised that this appears to be a straightforward application; NOW THEREFORE BE IT RESOLVED THAT Council approve, in principle, the purchase of the shore road allowance in front of 112 Ostick Road.

CARRIED

7.9 MEMO: Planning Board
Resolution 2025-201

Moved by: Deputy Mayor Rickward; Seconded by: Councillor Sharer

WHEREAS the Town of Kearney is a part of the Southeast Parry Sound District Planning Board with approval authority granted to the Planning Board; AND WHEREAS Council for the Town of Kearney values the preservation and protection of our Northern heritage while implementing responsible land use planning policies and procedures; AND WHEREAS the Municipality requests all Planning Act applications to conduct a pre-consultation with either Municipal Staff or a qualified Planner identifying site specific conditions that will reinforce the preservation and protection of the subject lands; AND WHEREAS this pre-consultation report is provided to Council to assist them in making formal comment about the application to the Planning Board with suggested conditions of consent; NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Kearney formally requests approval from the Ministry of Municipal Affairs and Housing to be removed from the Southeast Parry Sound District Planning Board; AND FURTHER THAT the Town of Kearney be delegated the approval authority for plans of subdivision/ condominium, consents, and validations; AND FURTHER THAT a copy of this motion is to be circulated to the Southeast Parry Sound District Planning Board.

CARRIED

7.10 MEMO: OPP Engagement Session July 10, 2025
Resolution 2025-202

Moved by: Deputy Mayor Rickward; Seconded by: Councillor Sharer

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby receives and accepts the Memo from the Treasurer regarding the OPP Engagement Session of June 18, 2025

CARRIED

7.11 DRAFT By-law 2025-43 Road Damaging Bylaw
Resolution 2025-203

Moved by Councillor Pateman; Seconded by: Deputy Mayor Rickward

WHEREAS the Council of the Corporation of the Town of Kearney received the DRAFT Road Fouling by-law during the June 12 Regular Council Meeting; AND WHEREAS Council directed that the DRAFT by-law be brought back to Council for passing with the noted changes; NOW THEREFORE BE IT RESOLVED THAT Council approves the DRAFT By-law 2025-43 known as the Road Damaging By-law; AND FURTHER THAT the passing of this by-law will take place later in the meeting.
CARRIED

7.11 Bish Consent
Resolution 2025-204

BE IT RESOLVED THAT the Council of the Corporation of the Town of Kearney recommend approval of Consent to Sever Application B-024/25 to the Southeast Parry Sound District Planning Board, with the following conditions:

1. An application for a Zoning By-law Amendment that rezones the subject lands from the Rural (RU) Zone to the Rural Residential (RR) Zone is required to recognize the reduced lot area of the severed and retained lots.
2. That, prior to the finalization of consent, confirmation that the North Bay Mattawa Conservation Authority has no concerns or objections regarding sewage disposal systems on the subject lands shall be provided, to the discretion of the Town of Kearney.
3. Confirmation in writing from the Town of Kearney that a 911 Address Number to the retained lands has been created and assigned.
4. A payment-in-lieu of a parkland dedication shall be paid in accordance with Section 51.1 of the Planning Act acceptable to the Town of Kearney in cash or certified cheque.
5. That all Municipal taxes to date shall be paid in full.
6. The applicant provides confirmation from the Town of Kearney Roads Foreman with respect to entrance approval. ..
7. That all Town fees and disbursements (legal, engineering, planning), if any incurred by the Town with respect to this application shall be paid for by the owner.
8. A draft reference plan of survey be provided to the Town of Kearney for review prior to registration.

CARRIED

8. Notice of Motion - nil

9. Correspondence for Information

Resolution 2025-205

Moved by: Deputy Mayor Rickward; Seconded by: Councillor Pateman

BE IT RESOLVED THAT the Council of the Corporation of the Town of Kearney receives the correspondence list of the July 10th Regular Council Meeting; AND FURTHER THAT Council supports the Town of Prescott in their Strong Mayor Powers Opposition Resolution

CARRIED

10. By-laws

Resolution 2025-206

Moved by: Councillor Sharer; Seconded by Deputy Mayor Rickward

BE IT RESOLVED that the following by-laws be read a first, second and third time, be passed by the Council of the Corporation of the Town of Kearney, signed by the Mayor and Clerk, sealed with the seal of the Corporation, and engrossed in the by-law book:

10.1 By-law 2025-43 Road Damaging By-law

10.2 By-law 2025-44 Being a Bylaw to adopt a Strategic Plan for the Town of Kearney for 2026-2030

10.3 By-law 2025-45 being a Bylaw to accept a portion of Echo Ridge Road

10.4 By-law 2025-47 being a Bylaw to appoint a Committee of Adjustment

CARRIED

11. Closed Session

Resolution 2025-207

Moved by: Deputy Mayor Rickward; Seconded by Councillor Pateman

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney moves into closed session at 7:30 pm, under Section 239 of the Municipal Act, under the following subsections:

(2)(d) Labour Relations or Employee Negotiations

(2)(a) Acquisition or disposition of land

Resolution 2025-208

Moved by Councillor Pateman, Seconded by Councillor Sharer

BE IT RESOLVED that the council of the Corporation of the Town of Kearney reconvenes in Open Session at 8:55 pm

12. Confirming By-law
Resolution 2025-209

Moved by: Deputy Mayor Rickward; Seconded by: Councillor Pateman
BE IT RESOLVED that By-law 2025-46 being a by-law to Confirm the Proceedings of the Special Meeting of June 20, 2025 and the Regular Meeting of July 10, 2025, be read a first, second and a third time, passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation, and engrossed in the by-law book.
CARRIED

13. Adjournment
Resolution 2025-210

Moved by: Deputy Mayor Rickward; Seconded by: Councillor Sharer
BE IT RESOLVED that the Regular Council Meeting of the Corporation of the Town of Kearney adjourn at 8:57 pm
CARRIED

**THE CORPORATION OF THE
TOWN OF KEARNEY**

Mayor

Clerk

DATE OF COUNCIL MEETING	RES #	RESOLUTION	ACTION REQUIRED	STAFF	STATUS	NOTES/COMMENTS
2025						
Jan. 16/25	2025-007	Meier Consent B055i-24, B056-24, B057-24	move forward with file	Cindy	completed	
Jan. 16/25	2025-008	Meier Consent B058-24, B059-24	move forward with file	Cindy	completed	
Jan. 16/25	2025-009	Kelly Shire Waive Fees	advise applicant	Stef	Complete	
Jan. 16/25	2025-010	Dogsled Race Request	advise Paul A, notify public of closure	Stef	Complete	
Jan. 16/25	2025-014	Donation Policy	bring back for further discussion	Nicole/Cindy	Complete	
Jan. 16/25	2025-015	List of By-laws and Policies	provide list of by-laws, policies	Nicole, Cindy	Complete	
Jan. 16/25	2025-016	Correspondence	send letters to MPs, MPPS, etc.	Stef	Complete	
Jan. 16/25	2025-019	Ratify CUPE Settlement	notify CUPE, move forward	Nicole	Complete	
Feb. 6/25	2025-25	Approve ZBLA Ziraldo	bring bylaw to March	Nicole/Cindy	complete	
Feb. 6/25	2025-28	Approve SRA Audette	advise legal counsel	Cindy	Complete	

Feb. 6/25	2025-30	Landfill Report - Staff to Obtain Quotes	Obtain Quotes	Jenny/Nicole	complete	
Feb. 6/25	2025-31	Support ACED	advise ACED	Stefanie	Complete	
Feb. 6/25	2025-32	Donation Policy - bring to April	Update	Cindy	complete	
Feb. 6/25	2025-33	Policies & By-laws list	Obtain List from Keven	Nicole	complete	
Feb. 6/25	2025-34	Draft Retention By-law - bring to March	update, bring back	Nicole/Jenny	complete	
Feb. 6/25	2025-35	Interim Tax Levies	issue taxes	Jenny/Leslie	complete	
Feb. 6/25	2025-36	Agreement - Fire Protection Grant	sign agreement	Nicole	Complete	
Feb. 6/25	2025-37	Agreement - Community Emergency Preparedness - purchase Drone	sign agreement, purchase drone	Nicole/Paul S	Complete	
Feb. 6/25	2025-38	Agreement - Primary Public Safety Answering Point	sign agreement	Nicole	Complete	
Feb. 6/25	2025-39	Agreement - Student Transfer	sign agreement	Nicole	Complete	

Feb. 6/25	2025-40	Agreement - Mosmann	forward agreement, remove condition	Nicole/Cindy	Complete	
Feb. 6/25	2025-41	Change	Update	Stefanie	Complete	
Feb. 6/25	2025-42	Nominate Cheryl Philip EMS Advisory Brd	advise EMS Brd	Stef	complete	
Feb. 6/25	2025-43	OPP Detachment Board	advise	Nicole/Stef	Complete	
Feb. 6/25	2025-45	Support	Send letters	Stefanie	Complete	
Mar. 6/25	2025-55	Legion Use Ball Diamond	Book ball diamond/let Lisa know	Stefanie/Nicole	complete	
Mar. 6/25	2025-56	Approve Regatta Budget	Note to Budget/inform Committee	Jenny/Lisa	complete	
Mar. 6/25	2025-57	Support Bootsma Consent	Inform SEPSPB	Cindy	complete	
Mar. 6/25	2025-58	Draft Council Code of Conduct - add social media	Changes to CCC	Nicole	complete	
Mar. 6/25	2025-59	Annual Permit Fees - no change	No change to By-law, note to Matt	Cindy	complete	
Mar. 6/25	2025-60	treasurer's report re 2024 Building Financials			complete	

Mar. 6/25	2025-61	receive draft Capital Budget w. compactor	Note to PWS/purchase compactor	Jenny	complete	
Mar. 6/25	2025-62	Signing authority for cheques	Jenny/Nicole	Jenny/Nicole	complete	
Mar. 6/25	2025-63	approve new fire fighters	Note to Paul S	Cindy	complete	
Mar. 6/25	2025-64	Report re grader expenses			complete	
Mar. 6/25	2025-65	Draft HR Polcy	Make necessary changes	Nicole	complete	
Mar. 6/25	2025-66	LAS	Inform LAS	Cindy	complete	
Mar. 6/25	2025-67	Prioritize by-law and policies	Nicole	Nicole	complete	
Mar. 6/25	2025-68	support JWMC Budget 2025	Note to Jenny	Cindy	complete	
Mar. 6/25	2025-69	Agreement (Yoga) Josh Webster	Nicole	Nicole	complete	
Mar. 17/25	2025-77	Remuneration By-law	Nicole	Nicole	complete	
Mar. 17/25	2025-78	Post Recreation Events Community Development Position		Nicole	in progress	
Mar. 27/25	2025-85	DRAFT Council Code of Conduct - next mtg	Complete necessary changes, bring back	Nicole	complete	

Mar. 27/25	2025-86	DRAFT HR Policy - next mtg	Complete necessary changes, bring back	Nicole	complete	
Mar. 27/25	2025-87	DRAFT Donations Policy - next mtg.	Complete necessary changes, bring back	Cindy	complete	
Mar. 27/25	2025-88	Welcome Signs	Inform donators,	Cindy, Jenny, Nicole	complete	
Mar. 27/25	2025-89	Remove Holding Designation - Mosmman	advise applicant, PB,	Cindy	complete	
Mar. 27/25	2025-90	DRAFT Waste Mgmt - next meeting	Update changes, bring back report	Jenny	complete	
Mar. 27/25	2025-91	DRAFT Employee Code of Conduct - next mtg	update changes, bring back	Nicole	complete	
Mar. 27/25	2025-92	DRAFT CBO Code of Conduct - next mtg	bring back	Nicole	complete	
Mar. 27/25	2025-93	Voting Methods	provide report	Nicole	in progress	
Mar. 27/25	2025- 94	Disposition of Land	Option 2 chosen	Jenny	in progress	
Mar. 27/25	2025-95	OSPCA Agreement	Sign, provide to Jason	Jason	complete	
Mar. 27/25	2025-96	Deeming By-law - Prichard	provide to legal, planning	Cindy	complete	
Mar. 27/25	2025-97	Agreement - Product Care	sign, send to PC	Nicole	complete	

Mar. 27/25	2025-98	Appoint Regatta Committee	advise Regatta/appl icant	Stef	Complete	
Mar. 27/25	2025-99	Appoint Fire & Emergency members - future appointments	advise Fire Chief	Stef	Complete	
Mar. 27/25	2025-100	Appoint Hiring Committee - PWS & Rec. Dev. Co-ord.	Advise hiring committee	Nicole	complete	
Mar. 27/25	2025-101	Alternate CEMC report - April 17 Mtg	Report/by-law	Nicole	complete	
Apr. 17/25	2025-109	2nd Draft Operating Budget - Add Summer Student (TS)	Add additional Summer Student	Jenny, Nicole	complete	
Apr. 17/25	2025-112	DM Wills to provide well reporting and 2 new wells	Advise DM Wills, ensure completion	Jenny, Nicole	complete	
Apr. 17/25	2025-113	DPSMA Spring Meeting Participants	Register for DPSMA	Nicole, Stefanie	Complete	
Apr. 17/25	2025-114	Council Remuneration By-law	Update bylaw for next meeting	Nicole, Cindy	complete	

Apr. 17/25	2025-115	Tree Canopy Policy - letter to Provincial Gov't	Provide letter to Ontario Gov't	Nicole, Cindy	complete	
Apr. 17/25	2025-116	DRAFT Parental Leave, add Caregiver	Update policy for next meeting	Nicole, Cindy	Complete	
Apr. 17/25	2025-117	Accepts Staff Relations Policy	Bring Bylaw to next meeting	Nicole, Cindy	complete	
Apr. 17/25	2025-118	CEMC Alternate Report	Provide Council with monetary considerations, etc.	Paul, Nicole	in progress	
Apr. 17/25	2025-119	Dan Robertson as Area Rep for EMS Board	Letter to EMS Board	Nicole, Stefanie	complete	
Apr. 17/25	2025-123	Change CAs title to CAO	Update bylaw for next meeting	Nicole, Jenny	complete	
May 1, 20252025-132		Regatta Request	Help from PW, BLEO	BLEO, PW	complete	
May 1, 20252025-132	2025-133	HR Policy	Bring back to next mtg	Nicole, Cindy	complete	
May 1, 20252025-132	2025-134	Waste Management	Survey residents	Nicole, Stefanie	complete	
May 1, 20252025-132	2025-135	Waste Management	Change hours, closed Stats, etc.	Jenny, Nicole	complete	

May 1, 20252025- 132	2025-136	Appointmen t By-law	Passed	Nicole	complete	
May 1, 20252025- 132	2025-137	Remuneratio n	Bring back to next mtg	Nicole, Cindy	complete	
May 1, 20252025- 132	2025-138	Pregnancy, Parental or Caregiver	Bring back to next mtg	Nicole, Cindy	complete	
May 1, 20252025- 132	2025-139	Commercial Credit Card	Sign, submit	Nicole, Jenny	complete	
May 1, 20252025- 132	2025-140	Tree Canopy Policy	Write letter	Nicole, Cheryl	complete	
May 1, 20252025- 132	2025-141	Tax Rate & Ratio By-law	Enact	Jenny, Leslie	complete	
22-May-25	2025-147	Thank Ana Cultraro & Barry Burton			complete	
May 22/25	2025-149	Transfer Station Updates	Notify Public of cessation of garbage pick up, adjust mill rate, obtain quotes for new vehicle	Jenny/Stefan ie	in progress	
May 22/25	2025-150	Capital Project Updates	approved	Jenny	complete	
May 22/25	2025-151	Approve RFQ - Security Cameras	award to True Steel	Jenny	complete	
May 22/25	2025-152	Approve RFQ - Rotomill	award to Rotomill	Jenny	complete	

May 22/25	2025-153	Approve Agreement - AMS	approved	Cindy, Jenny	complete	
May 22/25	2025-154	Draft Tax Collection Policy	bring back to next meeting	Jenny	complete	
May 22/25	2025-155	Support in Principle - Harris	support in principle	Cindy, Nicole	complete	
May 22/25	2025-156	Approve Terms of Ref. - Rec. Committee	approved -	Nicole	complete	
May 22/25	2025-157	Update report re Employee Recognition	bring back to future meeting	Nicole	in progress	
May 22/25	2025-158	Decline Pride Flag Request - Flag Policy	notify Almaguin Pride	Stef - send resolution	complete	
May 22/25	2025-159	Offers WORC one time use of facility	Notify WORC	Stef - send resolution	complete	
June 12/25	2025-170	Producer Responsibility Transition Update	No longer p/u at ineligible properties	Jenny/Tom / PW to stop p/u as directed		
June 12/25	2025-171	Dedication of Boat Ramp - Jim Skelton	Obtain plaque, prepare policy	Nicole/Stef purchase plaque, Cindy/Stef/Nicole Policy		
June 12/25	2025-172	Road Fouling or Damages Bylaw	Change name from "Fouling", bring back	Jenny will finish	complete	

June 12/25	2025-173	Bice Bursary	Award Bursary to Sarah Sugg	Jenny to have chequ prepared, Councillor Beaucage to present	complete	
June 12/25	2025-174	Direction from May 22 meeting	Staff to create flag policy and policy regarding Electronic Sign	Nicole		
June 12/25	2025-175	Transfer Station Vehicle	Council chose used vehicle from Edmunds	Jenny to complete purchase transaction	complete	
June 12/25	2025-176	Notice of Motion	Prepare motion for July 10 meeting	Cindy/Nicole		
July 10/25	2025-193	Complete Asphalt on Chetwynd	Work on Chetwynd	Tom / Jenny		
July 10/25	2025-194	Approve DRAFT Strategic Plan	Post	Stef	complete	
July 10/25	2025-196	Dev. Policy re Years of Recognition	Develop Policy based on Councillor Input	Nicole to compile based on Council input		
July 10/25	2025-197	Approve Fire Station Operation Updates	Update Fire Station Operation	Paul/Nicole		

July 10/25	2025-198	Contact Lakeland re EV Charging Stn	Contact Lakeland re funding	Nicole/Stef		
July 10/25	2025-199	SRA - 106A Sunken Island	Advise Legal	Cindy		
July 10/25	2025-200	SRA - 112 Ostlick Rd	Advise Legal	Cindy		
July 10/25	2025-201	MMAH Request to leave SEPSDPB	Send resolution to MMAH	Stef	Complete	
July 10/25	2025-202	Memo re OPP Engagement	Review	Nicole/Jenny		
July 10/25	2025-203	Pass Road Damaging By law	Advise Bylaw, post to website	Stefanie	Complete	



Staff Report

Staff Report No. SR2025-47
Date: August 14, 2025
To: Mayor, Deputy Mayor, and Members of Council
From: Nicole Gourlay, CAO/Clerk
Subject: 2025 Q2 Activity Report - Administration/Parks and Facilities

Recommendation:

That Council receive this SR2025-47 as information only from the CAO/Clerk

Background and Analysis:

By-laws & Policies – Staff have been working diligently in Q2 to clean up old files and utilize our new Records Retention Bylaw. Staff have continued to work through Council's direction regarding updating policies and by-laws in the Town of Kearney.

By-laws and Policies brought to Council in Q2:

- Agreements – RBC for credit card services and automotive materials stewardship
- HR Policy – Draft & Passed
- Waste Management – Passed
- Donation Policy - Passed
- Employee Code of Conduct – Passed
- CBO Code of Conduct – Passed
- Held Public Meetings for –
- Road Damaging By-law – Draft
- Staff Council Relations Policy – Draft and Passed
- Adoption of Budget and Tax Ratios for 2025 - Passed
- Amend CAO/Clerk Appointment By-law – Passed
- Remuneration of the Mayor and Members of Council – Draft & Passed
- Parental – Caregiver Leave Policy – Draft & Passed
- Tree Canopy Bylaw – Draft & Defeated with letter sent to Ministry
- Tax Collection Policy – Draft & Passed

IT – Staff have been working with our IT contractor to ensure Staff can have remote access to our Treasury software remotely as well as do the required updates to Windows that will be set to expire in the fall. The IT provider will be attending on site to provide these updates in Q3. Office Staff have been engaging in multiple training sessions with the Treasury Software Provider. This will allow for other office Staff to have access to provide tax information to residents, process payments, receipts etc. This will allow the Town to provide a higher level of service for our residents in those types of questions.

HR – This quarter we have been working with CUPE to solidify dates for negotiations prior to the end of the contract as of April 30th, 2025. We have been working with CUPE National Rep in resolving outstanding grievances. Posted and conducted interviews for position filing, as well as holding manager meetings and Council round up meetings for Staff. The Town was under an accessibility audit and Staff have brought the Town into compliance. Management is expecting a full training day on Health and Safety as well as Accessibility to take place in Q3. The Town also had two visits from the Ministry of Labour as well as the Ministry of Health in Q2, no violations were found. Staff will be bringing a review of the Town's Violence and Harassment Policy in Q3 as a result of our required annual review.

Strat Plan/Official Plan/ Zoning Bylaw Review – Council was presented with the background report for the Official Plan which outlined the public engagement sessions and what type of turn out we have received thus far. The Strategic Plan Draft document was presented through email/posting for public comment. The Town received two comments on this and have moved it forward with some minor adjustments for adoption by Council. The Official Plan is held up in getting a pre-consultation with the ministry, but Staff are working on the Draft Document after having another information session in Q2. Staff are hopeful that the Official Plan can still be passed by end of 2025. The document will still need to be authorized by the Province after adoption by Council. The Consultants and Staff are working together to do a meeting for the Draft Document in Q3 while driving conditions are more favourable. Due to legislative requirements of the Planning Act, the official Public Meeting cannot be completed until after the Province has had the Draft document for 90 days. Therefore, in order to meet that requirement the official public meeting will need to be in November/December 2025. We do not anticipate many changes from the Province between August and the end of the year to the document.

Recreation – The recreation committee has had some great feedback from the public on programming. Surveys are being sent out to user groups and we have had the ask to continue pickleball two days per week in the summer. The Committee organized to have a pickleball court created at the Lions Pavilion to have an opportunity for people to try out the game without the need for the gym. Kids dance wrapped up in June as did adult dance. The committee will be meeting with the Dance instructor in August to determine fall programming. Music in Mirror Bay has got under way. There will be 4 sessions this summer on Saturday evenings. One date had to be rescheduled due to thunderstorms. Yoga classes were well attended, but the committee chose to stop them for the summer based on some feedback from existing users until the fall.

Parks and Facilities – The Parks and Facilities department has worked hard to keep up with general maintenance of the buildings and the water systems. We had a couple of issues with the septic system at the Town Office/KCC which has lead to some investigative work to be completed in the summer months. This quarter saw a new employee join the team along with two students in order to assist with the Transfer Station, Public Works as well as Parks & Facilities. We have had a lot of use of the facilities over the second quarter and Staff continue to battle with the geese at the beach and mirror bay. Due to the hot start to the summer, Staff have been very busy in ensuring that the flowers are watered regularly, bathrooms are cleaned and grass cutting has been kept up on. In June, the CAO/Clerk along with a potential donor and the Lions Club met to discuss upgrades to the Lions Pavilion. The CAO/Clerk will be bringing a report to Council in the near future on recommendations to move this project forward since we were notified in June that we did not receive the grant applied for to renovate the facility.

2025 Initiatives from Administration & Parks/Facilities Department:

1. Investigate better solution for connectivity for meetings – in progress
2. Increased applications for Grants/servicing – in progress
3. Strategic Plan - completed
4. Official Plan and Zoning By-law Updates/Review Completed – in progress
5. CUPE Contract negotiations – date confirmed for start
6. Quarterly E-Newsletter – in progress
7. Recreation programming for youth – in progress
8. Updating of major by-laws/policies such as HR Policies, Retention By-law, Codes of Conduct and any others set by Council as priority items. – completed
9. Standard Operating Procedures across all Departments – in progress
10. Create a Community Events calendar on the website

Conclusion:

The first half of 2025 is shaping up to be busier than ever. With new Staff coming in within Q2, there has been a lot of training and reviewing of processes, including implementation of some of the new policies set by Council.

Prepared by: Nicole Gourlay, CAO/Clerk



Staff Report

Staff Report No. SR2025-48
Date: August 14, 2025
To: Mayor, Deputy Mayor and Members of Council
From: Jenny Leblond, Treasurer
Subject: 2nd Quarter Building Department Report

RECOMMENDATION

THAT Council receives SR2025-xx being the 2nd quarter building department report for information purposes only.

BACKGROUND

The second quarter building report was delayed due to staffing changes. Existing staff have been working together to keep on top of all of the building department needs and requests. The Treasurer put this report together with the assistance of the Deputy Clerk who provides administrative support to the Building Department and the interim CBO.

ANALYSIS/OPTIONS

By the end of June, there were 20 building permits issued. Of the 20 permits, two of them are completed. See summary of permits below.

Request Submitted Date	Permit Number	Permit Status	Purpose of Permit	Estimated Value of Work
2025-01-24	001-25	Approval Granted	Install/Erect/Replace	\$ 3,000
2025-02-07	002-25	Approval Granted	New Accessory Structure	\$ 75,000
2025-04-01	003-25	Approval Granted	New Building Construction	\$ 400,000
2025-04-03	004-25	Approval Granted	Change Of Use	\$ 50,000
2025-04-07	005-25	Approval Granted	Renovation/Alter/Repair	\$ 10,000
2025-04-22	006-25	Approval Granted	New Building Construction	\$ 32,500
2024-05-07	007-25	Approval Granted	Addition	\$ 75,000
2025-05-01	008-25	Work Completed	Install/Erect/Replace	\$ 8,000
2025-05-05	009-25	Approval Granted	New Building Construction	\$ 380,000
2025-05-05	010-25	Approval Granted	New Accessory Structure	\$ 115,651
2025-05-27	011-25	Request Submitted	Install/Erect/Replace	\$ 42,800
2025-05-16	012-25	Approval Granted	New Accessory Structure	\$ 1,000
2025-05-16	013-25	Approval Granted	New Accessory Structure	\$ 80,000
2025-05-18	014-25	Approval Granted	Install/Erect/Replace	\$ 5,000
2025-05-25	015-25	Approval Granted	Non-Stats Can	\$ 1,000
2025-05-27	016-25	Approval Granted	Renovation/Alter/Repair	\$ 1,000
2025-06-02	017-25	Approval Granted	Addition	\$ 65,000
2025-06-08	018-25	Work Completed	Install/Erect/Replace	\$ 500
2025-06-12	019-25	Conditional	Renovation/Alter/Repair	\$ 15,000
2025-06-27	020-25	Approval Granted	New Building Construction	\$ 317,100
				\$ 1,677,551

The 2025 permits bring in just over \$38,000 in building permit fees. As per a new accounting regulation some of this revenue will be deferred into 2026 to cover the expenses of inspections in future years.

In 2024 there were 31 building permits issued, of which 8 have been closed. The interim CBO has been completing inspections for permits as requested and has had some requests to close out some even older permits. There will be some revenue that is still in deferred revenue that will be moved into current year revenue to cover these inspection costs.

CONCLUSION

The current temporary process of the building department will continue as needed.

Prepared by:

Jenny Leblond, Treasurer



Memo

Date: August 14, 2025
To: Mayor, Deputy Mayor and Members of Council
From: Jenny Leblond, Treasurer
Subject: Budget Analysis at July 22, 2025

RECOMMENDATION

THAT the Council receives memo with budget report for information purposes only.

BACKGROUND

Further to SR2025-38 Treasury 2025 Q2 Activity Report please find comment below with regard to the 2025 Budget by budget category.

ANALYSIS/OPTIONS

Taxation and Payments in Lieu

The difference between budget and current year Tax Levy is the amount of the Payments in Lieu. For some reason Munisoft does not add them until they are paid. Treasurer will be looking into this process.

Supplementaries are not calculated until after the final bills are printed.

During the budget process the T used OPTA to calculate the education rates instead of manually calculating. For the 2026 budget they will be calculated manually. There is no effect to the tax payer as it is an in and out.

Grants/User Fees

Grants are pretty much on track. OCIF has deferred revenue that will be brought into current year revenue for capital projects. EPRA are payments delayed.

No Tax sale revenues for 2025 yet. Council will be discussing.

Tipping Fees under what was budgeted.

Regatta Revenue not fully posted yet.

Licenses and Permits

Most of these revenue lines are on par. Building permit revenue is down.

Other Revenue

Bank Interest will be lower than expected because the interest rates have been falling. Interest on Taxes will be higher than expected. Miscellaneous Revenue is high but there is SRA money in this line that will have to be moved out.

Sale of surplus lands is still at zero. Staff still have to put together options for Council to consider.

General Government Expenses

This category is pretty much on budget except legal fees and Human Resources Consultant (which is legal expenses and will be moved)

Protective Services Expenses

Protective Services are on track to be on budget. Policing costs look under budget but invoices come in delayed.

Public Works Expenses

Public Works is expected to come in on budget except for a few lines. Backhoe is already over budget and there is a secondary memo to Council for a request to increase budget line. There are a few journal entries needed to correct allocations such as an expense showing in the PW-Road Needs Study line. We have not done a study this year.

Environmental Services Expenses

This department will most likely have a small surplus.

Health Services and Social Services Expenses

Because we have the levies all before our budget is passed all of these accounts should be on budget. Year end journal entries needed for Seniors Expenses.

Recreation and Parks Expenses

Parks Wages has no budget and those salaries for the students will be moved to KCC wages as that is where the budget for students is. KCC Capital includes all KCC, recreation and parks capital expenses. The amount in 081-801 will be moved to the capital line that has the budget.

Planning and Development Expenses

Treasurer will look into account 090-021 as we are close to being at budget to see if everything is posted correctly.

Please find a copy of the Statement of Revenues and Expenses as at July 22, 2025 attached to this report.

Prepared by:

Jenny Leblond, Treasurer

Town of Kearney
Statement of Revenues and Expenses
For the Period Ending July 31, 2025

	Prior Year	Current Year Budget	Current Year	CY Variance to Budget
REVENUES				
Taxation and Payments-In-Lieu				
020-001 - Tax Levy-Set Up Taxes	4,564,362.70	4,784,649.00	4,757,620.76	(27,028.24)
020-002 - Supplementaries		12,000.00		(12,000.00)
020-201 - Education Req - EP	(290,589.40)	(588,352.00)	(294,339.02)	294,012.98
020-202 - Education Req - FP	(1,469.47)	(2,852.00)	(9,812.63)	(6,960.63)
020-203 - Education Req - ES	(17,212.74)	(35,675.00)	(9,452.07)	26,222.93
020-204 - Education Req - FS	(3,680.64)	(7,287.00)	(3,642.92)	3,644.08
Total Taxation and Payments-In-Lieu:	4,251,410.45	4,162,483.00	4,440,374.12	277,891.12
Grants				
021-001 - OMPF Grant	540,450.00	800,300.00	400,150.00	(400,150.00)
021-002 - AMO Gas Tax Revenue (Re: Funds spent)		93,017.00		(93,017.00)
021-005 - NORDS Funding (Prev.Main Street)		113,733.00		(113,733.00)
021-023 - OPP Detachment Revenue	615.00	1,583.00	369.00	(1,214.00)
021-401 - Fire Protection Grant		8,164.00	8,164.00	
021-403 - Emergency Preparedness Grant		41,272.00	41,272.00	
021-421 - Provincial Offences Act (P.O.A.)	(1,000.00)	4,057.00	1,145.00	(2,912.00)
021-422 - CSPT-Court Security Prisoner Transport	268.00	1,071.00	333.00	(738.00)
021-423 - OCLIF (Cannabis)		500.00		(500.00)
021-502 - Aggregate Resources Trust	224.26	2,959.00	238.82	(2,720.18)
021-504 - OCIF Formula Based Funding	135,095.00	269,307.00	38,839.00	(230,468.00)
021-601 - Recycling/Hazardous Waste Grants (EPRA)	23,253.79	67,084.00		(67,084.00)
021-711 - Elderly Persons Operating Grant (SALC))	10,000.00		3,375.00	3,375.00
021-712 - Elderly Persons Special Grant	8,290.11		1,137.00	1,137.00
021-714 - Seniors Active Living Fair	2,500.00	2,500.00		(2,500.00)
021-823 - NOHFC - KCC renovation			65,838.46	65,838.46
021-901 - NOHFC-Youth Intern			16,826.92	16,826.92
Total Revenue Grants	719,696.16	1,405,547.00	577,688.20	(827,858.80)
User Fees				
022-321 - Tax Certificates	700.00	1,750.00	910.00	(840.00)
022-322 - Photocopy & Fax Services Revenue	23.10	314.00	30.43	(283.57)
022-324 - Tax sale fees & proceeds		7,500.00		(7,500.00)
022-401 - Fire Dept Misc. Revenue	(954.28)	6,000.00	5,258.77	(741.23)
022-441 - Bldg Dept - Bldg & Zoning Compliance	800.00	1,200.00	900.00	(300.00)
022-442 - Bldg Dept - Abandoned Permits		4,000.00		(4,000.00)
022-491 - 911 Civic Number Signs	440.00	575.00	589.91	14.91
022-501 - Road User Fees			1,747.21	1,747.21
022-601 - Trans. Stn. Tipping Fees/Other Revenue	30,661.59	40,000.00	10,485.75	(29,514.25)
022-811 - Kearney Dog Sled Revenue	28,942.00	25,000.00	23,797.35	(1,202.65)
022-812 - Regatta Revenue	15,075.00	33,249.00	5,960.00	(27,289.00)
022-813 - Rec Programs - Misc Revenues	7,341.63	17,000.00	9,622.56	(7,377.44)
022-821 - KCC Revenue	150.00	1,000.00	260.00	(740.00)
022-841 - Art Show Revenue	9,063.78	8,100.00	402.06	(7,697.94)
022-901 - Planning Revenue	7,103.17	10,000.00	6,350.00	(3,650.00)
Total User Fees:	99,345.99	155,688.00	66,314.04	(89,373.96)
Licenses and Permits				
023-001 - Lottery Lic. Revenue	999.90	1,130.00	679.00	(451.00)
023-002 - Trailer License Revenue	2,800.00	3,130.00	3,500.00	370.00

Report Date
2025-07-22 3:59 PM

Town of Kearney
Statement of Revenues and Expenses
For the Period Ending July 31, 2025

Page 2

	Prior Year	Current Year Budget	Current Year	CY Variance to Budget
023-003 - Marriage License Revenue		130.00	300.00	170.00
023-004 - Encroachment Revenue		200.00		(200.00)
023-401 - Fire Permits & Inspection Revenue	5,878.00	6,960.00	5,819.00	(1,141.00)
023-441 - Building Permits Revenue	55,207.40	60,000.00	34,487.60	(25,512.40)
023-461 - Dog Tags	445.00	400.00	142.00	(258.00)
023-501 - Driveway/Entrance/Oversize/Permits	5,100.00	3,370.00	3,700.00	330.00
Total Licenses and Permits:	70,430.30	75,320.00	48,627.60	(26,692.40)
Rental Income				
024-821 - Community Hall-Gym Rentals	1,249.12	1,500.00	275.00	(1,225.00)
024-822 - Senior's Lounge	100.00	1,000.00	110.62	(889.38)
Total Rental Income:	1,349.12	2,500.00	385.62	(2,114.38)
Other Revenue				
025-501 - SOES-Scarborough School Brd Rd Maint.	5,967.38	12,293.00	6,080.76	(6,212.24)
026-001 - Bank Interest	101,754.68	120,000.00	32,835.22	(87,164.78)
026-002 - Interest On Taxes	29,090.09	35,000.00	33,602.47	(1,397.53)
027-001 - By-Law Enforcement Revenue (Fines)	4,255.00	4,000.00		(4,000.00)
027-811 - Centennial Committee Revenue	20.00	100.00	80.00	(20.00)
028-001 - Miscellaneous Revenue (FOI)	634.69	7,500.00	20,478.27	12,978.27
028-002 - Sale of Surplus Lands		100,000.00		(100,000.00)
028-003 - Asset sale/insurance proceeds	54,295.49			
028-802 - Parkland Dedic.Cash-in-lieu:HOLDING ACCT	2,900.00			
Total Other Revenue:	198,917.33	278,893.00	93,076.72	(185,816.28)
Transfer from Reserve				
029-001 - Transfer from Reserves	9,664.00	370,753.00		(370,753.00)
029-002 - Prior Year Surplus (budget only)		360,408.00		(360,408.00)
Total Transfer from Reserve:	9,664.00	731,161.00	0.00	(731,161.00)
TOTAL REVENUES:	5,350,813.35	6,811,592.00	5,226,466.30	(1,585,125.70)

Report Date
2025-07-22 3:59 PM

Town of Kearney
Statement of Revenues and Expenses
For the Period Ending July 31, 2025

Page 3

	Prior Year	Current Year Budget	Current Year	CY Variance to Budget
EXPENSES				
General Government Expense				
030-001 - Council Honorariums	32,850.00	55,500.00	31,900.00	23,600.00
030-010 - Council EHT & CPP	1,998.82	2,955.00	2,107.66	847.34
030-020 - Council Sundry Expenses	496.18	4,000.00	204.82	3,795.18
030-035 - Council Insurance	1,135.08	1,135.00	1,135.08	(0.08)
030-040 - Council Training, Dues & Mileage	6,081.53	7,500.00	448.35	7,051.65
030-050 - Council Donations	3,350.00	3,000.00		3,000.00
031-020 - Election Expenses	905.67	2,455.00	1,424.64	1,030.36
031-900 - Transfer to Election Reserve	4,075.00			
031-902 - Transfer to UFCW Reserve	2,500.00			
032-001 - Administration - Wages & Benefits	235,467.84	580,884.00	345,283.12	235,600.88
032-002 - Years of Service Awards		1,000.00		1,000.00
032-020 - Office Postage, Supplies and Sundries	6,123.92	11,000.00	8,674.79	2,325.21
032-023 - Computer and Equipment Maint & Paper	28,046.42	38,000.00	27,216.76	10,783.24
032-025 - CGIS Expenses / SCOOP	9,375.93	9,200.00	7,507.93	1,692.07
032-026 - Advertising	432.48	1,500.00		1,500.00
032-027 - Association Dues	4,189.52	4,307.00	3,795.99	511.01
032-030 - Telephone	2,336.81	4,668.00	1,599.66	3,068.34
032-031 - Hydro	3,570.44	10,031.00	5,778.13	4,252.87
032-035 - Insurance-Administration	62,676.89	61,898.00	61,897.61	0.39
032-040 - Training & Professional Development	4,466.28	12,500.00	7,669.51	4,830.49
032-050 - MPAC - Property Assessment	42,633.81	58,350.00	43,762.17	14,587.83
032-051 - Contracted General Legal/Title Searches	27,790.36	75,000.00	87,890.45	(12,890.45)
032-053 - Auditor	(4,117.12)	24,000.00		24,000.00
032-054 - Contracted Accounting	32,050.05	15,000.00	8,520.81	6,479.19
032-056 - Human Resources Consultant			14,778.63	(14,778.63)
032-057 - CUPE Negotiation Costs-Legal/other	8,414.04	45,000.00	27,960.14	17,039.86
032-058 - UFCW Negotiation Costs-Legal/other		10,000.00		10,000.00
032-060 - Property Tax Write Offs	3,723.02	10,000.00		10,000.00
032-065 - Bank Charges & Interest	2,276.54	2,700.00	1,108.69	1,591.31
032-100 - Mileage Expenses	42.86	100.00		100.00
032-800 - General Government Capital	32,142.99		1,429.73	(1,429.73)
032-900 - Provisions for Reserves	316,274.00			
Total General Government Expense:	871,309.36	1,051,683.00	692,094.67	359,588.33
Protective Services				
040-001 - KVFD - Fire Wages & Benefits	63,383.85	127,987.00	71,193.48	56,793.52
040-003 - KVFD - Volunteer Pay/Training/Health Sci	(4,546.73)	87,192.00	6,026.90	81,165.10
040-010 - KVFD - Volunteer WSIB, EHT		6,829.00		6,829.00
040-020 - KVFD - Administrative Expenses	4,800.55	7,800.00	5,107.00	2,693.00
040-022 - KVFD - Public Education	1,337.74	7,000.00	2,239.89	4,760.11
040-023 - KVFD-Repeater Tower/PS Dispatch	2,267.31	7,500.00	1,810.12	5,689.88
040-024 - Emergency Preparedness Grant Expenses		41,272.00	34,742.45	6,529.55
040-025 - KVFD - Equipment Maintenance	3,672.41	8,000.00	4,404.89	3,595.11
040-026 - KVFD - Small Equipment Purchases	10,665.03	10,000.00	5,167.66	4,832.34
040-030 - KVFD - Telephone	402.02	1,600.00	661.73	938.27
040-031 - KVFD - Hydro/Heat	5,461.52	9,000.00	4,814.30	4,185.70
040-032 - KVFD - Building Expenses	14,418.59	19,592.00	6,664.90	12,927.10
040-035 - KVFD - General & Firefighters Insurance	43,978.52	45,295.00	45,294.88	0.12
040-041 - KVFD - Joint Training Officer (Ryerson)	8,340.82	16,682.00	8,340.80	8,341.20
040-042 - KVFD - Uniforms	1,442.13	6,000.00	5,570.31	429.69

Report Date
2025-07-22 3:59 PM

Town of Kearney
Statement of Revenues and Expenses
For the Period Ending July 31, 2025

Page 4

	Prior Year	Current Year Budget	Current Year	CY Variance to Budget
040-060 - MNR Fire Agreement		8,190.00	7,981.15	208.85
040-100 - KVFD - Vehicle Expenses	18,429.81	28,000.00	25,697.77	2,302.23
040-101 - Fire Protection Grant Expenses		8,164.00	8,057.61	106.39
040-723 - 2007 E-One Pumper/Tanker Principal	6,597.00	10,244.00		10,244.00
040-724 - KVFD-2007 E-One Pumper/Tanker Interest		2,950.00		2,950.00
040-800 - KVFD - Capital Purchases Equipment	94,800.93	50,064.00	30,117.79	19,946.21
040-901 - Fire & 1st Resp donations to reserve		339,303.00		339,303.00
041-021 - 1st Response - Medical Supplies	1,007.86	2,500.00	1,316.88	1,183.12
042-020 - Policing (Realignment)	151,080.00	315,477.00	78,870.00	236,607.00
042-021 - Police Services Board		1,000.00	399.41	600.59
044-001 - Building Dpt Wages & Benefits	117,807.82	168,449.00	85,206.45	83,242.55
044-020 - Bldg Dept Office Expense	19,823.59	12,500.00	3,756.43	8,743.57
044-027 - Bldg Dept Memberships	521.20	1,200.00	600.45	599.55
044-040 - Bldg Dept Training & Misc	3,572.23	12,500.00	4,824.10	7,675.90
044-058 - Bldg Dept Legal	26,009.07	10,000.00	1,864.55	8,135.45
044-100 - Bldg Dept Mileage&Vehicle exp	6,027.93	8,000.00	4,528.70	3,471.30
044-800 - Bldg Dept Capital purchases	1,027.78			
045-020 - By-Law Exps / Mileage (Monthly Invoice)	27,794.60	78,500.00	31,198.03	47,301.97
045-021 - B/L Enfor-Prop. Cleanup/Impound/Legal	2,978.60	2,000.00	61.06	1,938.94
046-020 - Animal Control Costs		3,500.00	3,500.00	
049-019 - CEMC/Emergency Plan Expenses		3,700.00		3,700.00
049-020 - Emergency Measures Expenses/911	1,004.54	2,500.00	604.53	1,895.47
Total Protective Services:	634,106.72	1,470,490.00	490,624.22	979,865.78
Public Works				
050-001 - PW -General Overhead Wages & Benefits	55,306.52			
050-002 - PW-Shop Maintenance Wages	8,904.77			
050-020 - PW Garage - Bldg & Equip Supplies/R&M	25,764.02	49,000.00	17,860.49	31,139.51
050-030 - PW Telephone/Radio	4,028.24	6,200.00	2,816.26	3,383.74
050-031 - PW Garage - Hydro/Heat	9,081.74	15,700.00	17,570.99	(1,870.99)
050-035 - Municipal Insurance - Roads	44,105.23	45,372.00	45,371.89	0.11
050-040 - Employee Expenses & Training	6,069.30	12,000.00	1,347.93	10,652.07
050-050 - PW- Roads Needs Study			1,210.58	(1,210.58)
050-100 - PW All Vehicles - Fuel	38,996.89	70,000.00	33,042.34	36,957.66
050-101 - PW - Wages & Benefits Equipment Mtce	13,465.45			
050-106 - 2021 Dodge #9 fuel, license, repairs	992.76		285.99	(285.99)
050-110 - 2023 Dodge Ram 1500 License/Rprs/Fuel	1,320.24	5,945.00	3,333.82	2,611.18
050-111 - 2024 Dodge Ram 2500 Licence/Repair	461.62	3,000.00	3,505.00	(505.00)
050-113 - Trk 13 (Tom)Dodge Ram - Lic/Repairs/Fuel			205.31	(205.31)
050-120 - 2008 Sterling Tandem #6	3,757.04		399.88	(399.88)
050-121 - 2016 Freightliner Plow Truck	3,070.88	7,500.00	5,932.84	1,567.16
050-122 - 2019 Ford 550 - License and repairs	2,239.83	7,500.00	3,748.78	3,751.22
050-123 - 2020 Freightliner License and Repairs	3,067.99	8,500.00	6,170.56	2,329.44
050-124 - 2024 Freightliner Licence and Repairs	6,183.59	10,000.00	9,497.64	502.36
050-125 - 1 Ton Ford 550 Sanding Unit/Repairs	1,516.20	1,000.00	2,550.49	(1,550.49)
050-135 - Cat Excavator	1,272.00	5,000.00	226.79	4,773.21
050-145 - Equip. #5 - Steamer Propane/Repairs		500.00		500.00
050-155 - Equip # 6 - Grader Repairs	13,874.53	87,000.00	81,891.29	5,108.71
050-160 - CAT Backhoe Repairs/Lic (420F2IT)	7,590.47	8,000.00	8,908.81	(908.81)
050-166 - Sweeper	4,961.50	4,000.00	2,133.15	1,866.85
050-170 - Public Works Trailer (Float)		1,500.00	924.65	575.35
050-729 - West Bay Road Loan-interest	8,754.99			
050-801 - PW Capital Building & Equipment	206,969.47		6,908.71	(6,908.71)

Report Date
2025-07-22 3:59 PM

Town of Kearney
Statement of Revenues and Expenses
For the Period Ending July 31, 2025

Page 5

	Prior Year	Current Year Budget	Current Year	CY Variance to Budget
050-802 - Capital Road Construction	20,865.21	891,502.00	9,426.55	882,075.45
050-803 - Bridges & Culverts Capital	20,476.70			
050-805 - PW Wages - construction	632.99			
050-900 - PW - Transfer to Reserve	240,000.00	500,000.00		500,000.00
051-001 - PW - Paved Rd Wages & Benefits	7,087.65			
051-020 - Cold Patch/Patching (Paved Road)	4,533.67	9,500.00		9,500.00
051-022 - Line Painting (Paved Road)		15,000.00	201.49	14,798.51
052-001 - PW - Unpaved Rd Wages & Benefits	11,005.22			
052-020 - Gravel - Unpaved Roads / Shanty	1,545.04	13,000.00	1,662.42	11,337.58
052-021 - Calcium Dust Control (Unpaved Roads)	30,008.43	42,460.00	34,184.07	8,275.93
052-023 - Armour/Joly Road Mtce Agreements	3,358.09	3,600.00	3,663.37	(63.37)
053-001 - PW -Bridges and CulvertsWages & Benefits	217.98			
053-021 - Culverts and Bridges		4,000.00		4,000.00
054-001 - Roadside Wages&Benefits	3,617.23			
054-020 - Roadside - Mowing/Brushing		8,000.00		8,000.00
054-021 - Roadside - Signs	4,965.38	2,500.00	2,235.98	264.02
054-022 - Roadside Beaver Trapping	1,000.00	1,500.00	400.00	1,100.00
054-023 - Roadside - Guardrails		2,000.00		2,000.00
055-001 - PW - Winter Control Wages & Benefits	48,297.15			
055-020 - Materials - Winter Sand & Salt		60,000.00		60,000.00
055-021 - Carillion/Fowler Winter Road Agmts	4,163.62	5,400.00	4,246.87	1,153.13
056-001 - PW - Streetlights Wages & Benefits	316.49			
056-020 - Street Lights	4,397.36	6,500.00	2,217.22	4,282.78
059-001 - PW-Wages & Benefits Holding Account	271,391.69	599,408.00	333,901.73	265,506.27
059-002 - PW wages and benefits-allocated	(154,841.12)			
Total Public Works:	994,794.05	2,512,087.00	647,983.89	1,864,103.11
Environmental Services				
060-001 - Transfer Station Wages & Benefits	44,501.15	87,851.00	43,013.28	44,837.72
060-002 - PW and Facilities Wages-transfer stn	4,030.55			
060-021 - Joint Waste Management	47,969.95	105,605.00	52,802.36	52,802.64
060-022 - BFI - Recycling	47,889.86	87,314.00	51,033.22	36,280.78
060-023 - BFI - Shingles & Metal	1,727.45	5,778.00	30.54	5,747.46
060-024 - Trans. Stn Operating Expense	18,806.64	10,500.00	2,730.29	7,769.71
060-026 - Hazardous Waste Days		13,869.00		13,869.00
060-031 - Trans. Stns - Hydro & Phones	1,899.06	5,040.00	2,341.93	2,698.07
060-035 - Transfer Station Insurance (Backhoe)	487.58			
060-060 - Trans Stn-John Deere Backhoe Repairs	13,749.25			
060-061 - 2014 Ford F150 Operating Costs	3,446.29	5,000.00	1,146.71	3,853.29
060-100 - Landfill Closure and Post-Closure	552.05	42,000.00	10,847.63	31,152.37
060-800 - Transfer Station Capital	1,541.67	66,000.00	52,253.73	13,746.27
Total Environmental Services:	186,601.50	428,957.00	216,199.69	212,757.31
Health Services				
070-020 - North Bay/Parry Sound Dist. Health Unit	18,917.36	29,794.00	17,379.85	12,414.15
070-021 - Ambulance Levy	67,046.23	139,095.00	139,095.35	(0.35)
070-022 - V of B Almaguin Hilnds Health Ctre Comm	8,007.00	6,007.00	6,007.00	
070-900 - To Reserve - Muskoka Hospital	108,750.00	108,750.00		108,750.00
Total Health Services:	202,720.59	283,646.00	162,482.20	121,163.80
Social and Family Service				
071-022 - Eastholme - Levy	69,638.00	142,834.00	71,417.00	71,417.00

Report Date
2025-07-22 3:59 PM

Town of Kearney
Statement of Revenues and Expenses
For the Period Ending July 31, 2025

Page 6

	Prior Year	Current Year Budget	Current Year	CY Variance to Budget
071-025 - DSSAB (Social Service Admin Board)	44,255.28	184,611.00	92,305.38	92,305.62
071-032 - Seniors Grant - Kearney Maint./Exp.	1,258.67	2,000.00	24.85	1,975.15
071-033 - Seniors One Time Grant Expenses	8,290.11		1,315.42	(1,315.42)
071-034 - Senior's Active Living Fair	2,493.51	2,500.00		2,500.00
Total Social and Family Service:	125,935.57	331,945.00	165,062.65	166,882.35
Parks and Recreation				
080-001 - Parks Wages & Benefits	2,010.13		5,457.57	(5,457.57)
080-002 - PW and Facilities wages - Parks	2,177.52			
080-020 - Parks & Trails Maintenance and Supplies	4,818.55	7,500.00	3,928.62	3,571.38
080-024 - Boat Ramps and Docks Maintenance		1,500.00		1,500.00
080-025 - Parks - Town Dock Hydro	144.48	365.00	147.03	217.97
080-027 - R.Bice Sust.Ctce & Wilderness Experience		1,000.00	1,000.00	
080-035 - Parks & Recreation Insurance	17,588.88	17,637.00	21,036.06	(3,399.06)
080-090 - Parks - Lions Park/Rink	5,482.97	4,100.00	1,659.54	2,440.46
080-100 - Parks veh. 2021 Dodge Operating Expenses	1,907.89	4,200.00	2,688.58	1,511.42
080-801 - Boat RampsDocks Capital (Incls 080-803)	7,470.67		12,144.00	(12,144.00)
080-802 - Parks Capital	2,055.56			
081-002 - PW and Facilities Wages - Rec Programs	1,339.01			
081-020 - Recreation Program Expenses	6,073.70	17,000.00	9,448.85	7,551.15
081-021 - Swimming Program Expenses		2,500.00	(95.59)	2,595.59
081-035 - Municipal Insurance-Volunteers	810.00	810.00	810.00	
081-050 - KCC Committee Expenses		1,000.00		1,000.00
081-051 - Recreation Special Events	240.00	10,000.00	3,463.45	6,536.55
081-501 - Dog Sled Races Expenses	28,141.81	25,000.00	34,484.31	(9,484.31)
081-502 - Regatta/Fireworks Expenses	27,899.64	33,249.00	31,152.71	2,096.29
081-902 - Regatta band shelter transfer to reserve	800.00	800.00		800.00
082-001 - KCC - Wages & Benefits	37,774.80	207,914.00	67,413.99	140,500.01
082-002 - KCC Wages- Allocated to Other Functions	(2,489.16)			
082-003 - Public Works Wages - Facilities	931.75			
082-020 - KCC - Supplies & Maintenance	10,106.97	24,500.00	12,712.32	11,787.68
082-021 - KCC - Water Operations & Maint.	1,000.77	2,000.00	1,574.40	425.60
082-031 - KCC - Hydro/Heat	9,994.23	22,854.00	14,874.47	7,979.53
082-035 - KCC - Insurance	9,973.94	11,518.00	11,517.51	0.49
082-040 - KCC - Employee Expenses and Training	501.60	2,000.00	488.36	1,511.64
082-800 - KCC - Capital Expenses	280,182.05	165,000.00	14,103.46	150,896.54
083-020 - Library Levy	46,015.00	48,240.00	48,240.00	
083-021 - Library - Operating Expenses	1,520.51	3,000.00	3,515.96	(515.96)
084-020 - Art Show Expenses	8,153.46	8,100.00		8,100.00
Total Parks and Recreation:	512,626.73	621,787.00	301,765.60	320,021.40
Planning and Development				
090-020 - Planning Misc. Expenses	1,962.70	6,000.00	636.00	5,364.00
090-021 - Official Plan & Zoning		100,000.00	96,130.51	3,869.49
090-022 - LPAT Planning Appeals	92.65			
091-020 - Economic Development Misc. Expenses	1,129.54	5,000.00	1,129.54	3,870.46
Total Planning and Development:	3,184.89	111,000.00	97,896.05	13,103.95
TOTAL EXPENSES:	3,531,279.41	6,811,595.00	2,774,108.97	4,037,486.03

Report Date
2025-07-22 3:59 PM

Town of Kearney
Statement of Revenues and Expenses
For the Period Ending July 31, 2025

	Prior Year	Current Year Budget	Current Year	CY Variance to Budget
CURRENT YEAR NET	1,819,533.94	(3.00)	2,452,357.33	2,452,360.33

Report to Council

TO: Mayor Cheryl Philip & Council, Town of Kearney

FROM: Kent Randall & Jessica Rae Reid (EcoVue Consulting Services Inc.)
Town Planning Consultants

DATE: August 11, 2025

SUBJECT: Lift 'H' Holding Symbol
218 Emsdale Lake Road
Part of Lot 1, Concession 8, Town of Kearney (Bethune)
Town of Kearney

RECOMMENDATION:

It is recommended that Council approve By-law 2025-XX, which will have the effect of removing the Holding (H) Symbol from the subject lands, identified municipally as 218 Emsdale Lake Road, and legally as being in Part of Lot 1, Concession 8, in the Geographic Township of Bethune, of the Town of Kearney.

BACKGROUND AND PURPOSE OF APPLICATION

The Corporation of the Town of Kearney received a Zoning By-law Amendment application requesting that Council consider passing a By-law under the provisions of Sections 34 and 36 of the Planning Act, R.S.O. 1990, c. P.13, to remove a Holding 'H' symbol from By-law No. 2022-20, as amended by By-law No. 2024-40, with respect to certain lands zoned Residential Waterfront Exception-XX-Holding (RWF-XX-H), being Part of Lot 1, Concession 8, in the Geographic Township of Bethune, of the Town of Kearney.

The ZBA (Lift Hold) application was accompanied by a Development Agreement for the subject lands; the existing Development Agreement which has been amended to include additional mitigation measures identified during the peer review of the Environmental Impact Statement and subsequent correspondences received from RiverStone Environmental Solutions.

The subject lands are proposed to be developed through the construction of a recreational dwelling and accessory garage, where the upper floor of the garage contains a guest cabin. Notwithstanding, the subject lands are currently vacant, and are approximately 6.9 hectares (17 acres), with ~45.7 metres on Emsdale Lake Road and ~152 metres on Perbeth Lake. The subject lands were required to be rezoned to the Residential Waterfront Exception-XX-Holding (RWF-XX-H) Zone until the below-noted condition had been fulfilled.

Analysis

According to By-law No. 2024-40, uses on the subject lands zoned RWF-XX-H would be restricted until such time as the following conditions have been satisfied:

1. ***“The registration of a Development (Mitigation Measures) Agreement on title that provides detailed mitigation measures related to a Natural Features Evaluation, dated August 2012, and subsequent peer review to the satisfaction of the Town’s staff and peer review consultant”.***

In addition to the submitted Zoning By-law Amendment, the Town’s solicitor provided an amended version of the existing Development Agreement for the subject lands, which include the mitigation measures requested during the peer review process.

Upon review of the amended Development Agreement, it has been determined that the applicant has met the above condition.

Therefore, we respectfully recommend that Council remove the Holding (H) Symbol associated with the subject lands in accordance with the requirements of By-law No. 2024-40.

BUDGET IMPLICATIONS

The Owner has paid all applicable application fees.

Notice & Communications

Under the Planning Act, only the owner receives Notice of a Lift Hold, and it is only the owner that receives Notice of Council’s decision as they are the only party with appeal rights.

Submitted By: Kent Randall & Jessica Rae Reid, Town Planning Consultants
In consultation with Nicole Gourlay, Clerk Administrator

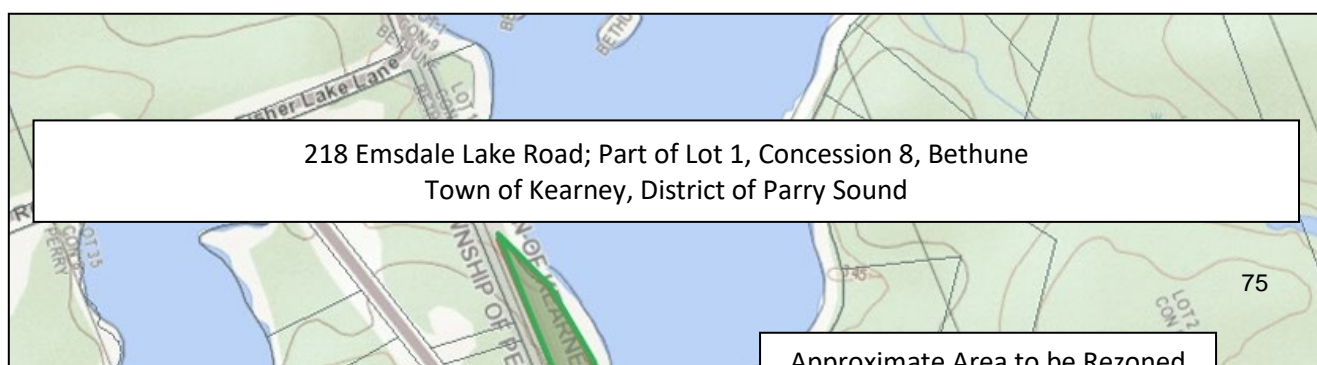
ECOVUE CONSULTING SERVICES INC.



J. Kent Randall B.E.S. MCIP RPP
Town Planning Consultant



Key Map



**The Corporation of the Town of Kearney By-law
2025-XX**

**A By-law To Establish Policies and Procedures For the Procurement Of Goods
and Services By The Town of Kearney and to Repeal By-law 2011-78**

(Procurement Policies and Procedures)

Whereas Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas Section 11 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides municipalities with the authority to provide for any service of thing that the municipality considers necessary or desirable for the public; and

Whereas Section 271 (1) of the Municipal Act, 2001, S.O. 2001, C. 25, as amended provides that a municipality shall adopt and maintain policies with respect to its procurement of goods and services; and

Whereas the Council of the Town of Kearney deems it desirable to enact a by- law to provide for fair, transparent, and accountable purchasing and tendering procedures and thereby protect Council, vendors and staff involved in the process by providing clear direction and accountabilities;

Now Therefore the Council of the Corporation of the Town of Kearney enacts as follows:

1. That the Procurement Policies and Procedures with Schedules 'A', 'B' and 'C' attached hereto, forms part of this by- law.
2. That By-law 2011-79 be hereby repealed.
3. That this by-law shall take force and effect upon the passage hereof.

Read a First, Second and Third Time and Finally Passed this _____ day of _____, 2025.

Mayor

CAO/Clerk

Corporation of the Town of Kearney

Procurement By-law

By-law 2025-XX



Table of Contents

1. Purpose, Goals and Objectives	4
2. Application	4
3. Definitions	5
4. Roles and Responsibilities	6
Role of Council	6
Staff Responsibilities	7
5. Authorization	10
Authority for Expenditures	10
Authority to Award Contracts	10
Authority to Execute Contracts	11
Authority to Renew or Extend Contract	11
Authority to Approve Change Orders	11
Authority to Make Payments	11
6. Methods of Procurement	12
Direct Purchases and Informal Quotes	12
Invitational Competition	13
Public Competition	13
7. Other Processes	14
Market Research Tools	14
Qualified Supplier Lists	14
Cooperative Purchasing	15
Sole and Single Sourcing	15
Procurement in Emergencies	16
Unsolicited Proposals	17
8. Additional Considerations	17
Accessibility for Ontarians with Disabilities Act (AODA)	17
Sustainable Procurement	17
Exclusion of Bidders in Litigation	18
No Local Preference	19
Tie Bids	19
Debriefing	19

9.	Conduct and Conflicts of Interest	19
	Conflict of Interest	19
	Reward Points/Loyalty Programs	20
	Lobbying Prohibited	20
10.	Risk Management	20
	Bid Deposits	20
	Financial Guarantees and Contract Performance Security	20
	Insurance	21
	Workplace Safety Insurance Board (WSIB)	21
	Contract Management	21
	Cancellation or Termination of Contract	21
11.	Records and Reporting	22
	Custody and Retention of Documents	22
	Access to Information	22
12.	By-law Amendments and Reviews	22
13.	Schedules	22
14.	Related Policies, Trade Agreements and Legislation	23
	Schedule "A" - Exclusions	24
	Schedule "B" – Award Authority	25
	Schedule "C" Surplus Assets Disposal Policy	26

1. Purpose, Goals and Objectives

- 1.1. The purpose of this By-law is to delegate authorities to employees for the Town's procurement operations and establish regulations surrounding the Town's acquisition of goods and services, including tangible capital assets and equipment, and the disposal of all surplus assets. This By-law meets the requirements of Section 270. (1)(3) of the Municipal Act 2001.
- 1.2. The goals and objectives of this By-law are to:
 - a) ensure openness, accountability and transparency while protecting the financial best interest of the Town;
 - b) clearly define the roles and responsibilities of those involved in the procurement process and to assist and provide direction to staff, suppliers and Council relating to the procurement process;
 - c) procure the required quality and quantity of goods and/or services in an efficient, timely and cost-effective manner;
 - d) encourage competition in bidding;
 - e) ensure compliance with relevant legislation and align practices with applicable international and interprovincial trade agreements;
 - f) promote and incorporate wherever possible the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 in procurement activities of the Town;
 - g) encourage environmentally responsible and sustainable procurement while maintaining fiscal prudence; and
 - h) strive to ensure ethical purchasing practices are used by all staff.

2. Application

- 2.1. This By-law applies to all Staff, Departments, Council, Boards and Committees of the Town with respect to the Town's procurement activities.
- 2.2. This By-law applies to the procurement of all goods and services, including construction services, except for those items set out in Schedule "A". This By-law also applies to the disposal of the Town's surplus assets, which is governed by the Surplus Assets Disposal Policy set out in Schedule "C".
- 2.3. This By-law does not apply to the acquisition or disposal of real property, as set out in Schedule "A". The disposal of real property is governed by the applicable Policy and /or By-Law in effect at the time of such disposition.

- 2.4. In addition to this By-Law, the Town has procedures, protocols, templates, and forms for use during the procurement cycle. All tools for engaging in procurement activities will be maintained and updated by the Treasurer, as required, and will be stored in the Town's electronic filing system. Staff are required to use the Town's standard templates and forms and comply with all applicable procedures and protocols when conducting procurement activities.
- 2.5. Contract splitting, subdividing or otherwise structuring procurement requirements or contracts in order to reduce the contract value or in any way circumvent the requirements or intent of this By-Law is not permissible.
- 2.6. All currency noted within this By-Law are in Canadian funds.

3. Definitions

- 3.1. The following definitions shall apply to this By-law:

"Approved Budget" means a budget approved by Council for the current fiscal year.

"Award Authority" means the authority to approve the award of a Contract to a supplier for the acquisition of goods and services.

"Best Value" means the optimal balance of performance and cost determined in accordance with a pre-defined evaluation plan.

"Bid" means a submission from a supplier in response to bid solicitation document.

"Bid Solicitation Document" means a document issued by the Town to solicit competitive bids from suppliers and includes a Request for Quotations (**"RFQ"**), Request for Tenders (**"RFT"**) and Request for Proposals (**"RFP"**).

"Bidder" means a supplier that submits a bid.

"CAO" means the Chief Administrative Officer of the Town, or Designate.

"Competitive Bidding Process" means a procurement method where multiple suppliers are given an opportunity to submit bids in response to bid solicitation document.

"Contract" means a legally binding commitment between the Town and one or more supplier(s) for the acquisition of goods and services.

"Contract Value" means the total estimated expenditures under a contract over the entire period of the contract, including options and renewal periods, exclusive of Harmonized Sales Tax (H.S.T.).

“Council” means the Council of the Corporation of the Town of Kearney.

“Department Head” means the Head of a specific Department/Division, or Designate, who is responsible for a departmental budget for the Town.

“Designate” means the person or persons assigned the duties and responsibilities on behalf of, and in the absence or incapacity of the person charged with the principal authority to take the relevant action or decision.

“Goods” means moveable property and includes supplies, equipment, materials, products, software, furniture, and other physical objects.

“Procurement” or “Purchase” means the acquisition of goods and/or services by purchase, rental, or lease.

“Services” means all services, including professional services and construction services, unless otherwise specified.

“Single Source” means more than one source is available, but the circumstances justify the selection of a supplier without a competitive bidding process.

“Sole Source” means there is only one available supplier of the required goods or services.

“Supplier” means any individual or organization that is providing or may provide goods or services to the Town, including but not limited to contractors, consultants, vendors, and service providers.

“Town” means the Corporation of the Town of Kearney.

“Treasurer” means the role that oversees the Treasury Department and is lead in procurement.

4. Roles and Responsibilities

Role of Council

- 4.1. In accordance with Section 224 of the Municipal Act 2001, it is the role of Council to establish the Town’s policies and ensure administrative policies and procedures are in place to ensure the accountability and transparency of the Town’s procurement operations.

- 4.2. In respect of the Town's procurement operations, Council fulfils its role under Section 224 of the Municipal Act 2001 by establishing the policies set out in this By-law and approving expenditures through the Town's budget approval process. In accordance with best practices in municipal procurement, Council recognizes the need for a clear separation of political and administrative functions in relation to the Town's day-to-day procurement operations.
- 4.3. Through this By-Law, Council delegates to the Town's Senior Management, the authority to incur expenditures in accordance with approved budgets through the procurement of goods and services and execution of contracts in accordance with the policies set out in this By-law and applicable procedures.
- 4.4. To facilitate Council's oversight role in respect of significant projects, Council may require staff to obtain Council's authority to initiate specific procurements by identifying projects of interest, such as those that are of a high value or involve significant risks, security concerns or significant community interest.
- 4.5. Council may provide strategic direction and guidance on major projects prior to the commencement of the procurement process; however, Council will not be involved in the day-to-day procurement operations or individual procurement processes, except to the extent that the approval of Council is required under this By-law or in the event that an exception to this By-Law is required.
- 4.6. To avoid the potential appearance of bias or political influence in procurement contract award decisions, members of Council will not be involved in competitive bidding processes until a contract has been entered into with the successful bidder, except where Council is required to approve the contract award in accordance with the By-Law.

Staff Responsibilities

- 4.7. The CAO is responsible for:
 - (a) Promoting the By-law and overseeing the Treasurer with respect to fulfilling the duties of the By-law;
 - (b) Approving the award of contracts in the circumstances and subject to the conditions specified in the Bylaw; and
 - (c) Inform Council if non-compliance with this By-law occurs.

The CAO also has the authority to instruct Department Heads not to award a contract and may provide additional restrictions concerning procurement where such action is considered necessary and in the best interest of the Town.

4.8. The Treasurer is responsible for:

- (a) Overseeing staff with respect to fulfilling the duties of the By-law;
- (b) Providing procurement advice and services to Departments;
- (c) Approving the award of contracts in the circumstances and subject to the conditions specified in the By-law; and
- (d) Monitoring compliance with this By-law and escalating incidences of non-compliance to the CAO.
- (e) Ensuing the consistent application of this By-Law and applicable procedures, and recording instances of non-compliance;
- (f) Providing procurement services, including necessary forms, Contract, and competitive bid process document templates as required by departments to fulfill the Town's procurement needs;
- (g) Facilitating all aspects of the procurement process, including creating and issuing solicitation documents, opening and verifying compliance with the terms and conditions of the solicitation document, facilitating the award and execution of contract process, initiating contract extensions, processing change orders, and assisting in Contractor performance issues;
- (h) Maintaining current insurance certificates, WSIB certificates, and bonds, as called for in the bid solicitation document or contract.
- (i) Researching, developing, maintaining and updating procurement policies, procedures, protocols, templates and forms;
- (j) Addressing any issues or concerns that arise in respect of a procurement process and seeking guidance, support, and advice of the CAO, Department Heads, and legal counsel, as required; and
- (k) Providing appropriate orientation, training and tools to employees involved in the procurement process.

4.9. Department Heads are responsible for:

- (a) Overseeing all procurement activities within their Department and ensuring those activities are conducted in accordance with this By-law and applicable procedures.
- (b) Preparing requirements, specifications and scope of work for procurements;
- (c) Encouraging full, open, fair, and transparent competition;
- (d) Awarding contracts in the circumstances and subject to the conditions specified in the By-law;
- (e) Managing the contract up to completion of the performance of all contractual obligations of the supplier and the Town, including payment and obtaining necessary approvals for such actions as early termination or contract amendments;
- (f) Ensuring that the deliverables conform with contract terms, conditions, and specifications throughout the term of a contract; and

Department Heads will inform the Treasurer and the CAO if non-compliance with this By-law occurs.

Department Heads will be held accountable for any decision to proceed with a procurement process or transaction that is not conducted in accordance with the By-law.

4.10. Department Employees and any other individuals conducting procurement activities on behalf of the Town are responsible for:

- (a) Complying with this By-Law, and all related policies and procedures
- (b) Understanding their obligations and responsibilities under this By-Law and related policies and procedures and consulting with the Treasurer if they have any questions regarding their application or interpretation.

4.11. Bid Review Committee

- (a) An informal Bid Review Committee (BRC) will be created to discuss issues that may arise during any section of procurement process.

- (b) The BRC will consist of the Treasurer, the CAO or designate, and another person designated by the Department Heads.
- (c) Where irregularities occur, outside of that covered by this By-law, the Treasurer shall refer the irregularity to the BRC for review and recommendation.
- (d) Where the BRC cannot reach an agreement on a recommendation or otherwise determines is advisable, the matter will be referred to legal counsel for recommendation.

5. Authorization

Authority for Expenditures

- 5.1. Council has the ultimate authority for all expenditures. Council delegates the authority to Staff for the procurement of goods and services through the authorization of annual budgets or by Council resolutions.
- 5.2. To ensure proper expenditure management and budget accountability, each Department Head is responsible for ensuring that all procurements remain within the Department's approved operating budget or approved capital project budget.
- 5.3. Reallocation of funds between Operating Budgets and Capital Budgets is not permitted unless authorized by Council.
- 5.4. Department Heads have the authority to be over budget by no more than 10% of each of their individual departmental budgets.

Authority to Award Contracts

- 5.5. Schedule "B" of this By-law outlines the approval authority for awarding contracts for the procurement of goods and services on behalf of the Town. No award may be communicated to a supplier until approved by the appropriate authority.
- 5.6. All contract awards with a contract value of \$75,000 or greater that are made through delegated authority require completion of Contract Award Approval Form.
- 5.7. Despite any other provisions of this By-law, Council approval is required for:
 - (a) the award of any contract with a contract value greater than \$75,001;
 - (b) the award of any contract requiring approval from the Ontario Land Tribunal;
 - (c) the procurement of goods or services that are not already approved in the current year's budget, such as items requiring pre-budget approval or post-budget amendments;

- (d) the award of any contract where the recommendation to award to the supplier is not in accordance with the requirements of this By-law and applicable procedures.

Authority to Execute Contracts

- 5.8. All contracts, as outlined in Schedule “B” and approved according to this By-law, are to be executed by the CAO or designate.
- 5.9. The form of contract to be used will be a Town standard template determined by the Department Head, in consultation with the Treasurer, in accordance with applicable procedures.
- 5.10. The term of a contract will be determined by the Department Head, in consultation with the Treasurer. The initial term of a contract must not exceed three (3) years and the total length of the contract, including renewals, must not exceed five (5) years.
- 5.11. The contract must not be executed until the award of the contract is approved and all required documentation identified in the bid solicitation document has been received in satisfactory form.

Authority to Renew or Extend Contract

- 5.12. Where a contract contains an option for renewal or extension, the Department Head may authorize such option provided that:
 - (a) the supplier's performance is satisfactory and meets the requirements of the contract;
 - (b) exercising the renewal option is in the best interests of the Town; and
 - (c) sufficient funds are available in an approved budget.

Authority to Approve Change Orders

- 5.13. If an unforeseen change in the scope of work requires the procurement of additional deliverables under an existing contract, the Department Head is authorized to approve a change order in accordance with this By-law and the Town's change order procedure, provided that sufficient funds are available in an approved budget.

Authority to Make Payments

- 5.13 The Department Head shall have the authority to approve payments for goods and services received such that there was a procurement according to this by-law or Schedule “B”.

6. Methods of Procurement

- 6.1. Staff must determine the contract value, which must include all estimated expenditures over the entire period of the contract, including options and renewal periods, prior to determining the appropriate procurement method.
- 6.2. The Town will use the following methods of procurement, unless an alternative procurement method is approved in accordance with this By-law:

Contract Value	Procurement Method	Format / Process
Below \$10,000	Direct Purchase	1 or more informal quote(s) by phone, or email or from website or catalogue
\$10,001 - \$20,000	Informal Quotes	3 or more informal quotes obtained by phone or email
\$20,001 - \$75,000	Invitational Competition	RFQ or RFP issued to 3 or more suppliers *Optional – Public Competition*
\$75,001 and above	Public Competition	RFT or RFP publicly advertised on the Town's designated tendering website

Direct Purchases and Informal Quotes

- 6.3. If the contract value is below \$10,000, Department Heads may delegate authority to Department employees to purchase the goods and services from such suppliers and upon such terms and conditions as the Department Head deems appropriate. Only one quote is required, but Department Heads are encouraged to obtain and compare multiple quotes to demonstrate best value when practicable.
- 6.4. If the contract value is between \$10,001 and \$20,000, Department Heads are required to obtain a minimum of three informal quotes.
- 6.5. Purchases below \$20,000 should be made using one of the following methods and in accordance with the policies associated with each:
- (a) a pre-arranged method whereby the supplier has agreed to invoice the Town; or
 - (b) a corporate credit card – see “Town Corporate Credit Card Policy”.

Invitational Competition

- 6.6. An Invitational Competition will be used when the value of the goods and services is between \$20,001 and \$75,000.
- 6.7. A Request for Quotations (RFQ) should be used when best value for the Town can be achieved based on selection of the lowest compliant bid.
- 6.8. A Request for Proposals (RFP) should be used when best value for the Town can be achieved by evaluating qualitative criteria in addition to cost.
- 6.9. The Department Head is responsible for preparing the bid solicitation document and conducting the Invitational Competition in accordance with applicable procedures.
- 6.10. Bids must be received, reviewed, and evaluated in accordance with the bid solicitation document and applicable procedures.
- 6.11. Any contract(s) resulting from an Invitational Competition must be awarded to the successful bidder(s) based on the outcome of the evaluation and selection process described in the bid solicitation document.

Public Competition

- 6.12. A Public Competition will be used when the value of the goods and services is \$75,001 or above.
- 6.13. A Request for Tenders (RFT) should be used when:
 - (a) the Town can clearly define its requirements; and
 - (b) best value for the Town can be achieved based on selection of the lowest compliant bid.
- 6.14. A Request for Proposals (RFP) should be used when
 - (a) the solution to the Town's requirements cannot be clearly defined and innovative solutions are needed; and
 - (b) best value for the Town can be achieved by evaluating qualitative criteria in addition to cost.
- 6.15. A Public Competition may also be conducted in two stages by first issuing a publicly advertised Request for Pre-Qualification (RFPQ) to pre-qualify the suppliers that will be eligible to respond to the RFT or RFP. Selection of pre-qualified suppliers will be based on fully disclosed evaluation criteria, which may

include experience carrying out similar work, verification of applicable licenses and certificates, financial capability, and other factors.

- 6.16. The Department Head is responsible for developing detailed specifications and scope of work for inclusion in the bid solicitation document. The Treasurer, in consultation with the Department Head, is responsible for finalizing the bid solicitation document and conducting the Public Competition in accordance with applicable procedures.
- 6.17. Bids must be received, reviewed, and evaluated in accordance with the bid solicitation document and applicable procedures.
- 6.18. Any contract(s) resulting from a Public Competition must be awarded to the successful bidder(s) based on the outcome of the evaluation and selection process described in the bid solicitation document.

7. Other Processes

Market Research Tools

To protect the integrity of the procurement process, the following market research tools shall be through the Procurement Coordinator.

- 7.1. A Request for Information may be issued in advance of a procurement to provide staff with an understanding of potential solutions/needs and assist in the development of requirements, specifications, scope of work and/or terms and conditions.
- 7.2. A Request for Expression of Interest may be issued to obtain information on the availability and interest of suppliers of any goods or services.
- 7.3. Requests for Information and Requests for Expression of Interest are used to conduct market research, without the intention of evaluating the responses or awarding a contract. These processes may not be used to pre-qualify a potential supplier and must not influence their chances of being a successful bidder on any subsequent purchasing opportunity.
- 7.4. The issuance of a Request for Information or Request for Expression of Interest does not obligate the Town to proceed with a competitive bidding process.

Qualified Supplier Lists

- 7.5. A Qualified Supplier List may be established through a publicly advertised pre-qualification process, which prequalifies suppliers to be placed on a list of

suppliers that will be eligible to supply particular goods and services to the Town.

- 7.6. Qualified Supplier Lists will be for specified types or categories of goods and services and will be valid for a specified period of no longer than three years. Depending on the contract value of subsequent procurements contracts may be awarded to suppliers on the Qualified Supplier List on a rotational basis or based on quotes submitted by the suppliers.
- 7.7. Department Heads, in consultation with the Treasurer, are responsible for establishing and managing Qualified Supplier Lists in accordance with applicable procedures.

Cooperative Purchasing

- 7.8. The Town supports cooperative initiatives that the Treasurer deems beneficial to the Town. The Town may participate with other units of government (such as Vendors of Record provided by the Ministry of Government Services or legislated cooperatives) in their initiatives for cooperative purchasing and bulk buying of goods.
- 7.9. Cooperative purchasing processes may be conducted in accordance with the policies and procedures of the entities or public authorities managing the process. Approval authority shall be in compliance with this By-law.
- 7.10. Notice of Participation in cooperative purchases will be posted on the Town's designated tendering website.

Sole and Single Sourcing

- 7.11. Sole Sourcing is a method of procurement whereby a contract is awarded without a competitive bidding process because the supplier is the only source of supply for the required goods or services. Sole Sourcing will be permitted if one or more of the following circumstances apply:
 - (a) One supplier/contractor possessing the unique ability or capability to meet the requirements of the Town due to a patent, sales/distributor agreement or copyright.
 - (b) The supply relates to necessary unique replacement parts from an exclusive source of supply.
 - (c) The supply relates to the purchase of parts that must be compatible with goods previously supplied, and there are no reasonable alternatives to the products.

- (d) To maintain warranty or service agreement compliance for purchased products.
 - (e) When the required item is covered by an exclusive right such as a patent, copyright, or exclusive license.
- 7.12. Single Sourcing is a method of procurement whereby there is more than one supplier able to supply the goods or service, but a contract is awarded without a competitive bidding process due to specific circumstances. Single Sourcing will be permitted if one or more of the following circumstances apply:
- (a) Disclosure of information in an open contract competition would breach some duty of confidentiality or compromise security.
 - (b) The compatibility of the goods and/or services with existing equipment, product standards, facilities or service is a paramount consideration.
 - (c) There is an absence of competition for technical reasons and the goods and/or services can only be supplied by a particular supplier.
 - (d) An unforeseeable situation of urgency exists and the goods and/or services cannot be obtained in time by means of competitive bidding process.
 - (e) The Town conducted a competitive bidding process for the goods and services and received no bids.
- 7.13. Any single source or sole source procurement with a contract value over \$10,000 must be approved in accordance with Schedule "B" before the Department Head may proceed with the procurement.

Procurement in Emergencies

- 7.14. Failure to plan and allow sufficient time for a competitive bidding process does not constitute an unforeseeable or emergency situation.
- 7.15. Emergency includes:
- (a) an imminent or actual danger to the life, health, or safety of the public; health or safety of an official or an employee while acting on the Town's behalf;
 - (b) an unexpected occurrence interruption of essential public service;
 - (c) an imminent or actual danger of damage to or destruction of real or personal property belonging to the Town or public if the damage or destruction is a result of a Town function or responsibility;
 - (d) defined by the Emergency Management and Civil Protection Act as amended or The Town of Kearney Emergency Response Plan;

- (e) a spill of a pollutant as contemplated by the Environmental Protection Act as amended; and
 - (f) when an urgent procurement is necessary for fulfilling a statutory order issued by a federal, provincial, or regulatory authority and timing of the order does not allow for competitive bidding (i.e., compliance order).
- 7.16. When goods or services are required in the event of an emergency, the Department Head may procure the goods and services in an expedited manner and shall submit a report to Council outlining the procurement and the conditions that constituted an emergency, together with a source of funding, prior to the end of the quarter in which the emergency procurement took place. If Council approval for the funding source is required, the Department Head shall submit the above information in the form of a Staff Report to the next available Council meeting.

Unsolicited Proposals

- 7.17. Unsolicited proposals will not be accepted by the Town.
- 7.18. If it is determined that there is a legitimate need for the deliverables offered by way of an unsolicited proposal, then a procurement process shall be conducted in accordance with this By-law.

8. Additional Considerations

Accessibility for Ontarians with Disabilities Act (AODA)

- 8.1. Public sector organizations in Ontario, including the Town, must comply with the regulations under AODA. The Accessibility Standard for Customer Service also applies to third parties that provide goods and services to members of the public on behalf of a public sector organization.
- 8.2. Department Heads must ensure that contracts require the supplier to meet all requirements under the AODA and associated regulations.

Sustainable Procurement

- 8.3. The Town is committed to purchasing environmentally friendly deliverables with due regard to the protection of the environment and public health, conservation of natural resources, reduction of toxicity and the minimization of waste. All Departments are encouraged to seek additional ways of achieving the goal of being environmentally friendly and responsible by thorough review of each procurement process to ensure that where possible and economically feasible, specifications/terms of reference, scope provide for,

- (a) Expanded use of deliverables that contain post-consumer recyclable content
- (b) Consideration of products, certified by an independently accredited organization, that prevent the over consumption of energy and other resources and reduce the production of waste, and release of substances harmful to the environment and or public health.
- (c) Consideration of energy efficiency and water conservation where applicable; and
- (d) Consideration of Leadership in Energy and Environmental Design (LEED) for new buildings and renovations

Exclusion of Bidders in Litigation

- 8.4. The Town may, in its absolute discretion, reject a bid submitted by a bidder prior to or after a bid opening, if the bidder:
- (a) is a party to litigation with the Town; or
 - (b) directly or indirectly, including by common ownership or control or otherwise, is related to a party to litigation with the Town; or
 - (c) intends to use a sub-contractor in respect of the specific project who is a party to litigation with the Town, or, who, directly or indirectly, including by common ownership or control or otherwise, is related to a party to litigation with the Town.
- 8.5. For the purposes of this section, the phrase “party to litigation with the Town” includes cases in which the bidder or prospective bidder or any of the parties named above, have advised the Town in writing of their intention to commence litigation, or have commenced or have advised the Town of their intention to commence an arbitral proceeding against the Town.
- 8.6. In determining whether or not to reject a bid under this section, the Town will consider whether the litigation is likely to affect the bidder’s ability to work with the Town, its consultants and representatives, and whether the Town’s experience with the bidder in the matter giving rise to the litigation indicates that the Town is likely to incur increased staff or legal costs in the administration of the contract if it is awarded to the bidder.
- 8.7. All bid solicitation documents issued by the Town pursuant to this policy shall contain a statement to the effect described above.

No Local Preference

- 8.8. The Town imparts fair and impartial award recommendations for all contracts and does not extend preferential treatment to any bidder, including local companies, when evaluating bids and awarding contracts in a public competition.

Tie Bids

- 8.9. In the case of tie bids, where multiple awards are not an alternative for award, the Town shall determine the successful bidder by coin toss or, in the case of more than two tied bids, by a draw of the bidders' names from a hat. The Treasurer and at least two members of the Department must be present for the coin toss or draw.

Debriefing

- 8.10. After receipt of a notification of the outcome of the procurement process an unsuccessful bidder may request a debriefing. All requests must be in writing to the Town's contact person identified in the bid solicitation document and must be made within thirty (30) days of such notification. The intent of the debriefing information session is to aid the bidder in presenting a better bid in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

9. Conduct and Conflicts of Interest

Conflict of Interest

- 9.1. A conflict of interest arises where a personal or business relationship or interest of a councillor, officer, committee member or employee of the Town is in conflict or is perceived to be in conflict with the best interest of the ratepayers of the Town, and includes, the giving or receiving of personal gain, benefit, privilege, or advantage, directly or indirectly, by a business or individual or family member of an individual that provides or could in future provide good and services to the Town.
- 9.2. The acceptance of gift, money, benefit, favour or hospitality, the frequency or nature of which could be deemed by others as an influential factor related to any business decision that a councillor, officer, committee member or employee of the Town might make, is prohibited.
- 9.3. Anyone participating in procurement activities and decision-making on behalf of the Town must disclose all potential conflicts of interest to the CAO.

Reward Points/Loyalty Programs

- 9.4. When procuring goods and services on behalf of the Town, staff may not acquire or accumulate points through loyalty programs such as Air Miles, Aeroplan, etc., either directly or indirectly, unless the benefit accrues to the Town

Supplier Conduct and Conflict of Interest

- 9.5. The Town expects its suppliers to act with integrity and conduct business in an ethical manner.
- 9.6. The Town may refuse to do business with any supplier that;
- (a) has engaged in illegal or unethical bidding practices
 - (b) has an actual or potential conflict of interest
 - (c) has an unfair advantage in the procurement process
 - (d) fails to adhere to ethical business practices

Lobbying Prohibited

- 9.7. The Town will be entitled to reject a bid submission if any representative of a bidder, including any other parties that may be involved in a joint venture, consortium, subcontractor, or supplier relationship, makes any representation or solicitation to any elected official, employee, or agent of the Town during the competitive bidding process. This requirement does not extend to any public deputations that may be made to Council in accordance with the Procedural By-law.

10. Risk Management

Bid Deposits

- 10.1. The Treasurer, in consultation with the Department Head, will determine whether a bid deposit will be required as part of the bid submission requirements. If required, the bid solicitation document will specify the required amount and acceptable forms of bid deposit.

Financial Guarantees and Contract Performance Security

- 10.2. Department Heads, in consultation with the Treasurer, must ensure that contracts include appropriate financial means to guarantee performance of the contract. Means may include one or more of but are not limited to: financial bonds or other forms of security deposits; provisions for liquidated damages; progress payments; and holdbacks.

10.3. The financial guarantees must:

- (a) not be excessive, but be sufficient to cover financial risks to the Town;
- (b) ensure the penalties are proportional to the deficiencies; and
- (c) comply with provincial statutes and regulations.

Insurance

- 10.4. Contracts must require the supplier to maintain insurance coverage sufficient to protect the Town.
- 10.5. The appropriate insurance coverage will be determined by the Treasurer in consultation with our insurance provider.
- 10.6. The Treasurer is responsible for obtaining proof of insurance coverage from the supplier prior to execution of the contract.

Workplace Safety Insurance Board (WSIB)

- 10.7. Where a supplier will be providing services on the Town's property, the Treasurer is responsible for obtaining a clearance certificate from the supplier prior to any work commencing on the contract.

Contract Management

- 10.8. It is the responsibility of the applicable Department Head to manage the Contract. Contract management shall include monitoring, documentation, invoice approvals and communication.

Supplier Performance and Suspension

- 10.9. The performance of a supplier under contract must be monitored and tracked in accordance with the Town's supplier performance evaluation procedures. Suppliers may be suspended from participating in future procurement processes.

Cancellation or Termination of Contract

- 10.10. The Town's rights to cancel or terminate a contract will be in accordance with the terms and conditions of the contract. Contracts may only be cancelled or terminated prior to their expiration date in consultation with the Treasurer.

11. Records and Reporting

Custody and Retention of Documents

- 11.1. Original executed contract document shall be provided to and retained by the Clerk's Office.
- 11.2. All original purchasing and contract documentation shall be retained in accordance with the Records Retention By-law.

Access to Information

- 11.3. The disclosure of information received from suppliers in connection with a competitive bidding process or contract shall be made only by the appropriate officers in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, as amended, or as may otherwise be required by law.
- 11.4. Public reporting will not include summaries of bids, as this information will remain confidential. Any public disclosure of information shall be made by the Clerk in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, as amended.

12. By-law Amendments and Reviews

- 12.1. All changes to this By-law require the approval of Council except for changes of an administrative nature, such as the change in title of a position.
- 12.2. A formal review of the By-law must be undertaken by the Treasurer at least once every five (5) years; however, failure to conduct a review within the time period set out shall not have an effect on the validity of this By-law.

13. Schedules

- 13.1. The following Schedules form part of this By-law:

Schedule "A" - Exclusions

Schedule "B" - Award Authority

Schedule "C" - Surplus Assets Disposal Policy

14. Related Policies, Trade Agreements and Legislation

CETA - [Comprehensive Economic Trade Agreement](#)

CFTA - [Canadian Free Trade Agreement](#)

OQTCA – [Ontario and Quebec Trade and Cooperation Agreement](#)

[Municipal Act 2001](#)

[Municipal Conflict of Interest Act](#)

[Discriminatory Business Practices Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

Schedule “A” - Exclusions

1. Real Property

This By-law does not apply to contracts or expenditures for the sale, purchase, lease, or license of real property, including land or existing buildings.

2. Employment Contracts and Employee Expenses

This By-law does not apply to employment contracts, employee benefits, payroll deduction remittances, and employee related expenses, such as: refundable travel expenses, meal allowances, memberships in professional organizations, staff attendance at seminars, workshops, courses, training, trade shows or conferences.

3. Excluded Procurements

This By-law does not apply to the procurement or acquisition of:

- (a) Goods or services from another government entity or public body
- (b) Goods for the purpose of commercial sale or re-sale by the Town
- (c) Health or social services
- (d) Legal services
- (e) Services of expert witnesses or factual witnesses used in court or legal proceedings
- (f) Financial services
- (g) Fiscal agency or depository services
- (h) Realty services regarding lease, acquisition, demolition, sale, disposal, or appraisal of real property
- (i) Bailiff or collection agency services
- (j) Advertising services required in radio, television, newspaper, or magazines
- (k) Works of art and performance artists
- (l) Magazines, books, and periodicals

4. Other Transactions and Expenditures

This By-law does not apply to contracts, transactions, or expenditures for:

- (a) Refundable Councillor expenses
- (b) Insurance premiums
- (c) Payments of debts
- (d) Any form of financial assistance, such as grants, loans, equity infusions, guarantees, and fiscal incentives
- (e) Insurance claims, damage claims, legal settlements, and grievance settlements
- (f) Debenture payments
- (g) Tax remittances
- (h) Refunds to property owners (property tax, building permit, entrance permit, etc.)
- (i) Utilities
- (j) Other regulating authorities operating within and across the municipal right of ways

Schedule “B” – Award Authority

Contract Value	Procurement Method and Process	Award Authority*
Below \$10,000	Direct Purchase: 1 or more informal quote(s) by phone, or email or from website or catalogue	Department Head may delegate to staff
\$10,001 - \$20,000	Informal Quotes: 3 or more informal quotes obtained by phone or email	Department Head
\$20,001 - \$75,000	Invitational Competition: RFQ or RFP issued to 3 or more suppliers	Department Head
\$75,001 and over	Public Competition: RFT or RFP publicly advertised on the Town’s designated tendering website	Council
\$10,000 - \$75,000	Single Source or Sole Source: Direct negotiation of contract with single or sole source supplier	CAO
\$75,001 and above	Single Source or Sole Source: Direct negotiation of contract with single or sole source supplier	Council
Any value	Emergency Purchase: Process at the discretion of the Department Head & CAO	Department Head with approval of the CAO or designate Department Head and CAO must report to Council at first meeting following emergency

Schedule “C” Surplus Assets Disposal Policy

The Town's surplus assets shall be managed and disposed of in accordance with the following:

- a) When a Department Head or the CAO has determined that an item is in disrepair and no longer meets the Health & Safety or other requirements of the Town, it shall be disposed of in a proper manner.
- b) When a Department Head has determined that an item owned by the Town is surplus to the need of their department and may be of value to another Town department or facility, an email shall be sent to the other Department Head offering the item.
- c) In the event that an item is no longer required for Town purposes and the cost to prepare the item for sale exceeds the estimate value, the Department Head, with the approval of the CAO and or Treasurer, may dispose of the item in the following manner:
 - Donate this item to any interested local non-profit organization for charitable purposes (i.e., school, church, day care, seniors centre), or
 - Dispose of item at an approved landfill site or recycling centre.
 - Trade in at fair market value
- d) In the event that an item is no longer required for Town purposes, and it is anticipated that the estimated value exceeds any costs associated with disposal, the Department Head shall recommend to the Treasurer that the item be advertised for sale in the following manners:
 - For items with an estimated value of over \$1,001, public notice on Town Website and another public forum, to be sold via public auction. GovDeals.com is the Town's preferred public forum.
 - All items that have an estimated value under \$1,000 can be sold by public auction advertised on the Town's website and social media only.
 - All notice or advertisements shall be pre-approved by the Treasurer.
- e) A notice as determined above shall include the date and time for closing of offers
 - Town Council and or staff may submit an offer provided that any such Council or staff member is not directly involved in the review and recommendation of such offers submitted via electronic bidding.
- f) Funds received from the disposal of surplus items be credited to the appropriate accounts, as determined by the Treasurer.



Staff Report

Staff Report No. SR2025-XX
Date: August 14, 2025
To: Mayor, Deputy Mayor and Members of Council
From: Jenny Leblond, Treasurer
Subject: Tax Collection Policy and Timelines for Tax Registration

RECOMMENDATION

THAT the Council give staff the following direction to proceed with the Tax Registration Process:

- 1) Proceed with sending first warning letter by end of August 2025 informing property owners of the amount needing to be paid to keep them out of registration and then send second and final letter in October. Staff will start registering the 7 properties with the oldest outstanding taxes in November/December.

OR

- 2) Postpone with the tax registration process until the start of 2026 and follow the Tax Registration process/timelines as set out in the Tax Collection Policy.

BACKGROUND

The Treasurer presented Council with a new Tax Collection policy that was approved by by-law June 12th, 2025.

The new policy includes the following procedures for Tax Registration:

First Warning Letter – To be sent to those property owners whose taxes will be two years in arrears as if January 1, to be sent before the end of January. The letter will warn that the property in question is eligible for tax registration procedures in the new year if the second year arrears are not paid by the end of February.

Second and Final Warning Letter – To be sent by registered mail, giving notice in March, that registration procedures will be commenced by the beginning of May, and, in the case of farmers, send A Notice of Intent to Realize On Security as required under the Farm Debt Mediation Act.

Properties will become registered, at a time convenient for the municipal staff, in May but no later than the end of July. All tax registration procedures will be governed by the Municipal Act.

Also, during the 2025 budget process there was a revenue budget line for Tax Sale fees included.

With the Treasurer covering for Public Works and the Tax collection policy just being approved in June, the timelines for first and second warning letters cannot be met for the 2025 tax registration process.

The tax arrears report as of July 31, 2025 is as follows:

	Current	2024	2023	2022	Prior	Total Taxes
Taxes:	210,192.55	122,850.04	13,222.45	2,555.78	2,432.56	351,253.38
Interest:	6,952.86	10,791.85	2,953.64	685.17	950.10	22,333.62
Other:	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total:	<u>217,145.41</u>	<u>133,641.89</u>	<u>16,176.09</u>	<u>3,240.95</u>	<u>3,382.66</u>	<u>373,587.00</u>

Majority of arrears is fairly current with 2025 and 2024. There are 35 parcels owing \$16,176.09 from 2023, 12 parcels owing \$3,240.95 from 2022 and 7 parcels owing \$3,382.66 from 2021 and prior. The properties that owe in 2023, 2022 and prior also owe in 2024 and 2025. When a property is put in tax registration the owner has one year to pay all of the taxes owing to bring the balance to zero.

ANALYSIS/OPTIONS

Staff is looking to Council for direction. There are two options for Council to consider for the 2025 tax collection year.

- 1) Proceed with sending first Warning letter by end of August 2025 informing property owners of the amount needing to be paid to keep them out of registration. If correct amount is not paid by end of September, then send second and final letter in October. Staff will start registering properties in November/December.

These timelines are not ideal only because if the town has to sell properties for unpaid taxes we would be doing that in the middle of winter. It would be my recommendation that if Option 1 is chosen by Council that we only do the 7 properties with the oldest taxes owing.

- 2) Postpone with the tax registration process until the start of 2026 and follow the Tax Registration process/timelines as set out in the Tax Collection Policy.

This would give opportunity for staff to follow policy by sending out reminder notices 2-3 weeks after the second installment due date of the final bill (Oct 27). In this notice there would be an explanation of process and the seriousness of the situation.

Collection Procedures as per policy state:

Reminder notices: One reminder notice to be sent after the Interim billing, approximately 2-3 weeks after the second installment due date. A second reminder notice to be sent after the final billing, 2-3 weeks after the second installment due date.

Prepared by:

Jenny Leblond, Treasurer



Staff Report

Staff Report No. SR-2025 - 52
Date: July 10, 2025
To: Mayor, Deputy Mayor and Members of Council
From: Cindy Filmore, Deputy Clerk
Subject: Shore Road Allowance Purchase – TAB – 49 Hillside Drive

Recommendation: That Council approve, in principle, the purchase of the shore road allowance in front of 49 Hillside Drive

Background: Staff received the attached application to purchase the Shore Road Allowance in front of 49 Hillside Drive as a condition of consent regarding the lot addition at 49/56 Hillside Drive.

Analysis: Both Staff and Legal Counsel have reviewed the application for anomalies and have noted that this particular purchase is a requirement of the lot addition noted above. Additionally, an earlier property owner had considered the SRA purchase in 1992, but had not completed the purchase. For this reason, irregularities were noted but will be corrected by this purchase.

Financial Implications: As all fees associated with this application are borne by the applicant, the only real financial implications will be the amount collected upon determining the actual value of the land.

Conclusion: Staff recommends that Council approve this Shore Road Allowance in principle to allow the applicant to move forward.

Prepared by: Cindy Filmore, Deputy Clerk

District of Parry Sound



Social Services
Administration Board

June 16, 2025

RE: DSSAB Board Vacancy – Area 4 Representation

Dear Mayors, Reeves, and Members of Council for the Municipalities of Armour, Burk's Falls, Kearney, McMurrich-Monteith, Perry, and Ryerson,

Please be advised that a vacancy has arisen on the District of Parry Sound Social Services Administration Board (DSSAB). Mr. Ryan Baptiste is no longer serving as a representative for Area 4, as he has forfeited his seat in accordance with Section 12 of the DSSAB Procedural Rules, which states that a Board Member is considered to have forfeited their position after missing three consecutive meetings without Board authorization. Please see the attached resolution confirming this.

In accordance with the DSSAB Act, a new representative must now be jointly appointed by the councils of the municipalities within Area 4, which includes Armour, Burk's Falls, Kearney, McMurrich-Monteith, Perry, and Ryerson.

Mr. Jerry Brandt continues to serve as one of the current representatives for Area 4. The DSSAB Act permits two representatives from this area. The current Board term runs until December 31, 2026. Board meetings are held virtually on the second Thursday of each month at 6:30 p.m.

If you have any questions or require further information, please feel free to contact me at 705-746-7777 ext. 5264 or via email at jblower@psdssab.org.

Sincerely,

A handwritten signature in black ink that reads 'JJ Blower'.

JJ Blower
Communications Officer

Parry Sound Office
1 Beechwood Drive, Parry Sound, ON. P2A 1J2
705-746-7777 / 1-800-461-4464
www.psdssab.org

South River Office
16 Toronto Avenue, Box 1600, South River, ON.
P0A 1X0
705-386-2358 or 1-800-661-3230
www.psdssab.org



Staff Report

Staff Report No. SR2025-51
Date: August 14, 2025
To: Mayor, Deputy Mayor and Members of Council
From: Tom Young, Public Works Superintendent
Subject: Tender for Asphaltting Chetwynd Road RFT-PW-01-2025

RECOMMENDATION

THAT tender RFT-PW-01-2025 for the asphaltting of Chetwynd Road between Loon Lake and Mason Lake Roads, approximately 1.5 km be awarded to D Rock Paving for the lowest bid of \$194,805 excluding HST

BACKGROUND

Tender RFT-PW-01-2025 is for the asphaltting of approximately 1.5 kms of Chetwynd Road between Loon Lake and Mason Lake Roads. Tender was submitted by invitation to local businesses, posted on the Town's website and Facebook page and also put on Biddingo, a website connecting Suppliers and Buyers from the Government and Public Sectors.

The tender closed on August 7th at 2pm and was opened after 2:15pm by Tom Young, Public Works Superintendent and Jenny Leblond, Treasurer.

Of the invitations and public advertisement process a total of 3 tender packages were received. One addendum was issued.

ANALYSIS/OPTIONS

Tenders were checked for errors and omissions and none were found. The recommendation is for the lowest tender.

	PRICE	HST	TOTAL
Fowler Construction	\$235,467	\$30,610.71	\$266,077.71
Hall Construction	\$319,120.90	\$41,485.72	\$360,606.62
D Rock Paving	\$194,805	\$25,324.65	\$220,129.65

Respectfully submitted,

I concur with this report and recommendation,

Tom Young
Public Works Superintendent

Jenny Leblond
Treasurer



MEMO

Date: August 14, 2025
To: Mayor, Deputy Mayor and Members of Council
From: Nicole Gourlay, CAO/Clerk
Subject: Recommendation from Recreation Committee for new member

Purpose: This memo is to provide a request for Council to approve the appointment of Debbie Watson to the Recreation Committee.

The Committee put out a request for filling one (1) vacancy on the Recreation Committee after receiving approval from Council at a previous meeting to amend the Recreation Committee's Terms of Reference to include a maximum membership (exclusive of a Staff member) to be set at 7 members. The Committee received three applications. At the Committee's regular meeting of June 17th 2025, the committee reviewed the applications and asked the members to think about it and return to the July meeting with their vote on which applicant to recommend to Council for appointment to the Committee.

The Committee passed the following resolution at their July 2nd meeting:

"Resolution No. 39-25

Moved by: Janet Dunsmore Seconded by: Bea Dubuc

Be it resolved that the Recreation Committee of the Town of Kearney recommends to Council that Council appoint Debbie Watson to the Recreation Committee for the remainder of the Council Term. Carried."

Prepared by:

Nicole Gourlay, CAO/Clerk



Staff Report

Staff Report No. SR2025-52
Date: August 14, 2025
To: Mayor, Deputy Mayor and Members of Council
From: Tom Young, Public Works Superintendent
Subject: Budget Adjustment – Ditching and Backhoe expenses

RECOMMENDATION

THAT Council approves an adjustment in the 2025 budget to accommodate ditching some problem area roads that have been identified by the Public Works Superintendent and purchase forks for the backhoe in the amount of \$45,000 for contract ditching plus an \$8,000 increase to the Backhoe expense budget line.

BACKGROUND

During road patrols the Public Works Superintendent has identified some roads that washout every time it rains. This is an unnecessary liability to the Town of Kearney, it also creates angry residents who make many phone calls to the town office, taking up staff time, and calls to council members. In the last 2 months public works staff have fixed the same roads, after rain, 4 times. In some cases, the washouts could be creating issues on private property, which the town is responsible for. Staff are working on multiple capital projects this year and will not have the time to get this ditching done. We also want it done as soon as possible, especially before the rainy season starts and therefore would hire a contractor to help us out. The PWS and Treasurer will work together when starting the 2026 budget process to prioritize problematic areas that we will build into future projects for staff to complete.

The backhoe has had more repairs than anticipated this year as well as some flat tires. The current budget is \$8,000 and we have already spent \$10,293.96. We did budget for new tires and they have now been installed. The Public Works Department would like to order forks for the backhoe for two reasons, one for the obvious reason of unloading deliveries and being able to move skids to better organize the yard. The second reason is to use the forks as a base to build a “berm pusher” that would allow us to use the backhoe to remove the winter sand between the girders on the bridges and guard rails. To cover the overage, the cost of the forks and a small buffer to get us through to the end of the year, we need to increase the budget by \$8,000.

ANALYSIS/OPTIONS

With the asphalt tender received for the Chetwynd Road being under budget, we have the ability to shift some of that budget for the two above noted items.

The \$45,000 for the ditching project will just remain in the existing capital budget for Public Works. For the Backhoe increase of \$8,000, the capital budget will be decreased and the Backhoe expense line will be increased.

CONCLUSION

It is important that these areas get fixed properly, for the public's safety, to reduce the liability and save time and money on staff time. And also, have the proper equipment for the staff to get jobs done effectively and efficiently.

Prepared by:

Tom Young



CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

June 17, 2025

Via email: doug.fordco@pc.ola.org

Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto ON M7A 1A1

Dear Premier Ford,

Re: Exemption to O. Reg. 343/22 - Firefighter Certification Requirements

Please be advised that South Huron Council passed the following resolution at their June 16, 2025 Regular Council Meeting:

Motion: 265-2025

Moved: A. Neeb

Seconded: T. Oke

That South Huron Council supports the Township of Black-River Matheson's June 10, 2025 correspondence and resolution regarding Exemption to O. Reg. 343/22 - Firefighter Certification Requirements; and

That this supporting resolution and originating documentation be circulated to the Premier of Ontario, Solicitor General, MPP Thompson, Fire Marshal, AMO, FONOM, Township of Black River-Matheson and all Ontario municipalities.

Result: Carried

The originating correspondence is also attached for your reference.

Sincerely,

Sue Johnson
Administrative Assistant
Municipality of South Huron
sjohnson@southhuron.ca
519-235-0310 x225

Encls

cc: The Honourable Michael Kerzner, Solicitor General – michael.kerzner@ontario.ca
MPP Lisa Thompson - lisa.thompson@pc.ola.org;
Jon Pegg, Fire Marshal of Ontario – Jon.Pegg@Ontario.ca
Association of Municipalities of Ontario; resolutions@amo.on.ca
Federation of Northern Ontario Municipalities – admin@fonom.org
Township of Black River-Matheson - Hong Ji Lei hlei@twpbrm.ca
All Ontario municipalities



CORPORATION OF THE
TOWNSHIP OF BLACK RIVER – MATHESON
367 FOURTH AVE, P.O. BOX 601, MATHESON, ON P0K 1N0
TELEPHONE (705) 273-2313 EMAIL : brm@twpbrm.ca WEBSITE: www.twpbrm.ca

Jon Pegg
Fire Marshal of Ontario
Office of the Fire Marshal
25 Morton Shulman Avenue
Toronto, ON M3M 0B1

June 10, 2025

Via Email: Jon.Pegg@ontario.ca

Dear Fire Marshal Pegg:

Subject: Request for Exemption to Proposed Mandatory Firefighter Certification Requirements (O. Reg. 343/22)

On behalf of the Council of the Township of Black River-Matheson, I am writing to express our concerns regarding the mandatory firefighter certification requirements under Ontario Regulation 343/22.

At its meeting held on June 10th, Council passed the attached resolution formally opposing the implementation of these requirements. While we recognize and support the importance of firefighter training and safety, the regulation as it stands does not adequately reflect the operational realities of small, rural, and northern municipalities.

Communities such as ours rely heavily on volunteer and composite fire departments that already face critical challenges in recruitment, training accessibility, and financial capacity.

Specifically, we are burdened by:

- Geographic barriers and long travel distances to accredited training centres,
- Inconsistent access to instructors and scheduling options,
- Limited budgets and competing capital demands,
- Difficulty in retaining and replacing volunteers due to increased regulatory pressures.

Without additional support, flexibility, or exemption mechanisms, the implementation of O. Reg. 343/22 will severely compromise our ability to provide consistent, timely, and effective fire protection to our residents.

Accordingly, the Council of the Township of Black River-Matheson respectfully requests that the Office of the Fire Marshal and the Ministry of the Solicitor General:

1. Defer full implementation of the certification regulation for rural and northern municipalities,
2. Provide exemptions or alternative compliance pathways tailored to the needs and limitations of small, remote fire services,
3. Increase funding and training supports for municipalities outside major urban centres.

We believe that a one-size-fits-all regulatory model will disproportionately and unfairly affect communities like ours. A more flexible, consultative approach is urgently needed. Thank you for your consideration of this request. We would welcome further discussion and are open to participating in any future consultations or working groups aimed at resolving these challenges collaboratively.

Sincerely,

Dave Dymont, Mayor

/hjl

On behalf of the Council of Black River-Matheson

Encl.: Resolution No.2025-214 – Council Opposition to O. Reg. 343/22

CC:

The Honourable Michael Kerzner, Solicitor General – michael.kerzner@ontario.ca

The Honourable Doug Ford, Premier of Ontario – premier@ontario.ca

John Vanthof, MPP, Timiskaming—Cochrane – jvanthof-co@ndp.on.ca

Association of Municipalities of Ontario (AMO) – amo@amo.on.ca

Federation of Northern Ontario Municipalities (FONOM) – admin@fonom.org

All Ontario Municipalities



Corporation of the Township of Black River - Matheson
367 Fourth Avenue
P.O. Box 601
Matheson, Ontario
P0K 1N0

ITEM # 2025-10.b)
RESOLUTION

DATE: June 10, 2025

2025-214

Moved by Councillor Steve Campsall
Seconded by Councillor Alain Bouchard

WHEREAS the Ontario government has enacted O. Reg. 343/22, establishing mandatory certification requirements for firefighters under the Fire Protection and Prevention Act, 1997;

AND WHEREAS Council for the Township of Black River-Matheson acknowledges the importance of standardized firefighter training and safety;

AND WHEREAS these mandatory certification requirements pose significant challenges for small, rural, and northern municipalities due to limited financial and training resources, geographic barriers, and reliance on volunteer fire departments;

AND WHEREAS the implementation of these requirements without additional flexibility or support may negatively impact the Township's ability to recruit and retain volunteer firefighters and provide adequate fire protection to its residents;

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Township of Black River-Matheson formally opposes the mandatory firefighter certification requirements as currently outlined in O. Reg. 343/22;

AND FURTHER THAT this resolution be forwarded to the Solicitor General, Premier of Ontario, MPP John Vanthof, the Fire Marshal, AMO, FONOM, and all Ontario municipalities

☒ CARRIED ☐ DEFEATED

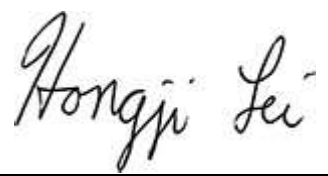
CHAIR SIGNATURE

☐ Original ☐ Amendment ☐ Refer ☐ Defer ☐ Reconsider ☐ Withdrawn

Recorded Vote-TO BE COMPLETED BY CLERK ONLY

	YEAS	NAYS
Mayor Dave Dymont		
Councillor Allen		
Councillor Charbonneau		
Councillor Campsall		

Councillor McCutcheon		
Councillor Gadoury		
Councillor Bouchard		



Hong Ji Lei
Town Manager/Clerk

July 30, 2025

Association of Municipalities of Ontario
155 University Ave | Suite 800
Toronto, ON M5H 3B7

Sent via email: resolutions@amo.on.ca

**Re: Elect Respect Pledge
Our File 10.12.1**

To Whom it May Concern,

At its meeting of July 14, 2025, St. Catharines City Council approved the following motion:

WHEREAS democracy is healthy when everyone is able to participate fully and safely and contribute to the well-being of their community; and

WHEREAS we are witnessing the dissolution of democratic discourse and respectful debate across all levels of government and in neighbouring jurisdictions; and

WHEREAS Ontario's municipally elected officials are dealing with increasingly hostile, unsafe work environments facing threats and harassment; and

WHEREAS social media platforms have exacerbated disrespectful dialogue, negative commentary, and toxic engagement which disincentivizes individuals, especially women and candidates from diverse backgrounds from running for office; and

WHEREAS better decisions are made when democracy is respectful and constructive and the voices of diverse genders, identities, ethnicities, races, sexual orientation, ages and abilities are heard and represented around municipal council tables; and

WHEREAS the Association of Municipalities of Ontario's Healthy Democracy Project has identified concerning trends with fewer people voting in local elections and running for municipal office; and

WHEREAS in 2024, female elected representatives from across Halton formed a group called H.E.R. (Halton Elected Representatives) which pledged to speak out against harassment and negativity in politics and called on elected officials to uphold the highest standards of conduct; and

WHEREAS H.E.R. Halton has launched a campaign called Elect Respect to promote the importance of healthy democracy and safe, inclusive, respectful work environments for all elected officials that encourages individuals to participate in the political process; and

WHEREAS on June 5, 2025, the Canadian Association of Feminist Parliamentarians launched a non-partisan “Parliamentary Civility Pledge” to encourage all parliamentarians to commit to end workplace harassment and increase civility on Parliament Hill, modelled after the pledge developed in Halton by representatives of H.E.R.;

NOW THEREFORE BE IT RESOLVED:

THAT City of St. Catharines Council supports the Elect Respect pledge and commits to:

- Treat others with respect in all spaces—public, private, and online,
- Reject and call out harassment, abuse, and personal attacks,
- Focus debate on ideas and policies, not personal attacks,
- Help build a supportive culture where people of all backgrounds feel safe to run for and hold office,
- Call on relevant authorities to ensure the protection of elected officials who face abuse or threats, and
- Model integrity and respect by holding one another to the highest standards of conduct; and

BE IT FURTHER RESOLVED That City of St. Catharines Council calls on elected officials, organizations and community members to support the Elect Respect campaign and sign the online pledge at www.electrespect.ca; and

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Association of Municipalities of Ontario, Ontario’s Big City Mayors, the Federation of Canadian Municipalities, Mayors and Regional Chairs of Ontario, relevant MPs and MPPs, Regional Police, the Ontario Provincial Police and the Royal Canadian Mounted Police.

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Donna Delvecchio, Acting City Clerk
Legal and Clerks Services, Office of the City Clerk
:av

cc: Ontario Big City Mayors
The Federation of Canadian Municipalities

Mayors and Regional Chairs of Ontario
MPs and MPPs
Regional Police
The Ontario Provincial Police
Royal Canadian Mounted Police



Welcome to our July 2025 Newsletter

Included in this issue:

- FOCA & LPP sign a new working agreement
- Floating Accommodations Position Paper
- Helping Wildlife in Distress
- Some Information on the Spruce Budworm

FOCA & LPP Sign a New Working Agreement

Good News ! FOCA (the Federation of Ontario Cottage Associations) has a signed agreement with the Ontario Ministry of the Environment, Conservation and Parks (MECP) that enables them to continue the LPP (Lake Partner Program) over the coming five years, with the support of hundreds of volunteer Lake Stewards throughout the province. The Ministry has also just released the 2023 and 2024 LPP data. Access to this data in a timely manner is most welcome.

Floating Accommodations Position Paper

In June 2025, the Floating Accommodations Not Vessels Coalition (FANVC) published a position paper (accessible on the foca.ca website) outlining ways for Ontario municipalities to regulate or restrict floating accommodations from anchoring where they want as long as they want. Up to this point they eluded most regulations because Transport Canada considered them “vessels” as they were supposedly motorized. As such they were allowed to move and anchor like any boat. The absence of sanitary infrastructure is a major concern posing risks to water quality and aquatic ecosystems. Parks Canada, MNR and the OPP now provide enforcement mechanisms for federal, provincial and private lakebeds. The Gaspell v. Ontario ruling clarified lakebed ownership but key regulatory gaps remain. Local governments are being encouraged to consider how some new bylaws can reflect & reinforce their planning priorities.

Helping Wildlife in Distress

It seems wildlife living around humans are at a constant risk of injury, so we thought it might be useful to provide some tips on how you can provide quick & effective assistance. To start, we have included below, contact information for some Ontario rehab centers in our area that have been certified by the Ministry of Natural Resources and Forestry. In a future newsletter we will incorporate additional information on general

first aid and tips on transporting injured wildlife. We will also include suggestions on things we can do to help prevent accidental injuries to wildlife.

The table below was created from information on the website Ontariowildliferescue.ca. They do have some tips on immediate care for injured wildlife on their website. They do also point out that Humane Societies and animal control locations are not geared to handle injured wildlife and most times will have to euthanize any left there.

Note: Phone rather than email if you need to contact them about injured wildlife and always contact them before bringing injured birds or animals to these centres. Also note that the Centres specialize in what they can handle and care for

1. Ontario Turtle Conservation Centre

Care for: Reptiles & amphibians – turtles, snakes, frogs, toads, salamanders

Location: Peterborough

Contact: Sue Carstairs 705-741-5000

2. Aspen Valley Wildlife Sanctuary

Care for : Bat, Bears, Beaver, Lynx, Bob Cats, Chipmunks, Coyote, Deer, Fox, Groundhog, Mice, Moose, Opossum, Otter, porcupine, Rabbit, Raccoon, Reptiles, Skunk, Squirrel, Weasel, Wolf

Location: Rosseau

Contact: Jan Kingshott 705-644-4122

3. Wild for Life

Care for: Beaver

Location: Rosseau

Contact: Michelle Grant 905-758-0066

4. A Wing & A Prayer

Care for: Birds – songbirds & waterbirds

Location: Utterson

Contact: Janice Enright 705-385-1488

5. Woodlands Wildlife Sanctuary

Care for: Bat, Beaver, Birds, Chipmunks, Coyote, Deer, Eagle, Falcon, Fox, Groundhog, Hawk, Mice, Osprey, Otter, Owl, Porcupine, Possum, Rabbit, Reptiles, Skunk, Songbirds, Raccoon, Squirrel, Turkeys, Vulture, Turtles, Waterbirds, Weasel, Wolf, Woodpeckers

Location :Minden

Contact: Monika Melichar 705-286-1133

6. Bear With Us Center for Bears

Care for: Bears, Big Cats

Location: Sprucedale

Contact: Mike McIntosh 705-571- 4397

7. Turtle Pond Wildlife Centre

Care for: Turtles – can take other small mammals & birds

Location: Val Caron (Greater Sudbury area)

Contact Gloria Morissette 705-691-0433

8. Amphibian & Reptile Conservation Canada

Care for: Turtles & reptiles

Location : Oro- Medonte

Contact: Jeff Hathaway 705-995-4284

Some information on the Spruce Budworm

You probably noticed that the Spruce Budworm (*Choristoneura fumiferana*) has been attacking Spruce and Balsam Fir in some areas of Kearney and Almaguin. Data and maps on infested areas in Ontario were obtained from Ontario's Forest Health Report produced by the Ministry of Natural Resources & Forestry (MNR) and general information on the Spruce Budworm including the pictures below were obtained from the Natural Resources Canada website. Visit both sites for additional information – links are provided at the end of the article.



Figure 1 Spruce Budworm Larvae

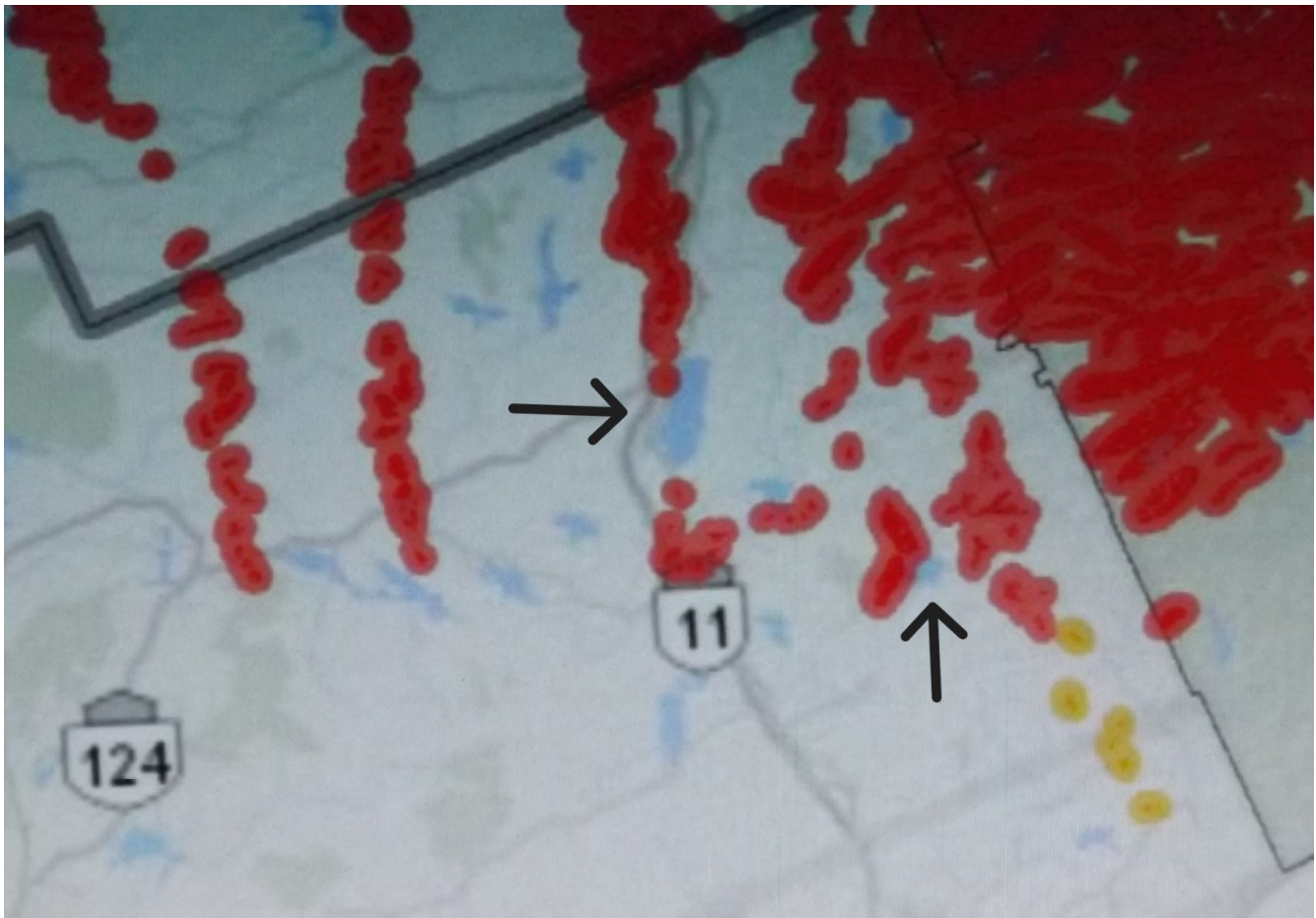


Figure 2 Adult Moth

Spruce budworm is the most widespread and damaging native defoliator of coniferous trees in North America. In 1975, defoliation was recorded across more than 50 million hectares of forests in Canada. Fossil evidence shows outbreaks dating back several thousand years as boreal forests moved northward with the retreat of continental glaciers

at the end of the last ice age. Outbreaks occur at about 35-year intervals and often last more than 10 years in eastern Canada. Spruce budworm has one generation per year. Eggs are laid on needles in masses containing 15 to 30 overlapping eggs in late July to mid-August, depending on location and year, and hatch within 1 to 2 weeks. Newly hatched budworm larvae do not feed but move from the foliage to the interior of the tree, settling in protected crevices on the branches and trunk where they become dormant and remain for the winter. Larvae emerge in the spring and return to the branch tips in search of buds. Emergence typically occurs 2 to 3 weeks in advance of bud flush. During this period, small budworm larvae feed on old needles, fresh pollen cones, or burrow into expanding buds. As current-year shoots become available, the larvae construct protected shelters. They feed continuously, completing their larval development in July and pupating within their feeding shelters. Adult moths emerge within 2 weeks and the cycle repeats.

Tracking & Forecasting



The red spots on the map above represent moderate to severe defoliation. The vertical arrow points to Sand Lake in Kearney, The horizontal arrow points to Lake Bernard and the Sundridge area. The red area in the top right corner of the photo shows the amount of defoliation in the NW corner of Algonquin Park. The above picture is part of the map

on page 84 of the 2024 Forest Health Report and the data was obtained from aerial photography and on site monitoring.

Kearney is in the Parry Sound-Bracebridge-Minden (PS-B-M) region in the MNR's Southern District. On page 80 of the 2024 Report there is a chart showing hectares damaged for each region in Ontario from 2020-2024. Our total region (PS-B-M) had 6873, 348, 16588, 12731 & 12398 (ha) damaged for the years 2020-2024. In 2024 for comparison our Southern district had 86,616 (ha) damaged v. 1,339,580 in NE District.

To aid in forecasting the size of next years population of Spruce Budworms, MNR also count the number of adult moths caught in pheromone traps. They also count budworm larvae overwintering in tree branches. One meter sections of branches are taken from forested areas that surveys suggest might need protection next year. The branches are sent to a lab and processed to locate, remove and count under a microscope, all the larvae. If the average count per branch for an area is greater than 65 they would predict severe defoliation in the following year. A count of 25 to 65 would suggest moderate and less than 25 would suggest light defoliation. Since trees will tolerate a few years of moderate defoliation MNRF has to do a cost-benefit analysis on active treatment programs, intervening only if outbreaks persist or become more severe. Aerial spraying of forested areas by the Ministry as a control measure has been done for many years. Using biological insecticides like Btk (*Bacillus thuringiensis kurstaki*) is preferable to more toxic pesticides like malathion or permethrin. The NE Region had aerial spraying done in 2024 in areas around Hearst, Cochrane, Chapleau & Timmins that suffered damage.



For individual homeowners Btk can be purchased at hardware stores. It should be applied during the May-June time period when the larvae are most active and feeding as shown in the picture above. A tree services company would have the special equipment needed to treat tall spruce & balsam trees.

Natural Resources Canada

<https://tidcf.nrcan.gc.ca/en/insects/factsheet/12018>

MNRF – 2024 Forest Health Report

<https://www.ontario.ca/files/2025-06/mnrf-srb-forest-health-conditions-report-2024-2025-06-10.pdf>

Thanks for caring about our environment !



CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

www.southhuron.ca

July 18, 2025

Via email: doug.fordco@pc.ola.org

Premier's Office
Room 281
Main Legislative Building, Queen's Park
Toronto, ON M7A 1A5

Dear Hon. Doug Ford,

Re: Producer Responsibility for Blue Boxes

Please be advised that South Huron Council passed the following resolution at their July 14, 2025 Regular Council Meeting:

286-2025
Moved By: Ted Oke
Seconded by: Aaron Neeb

That South Huron Council support the June 10, 2025 resolution from the Municipality of Tweed regarding producer responsibility for Blue Boxes; and

That South Huron hereby requests that the province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end-of-life management of recycling products from all sources; and

That this resolution and originating documents be forwarded to the Premier of Ontario, Minister of the Environment, Conservation, and Parks, Minister of Natural Resources and Forestry, Minister of Municipal Affairs and Housing, MPP Thompson, and all Ontario Municipalities.

Result: Carried

Please find attached the originating correspondence for your reference.

Respectfully,

Kendra Webster, Legislative & Licensing Coordinator
Municipality of South Huron
kwebster@southhuron.ca
519-235-0310 x. 232

Encl.

cc: Minister of the Environment, Conservation, and Parks, Hon. Todd McCarthy, todd.mccarthy@pc.ola.org; Minister of Natural Resources and Forestry, Hon. Kevin Holland, kevin.holland@pc.ola.org; Minister of Municipal Affairs and Housing, Hon. Graydon Smith, graydon.smith@pc.ola.org; MPP Lisa Thompson, lisa.thompson@pc.ola.org; AMCTO, amcto@amcto.com, AMO, resolutions@amo.on.ca, and all Ontario Municipalities.

**Municipality of Tweed Council Meeting
Council Meeting**



Resolution No. 274
Title: Notices of Motion
Date: Tuesday, June 10, 2025

Moved by D. DeGenova
Seconded by J. Palmateer

BE IT RESOLVED THAT:

WHEREAS under Ontario Regulation 391/21:Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

AND WHEREAS 'ineligible' sources, which producers are not responsible for, include businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks;

AND WHEREAS failure to include 'ineligible sources under the Ontario Regulation 391/21:Blue Box program is in essence a provincial tax on ineligible sources;

AND WHEREAS should a municipality continue to provide services to the 'ineligible sources, the municipality will be required to oversee the collection, transportation, processing of the recycling, assuming 100% of the cost which amounts to yet another provincial municipal download;

NOW THEREFORE IT BE RESOLVED THAT the Municipality of Tweed Council hereby request that the province amend Ontario Regulation 391/21:Blue Box so that producers are responsible for the end-of-life management of recycling product from all sources;

AND FURTHER THAT Council hereby request the support of all Ontario Municipalities;

AND FURTHER THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Todd McCarthy, Minister of the Environment, Conservation, and Parks, Mike Harris, Minister of Natural Resources and Forestry, Ric Bresse, Member of Provincial Parliament for Hastings-Lennox and Addington, Minister of Affairs and Housing, Rob Flack and all Ontario Municipalities.

Carried



Hon. Mark Carney
Prime Minister of Canada
VIA EMAIL:
mark.carney@parl.gc.ca

Hon. Doug Ford
Premier of Ontario
VIA EMAIL:
premier@ontario.ca

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

July 17, 2025

Hon. Victor Fedeli
Minister of Economic
Development, Job Creation
and Trade
VIA EMAIL:
vic.fedeli@pc.ola.org

Hon. Rob Flack
Minister of Municipal Affairs
and Housing
VIA EMAIL:
rob.flack@pc.ola.org

RE: Correspondence from Northumberland County dated June 25, 2025, regarding "Township of Mulmur 'Procurement and Advocacy for Trade Agreement Exemptions'"

Please be advised that Township of Puslinch Council, at its meeting held on July 9, 2025 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2025-226:

Moved by Councillor Sepulis and
Seconded by Councillor Hurst

That the Consent Agenda item 6.17 be received for information; and,

Whereas the Township of Puslinch is in receipt of correspondence from Northumberland County dated June 25, 2025, regarding "Correspondence, Township of Mulmur 'Procurement and Advocacy for Trade Agreement Exemptions"; and

Whereas the Township of Puslinch also recognizes that tariffs may increase the costs of goods and services sought by the Township;

And whereas the Township of Puslinch also recognizes the importance of supporting Canadian businesses and workers through responsible procurement practices;



And whereas municipalities have significant purchasing power but are bound by international trade agreements;

And whereas trade agreements such as the Canadian Free Trade Agreement (CFTA) impose restrictions on municipalities, and prevent municipalities from giving preference to Canadian suppliers in procurement decisions above certain thresholds;

Now therefore be it resolved that the Township of Puslinch also commits to considering Canadian suppliers for goods and services when it is feasible and fiscally responsible to do so for procurements under trade agreement thresholds:

And that the Township of Puslinch also commits to continue to utilize cooperative purchasing groups to explore cost-saving measures and Canadian suppliers when it is feasible and fiscally responsible to do so.

And that the Township of Puslinch also calls upon the Canadian federal and provincial governments to enact legislative changes to exempt municipalities from trade agreement restrictions while tariffs are imposed, allowing them to give preference to Canadian suppliers for goods, services, and infrastructure projects.

And further that a copy of this resolution be sent to:

- The Prime Minister of Canada
- The Premier of Ontario
- The Minister of Economic Development, Job Creation and Trade
- The Minister of Municipal Affairs and Housing
- The Leader of the Opposition
- MP Michael Chong
- MPP Joseph Racinsky
- The Association of Municipalities of Ontario (AMO)
- The Federation of Canadian Municipalities (FCM)
- All Ontario municipalities

CARRIED



As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston
Municipal Clerk

CC: The Leader of the Opposition, MP Michael Chong, MPP Joseph Racinsky, AMO, The Federation of Canadian Municipalities (FCM) & All Ontario Municipalities



Northumberland County

Council Resolution

SENT VIA EMAIL

June 25, 2025

Right Honourable Mark Carney (Prime Minister of Canada)
Honourable Philip Lawrence (MP for Northumberland-Clarke)
Honourable Doug Ford (Premier of Ontario)
Honourable Victor Fedeli (Minister of Economic Development, Job Creation and Trade)
Honourable Paul Calandra (Minister of Municipal Affairs and Housing)
Honourable David Piccini (Minister of Labour, Immigration, Training and Skills Development)
Association of Municipalities of Ontario (AMO)
Federation of Canadian Municipalities (FCM)
Northumberland County's 7 Member Municipalities
All Ontario municipalities

**Re: Correspondence, Township of Mulmur
'Procurement and Advocacy for Trade Agreement Exemptions'**

At a meeting held on June 18, 2025 Northumberland County Council approved Council Resolution # 2025-06-18-508, adopting the below recommendation from the June 3, 2025 Finance and Audit Committee meeting:

Moved by: Councillor John Logel
Seconded by: Councillor Scott Jibb

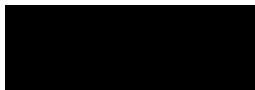
"**That** the Finance and Audit Committee, having considered the correspondence from the Township of Mulmur regarding 'Procurement Advocacy for Trade Agreement Exemptions', recommend that County Council support this correspondence and direct staff to send a copy of this resolution to key stakeholders, including the stakeholders listed in the correspondence, as well as the MP for Northumberland - Clarke, MPP for Northumberland-Peterborough South, and Northumberland County's 7 Member Municipalities."

Council Resolution # 2025-06-18-508

Carried

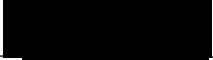

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at matherm@northumberland.ca or by telephone at 905-372-3329 ext. 2238.

Sincerely,
Maddison Mather



Manager of Legislative Services / Clerk
Northumberland County

Council Resolution

Moved By J. Logel 
Seconded By S. Dibb 

Agenda
Item 10

Resolution Number
2025-06-18- 508

Council Date: June 18, 2025

"That Council adopt all recommendations from the six Standing Committees, as contained within the Committee Minutes (meetings held June 2, 3 and 4, 2025).

Recorded Vote
Requested by _____
Councillor's Name

Deferred _____
Warden's Signature

Carried 
Warden's Signature

Defeated _____
Warden's Signature

Finance & Audit Committee Resolution

Committee Meeting Date: June 3, 2025

Agenda Item: 7.a

Resolution Number: 2025-06-03- 444

Moved by: M. Martin

Seconded by: B. Ostrander

Council Meeting Date: June 18, 2025

"**That** the Finance and Audit Committee, having considered the correspondence from the Township of Mulmur regarding 'Procurement Advocacy for Trade Agreement Exemptions', recommend that County Council support this correspondence and direct staff to send a copy of this resolution to key stakeholders, including the stakeholders listed in the correspondence, as well as the MP for Northumberland - Clarke, MPP for Northumberland-Peterborough South, and Northumberland County's 7 Member Municipalities."

Carried


Committee Chair's Signature

Defeated

Committee Chair's Signature

Deferred

Committee Chair's Signature



758070 2nd Line E
Mulmur, Ontario
L9V 0G8

Local **(705) 466-3341**
Toll Free from 519 only **(866) 472-0417**
Fax **(705) 466-2922**

April 11, 2025

Procurement & Advocacy for Trade Agreement Exemptions

At the meeting held on April 2, 2025, Council of the Township of Mulmur passed the following resolution:

Moved by Lyon and Seconded by Cunningham

Whereas the Township of Mulmur recognizes that tariffs may increase the costs of goods and services sought by the Township;

And whereas the Township of Mulmur recognizes the importance of supporting Canadian businesses and workers through responsible procurement practices;

And whereas municipalities have significant purchasing power but are bound by international trade agreements;

And whereas trade agreements such as the Canadian Free Trade Agreement (CFTA) impose restrictions on municipalities, and prevent municipalities from giving preference to Canadian suppliers in procurement decisions above certain thresholds;

Now therefore be it resolved that the Township of Mulmur commits to considering Canadian suppliers for goods and services when it is feasible and fiscally responsible to do so for procurements under trade agreement thresholds:

And that the Township of Mulmur commits to continue to utilize cooperative purchasing groups to explore cost-saving measures and Canadian suppliers when it is feasible and fiscally responsible to do so.

And that the Township of Mulmur calls upon the Canadian federal and provincial governments to enact legislative changes to exempt municipalities from trade agreement restrictions while tariffs are imposed, allowing them to give preference to Canadian suppliers for goods, services, and infrastructure projects.

And further that a copy of this resolution be sent to:

- The Prime Minister of Canada
- The Premier of Ontario
- The Minister of Economic Development, Job Creation and Trade
- The Minister of Municipal Affairs and Housing
- The Association of Municipalities of Ontario (AMO)
- The Federation of Canadian Municipalities (FCM)
- All Ontario municipalities for their consideration and support.

Carried.

Sincerely,

A solid black rectangular box used to redact the signature of Roseann Knechtel.

Roseann Knechtel, Clerk

PUBLIC SERVICE ANNOUNCEMENT

For immediate release: Aug. 7, 2023

Health Unit Issues Community Drug Alert Following Sharp Increase in Overdose Rates

NORTH BAY, ON – Between July 23 and August 2, 2023, nine overdoses have been reported across the Nipissing and Parry Sound Districts that involved substances expected to be opioids. Of the nine overdoses, one resulted in death. One is known to have had a single dose of naloxone given at the scene.

The North Bay Parry Sound District Health Unit (Health Unit) has issued a community drug alert in response to these events, and is advising people who use substances to take extra precautions following the confirmation of more toxic substances confirmed to be circulating in the unregulated drug supply across the Simcoe and Muskoka districts, known to cause extreme sedation and pose a risk of stopping breathing.

The Health Unit advises:

- Check your drug with a testing strip, if available. [A recent news release from the North Bay Police Service](#) warns of the potential for carfentanyl and fluorofentanyl in the unregulated drug supply, which are far more potent than fentanyl.
- Use in a safe space with people you trust, and who will respond with naloxone if needed.
- If using alone, call or text the National Overdose Response Line at [1-888-688-6677](tel:1-888-688-6677) or have a friend check-in on you.
- If your high feels unusual or if you are with someone who is experiencing an overdose, call 911.
- Have naloxone on-hand and ensure your kit is well stocked.

People who use substances can access drug testing kits for fentanyl, xylazine, and benzodiazepines, as well as naloxone kits at the Health Unit or participating Needle Syringe Programs, which can be located using the [Find Supplies](#) map. Community members can access naloxone kits at [participating pharmacies](#).

For more information, visit myhealthunit.ca/naloxone.

- 30 -

Media Inquiries:

Kylie Wurdell, 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

Your lifetime partner in healthy living.
 Votre partenaire à vie pour vivre en santé.

myhealthunit.ca

 343 Oak Street West,
North Bay, ON P1B 2T2

 1-800-563-2808
705-474-1400

 705-474-8252

 30 Bowen Street, Suite 201,
Parry Sound, ON P1A 2L7

 1-800-563-2808
705-746-5801

 705-746-2711