



AGENDA

REGULAR COUNCIL MEETING
Council Chambers
Friday, January 10th, 2020 – 1:00 p.m.

NOTE: A Closed Session will commence at the end of the meeting.

1. **Call the Meeting to Order**
2. **Approval of Agenda**
3. **Declaration of Pecuniary Interest and the General Nature Thereof**
4. **Delegations/Presentations**
 - (a) **Delegations**
 - (i) **Chris Bevan, Kennedy Insurance Brokers Inc. re: Municipal Cyber Insurance Program**
 - (b) **Presentations - Nil**
5. **Minutes**
 - (a) **Adoption of Minutes**
 - (i) **Special Meeting, [Draft Minutes – December 6th, 2019](#)**
 - (ii) **Regular Meeting, [Draft Minutes – December 6th, 2019](#)**
 - (iii) **Special Meeting, [Draft Minutes – December 13th, 2019](#)**
 - (b) **Receive Committee Minutes**
 - (i) **Dog Sled Races Advisory Committee: [Draft Minutes – November 7, 2019](#)**
6. **Committee Resolutions for Consideration - Nil**
7. **Public Meetings (Pursuant to the *Planning Act*) - Nil**
8. **Public Meetings (Pursuant to the *Municipal Act*)**
 - (i) **Proposed By-law re: To Declare Lands to be Surplus (Granny White's Farm)**
9. **Unfinished Business – Nil**
10. **Reports and By-laws**
 - (a) **Building - Nil**
 - (b) **Planning**
 - (i) **Report and Resolution re: [CONVEYANCE OF 1 SQ. INCH \(TYTLER\)](#)**
 - (c) **Operations**
 - (i) **Transfer Station Report – [for the period November 29, 2019 to December 31, 2019](#)**
 - (ii) **Report and Resolution re: [Road Maintenance of Unopened Side Roads and Concessions](#)**
 - (d) **Administration**
 - (i) **Resolution re: 2020 Municipal Insurance Policy**
 - (ii) **Resolution re: Cyber Insurance**
 - (iii) **By-law No. 2020 - xx re: Surplus Lands**
 - (iv) **Report and Resolution re: [Expense Report Policy](#)**

(e) Treasury

- (i) **Report and Resolution re:** [Payment Register](#)
- (ii) **By-law No. 2020-xx re:** To authorize the levying of Interim Tax Rates
- (iii) **Resolution re:** [Request for reimbursement of Invoice from Fieldwebster Environmental Consulting](#)

(f) Fire and Emergency Services

- (i) **Report re:** [Fire Chief, Fire Department Report for Regular Council Meeting on January 10, 2020](#)

(g) Facilities and Buildings - Nil

(h) Council Presentations - Nil

11. Correspondence

(a) Action Items

- (i) **Richard M. Wehby re:** [Request to have road graded](#)
- (ii) **Andrew Cole re:** [Military Service Recognition Book](#)
- (iii) **Township of Greater Madawaska re:** [Support for Ministers to allow for electronic delegation](#)
- (iv) **City of Woodstock re:** [Ban of Single-Use Plastic Handled Shopping Bags](#)
- (v) **Town of Tecumseh re:** [911 Misdials](#)
- (vi) **Shirley Reeds re:** [By-law to Declare Surplus Lands](#)

(b) Information Items - Nil

12. Other Business - Nil

13. Closed Session

Council will enter into a Closed Session for discussion regarding:

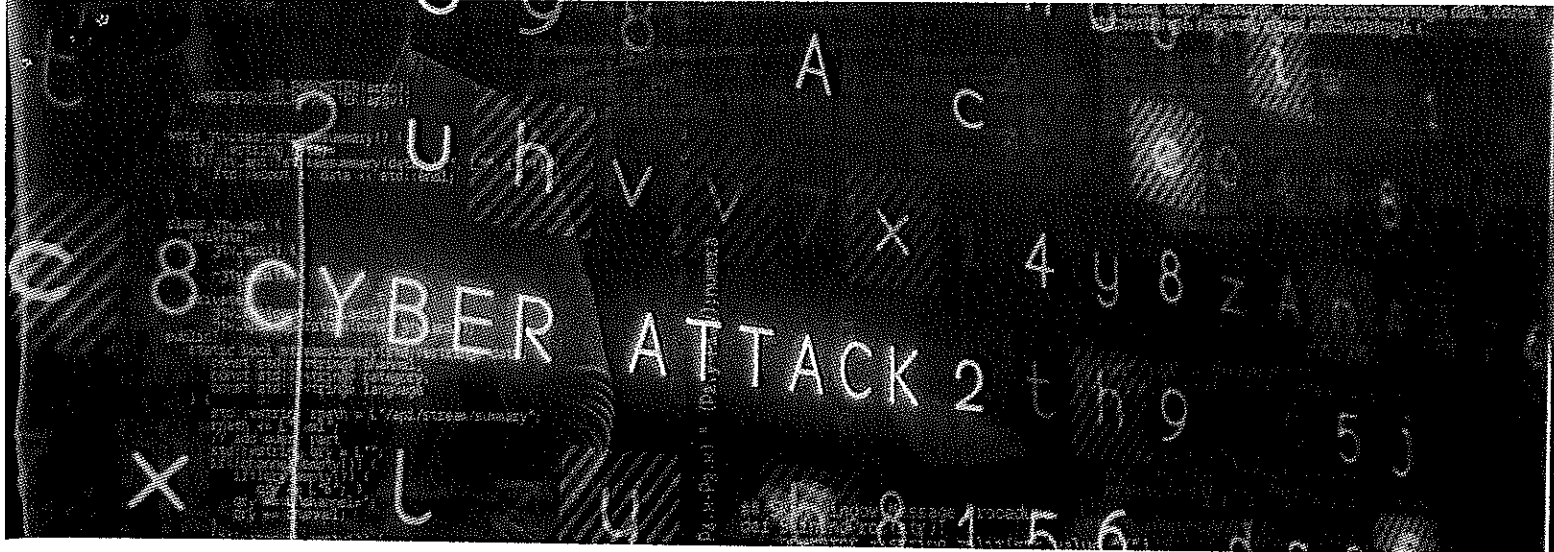
- (a) Personal matters about an identifiable individual, including municipal or local board employees

14. Business Arising from Closed Session

15. Confirming By-Law

By-Law 2020-xx being a By-law to confirm the proceedings of Council at its Special Meeting held on December 13th, 2019 and at its Regular Meeting held on January 10th, 2020.

16. Adjournment



Are you ready for a cyber attack?



Mark Hoffman, MBCI, CBCP, is a senior crisis management and business continuity consultant with 20 years of cybersecurity response and crisis communications experience. Mark has experience in both the public and private sector. He can be reached at mhoffman@anesis.ca.

It seems that we can't go more than a few days without reading about another municipality that has been victimized by a cyber attack. Making matters worse, such news items invariably go on to say that the municipality "had no other choice" than to pay a ransom to get their systems back.

The concern isn't that municipalities are paying ransom. It's more about the comments that were made after paying the ransom. These comments reveal the overall lack of preparation for a cyber attack. When a CAO says, "we had no choice" or "they had us over a barrel" or "we had to pay – it was the only way to get our systems back," it screams out that some municipalities are severely underestimating the reality of the situation and are not prepared to manage a cyber attack. Simply put – many are grossly unprepared.

The purpose of this article is to provide some tangible action items that will help you become more prepared for a cyber attack.

Most cyber experts think of a cyber attack as a "when," not "if" scenario. The truth is, your network is under attack right now and the tools and techniques used by your IT departments and cybersecurity teams are (hopefully) keeping the bad actors at bay. But how will you respond in the event of a successful attack? Are you ready to face the most difficult challenge?

Steps to Preparedness

Below are a few steps that you can take that will help you be more prepared.

Step 1: Assess the situation, close the gaps

The first line of defense against a cyber attack is the technology that is in place to prevent, detect, and contain them. To understand your

municipality's vulnerability, you should strongly consider performing the following:

- A. Develop a list of all technical assets – computers, servers, network gear, applications, cloud subscriptions, mobile devices, etc. Be thorough.
- B. Understand criticality. Identify which systems and assets are most critical to the municipality. This can be measured in terms of generating and collecting revenue or by identifying which applications contain the most sensitive data.
- C. Make sure all assets identified in Step A have been given adequate consideration under your cybersecurity program. Each device represents a potential vulnerability. Make sure your IT/cybersecurity team has accounted for each possible point of attack.
- D. Evaluate your ability to recover your applications and data. In a ransomware scenario, where systems are locked down, the most logical recovery option is to recover the servers internally, either from a Disaster Recovery solution or from backups. Many municipalities are falling short in this area. Don't be caught unprepared.
- E. Document your shortcomings and put an action plan in place to close the gaps.

Step 2: Develop a response plan

The second line of defense is a comprehensive and well-defined Cyber Response Plan that identifies how you will respond to a cyber attack.

While the technology team is working to resolve the breach, your leadership team will need to respond in a way that mitigates the impact on operations. The best way to accomplish this is to have a pre-defined

set of procedures in place that will help navigate the crisis.

The plan must clearly define key roles and responsibilities, document insurance procedures, and establish decision-making criteria.

address first in every cyber exercise. For the purposes of this article, let's take the position that no, we will not pay a ransom unless it becomes in our best interest to do so. That means there must be a compelling business case to move the organization

Cybersecurity response protocols typically include between seven and 10 key decisions. However, there are two critical decisions that your organization would likely face during a cybersecurity attack.

It's helpful to consider the decisions you will likely need to make and define default positions on how you would likely respond. These default positions allow you to consider how you would approach these decisions based on:

- your core values;
- principles of how you conduct business;
- your risk appetite; and
- insurance requirements.

Default positions are not meant to lock you into a particular response. Instead, they provide you with a defined starting point, and give you options for varying your position based on the circumstances. By pre-defining a default position and adding thoughtful considerations, you are reducing the likelihood of "off the cuff," emotional decision making during the crisis. You are also preparing your leadership team so that they are not thinking about something for the first time during the incident.

Critical Decision Making During a Cybersecurity Attack

Cybersecurity response protocols typically include between seven and 10 key decisions. However, there are two critical decisions that your organization would likely face during a cybersecurity attack.

Each example below offers a default position solely to demonstrate how the process works. Individual default positions may differ.

Key decision #1: Will you pay ransom?

This is the elephant in the room and the decision that everyone wants to

toward paying a ransom. Here are some considerations that might change your position:

- Your cyber insurance provider. It's important to understand the insurer's perspective on paying ransom. You need to understand who makes the final decision.
- What if the ransom demand poses a credible threat to public safety or to one of your employees? If there is a broader risk to public safety, the decision may be taken to a different level.
- What if there was credible evidence to support the hacker's claim that your data has been stolen? What if the hacker included a sample of the stolen data as part of the ransom demand? Would it change your perspective?
- If you can recover the locked systems yourself, you would be less likely to pay the ransom. But what if you were unable to recover lost/compromised data/platforms? Would that change your position about paying the ransom?

These are the types of considerations that should be built into a Cyber Response Plan so that the team is prepared to respond to this critical decision. Your municipality may have additional considerations.

Key decision #2: Should you engage law enforcement?

This is more complex than you might expect. Your gut may be telling you that you should engage law enforcement every time. But there are several things to consider before making that decision.

CYBER ATTACK, cont'd on p. 44

CYBER ATTACK, cont'd from p. 26

For this article, the default position is that the organization is willing to engage law enforcement if necessary, but the decision will be made on a case-by-case basis to maximize flexibility and appropriately manage risk. This may sound wishy-washy, but that's exactly why ample consideration should be given to these points ahead of time. Determine *your* position now, long before you need to make the decision.

You would likely lean toward engaging law enforcement when:

- the perpetrator is known to you (often the result of an inside operation where attribution is known);
- you plan on taking legal action against the perpetrator;
- the attack also threatens public safety or national security;
- there is clear evidence of a criminal act, such as theft; or
- there is a threat to infrastructure such as water supplies, treatment plants, electrical grids, etc.

Remember, reporting the incident to law enforcement doesn't change your obligations to manage the incident internally. Law enforcement is not your cyber nanny. They are not going to retrieve your data; their focus is on catching the bad actors.

Benefits to a Laid-Out Approach to Cybersecurity

These are examples of the type of questions to be considered in cybersecurity response plans. This enables the leadership team to understand their position before the crisis occurs and gives them the opportunity to work from a position of strength.

As with any response plan, it must be practiced. A practice exercise stress-tests the principles of the Cyber Response Plan to see how they would apply in a real-life scenario.

Don't get caught unprepared. Assess your technology assets and develop a thorough response plan. There are many benefits to laying out a principled approach that gives consideration to likely decisions that your team will face during a cyber attack. The effort you put into this will pay dividends down the road. Don't delay! **MW**

Security Breach and Cyber Liability

General Information and Coverage Highlights



Your ability to conduct business depends on technology to store valuable client, employee, intellectual property and other data belonging to a third party. Data is now a critical exposure for all Commercial businesses. Cyber crime is rising steadily worldwide, with estimated losses of \$300 billion a year. Companies are attacked successfully every day regardless of their size and the security technology utilized.

Data breach occurs when personal information stored by your business is:

- Lost
- Stolen
- Made public accidentally or with malicious intent.

Potential Impacts of Cyber Liability & Security Breach:

Tangible Financial Costs	Intangible Costs
<ul style="list-style-type: none">• Legal Defense Costs• Notification Costs• Regulatory Investigation – Penalties and Fines• Forensic System Investigation• Post Response – Credit Monitoring• Restoration, Recovery, Retrieval of Data / System Damage• Business Interruption	<ul style="list-style-type: none">• Reputational Damage• Opportunity Cost of Organizational Resources.• Time of Employees spent during the data breach resolution and investigation.

The regulations governing private digital information in Canada are evolving with fines and penalties being imposed in the case of data breach. As of November 1st, 2018, Canadian businesses are now required to report data breaches and maintain proper recordkeeping under the Personal Information Protection and Electronic Documents Act (PIPEDA). Each business now has an automatic duty of care to maintain the security of personal information. The coverages within a Cyber liability / Privacy Breach policy can mitigate the cost of ensuring proper compliance with the new rules under PIPEDA.

Traditional insurance policies will not protect your business against data breaches. Policies for property, business interruption, general liability, and crime either specifically exclude cyber-related losses or provide coverage only in very specific circumstances. Recovery costs from a data breach would be significant with no insurance in place to protect your business.

Book an appointment today by calling us at [705-472-5950](tel:705-472-5950) , contact us toll-free at [1-800-263-5950](tel:1-800-263-5950) , or email us at info@kennedyinsurance.ca .

Security Breach and Cyber Liability

General Information and Coverage Highlights



Organizations that suffer data security breaches need expert help, which cyber liability insurance pays for. A cyber insurance policy gives policyholders "front-of-the-line" access to the experts that businesses need to survive a data breach incident, including legal, forensic IT, crisis management consulting and credit monitoring services. These specialists will also be able to assist in determining whether an incident meets the new threshold for notifying individuals (a "real risk of significant harm") and should be reported or whether it need only be recorded in the organization's breach file.

Potential Claims / Risks:	Available Security Breach / Cyber Liability Coverages:
<ul style="list-style-type: none"> • Virus / Malware / Malicious Code - Loss of data, corruption of systems, retransmission of malicious code to others causing financial loss. • Extortion and Ransomware • Employees - Theft of confidential information, deliberate data destruction, accidental emails containing confidential information or defamatory remarks • Bring Your Own Device (BYOD) / Mobile Devices (phone, laptops, USB drive) - Theft or loss of device containing confidential data, BYOD showing confidential data on unsecured networks • Web Content & Media - Social Media Postings (Multimedia Liability), • Third Party / Cloud Server Providers - Breach of hired service exposes your data • Identity Theft / Fraud • Internal System Glitch - Accidental disclosure of confidential information Physical Document Loss 	<ul style="list-style-type: none"> • Third Party Liability Limits. • Defense costs for cases of theft or loss of personal or confidential and financial information held electronically or lost physically. • Costs incurred to notify of security breaches Credit monitoring services for the affected individuals or organizations. • Fines and penalties imposed by government or regulatory bodies. • Media liability related to electronic data (e-mail, web site, forums, etc.), including defamation, copyright, patents and trade secrets. • Costs of equipment repair and restoration of databases. • Business Interruption and extra expense. • Costs for professional Crisis Management and Public Relations. • Cyber Extortion. • Errors and omissions.

Contact Chris Bevan, the Cyber Security insurance expert at Kennedy Insurance, for more information on how your business can be protected in the event of a data breach at your business. You can reach Chris by email at chris@kennedyinsurance.ca or contact him by phone at 1-705-472-5744.

Book an appointment today by calling us at [705-472-5950](tel:705-472-5950) , contact us toll-free at [1-800-263-5950](tel:1-800-263-5950) , or email us at info@kennedyinsurance.ca .



Beazley Canada Limitée
 4530-100 King Street West | Toronto ON M5X 1E1
 310-1130 Sherbrooke Street West | Montréal QC H3A 2M8
 500-666 Burrard Street | Vancouver BC V6C 3P6
 P 1-877-814-7778 | www.beazley.com

Date: 06 Nov 2019
 To: Chris Bevan
 At: Kennedy Insurance Brokers
 From: Rhea Turchinetz
 Subject: The Corporation of the Town of Kearney (Quote valid for 30 days)

Dear Chris,

We are pleased to offer the following quote.

CLAIMS MADE BEAZLEY BREACH RESPONSE INSURANCE COVERAGE

Policy Aggregate Limit of Liability

In the aggregate including claims expenses	option 1 \$ 1,000,000	option 2 \$ 2,000,000	option 3 \$ 5,000,000
A. (Information Security & Privacy Liability)	\$ 1,000,000	\$ 2,000,000	\$ 5,000,000
C. (Regulatory Defence & Penalties)	\$ 1,000,000	\$ 2,000,000	\$ 5,000,000
D. (Website Media Content Liability)	\$ 1,000,000	\$ 2,000,000	\$ 5,000,000
E. (PCI Fines, Expenses and Costs)	\$ 1,000,000	\$ 2,000,000	\$ 5,000,000
F. (Cyber Extortion)	\$ 1,000,000	\$ 2,000,000	\$ 5,000,000
G. (First Party Data Protection)	\$ 1,000,000	\$ 2,000,000	\$ 5,000,000
H. (First Party Network Business Interruption):	\$ 1,000,000	\$ 2,000,000	\$ 5,000,000
(i) Forensic Expenses sublimit:	\$ 1,000,000	\$ 2,000,000	\$ 5,000,000
(ii) Dependent Business sublimit:	\$ 1,000,000	\$ 2,000,000	\$ 5,000,000
The above sub limits of liability are part of, and not in addition to, the overall Policy Aggregate Limit of Liability.			

Limit of Coverage for Privacy Breach Response Services, Insuring Agreement B.:

Privacy Breach Response Services Aggregate Limit of Coverage for all incidents first discovered by the Insured and reported to the Underwriters during the Policy Period :	25,000	25,000	25,000
	Notified Individuals	Notified Individuals	Notified Individuals
Legal Services, Computer Expert Services, Public Relations and Crisis Management Expenses Aggregate Sublimit:	\$250,000	\$250,000	\$250,000
The Privacy Breach Response Services Aggregate Limit of Coverage is separate from and in addition to the Policy Aggregate Limit of Liability.			

Retentions:

Each Claim, Extortion Threat & Security Breach Retention (including each Claim in the form of a Regulatory Proceeding and Claims Expenses):	\$ 5,000	\$ 5,000	\$ 10,000
Waiting period	12 hours	12 hours	12 hours

Threshold/Retention applicable to each incident, event or related incidents or events giving rise to an obligation to provide Privacy Breach Responses Services under Insuring agreement B.			
1. Notification Services, Call Center Services, Breach Resolution and Mitigation Services to be available for each incident involving at least:	25 Notified Individuals	25 Notified Individuals	25 Notified Individuals
2. Retention applicable to Legal Services, Computer Expert Services, Public Relations and Crisis Management Expenses:	\$5,000	\$5,000	\$5,000
	\$2,500 for Legal Services (which retention is part of and not in addition to the combined retention)		

PREMIUM	\$ 2,350	\$ 2,850	\$ 6,500
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Coverage Terms and Conditions:

Retroactive Date:	Unlimited Retro – Subject to current dated application and clean warranty
Continuity Date:	Inception
Premium for Optional Extension Period:	100% of the premium for the Policy Period
Choice of Law:	Canada
Commission:	15%
Policy Form:	Beazley Breach Response – CANADA

Endorsements:

1. Nuclear Incident Exclusion
2. Radioactive Contamination Exclusion
3. Sanction Limitation and Exclusion Clause
4. Criminal Reward Endorsement - \$50,000 sub-limit
5. Single Retention Endorsement
6. eCrime Endorsement:
 - a. Electronic Crime: \$50,000 Sub-limit, \$5,000 Deductible
 - b. Fraudulent Instructions Endorsement with out of band authentication - \$100,000 sub-limit, \$10,000 Deductible
Telecommunications Fraud Endorsement - \$50,000 sub-limit, \$5,000 Deductible
7. Amended Definition of Extortion Payment
8. Boost Endorsement
9. PCI Compliance Endorsement

Subjectivities:

1. **Signed and dated Beazley Breach Response application**
2. **We will remove the PCI endorsement, once we have the confirmation that they are PCI compliant?**
3. **In the absence of a disaster recovery plan or business continuity plan what kind of plan do they have in place?**
 - a. **Do they have a secondary computer system or site available if the primary resource becomes inoperative?**
 - b. **How long before the secondary resources become operational?**
 - c. **What percentage of normal system operations can be handled via the secondary resources?**
4. **Details regarding back up procedures including – frequency of backups, are backups stored in a segregated or non-networked environment, are backups encrypted, how frequently is backup integrity tested.**

Please be advised that if the applicant/Insured becomes aware of any incident and/or claim between the date of this quote and binding then Beazley reserves the right to revise or revoke this quote.

Regards,

Rhea Turchinetz
Underwriter, Head of Vancouver Office
(778) 373-4432
Rhea.Turchinetz@beazley.com



CYBER RISK QUOTATION

Named Insured: CORPORATION OF THE TOWN OF KEARNEY

Quotation Effective Date (dd/mm/yyyy): December 18, 2019

Quotation Expiry Date (dd/mm/yyyy): February 18, 2019

Cyber Protection Policy - Coverage

Territorial Limits	World Wide
Insured's Claim Jurisdiction	The Canadian Province or Territory of the Insured's Mailing Address

Aggregate Limit of Liability: 1,000,000

Aggregate Limit of Liability: All limits of liability specified in this Schedule of Coverage are expressed in the aggregate each "policy period" and each "limit of liability" is inclusive of defence costs (where applicable).

Third Party Insuring Clauses		Retention	(\$) Limit of Liability
A1	Multimedia Liability	5,000	1,000,000
A2	Security and Privacy Liability	5,000	1,000,000

First Party Insuring Clauses		Retention	(\$) Limit of Liability
B1	Privacy Notification and Crisis Management Costs	5,000	1,000,000
B2	Emergency Response Costs	5,000	1,000,000
B3	Extortion Demands	5,000	1,000,000
B4	Regulatory Investigations	5,000	1,000,000
B5	Business Interruption	12 Hours	1,000,000
B6	Loss of Electronic Data	5,000	1,000,000
B7	Loss Adjustment Costs	5,000	1,000,000
B8	Court and Hearing Costs	5,000	1,000,000

Additional Endorsements

Endorsement Description	Retention	(\$) Limit of Liability

Total Annual Premium \$ 1,250

Quotation Subjectivities

After reviewing the information submitted on the captioned risk, we are pleased to offer the following indication subject to receipt, review and acceptance of the following:

-
- Completed FCC application within 30 days of binding
 - Completed Third Party Audit prior to first renewal
-

I.T. (Information Technology) Audit or Privacy Audit

Should one of your Subjectivities require an I.T. Audit or a Privacy Audit and you need assistance we have used the following company in the past which is why we provide their information.

Watsec Cyber Risk Management
email: Doug Blakey at: dblakey@watsec.com
web: watsec.com

Please note: This company is an independent company and is not affiliated with Frank Cowan and no liability can attach to Frank Cowan Company arising from their use or non-use. You are free to obtain any audit from any company you wish.

Please refer to our Cyber Product Brochure for a brief description of the difference between an I.T. (Information Technology) Audit and a Privacy Audit.

Should you have any questions regarding the above please contact: cyber@frankcowan.com

Coverage Binding Requirements

Coverage Cannot Be Bound unless Expressly Agreed to in Writing by Frank Cowan Company

Policy Reporting Requirements

All Cyber Events must be notified to XL Catlin's Cyber Response Hotline provided by Crawford & Company:

Phone: 1-844-660-4903

As a Condition of this Policy you must report to XL Catlin in writing any claim or potential claim

Insurer: XLC Catlin Syndicate 2003.
Address: 20 Gracechurch Street London, England EC3V 0BG
Email: XLLM.Canada@xlcatlin.com
Website: xlcatlin.com



The Corporation of the Town of Kearney

8 Main Street Box 38 Kearney ON P0A 1M0

MINUTES

SPECIAL COUNCIL MEETING Council Chambers Friday, December 6th, 2019 9:00 a.m.

Council Members Present: Mayor Carol Ballantyne
Councillors: Cheryl Philip, Mike Rickward, Liz Stermsek and Paul Ziraldo

Staff Present: Brenda J. Fraser, CAO | Clerk | Treasurer
Keven Beaucage, Deputy Clerk, Deputy Treasurer
Marjorie Robinson, Financial Consultant

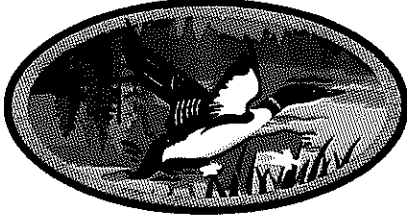
1. **Call the Meeting to Order**
Res. No. 1/06/12/2019 Liz Stermsek, Cheryl Philip
BE IT RESOLVED that the Special Council meeting of the Corporation of the Town of Kearney on December 6th, 2019 be declared open and called to order at 9:02 a.m. **CARRIED**
2. **Disclosure of Pecuniary Interest and the General Nature Thereof** – None noted.
3. **Business**
 - 3.1 **Asset Management Overview**
Discussion of Council resulted in the following Resolution
Res. No. 3.1/06/12/2019 Cheryl Philip, Liz Stermsek
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney appoints Carol Ballantyne, Mike Rickward, Paul Ziraldo, Liz Stermsek and Cheryl Philip to represent Council during Asset Management discussions. **CARRIED**

An overview of Asset Management was provided to Council by financial consultant Marjorie Robinson.
4. **Adjournment**
Res. No. 4/06/12/2019 Liz Stermsek, Cheryl Philip
BE IT RESOLVED that the Special Meeting of the Corporation of the Town of Kearney adjourn at 11:53 a.m. to meet again at 1:00 p.m. on December 6th, 2019 in the Council Chambers, Kearney, Ontario. **CARRIED**

THE CORPORATION OF THE TOWN OF KEARNEY

Carol Ballantyne, Mayor

Brenda J. Fraser, Clerk



The Corporation of the Town of Kearney

8 Main Street Box 38 Kearney ON P0A 1M0

MINUTES

REGULAR COUNCIL MEETING

Council Chambers

Friday, December 6th, 2019

1:00 p.m.

Council Members Present: Mayor Carol Ballantyne
Councillors: Cheryl Philip; Mike Rickward; Liz Stermsek; and Paul Ziraldo

Staff Present: Brenda J. Fraser, CAO | Clerk | Treasurer
Keven Beaucage, Deputy Clerk, Deputy Treasurer
Marjorie Robinson, Financial Consultant

1. **Call the Meeting to Order**

Res. No. 1/06/12/2019 Paul Ziraldo, Mike Rickward

BE IT RESOLVED that the Regular Council Meeting of the Corporation of the Town of Kearney on December 6th, 2019 be declared open and called to order at 1:02 p.m. **CARRIED**

A moment of silence was held to honour the memory of Rosalind Jakeman.

2. **Approval of Agenda**

Res. No. 2/06/12/2019 Cheryl Philip, Liz Stermsek

BE IT RESOLVED that the Agenda of the Regular Council Meeting of the Corporation of the Town of Kearney on December 6th, 2019 be adopted as circulated. **CARRIED**

3. **Declaration of Pecuniary Interest and the General Nature Thereof**

Councillor Mike Rickward declared a pecuniary interest with regard to Cheque # 29399 – Fire Department UTV Service, with the reason being: Family Business.

4. **Delegations/Presentations**

(a) **Delegations**

(i) **Chris Bevan, Kennedy Insurance Brokers Inc. re: Renewal Report for 2020 Municipal Insurance Program**
Mr. Kennedy presented the 2020 Insurance renewal report.

(ii) **Stan Walker, Chair, Kearney Watershed Environmental Foundation re: Report on Benthic Study and request for funding**
Mr. Walker provided an update with regard to the 2019 Benthic Study and requested funds to support the sampling program in 2020.

(iii) **Joe Lumley, Councillor at Perry Township re: Regional Recreation Committee**
Councillor Lumley invited Kearney to join with neighboring municipalities in a regional recreation committee.

(b) **Presentations – Nil**

5. **Minutes**

(a) **Adoption of Minutes**

(i) **Regular Meeting, Draft Minutes – November 15, 2019**

(ii) **Special Meeting, Draft Minutes – November 22, 2019**

Res. No. 5(a)(i)-(ii)/06/12/2019 Cheryl Philip, Liz Stermsek

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney approves the Minutes of the Council Meeting(s) as follows:

(i) **Regular Meeting, Draft Minutes – November 15, 2019**

(ii) **Special Meeting, Draft Minutes – November 22, 2019** **CARRIED**

(b) **Receive Committee Minutes**

(i) **Almaguin Highland Health Centre Committee: Draft Minutes – November 8, 2019.**

(ii) **East Parry Sound Veterinary Service Committee: Annual Minutes, April 1, 2019**

(iii) **Joint Waste Management Committee: Draft Minutes – November 27, 2019**

Res. No. 5(b)(i)-(iii)/06/12/2019 Mike Rickward, Paul Ziraldo

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney receive the following Advisory Committee Minutes:

- (i) **Almaguin Highland Health Centre Committee:** *Draft* Minutes – November 8, 2019.
- (ii) **East Parry Sound Veterinary Service Committee:** Annual Minutes, April 1, 2019
- (iii) **Joint Waste Management Committee:** *Draft* Minutes – November 27, 2019

CARRIED

6. **Committee Resolutions for Consideration** – Nil

7. **Public Meetings (Pursuant to the *Planning Act*)** - Nil

8. **Public Meetings (Pursuant to the *Municipal Act*)** - Nil

9. **Unfinished Business** – Nil

10. **Reports and By-laws**

(a) **Building** - Nil

(b) **Planning**

(i) **Report and Resolution re:** CONSENT APPLICATIONS B-032/19 & B-033/19 (DE MONTMORENCY)

Res. No. 10(b)(i)/06/12/2019 Liz Stermsek, Cheryl Philip

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney recommends approval of consent applications B-032/19 & B-033/19 (DE MONTMORENCY) subject to the following conditions:

That payment in lieu of a parkland dedication be paid in accordance with Section 51.1 of the Planning Act;

That a draft reference plan of survey be provided to the Town of Kearney for review prior to registration;

That any deviation of the travelled portion of the road which encroaches onto the subject property be surveyed and deeded to the Municipality:

That four copies of the reference plan of survey be provided to the Town of Kearney;

That confirmation be received from the Operations Manager that there are no concerns with respect to access to the proposed lots; and

That the applicant enter into an agreement with the Town, to be registered on title, to provide notice to any purchaser of the lands that the lots are located in close proximity to licensed mineral aggregate operations and may be subject to noise, dust or other nuisance impacts.

CARRIED

(c) **Operations** - Nil

(d) **Administration**

(i) **Resolution re:** Withdrawal of By-law No. 2019-37 (Wild Connections)

Res. No. 10(d)(i)/06/12/2019 Mike Rickward, Paul Ziraldo

WHEREAS Application RZ-01-19 was received from 1819543 Ontario Ltd. to amend Zoning By-law No. 2002-28 as amended, to allow for a Zoo/Wildlife Education Centre;

AND WHEREAS on August 2, 2019, By-law No. 2019-37 was given second reading and Council passed Resolution No. 10(b)(v)/02/08/2019 stipulating a number of conditions to be met prior to By-law No. 2019-37 receiving Third Reading;

AND WHEREAS the applicant has withdrawn Application RZ-01-19 (1819543 Ontario Ltd.);

NOW THEREFORE Be it resolved that the Council of the Corporation of the Town of Kearney does hereby WITHDRAW By-law No. 2019-37;

AND FURTHER any Resolutions or By-laws inconsistent with this Resolution are also hereby withdrawn.

CARRIED

(ii) **Resolution re:** Appoint judges for Christmas Lights Contest

Res. No. 10(d)(ii)/06/12/2019 Liz Stermsek, Cheryl Philip

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby appoints Liz Stermsek, Carol Ballantyne, Stacy Taylor and Mike Rickward as judges for the Christmas Lights Contest.

CARRIED

(iii) **By-law No. 2019 - xx re:** New Procedural By-law

Res. No. 10(d)(iii)/06/12/2019 Paul Ziraldo, Liz Stermsek

By-law No. 2019-57, Being a By-law to Govern the Calling, Place and Proceedings of Meetings of the Council and Committees, be read a first, second and third time and numbered 2019-57 and that the said By-law be signed by the Mayor and Clerk, sealed with the Seal of the Corporation and be engrossed in the By-law Book.

CARRIED

(iv) **Resolution re:** Attendance at ROMA

Res. No. 10(d)(iv)/06/12/2019 Mike Rickward, Paul Ziraldo

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney authorizes the attendance of Councillor Rickward and Brenda Fraser at the 2020 Rural Ontario Municipal Conference on January 19th – 21st, 2020 in Toronto, Ontario. **CARRIED**

(v) **Resolution re:** Attendance at AMO

Res. No. 10(d)(v)/06/12/2019 Liz Stermsek, Cheryl Philip

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney authorizes the attendance of Councillor Cheryl Philip at the 2020 Association of Municipalities of Ontario Convergence on August 16th – 19th, 2020 in Ottawa, Ontario. **CARRIED**

(e) **Treasury**

(i) **Report and Resolution re:** Payment Register

Res. No. 10(e)(i)/06/12/2019 Cheryl Philip, Liz Stermsek

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney has received the 'List of Accounts' and has no objections to be noted with regard to Cheques #29352 to #29415 in the total amount of \$135,160.88. **CARRIED**

(ii) **Report re:** Statement of Revenues and Expenses for the period ending October 31, 2019 – **Report only.**

(iii) **Resolution re:** Unconditional funding to support small and rural municipalities' efforts to help modernize service delivery

Res. No. 10(e)(iii)/06/12/2019 Cheryl Philip, Liz Stermsek

WHEREAS the Province of Ontario provided a one-time unconditional payment of \$410,600 to the Corporation of the Town of Kearney to support small and rural municipalities' efforts to help modernize service delivery and reduce future costs through investments in projects; **AND WHEREAS** Council authorized placing these funds in a GIC with Kawartha Credit Union until such time as it was determined how the payment would be spent; **AND WHEREAS** the Town receives a higher interest rate in their Treasury Operating Account; **NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney authorizes Staff to leave these funds in the Town's Treasury Operating Account until such time as it is determined how the payment is to be spent or until GIC's have a higher interest rate available;

AND FURTHER Resolution No. 3.3/25/04/2019 is hereby rescinded. **CARRIED**

(f) **Fire and Emergency Services**

(i) **Report re:** Fire Chief, Fire Department Report for regular Council meeting on December 6, 2019. – **Report only.**

(ii) **Report re:** Regional Fire Department – **Report only.**

(g) **Transfer Station**

(i) **Report re:** November 15 – November 26, 2019 – **Report only.**

(h) **Council Presentations - Nil**

11. **Correspondence**

(a) **Action Items**

(i) **Town of Whitchurch-Stouffville, request for support of Resolution re:** Ban of Single-Use Disposable Wipes

Res. No. 11(a)(i)/06/12/2019 Mike Rickward, Paul Ziraldo

WHEREAS Single-use wipes are a Six Billion Dollar industry and growing and are now being advertised as a clean alternative to toilet paper that is safe to flush;

AND WHEREAS Single-use wipes accumulate in the sewer system and eventually clog the sanitary sewer system requiring significant additional repair and maintenance;

AND WHEREAS the Municipal Enforcement Sewer Use Group estimates non-flushable materials cause \$259 million in annual repairs across Canada;

AND WHEREAS a 2019 study released by Ryerson University tested 101 types of single-use disposable wipes and found that all of the wipes failed basic requirements of flushable products;

AND WHEREAS there is no one standard for what the word 'flushable' means;

AND WHEREAS there is a lack of public awareness of the impact caused by non-flushable wipes being flushed down toilets and consumer education and outreach could play a large part in reducing the impact;

AND WHEREAS Single-use wipes, even when properly disposed of as waste, are an inefficient and unsustainable use of resources that contribute significantly to environmental degradation;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney joins in lobbying the Provincial and Federal Governments to ban single-use disposable wipes; **AND FURTHER** that this Resolution be forwarded to the Right Honourable Prime Minister of Canada, the Honourable Premier of Ontario, the Association of Municipalities of Ontario and the Honourable Norm Miller, MPP, Parry Sound – Muskoka. **CARRIED**

(ii) Almaguin Community Economic Development, request for support of Resolution re: Broadband Expansion in Almaguin

Res. No. 11(a)(ii)/06/12/2019 Paul Ziraldo, Mike Rickward

WHEREAS access to affordable and reliable broadband networks is an important part of everyday life and key to economic, education, social and health development; **AND WHEREAS** communities outside urban centres face challenges in accessing internet service levels comparable to those in cities due to factors such as low population, distance and challenging terrain;

AND WHEREAS we believe future ICT infrastructure investment in our community would benefit from a holistic model that takes into account the connectivity needs of regional community partnerships rather than just one community;

AND WHEREAS this regional partnership should begin with a comprehensive needs analysis conducted by Blue Sky Net, a publicly funded non-profit development corporation using their expertise and data based mapping tool - (BAIMAP- Broadband and Associated Infrastructure Mapping Analysis Project);

AND WHEREAS from the analysis and public consultation Blue Sky Net will conduct, it will be determined where internet gaps remain while also acknowledging what may be the best technology to fill these gaps based on access to the closest ICT infrastructure like fibre or other existing network infrastructure;

AND WHEREAS once we determine priority areas we propose establishing three classes of gaps,

- 1) Gaps in fibre/backbone infrastructure;
- 2) Gaps in last mile/local access to business and residents; and
- 3) Gaps in access in remote/very isolated area;

AND WHEREAS the Federal and Provincial governments are proposing funding programs that will support the implementation of Broadband projects and will require this in-dept information, we would propose;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney supports Blue Sky Net leading a steering committee to which a representative from the Town of Kearney will be appointed and that Blue Sky Net work with this committee during the period of analysis, funding application and any subsequent RfP engagement. **CARRIED**

(iii) District of Parry Sound Social Services Administration Board re: District of Parry Sound Ontario Health Team

Res. No. 11(a)(iii)/06/12/2019 Cheryl Philip, Liz Stermsek

WHEREAS the Ontario Government has announced the formation of new Ontario Health Teams and these teams are tasked with the coordination of integrated seamless healthcare services in the districts where they serve. The Northeast LHIN staff are directing the Ontario Health Teams and they are starting to form in Northern Ontario. The Nipissing OHT was given a green light to proceed without consultation with the District of Parry Sound. It appears that the proposed OHT models currently in play will split our region in three (3) pieces. Given the chronic lack of primary care, the chronic shortage of long-term care and the fractured mental health and addictions services, we are exceptionally concerned;

AND WHEREAS the District of Parry Sound has one of the worst health equity rates in the Province of Ontario, the need for a unified District of Parry Sound is required to address our chronic issues. According to Statistics Canada, the District of Parry Sound has the fastest growth in aging population in Northern Ontario and has very unique needs and challenges. A united OHT is required to ensure our District is not forgotten or neglected;

AND WHEREAS a united District of Parry Sound OHT is requested from the Province of Ontario, for without this, our District will be left fighting for resources with large urban centres without a significant rural base. We need a model that respects the District of Parry Sound citizens and is focused on the District of Parry Sound needs;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney supports the request for a united District of Parry Sound OHT so as not to further fracture services in the District of Parry Sound with the region potentially split into three (3) separate Ontario Health Teams;

AND FURTHER that this Resolution be forwarded to the Minister of Long-Term Care; the Minister for Mental Health and Addiction; the Honourable MPP Norm Miller; FONOM Chair; NOMA Chair; the Ontario Health Team Board; NE LHIN CEO; and the AMO Chair. **CARRIED**

(b) Information Items

- (i) Township of Armour re: ASHH Meeting Notes**
- (ii) District of Parry Sound Social Services Administration Board re: November 2019 CAO Report**
- (iii) Verna & Harvey Rickward re: Card of Thanks**
- (iv) Muskoka Algonquin Health Care re: MAHC submits Stage 1 Proposal to Ministry of Health**

12. Other Business – Nil

13. Closed Session

Council will enter into a Closed Session for discussion regarding:

- (a) A proposed or pending acquisition or disposition of land by the municipality or local board.**

Res. No. 13(a)-(b)/06/12/2019 Paul Ziraldo, Mike Rickward

BE IT RESOLVED that the Council of the Corporation of the town of Kearney enters into Closed Session in accordance with Section 239, (1), (2), (3) and (3.1) of the Municipal Act, c. 25, S.O. 2001, as amended, at 2:26 p.m. for discussion regarding:

- (a) the security of the property of the Municipality or local board;**
- (b) Litigation or potential litigation including matters before administrative tribunals affecting the municipality or local board.**

CARRIED

Res. No. 13(c)/06/12/2019 Liz Stermsek, Cheryl Philip

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney reconvene in Open Session. Closed Session adjourned at 3:03 p.m.

CARRIED

14. Business Arising from Closed Session

Mayor Ballantyne reported on matters discussed in Closed Session.

15. Confirming By-Law

By-Law 2019-xx being a By-law to confirm the proceedings of Council at its Special Meeting held on November 22nd, 2019, at its Special Meeting held on December 6th, 2019 and at its Regular Meeting held on December 6th, 2019.

Res. No. 15/06/12/2019 Liz Stermsek, Mike Rickward

By-law No. 2019-58, Being a By-law to confirm the proceedings of Council at its Special Meeting held on November 22nd, 2019, at its Special Meeting held on December 6th, 2019 and at its Regular Meeting held on December 6th, 2019, be read a first, second and third time and numbered 2019-58 and that the said By-law be signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

CARRIED

16. Adjournment

Res. No. 16/06/12/2019 Paul Ziraldo, Mike Rickward

BE IT RESOLVED that the Regular Council Meeting of the Corporation of the Town of Kearney adjourn at 3:07 p.m. to meet again at 10:30 a.m. on December 13th, 2019 in the Council Chambers, Kearney, Ontario.

CARRIED

**THE CORPORATION OF THE
TOWN OF KEARNEY**

Carol Ballantyne, Mayor

Brenda J. Fraser, Clerk



The Corporation of the Town of Kearney

8 Main Street Box 38 Kearney ON P0A 1M0

MINUTES

SPECIAL COUNCIL MEETING Council Chambers Friday, December 13th, 2019 10:30 a.m.

Council Members Present: Mayor Carol Ballantyne
Councillors: Cheryl Philip, Mike Rickward; Liz Stermsek; and Paul Ziraldo

Staff Present: Brenda J. Fraser, Clerk Administrator
Linda Moyer, Planning Technician

1. **Call the Meeting to Order**
Res. No. 1/13/12/2019 Paul Ziraldo, Mike Rickward
BE IT RESOLVED that the Special Council meeting of the Corporation of the Town of Kearney on December 13th, 2019 be declared open and called to order at 10:34 a.m. **CARRIED**
2. **Disclosure of Pecuniary Interest and the General Nature Thereof – None noted.**
3. **Council Training**
 - 3.1 **Closed Session**
Council will enter into a Closed Session for discussion regarding:
 - (a) A proposed or pending acquisition or disposition of land by the municipality or local board (x2)
Res. No. 3.1/13/12/2019 Mike Rickward, Paul Ziraldo
BE IT RESOLVED that in accordance with Section 239, (1), (2), (3) and (3.1) of the Municipal Act, c. 25, S.O. 2001, as amended, the Council for the Corporation of the Town of Kearney will convene in Closed Session at 10:41 a.m. for discussion regarding:
 - (a) A proposed or pending acquisition or disposition of land by the municipality or local board (x2)
CARRIED
 - Res. No. 3.1(b)/13/12/2019 Paul Ziraldo, Mike Rickward**
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney reconvene in Open Session and report on matters discussed in Closed Session. Closed Session adjourned at 2:36 p.m. **CARRIED**
Mayor Ballantyne reported on matters discussed in Closed Session.
4. **Adjournment**
Res. No. 4/13/12/2019 Mike Rickward, Paul Ziraldo
BE IT RESOLVED that the Special Meeting of the Corporation of the Town of Kearney adjourn at 2:38 p.m. to meet again at 1:00 p.m. on January 10th, 2020 in the Council Chambers, Kearney, Ontario. **CARRIED**

THE CORPORATION OF THE TOWN OF KEARNEY

Carol Ballantyne, Mayor

Brenda J. Fraser, Clerk



<http://kearneydogsledraces.ca/> **KEARNEY DOG SLED RACES** info@kearneydogsledraces.ca

2019- 2020 Kearney Dog Sled Race Advisory Committee

November 07, 2019

KCC Seniors Room

Meeting Minutes

Meeting Called to Order Resolution No. 01-11-07-2019

Approval of Agenda/Amendment Resolution No. 02-11-07-2019

Declaration of Pecuniary Interest and the General Nature Thereof:

Regrets:

- Barb McQuillin
- Heather Pateman
- Kaitlynn Paquette

New Resolution(s):

Committees/Sub Committees Updates:

1. Treasurer
 - o Pauleen handed out the final statements for the 2019 Kearney Dog Sled Races reports as attached.
 - o Pauleen handed out the 2020 Kearney Dog Sled Races Budget as attached.
2. Discussion
 - o There was a discussion about the raffle we had a couple of years ago with the seniors and whether we wanted to do it again. The tickets would go on sale at the Dog Sled Races and the prizes would be drawn during the Regatta.
 - o We would need to talk to the seniors and discuss what the prizes would be and the cost of.
3. Sponsorship
 - o It was mentioned Heather is re-vamping the sponsorship. Now that we are not doing the 10-dog stage race we should have more money to put towards other races.
4. Vendors
 - o John stated there are 2 vendors from the website asking for space. It has been noted that the on line vendor application page is not working properly and will be fixed.

5. Entertainment

- Cheri mentioned that we are having the Yurt again this year.

6. Open Floor

- Tori stated the Greg Alexanian 2 Dog Sled Race Trophy now has the musher and the sled attached.
- Tori asked if we have any tags for the trophies and are there any medals left and if so, will they be in the bins with the bibs.
- Tori stated we need to decide what to do with the 2-dog sport as they can not receive money.
- There needs to be clarification on who is getting the trophies, what will the 1st, 2nd and 3rd places get. What are the purebreds in this class getting, etc. For next meeting to discuss.
- The entry fee for the ski class and 2 dog entry will be the same. It is \$25.00.
- Barb stated that we had very few souvenirs left and she will order extra for this year, including mugs.
- The color for the badges this year are "Yellow on Black".

Adjournment Resolution No. 03-11-07-2019. Be it resolved that the KDSR meeting adjourned at 8:45 pm to meet again on December 5, 2019.

THE CORPORATION OF THE TOWN OF KEARNEY

STAFF REPORT

TO: Mayor and Council
FROM: Ross Gattozzi, Operations Manager
SUBJECT: Road Maintenance of Unopened Sideroads and Concessions
DATE: January 10, 2020

Recommendation:

WHEREAS the Council of the Corporation of the Town of Kearney encourages staff and management to budget in a fiscally responsible manner;

AND WHEREAS the Roads budget is one of the major costs borne by the Kearney ratepayers;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney recognizes that grading of the 12th Concession or 25th Sideroad of the former Township of Bethune would unfairly burden the taxpayers of the Town of Kearney;

AND FURTHER recognize that these roads have not been maintained or utilized by the Town since prior to 1979.

Background

- Mr. Wehby has requested the Town grade the road on which his property is located so that he may have easier access to his property
- Each year, Management determines the proposed roads maintenance schedule for the upcoming year, which must include the most fiscally responsible use of funds to maintain, upgrade and repair all roads within the Town of Kearney
- It has been the practice of the Council of the Corporation of Town of Kearney, since the amalgamation of the Town of Kearney in 1979 to only maintain those roads which have been identified as part of the Town of Kearney Roads system

Considerations

- Mr. Wehby is a property owner of a property located in Bethune Township, at the “corner” of the 12th Concession and the 25th Sideroad of Bethune Township
- The Sideroads and Concession roads of Bethune Township would have been maintained by the Bethune Roads Board prior to 1979 and were not included in the Town roads system subsequent to this date. They may have not been maintained for many years prior to 1979, although they may have been used by various groups and individuals after this date, including snowmobile clubs, ATV clubs, loggers, etc.
- The section of road which Mr. Wehby desires to be graded is not currently accessible to Town equipment.
- Attempting to grade these roads would be unsafe for Town staff and equipment and would necessitate the building of such roads along the lines of the former Township of Bethune, at a very large expense to all ratepayers.

Respectfully submitted by:

Ross Gattozzi



INVOICE

To:

Kearney Watershed Environmental Foundation
P.O. Box 165 Kearney
ON POA 1M0

please mail cheque to

2019/12/01

For:

Project 2019-001

Benthic Evaluation of the Magnetawan River Upstream and Downstream of the Ontario Graphite Ltd. Site

*Rick Flavell
KWEF Treasurer
Box 98 - 250 Birchdale Rd.
Emsdale Ont POA 1J0*

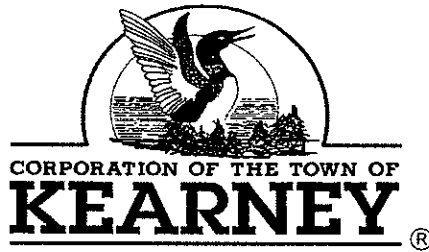
ITEM	RATE	COST
Travel	\$0.45/km, 780kms*	\$351.00
Supplies		\$100.00
Sub-Total		\$451.00
HST	%13	\$58.63
Total		\$509.63

If you have any questions with regards to this invoice please feel free to contact me.

Sincerely,

Valerie Fieldwebster H.B.A. OBBN
(705) 783-1772
P.O. Box 92
340 Fish Lake Rd.
Novar, ON.
POA 1R0

Jesse Fieldwebster M.Eng. OBBN
(705) 956-0386
295 Fourth St.
Midland, ON.
L4R 3T9



8 Main Street, P.O. Box 38 Kearney, ON P0A 1M0
Telephone: 705 636-7752 Fax: 705 636-0527 Email: planning@townofkearney.ca

MEMORANDUM

TO: MAYOR AND COUNCILLORS
FROM: LINDA MOYER, PLANNING TECHNICIAN
SUBJECT: CONVEYANCE OF 1 SQ. INCH (TYTLER)
DATE: JANUARY 10, 2020

RECOMMENDATION:

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney has no concerns with the conveyance of one square inch in the location shown on the draft plan prepared by E. J. Williams Surveying Ltd.

BACKGROUND:

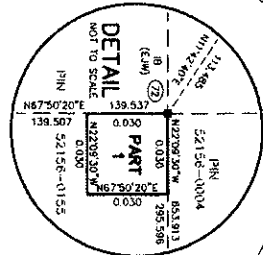
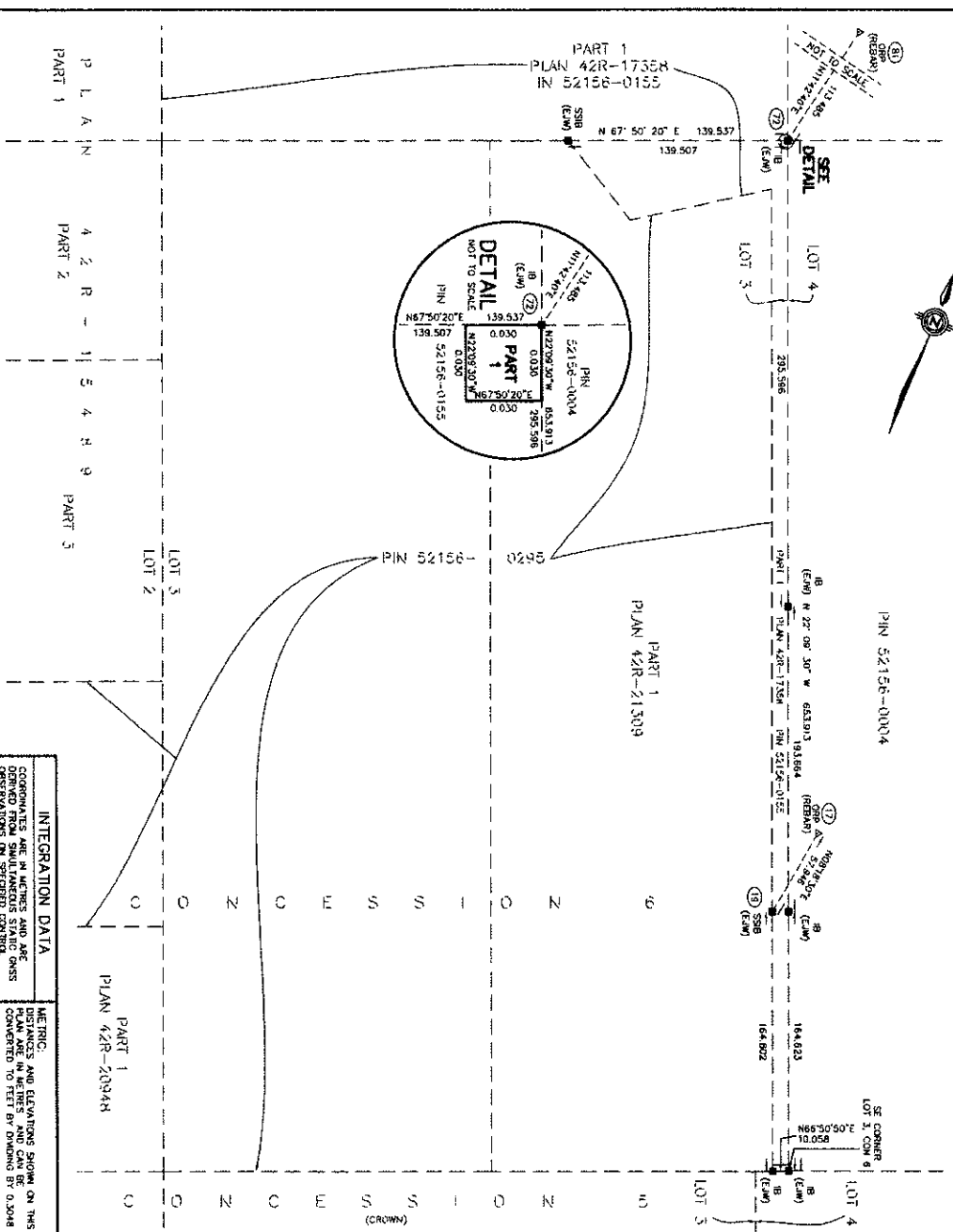
Consent Application B-014/19 (SCHAEFER) was approved by the Planning Board on August 28, 2019 to sever and add a parcel of land approximately 11.4 ha. (28.17 ac.) in size from Part of Lots 1, 2 & 3, Concession 6, within the Town of Kearney (Bethune) (114 Peace Valley Drive) to the adjacent property (Part of Block F, Plan M-345, Parts 1 & 2, 42R-17358).

The benefitting lands were created by consent and similar to lots in a plan of subdivision will not merge with abutting lands unless they have been altered. As a result, the conditions of approval require that the Planning Board be advised in writing that one square inch has been surveyed and transferred to the municipality from the benefitting lands to change the lot and ensure that the lands merge in title.

COMMENTS/CONSIDERATIONS:

A draft plan showing the one square inch has been forwarded by the surveyor for the Town's review. Usually when land is transferred to the municipality for this purpose, the land is located adjacent to the public road and accepted as part the road system. In this case, in order to save survey costs, the square inch is located on the east side of the benefitting lands, close to the lot addition rather than near the public road to the west. Council's approval of the location of the square inch proposed to be conveyed to the Town is therefore requested.

Linda Moyer
Planning Technician



INTEGRATION DATA

POINT	NORTHING	EASTING
1	5042311.237	6419333.251
2	5042666.250	6417679.911
3	5042311.237	6419333.251
4	5042666.250	6417679.911
5	5042311.237	6419333.251
6	5042666.250	6417679.911
7	5042311.237	6419333.251
8	5042666.250	6417679.911
9	5042311.237	6419333.251

METRIC:
 DISTANCES AND ELEVATIONS SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

COORDINATES:
 COORDINATES CANNOT BE ESTABLISHED BECAUSE THE BEARING OF THE BOUNDARIES SHOWN ON THIS PLAN IS NOT KNOWN.

BEARINGS:
 BEARINGS ARE GIVEN AS BEARING FROM POINT (1) TO (2) HAVING A BEARING OF 115.40° COUNTER-CLOCKWISE WAS APPLIED TO BEARINGS ON PLAN 42R-17358.

BEARING COMPARISONS:
 A ROTATION OF 115.40° COUNTER-CLOCKWISE WAS APPLIED TO BEARINGS ON PLAN 42R-17358.

SCALE FACTOR:
 COMBINED SCALE FACTOR OF 0.99979326.

SCHEDULE OF PARTS

PART	LOT	CONCESSION	PIN	AREA
1	PART OF 3	6	PART OF 52156-0155 (L1)	0.0000m ²

PLAN OF SURVEY
 OF PART OF
LOT 3, CONCESSION 6
 (ECONOMIC TOWNSHIP OF GERRARD
 NOW IN THE TOWN OF KEARNEY
 DISTRICT OF PARRY SOUND
 E. J. WILLIAMS, O.L.S.

SCALE - 1 : 2000

LEGEND:

- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT PLANTED
- DENOTES IRON BAR
- DENOTES STAINLESS STEEL BAR
- DENOTES E. J. WILLIAMS SURVEYING LIMITED
- DENOTES G. H. BELL, O.L.S.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND REGULATIONS MADE UNDER THEM.
 2. THIS SURVEY WAS COMPLETED ON THE 28TH DAY OF OCTOBER, 2019.

DECEMBER 13, 2019
 HUNTSVILLE, ONTARIO

E. J. WILLIAMS
 ONTARIO LAND SURVEYOR

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE: DECEMBER 13, 2019

DATE: _____

REPRESENTATIVE FOR THE LAND REGISTRAR FOR THE LAND DIVISION OF PARRY SOUND (No. 42)

E. J. WILLIAMS
 ONTARIO LAND SURVEYOR

PLAN 42R-

EJ WILLIAMS
 SURVEYING LIMITED

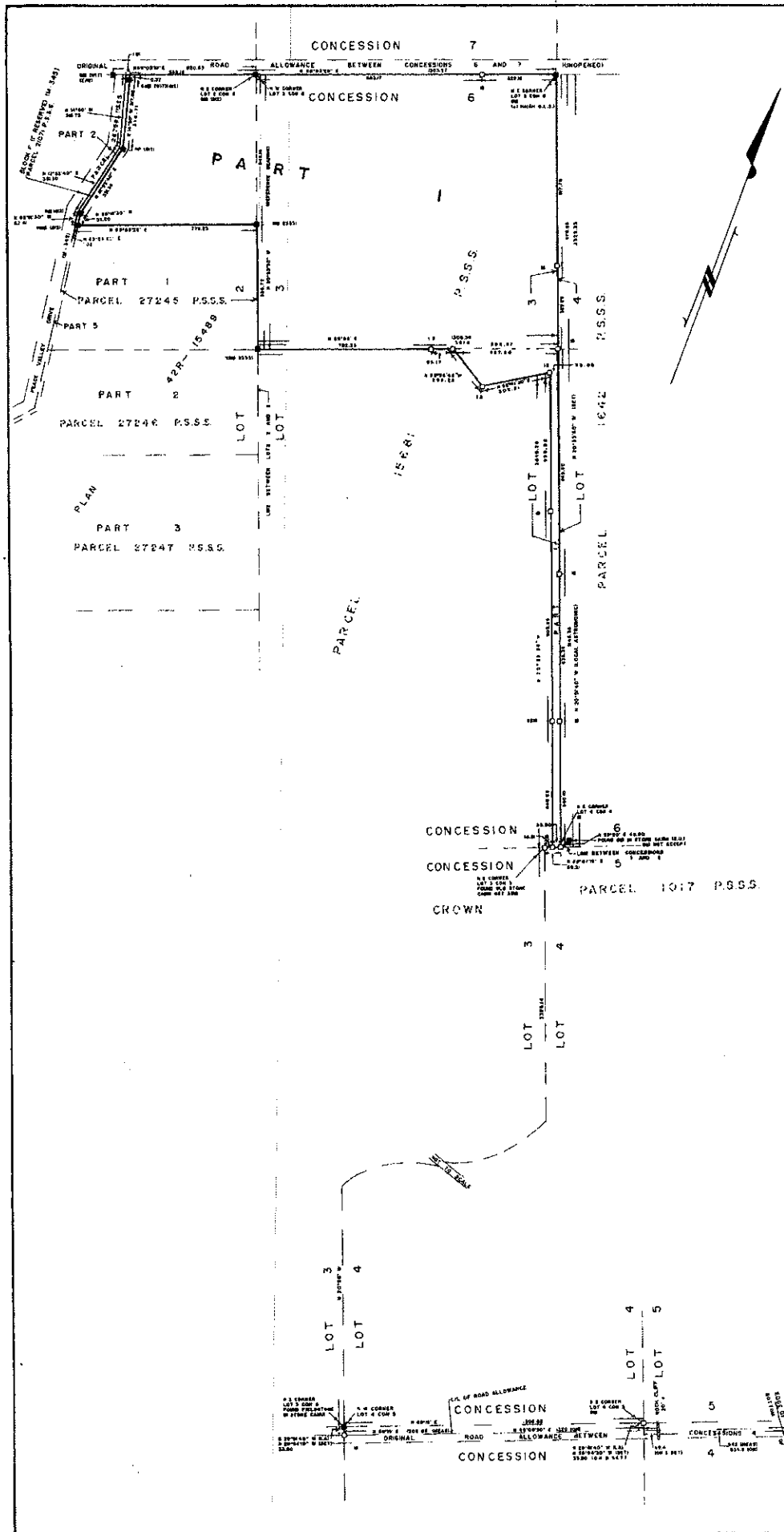
ONTARIO LAND SURVEYORS
 PLANNERS

BURK'S FALLS HUNTSVILLE SOUTH RIVER
 Main Office: 6-133 Highway #60 P4H 1C2
 Phone: 705-381-4171
 Fax: 705-381-1697
 Email: info@ejwilliamsurveying.com

15584-189F-2.dwg

685-0584

Har-17358



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.		PLAN 42R-17358		
DATE: 15th Nov 2005		DATE: Nov 29 2005		
PETER MULLALLY ONTARIO LAND SURVEYOR		Liz Taylor LAND REGISTRAR FOR THE LAND TITLES DIVISION OF JARVIS BOUND		
SCHEDULE FOR PARTS				
PART	LOT	CONCESSION	PARCEL	AREA
1	PART OF 2 & 3	6	PART OF P5801	47,884 ac
2	PART OF 2 & 3	6	PART OF P5801	0.018 ac

PLAN OF SURVEY OF PART OF BLOCK F, REGISTERED PLAN M-345 AND PART OF LOTS 2 AND 3 CONCESSION 6 GEOGRAPHIC TOWNSHIP OF BETHUNE NOW IN THE TOWN OF KEARNEY DISTRICT OF PARRY SOUND PETER MULLALLY O.L.S. 2005
SCALE: 1 inch = 200 feet

IMPERIAL
DISTANCES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METERS BY MULTIPLYING BY 0.3048.

- LEGEND**
- DENOTES SURVEY MONUMENT FOUND
 - DENOTES SURVEY MONUMENT PLANTED
 - DENOTES IRON BAR
 - DENOTES STANDARD IRON BAR
 - DENOTES SHORT STANDARD IRON BAR
 - DENOTES WITNESS
 - DENOTES ROCK POST
 - DENOTES N.P. LYNDON O.L.S. 1933
 - DENOTES GEORGE H. BELL O.L.S. 04
 - DENOTES ORIGINAL NOTES
 - DENOTES LOCAL ASTRONOMIC

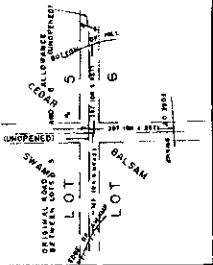
NOTE
BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO PARTS ON THE WESTERN LIMIT OF LOT 1 CONCESSION 6, AS SHOWN ON PLAN 42R-16783 HAVING A BEARING OF N 20°55'35" W.

SURVEYOR'S CERTIFICATE

1. I CERTIFY THAT: THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THIS SURVEY WAS COMPLETED ON THE 4th DAY OF NOVEMBER, 2005.

Peter Mullally
SOUTH RIVER, ONTARIO
NOVEMBER 9, 2005
ONTARIO LAND SURVEYOR

E J WILLIAMS
SURVEYING LIMITED
ONTARIO LAND SURVEYORS-PLANNERS
19 HUNTER STREET, P.O. BOX 10
SOUTH RIVER, ONTARIO
POA 1X0
(705) 386-2291 (FAX) 386-2831
FILE: 685-05 81



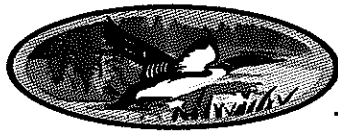
Date	Pick Up	Kearney	\$	Sand Lak	\$	Notes	
Nov. 29		29		14			
Nov. 30		39		11	\$20	con	
Dec. 1		44		12			
Dec. 2	21	38		5			
Dec. 3		36		10			
Dec. 6		34		16	\$10	fur	
Dec. 7		34		6			
Dec. 8		35		14	\$10	5fur, 5con	
Dec. 9	26	44		3			
Dec. 10		37		15	\$20	con	
Dec. 13		55		19	\$5	met	
Dec. 14		29		9	\$5	met	
Dec. 15		27		11	\$15	con	
Total					85		
Dec. 27		30		7	\$45	Con	
Dec. 28		40	\$2	11	\$23	c, g, f	
Dec. 29		34	\$7	15	\$17	c, g	
Dec. 30		27	\$5	14	\$57	con,g	
Dec. 31		35	\$4	10	\$20	con	
Total			\$18		\$162		\$180

Things are getting slower

It gets quite dark by 5 pm at Sand Lake. Ross will install lights to ensure safety of attendant and visitors

Cody Mayhew covered December 27 to 31

Martin Filmore



Town of Kearney

REPORT TO COUNCIL

TO: Mayor and Council
FROM: Brenda J. Fraser, CAO | Clerk | Treasurer
RE: Review of Expense Policy
DATE: January 10, 2020

Recommendation:

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney adopts the Expense Report Policy, attached hereto, effective January 1, 2020.

Background:

- The original Expense Report Policy was adopted in 2011;
- In 2014, rates were adjusted, however it was noted that the meal rates remain low;
- In 2016, Council reviewed the Expense Policy with the following changes:
 - Reduction to the Breakfast allowance from \$16.80 to \$15.00
 - Reduction to the Dinner allowance from \$45.00 to \$30.00
 - Reduction to the daily maximum from \$96.10 to \$62.00
 - Removal of the Incidental allowance (\$17.30)
 - Mileage rate was set at \$0.54 in 2014
- The Policy requires that the fee structure be reviewed on an annual basis or as economic conditions dictate.

Considerations:

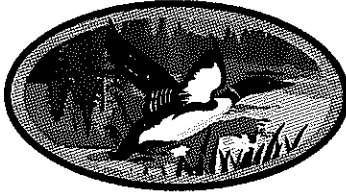
- Past Town Councils have utilized the Canada Revenue Agency's published guidelines to determine the rate(s).
- In accordance with Revenue Canada, *"if you pay your employee an allowance based on a per-kilometer rate that is not considered reasonable (because it is either too high or too low), it is a taxable benefit and has to be included in the employee's income."* In order to avoid a reimbursement being taxable, reasonable allowance rates are required.

Attachments:

- 1) Draft 2020 Expense Policy
- 2) Canada Revenue Agency – Automobile allowance rates for 2019
- 3) Canada Revenue Agency – Meals and Allowances rates effective April 1, 2019
- 4) Canada Revenue Agency – Reasonable allowance rates
- 5) Expense Policies Review Report – September 14, 2016

Respectfully Submitted by:

Brenda J. Fraser,
CAO | Clerk | Treasurer



CORPORATION OF THE TOWN OF KEARNEY

POLICY MANUAL

SECTION NAME GENERAL ADMINISTRATION	SECTION NO.	POLICY NO.
POLICY Expense Policy	REVIEW DATE: January 10, 2020	NO. OF PAGES 2
EFFECTIVE DATE February 18, 2011 July 18, 2014 January 1, 2020	REVISIONS June 6, 2014 September 14, 2016 January 10, 2020	
IMPLEMENTATION January 1, 2020	ADMINISTERED BY Treasury Department	

1.0 POLICY STATEMENT

The Town of Kearney is committed to being clear, consistent and transparent in the reimbursement of expenses incurred by members of its Council or of a Local Board or Committee of the Municipality, and of the Officers and Employees of the Town.

The Town of Kearney will process expense reports on a timely basis in accordance with Generally Accepted Accounting Principles (GAAP).

2.0 POLICIES

Reasonable efforts will be made to ensure the following:

- i) That all Town related travel and other personal reimbursements must follow the guidelines in this Section;
- ii) Only legitimate expenses relating to approved Town business will be reimbursed. The same expenses cannot be used by the claimant for income tax purposes or for any claim to another organization;
- iii) Personal expenses incurred on behalf of the claimant, or his/her family, friends, or relatives, may not be reimbursed. Personal expenses include costs which are not a necessary consequence of travel on behalf of the Town;
- iv) Everyone entitled to submit expenses for reimbursement must make every effort to make the most economical use of all Town resources by considering cost, time spent travelling and convenience;
- v) All employee expense reports must be signed off by their Supervisor as proof of approval before being forwarded to Accounts Payable for reimbursement. The CAO|Clerk|Treasurer's expenses to be approved by the Mayor or Deputy Mayor.

- vi) Councillor expenses to be approved by the Mayor and the Mayor's expenses to be approved by the Deputy Mayor.
- vii) Expense reports submitted by Council or Officers of the Town must be signed and dated by the claimant;
- viii) Extraordinary expenditures of Members of Council require approval by resolution;
- ix) In all claims for reimbursement, except for mileage, original itemized receipts are required as credit card slips do not show detail;
- x) For overnight trips, all expenses must be reported on one comprehensive Expense Claim Voucher for that single trip;
- xi) Travel to be calculated from point of departure to destination. Travel expenses must be submitted within thirty (30) days following the return date from each trip. Expenses not related to overnight trips for supplies or other expenses, must be submitted no later than sixty (60) days after the date of the earliest expense receipt claimed.

3.0 FEE SCHEDULE

Expenses will be reimbursed as follows:

- i) **Mileage:** Reimbursed at the rate of \$0.58 per kilometre utilizing Canada Revenue Agency Automobile allowance rates guidelines and revised hereafter January 1st annually;
- ii) **Accommodation:** Reimbursed at cost when travel takes the claimant a total distance that is not convenient to travel in one day;
- iii) **Meals:** Reimbursed at cost including gratuity when travel takes the claimant out of Town. Purchases of alcohol will not be reimbursed. Daily allowance for reimbursement per person utilizing Canada Revenue Agency meal travel rates to a maximum of \$91.25 per day based on:
 - a) Breakfast \$20.50
 - b) Lunch \$20.10
 - c) Dinner \$50.65
 - d) Incidental \$17.50
(tips, taxi fares, etc.)

Unused individual meal allocation amounts may be transferred to another meal maximum on the same day, subject to the daily limit and with required receipts.

- iv) **Non-travel Expenses:** These include all non-travel related goods and services. Reimbursement is at cost when an Expense Report is submitted along with receipts and sufficient information to ascertain the need to make the expenditure;
- v) **Special Situations:** These policies recognize that in some isolated cases, business related expenses might need to be reviewed on a case-by-case basis, however this primarily applies if the expense in question was not discussed in these policies.

4. DOCUMENTATION AND REVIEW

- i) A copy of this document will be available on the Town's website <https://townofkearney.ca>
- ii) This fee structure is to be reviewed annually or as economic conditions dictate.

[Home](#) > [Canada Revenue Agency](#) > [Payroll](#) > [Benefits and allowances](#)
> [Automobile and motor vehicle allowances](#)

Automobile allowance rates

The automobile allowance rates for **2019** are:

- 58¢ per kilometre for the first 5,000 kilometres driven
- 52¢ per kilometre driven after that

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2018** are:

- 55¢ per kilometre for the first 5,000 kilometres driven
- 49¢ per kilometre driven after that

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2016** and **2017** are:

- 54¢ per kilometre for the first 5,000 kilometres driven
- 48¢ per kilometre driven after that

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2015** are:

- 55¢ per kilometre for the first 5,000 kilometres driven
- 49¢ per kilometre driven after that

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2013** and **2014** are:

- 54¢ per kilometre for the first 5,000 kilometres driven
- 48¢ per kilometre driven after that

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

Date modified:

2019-01-04

Appendix C: Meals and allowances

Effective: April 1, 2019

1. Travel in Canada

1. Travel in Canada	Canadian \$ (taxes included)			
	Canada (all Provinces) & USA (except Alaska)	Yukon & Alaska	Northwest Territories	Nunavut
1.1 Meal allowances				
Breakfast	20.50	21.15	26.00	27.30
Lunch	20.10	21.45	28.20	36.95
Dinner	50.65	59.25	62.35	90.35
Meal allowance total	91.25	101.85	116.55	154.60
1.2 Incidental Expense Allowance	17.50	17.50	17.50	17.50
1.3 Weekend travel to the residence transportation allowances				
Two-day weekend	317.50	338.70	368.10	444.20
Three-day weekend	476.25	508.05	552.15	666.30
Four-day weekend	635.00	677.40	736.20	888.40
1.4 Private non-commercial accommodation rate	50.00 per night			

2. Travel in USA

Rates in the USA are the same as in Canada but paid in US funds.

Locations in Nunavut

- Alert
- Arviat (formerly Eskimo Point)
- Baker Lake
- Cambridge Bay
- Cape Dorset
- Chesterfield Inlet
- Clyde River

- your employee is on call to respond to emergencies (see Note), and you provide the vehicle so the employee can respond more effectively to emergencies
4. The motor vehicle is specifically designed or suited for your business or trade and is essential for the performance of your employee's duties. Just transporting the employee to the work location does not meet the condition of "essential in the performance of employment duties." The following examples meet both conditions:
- The vehicle is designed, or significantly modified, to carry tools, equipment, or merchandise. Your employee has to have the vehicle to do their job.
 - The vehicle, such as a pickup truck or a van, is suitable for and is consistently used to carry and store heavy, bulky, or numerous tools and equipment. It would be difficult to load and unload the contents. The vehicle is essential to your employee in performing their job.
 - The vehicle is regularly used to carry harmful or foul-smelling material, such as veterinary samples or fish and game. The vehicle is essential to your employee in performing their job.
 - Your employee is on call for emergencies (see Note), and has to use a vehicle which:
 - is a clearly marked emergency-response vehicle
 - is specially equipped to respond rapidly
 - is designed to carry specialized equipment to the scene of an emergency

Note

We generally consider an emergency to relate either to the health and safety of the general population or to a significant disruption to the employer's operations.

For examples of situations where transportation to and from home is considered a taxable benefit, go to canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/transportation-home/examples-transportation-home.

Reporting automobile or motor vehicle benefits

Employee's benefit

Report the value of the benefit including the GST/HST and PST that applies in box 14, "Employment income," and in the "Other information" area under code 34 at the bottom of the employee's T4 slip.

Also, report the benefit on a T4 slip when the individual is an employee/shareholder and you provide the vehicle to the individual (or a person related to that individual) in their capacity as an employee.

Shareholder's benefit

Report the value of the benefit including GST/HST and PST that applies using code 028, "Other income" in the "Other information" area at the bottom of the T4A slip if either of the following applies:

- the shareholder is not an employee
- the individual is an employee/shareholder, and you provide the vehicle to the individual (or person related to that individual) in their capacity as a shareholder

Automobile and motor vehicle allowances

An allowance is any payment that employees receive from an employer for using their own vehicle in connection with or in the course of their office or employment without having to account for its use. This payment is in addition to their salary or wages. An allowance is taxable unless it is based on a reasonable per-kilometre rate.

This section explains common forms of automobile and motor vehicle allowances.

Employees receiving a taxable allowance may be able to claim allowable expenses on their income tax and benefit return. For more information, see "Employee's allowable employment expenses," on page 8.

Reasonable per-kilometre allowance

If you pay your employee an allowance based on a per-kilometre rate that is considered reasonable, **do not** deduct CPP contributions, EI premiums, or income tax.

The per-kilometre rates that we usually consider reasonable are the amounts prescribed in section 7306 of the Income Tax Regulations. Although these rates represent the maximum amount that you can deduct as business expenses, you can use them as a guideline to determine if the allowance paid to your employee is reasonable. The type of vehicle and the driving conditions are other factors used to determine whether an allowance is considered to be reasonable.

We consider an allowance to be reasonable if **all** of the following conditions apply:

- The allowance is based only on the number of business kilometres driven in a year.
- The rate per-kilometre is reasonable.
- You did not reimburse the employee for expenses related to the same use of the vehicle. This does not apply to situations where you reimburse an employee for toll or ferry charges or supplementary business insurance, if you determined the allowance without including these reimbursements.

When your employees fill out their income tax and benefit return, they do not include this allowance in income.

Reasonable allowance rates

For 2019, they are:

- 58¢ per kilometre for the first 5,000 kilometres driven
- 52¢ per kilometre driven after that

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

Rates for previous tax years can be found in older versions of this guide or in section 7306 of the Income Tax Regulations.

Per-kilometre allowance rates that are not considered reasonable

If you pay your employee an allowance based on a per-kilometre rate that is not considered reasonable (because it is either too high or too low), it is a taxable benefit and has to be included in the employee's income.

Flat-rate allowance

If you pay your employee an allowance based on a flat rate that is not related to the number of kilometres driven, it is a taxable benefit and has to be included in the employee's income.

Combination of flat-rate and reasonable per-kilometre allowances

If you pay your employee an allowance that is a combination of flat-rate and reasonable per-kilometre allowances that cover the **same use** for the vehicle, the total combined allowance is a taxable benefit and has to be included in the employee's income.

Example 1

You pay an allowance to your employee as follows:

- a flat per-diem rate to offset the employee's fixed expenses for each day the vehicle is required
- a reasonable per-kilometre rate for each kilometre driven to offset the operating expenses

The flat per-diem rate compensates the employee for some of the same use on which the reasonable per-kilometre allowance is based. That is, the fixed expenses incurred by the employee to operate the vehicle.

The combined amount is considered one allowance and therefore **taxable**, since it is not based only on the number of kilometres the vehicle is used for employment purposes.

Example 2

You pay an allowance to your employee as follows:

- a flat-rate per month for travel inside the employment district
- a reasonable per-kilometre rate for employment-related travel outside the employment district

Since the flat-rate allowance does not cover any of the same use of the vehicle on which the reasonable per-kilometre allowance is based, the allowances are considered separately.

The reasonable per-kilometre allowance paid for travel outside the district is **not included in income**. The amount based on a flat-rate paid for travel inside the district is **taxable**, since it is not based only on the number of kilometres for which the vehicle is used in connection with the employment.

Only the total of the monthly flat-rate allowance has to be reported in box 14, "Employment income," and in the

"Other information" area under code 40 at the bottom of the employee's T4 slip.

Reimbursement or advance for travel expenses

A **reimbursement** is a payment you make to your employees as a repayment for amounts they spent (such as gas and meals) while conducting your business. Generally, the employee completes a claim or expense report detailing the amounts spent. Do not include a reasonable reimbursement (which is part of your business expenses) in the employee's income.

An **advance** is an amount you give to employees for expenses they will incur on your business. An **accountable advance** is one that you give to an employee who has to account for their expenses by producing vouchers and return any amount they did not spend.

Usually, a reimbursement or an accountable advance for travel expenses is not income for the employee receiving it unless it represents payment of the employee's personal expenses.

Averaging allowances

To comply with the rules on reasonable per-kilometre allowances, employees have to file expense claims with you on an ongoing basis, starting at the beginning of the year.

A flat-rate or lump-sum allowance that is not based on the number of kilometres driven cannot be averaged at the end of the year to determine a reasonable per-kilometre rate and then be excluded from the employee's income.

We understand the administrative problems that can result from this. As a result, we are giving you a choice. If you make accountable advances to employees for vehicle expenses, you do not have to include them in the employee's income if **all** of the following conditions are met:

- there is a pre-established per-kilometre rate that is not more than a reasonable amount
- the rate and the advances are reasonable under the circumstances
- you document this method in the employee's record
- no other provision of the Income Tax Act requires you to include the advances in the employee's income

Employees have to account for the business kilometres they travelled and any advances they received. They have to do so on the date their employment ends in the year, or by December 31, whichever is earlier.

At that time, you have to pay any amounts you owe the employee and the employee has to repay any amount over actual expenses. Where no repayment occurs, you cannot simply report the excess advances on the employee's T4 slip.

For more information on vehicle allowances, see Interpretation Bulletin IT-522, Vehicle, Travel and Sales Expenses of Employees.



The Corporation of the Town of Kearney

Box 38 8 Main Street Kearney ON P0A 1M0

TOWN COUNCIL RESOLUTION

MOVED BY: *[Signature]* SECONDED BY: *[Signature]*

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney adopts the Expense Report Policy, attached hereto, effective 14 Sept 2016.

DEFERRED WITHDRAWN DEFEATED CARRIED

RECORDED VOTE: Requested by:			
Member	Yes	No	Absent
CAROL BALLANTYNE			
RON PATTON			
CHERYL PHILIP			
LIZ STERMSEK			
YVONNE WILLS			
PAUL ZIRALDO			
MAYOR LANCE THRALE			

MAYOR: *[Signature]*

DATE: September 14, 2016

RES. NO: 10(d)(i)/14/09/2016

CORPORATION OF THE TOWN OF KEARNEY

Policy Manual

SECTION NAME GENERAL ADMINISTRATION	SECTION NO.	POLICY NO.
POLICY Expense Report Policies	REVIEW DATE: December 31, 2011	NO. OF PAGES 3
EFFECTIVE DATE February 18, 2011 July 18, 2014	REVISIONS June 6, 2014 September 14, 2016	
IMPLEMENTATION September 14, 2016	ADMINISTERED BY Treasurer	

1.0 Policy Statement

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The Town of Kearney will process expense reports on a timely basis in accordance with Generally Accepted Accounting Principles (GAAP).

2.0 Policies

Reasonable efforts will be made to ensure the following:

- i) That all Town related travel and other personal reimbursements must follow the guidelines in this section;
- ii) Only legitimate expenses relating to approved Town business will be reimbursed. The same expenses cannot be used by the claimant for income tax purposes or for any claim to another organization;
- iii) Personal expenses incurred on behalf of the claimant, or his/her family, friends, or relatives, may not be reimbursed. Personal expenses include costs which are not a necessary consequence of travel on behalf of the Town;
- iv) Everyone entitled to submit expenses for reimbursement must make every effort to make the most economical use of all Town resources by considering cost, time spent travelling and convenience;
- v) All employee expense reports must be signed off by their supervisor as proof of approval before being forwarded to Accounts Payable for reimbursement. The Clerk Administrator's expenses to be approved by the Mayor or Deputy Mayor.
- vi) All Expense Reports must be signed and dated by the claimant. Councillor expenses to be approved by the Mayor or Deputy Mayor. The Mayor's

- expenses to be approved by the Deputy Mayor. Extraordinary expenditures of members of Council, require approval by resolution;
- vii) In all claims for reimbursement except for mileage, original itemized receipts are required, (credit card slips do not show detail);
 - viii) For overnight trips, all expenses must be reported on one comprehensive Expense Report for that single trip;
 - ix) Travel expenses must be submitted within thirty (30) days following the return date from each trip. Expenses not related to overnight trips, for supplies or other expenses, must be submitted no later than sixty (60) days after the date of the earliest expense receipt claimed.

3.0 Fee Schedule

Expenses to be reimbursed as follows:

- i) Mileage: Reimbursed at the rate of \$0.54 per kilometer utilizing Canada Revenue Agency Automobile Allowance Rate guidelines and revised annually on January 1st;
- ii) Accommodation: Reimbursed at cost when travel takes the claimant a total distance that is not convenient to travel in one day;
- iii) Meals: Reimbursed at cost including gratuity when travel takes the claimant out of Town. Purchases of alcohol will not be reimbursed.

Maximum allowance for reimbursement per person, utilizing ~~Canada Revenue Agency Meal-Travel Rates~~, to a maximum of ~~\$96.40~~ per day, and revised hereafter January 1st, annually: ^{62.00}

- a. Breakfast ~~\$16.00~~ 15.00 -
- b. Lunch \$17.00
- c. Dinner ~~\$45.00~~ 30 -
- d. ~~Incidental~~ ~~\$17.00~~
(tipping, taxi fares, etc.)

- iv) Non-travel Expenses: These include all of non travel related goods and services. Reimbursement is at cost when an Expense Report is submitted along with receipts and sufficient information to ascertain the need to make the expenditure;
- v) Special Situations: These policies recognize that in some isolated cases, business related expenses might need to be reviewed on a case-by-case basis, however this primarily applies if the expense in question was not discussed in these policies.

4. Documentation and Review

- i) A copy of this document should be available in hard copy for reference, as well as available in other formats upon request.
- ii) A copy of this document will be available on the Town's website (www.townofkearney.com),
- iii) This fee structure is to be reviewed annually or as economic conditions dictate.

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - GENERAL AP				
Computer Cheques:				
29416	2019-12-06	Kearney O'Neils	Gift card <i>KEARNEY DOG-SLED COMMITTEE</i>	50.00
29417	2019-12-10	CRA - Receiver General	Nov/19 remittance	19,040.72
29418	2019-12-10	Min Of Finance-EHT	Nov/19 EHT remittance	1,948.44
29419	2019-12-12	ACI-Accelerated Connections	Dec/19 internet	381.21
29420	2019-12-12	Bowman Fuels Ltd.	Nov/19 equipment fuel <i>P/W FURNACE FUEL FD</i>	8,404.09
29421	2019-12-12	Debbie Branch	Regatta-Kids Lands Sports	202.55
29422	2019-12-12	Allan Bruce	Bal of 2019 Exp w/boots <i>P/W</i>	209.61
29423	2019-12-12	Burk's Falls Building Ctr Ltd	2 smoke alarms/CO alarms <i>FD</i>	264.35
29424	2019-12-12	Cupe Local 1813	CUPE Nov/19 dues	507.97
29425	2019-12-12	Dekra-Lite Industries Inc	Main St pole decorations <i>EVENT</i>	5,513.27
29426	2019-12-12	Eastholme	2019 4th Q levy	27,358.75
29427	2019-12-12	Entandem	SOCAN <i>KCC</i>	71.74
29428	2019-12-12	Ewart/O'Dwyer	Legal fees-Site Plan Agmt	477.33
29429	2019-12-12	Fetterley's Gas & Convenience	veh fuel <i>ALL DEPTS</i>	271.09
29430	2019-12-12	Fundy Tactical	FD-2 pants 2 shirts	355.72
29431	2019-12-12	Matt Heavens	Kms Parry Sound trg <i>KCC</i>	80.35
29432	2019-12-12	Heart of Stone Landscaping	334 Rain Lk Rd prop clean	3,005.80
29433	2019-12-12	HubbCap	McManus Beach culvertpipe <i>MAIN ST REVITAL.</i>	745.80
29434	2019-12-12	Hydro One Networks Inc.	Dec/19 hydro	2,299.91
29435	2019-12-12	Kearney Seniors	Lunches-Dec 6 & 13/19 <i>COUNCIL ADMIN</i>	240.00
29436	2019-12-12	Scott McKay	W/boots & coveralls 2019 <i>P/W</i>	188.13
29437	2019-12-12	Min Of Fin-Ontario	OPP Oct/19	27,974.00
29438	2019-12-12	Moore Propane Ltd.	Propane <i>KCC</i>	110.95
29439	2019-12-12	Muskoka Clean Water	Service water system <i>KCC</i>	108.48
29440	2019-12-12	Nipissing/P.S. Mutual Fire Aid	2019 membership dues <i>FD</i>	50.00
29441	2019-12-12	Northern Nerds	Admin software update	1,615.90
29442	2019-12-12	OMERS	Nov/19 OMERS	11,752.48
29443	2019-12-12	Reeder Web Design	D/Sled website	28.24
29444	2019-12-12	Rembrandt Awards Mfg. Ltd	Ser Award-Filmore & Bruce	400.02
29445	2019-12-12	Marjorie Robinson	Acct & Asset Mgmt	16,302.37
29446	2019-12-12	Voided by the print process		0.00
29447	2019-12-12	Royal Bank Visa	RBC Visa chg <i>ALL DEPTS</i>	2,728.58
29448	2019-12-12	Russell Christie LLP	Tax es legal fees(12100)	620.65
29449	2019-12-12	Schaefer Paul	Food Drive pizzas <i>FD</i>	70.00
29450	2019-12-12	Mike Sims	Trg kms M Sims <i>KCC</i>	87.70
29451	2019-12-12	Spectrum Telecom Group Ltd.	Dec/19 FD Internet	282.44
29452	2019-12-12	Telequip Systems Limited	P/W air time Dec/19	169.50
29453	2019-12-12	The Carpet Cleaner Inc	Clean KCC air/furn.ducts	1,186.50
29454	2019-12-12	Township Of Ryerson	FD updates radios	4,463.07
29455	2019-12-12	Tulloch Engineering Inc	Eng Services-CWWF grant	691.92
29456	2019-12-12	Waste Connections of Canada	334 Rain Lk Rd-bins <i>BV-LAW ENFOR.</i>	13,720.07
29457	2019-12-12	Tori White	D/sled tropy materials	96.13
29458	2019-12-12	Your Local HVAC Team Inc	KCC W/heaters maint	971.57
29459	2019-12-12	Amanda White	Centre piece <i>90th BIRTHDAY</i>	40.00
29460	2019-12-18	Aird & Berlis LLP	Legal fee-demol. 334 Rain	231.65
29461	2019-12-18	Annex Pub. & Printing Inc	FD-10 Trg manuals	1,269.94

Town of Kearney
List of Accounts for Approval
 As of 2019-12-18
 Batch: 2019-00058 to 2019-00060

Payment #	Date	Vendor Name	Reference	Payment Amount
29462	2019-12-18	Brandt	Backhoe R&R rear window <i>P/W</i>	677.59
29463	2019-12-18	Canadian Safety Equipment Ltd	FD b/gear & shelving	11,627.70
29464	2019-12-18	Cedar Signs	Signs-Trails	731.28
29465	2019-12-18	Currie Truck Centre	P/W grease/plowguide sets	151.42
29466	2019-12-18	Mark Earl	W/boots & gloves <i>P/W</i>	300.00
29467	2019-12-18	Entandem	2019 Q 1 to 4 <i>KCC SOCAN</i>	351.36
29468	2019-12-18	Martin Filmore	Kms Nov15-Dec.17/19 Marty <i>TRANS STN</i>	142.56
29469	2019-12-18	Fisher's Regalia	FD uniform decals	67.57
29470	2019-12-18	High Roller Painting	KCC interior painting	2,892.80
29471	2019-12-18	Brian Horsman	409 kms B Horsman <i>BLDG DEPT</i>	270.54
29472	2019-12-18	Aaron Lasby	2019 Expense-work boots <i>P/W</i>	279.83
29473	2019-12-18	Moore Propane Ltd.	P/W propane	610.41
29474	2019-12-18	Steve Nicholson	Refurbish carvings <i>KCC</i>	1,700.00
29475	2019-12-18	Novexco	Admin-binders/office supp	260.65
29476	2019-12-18	Russell Christie LLP	Heise LPAT appeal <i>PLANNING</i>	1,348.49
29477	2019-12-18	Telizon Inc	Dec/19 Long dist phone <i>ALL DEPTS</i>	4.17
29478	2019-12-18	Gayle Wheeler	Dec/19 exercise classes <i>REC</i>	1,170.00
Total for AP:				179,175.36

Moved by:

Seconded by:

Be it resolved that Council has received and have no objections to be noted for Cheque #29416 - 29478 in the amount of \$179,175.36.

Mayor

Clerk Administrator

CHIEFS REPORT

Jan 2nd, 2020

Happy New Year

Training

We have had two extrication practices at Pinehill Auto Wreckers, Truck Checks the food drive and lighting Santa's runway. Cleaning and organizing the hall. As well we had a weekend officers training at the Perry Township Firehall.

Fire Prevention

I recorded several seasonal fire safety messages that played throughout the month of December on Hunters Bay Radio. We always remain available for any concerns from ratepayers.

Equipment

The trucks and equipment are running well.

After successful results in the officer promotional routine I have given two Firefighters the title of Acting Captains.

We have had five medical calls. And two fire calls, and two mutual aid calls.

I am also attending regular chiefs' meetings.

I have attended an asset management plan meeting

I am always available to answer any questions either by phone, email or at the Firehall.

Paul Schaefer

Fire Chief, Town of Kearney



Council Resolution Form

Date: 18 Nov 2019 No: Resolution No.261-19
 Moved By: Councillor Rigelhof Seconded by Councillor MacPherson Disposition: CARRIED.
 Item No: 9.11.1

Description: Support for ministers to allow for electronic delegation

RESOLUTION:

WHEREAS Council has discussed lobbying the provincial ministers to allow for electronic delegation;

AND WHEREAS Council feel that it is unjust to have to attend expensive conferences to be able to have a delegation with Ministers or the Premier;

AND THEREFORE, Council requests that the Ministers and the Premier offer electronic delegations to small and rural Municipalities that do not have sufficient budget to attend conferences;

FURTHERMORE, that this resolution be sent to all Ontario Municipalities to request their support and sent to the Premier and all the Ministries for their consideration.

Recorded Vote Requested by:		
	Yea	Nay
B. Hunt	_____	_____
L. Perrier	_____	_____
C. Rigelhof	_____	_____
J. Frost	_____	_____
G. MacPherson	_____	_____



MAYOR

Declaration of Pecuniary Interest:

 Disclosed his/her/their interest(s), vacated he/her/their seat(s), abstained from discussion and did not vote

506 - 25 Leith Hill Rd.

North York, ON. M2j-1Z1.

13th November, 2019.

Mayor Carol Ballantyne,

Town of Kearney

Box 38, 8 Main Street

Kearney, Ontario P0A-1M0

Madam,

Greetings to you and your council. Please find attached a copy of my last tax bill Roll No. 4918020006031010000 Account No. 412. I have owned and paid taxes on this property for thirty years.

When I bought it access to it was by a logging road, a concession. Over the years neglect has caused the road to become unusable by motor car. I am asking that you have the road graded so that I can have access to my property in 2020.

I trust that you will reply in the affirmative. Wishing all a peaceful and joyous Christmas.

Thanks.

I remain,

Richard M. Wehby.

A handwritten signature in black ink, appearing to be 'RMW', enclosed within a large, loopy circular flourish.



Ontario Municipalities: TOWN OF KEARNEY

1 Parcels selected

1:19,071

4.97 x 2.81 km

Town Of Kearney
 Box 38, 8 Main Street
 Kearney, Ontario P0A 1M0
 Phone: (705)636-7752
 Fax: (705)636-0527

Tax Notice

2019 Final Tax Notice Billing Date August 1, 2019

Roll No. 49 18 020 006 03101 0000	Account No. 412	Civic Address
Wehby, Richard Maurice 25 Leith Hill Rd Apt 506 North York ON M2J 1Z1		Title Names Wehby Richard Maurice
		Assessed Property BETHUNE CON 13 PT LOT 25 OTHER 34.00AC FR D
Mortgage Company	Mortgage No.	

Assessment		Municipal				Education	
Tax Class	Value	Municipal Levies		Upper Tier Levies		Tax Rate	Amount
		Tax Rate	Amount	Tax Rate	Amount		
RTEP	24,000 General Levy	0.00842397	202.18			0.00161000	38.64
				Municipal Levies:	202.18	Education Levies:	38.64
Special Charges / Credits				SUMMARY			
				Tax Levy Subtotal (Municipal + Education):		240.82	
				Special Charges / Credits:		0.00	
				2019 Final Taxes:		240.82	
				Less Interim Billing:		114.91	
				Final Billing:		125.91	
				Past Due / Credit (As of Aug 31 2019):		0.00	
				TOTAL AMOUNT DUE:		125.91	
		Amount	Due Date				
Installment No. 1		63.91	Aug 30 2019				
Installment No. 2		62.00	Oct 31 2019				

PROPERTY TAX REGISTRATION

Effective May 30, 2017, Bill 68, Section 55(1) changed Section 373(1) of the Municipal Act whereby the Town of Kearney will now commence TAX ARREARS PROCEEDINGS if any amount of Taxes in the second year is outstanding. You may receive your Property Tax Notice via E-MAIL by completing a 'Consent Form' available at <https://townofkearney.ca> - HOME PAGE - Quick Links - "Property Tax Notice E-mail Consent Form".

Brenda Fraser

From: Andrew Cole <acole@campaign-office.com>
Sent: December 5, 2019 10:13 AM
To: Brenda Fraser
Subject: The Royal Canadian Legion Ontario Command- 7th Annual Military Service Recognition Book
Attachments: Rates.pdf

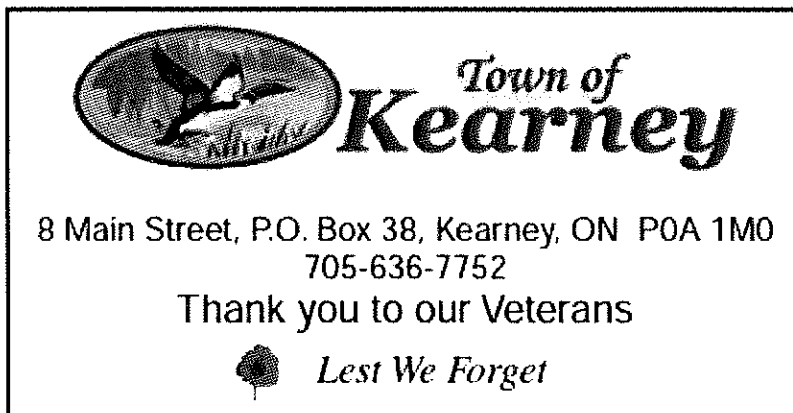
Hello Brenda and Council Members,

Thanks so much for your kind support last year and for taking a minute to review our request for the upcoming Military Service Recognition Book.

Attached is our formal letter and rates

We would sincerely appreciate TOWN OF KEARNEY's kind, continued support and appreciation for our Veterans by renewing your advertisement in our next edition.

Here's a copy of the previous 1/10(bus.card) color support ad.



If you require any additional information, please reply to this email or phone me at our toll free number below.

Thank you for your consideration and/or support.

Sincerely,

Andrew Cole
Publication Office
The Royal Canadian Legion Ontario Command
Campaign Office
(1-855-241-6967)
 oncl@fenety.com



www.on.legion.ca

This e-mail and any attachment(s) is for authorized use by the intended recipient(s) only. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or any other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and delete this e-mail and any attachment(s). Thank you.



www.on.legion.ca

**The Royal Canadian Legion
Ontario Command**

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Ontario Command**, representing **Ontario's Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

The Royal Canadian Legion Ontario Command is very proud to be printing over **10,000 copies** of our 7th annual **“Military Service Recognition Book”**, scheduled for release by September 2020. This unique remembrance publication recognizes and honours our Province's Veterans and helps us fulfill the Legion's role as the **“Keepers of Remembrance”**. Proceeds raised from this annual appeal are also used to support Veterans Transition Programs to help modern day Veterans that suffer from PTSD and other challenges.

The Legion is recognized as one of Canada's largest Veterans Support Organizations and we are an integral part of the communities we serve. This project helps ensure the Legion's continued success. We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”**

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **Ontario Command Campaign Office** toll free at **1-855-241-6967**.

Thank you for your consideration and/or support.

Sincerely,

**Garry Pond
President**



www.on.legion.ca

The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>HST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,132.74	+ \$277.26	= \$2,410.00
Inside Front/Back Cover (Full Colour)	\$1,853.98	+ \$241.02	= \$2,095.00
2 Page Spread (Full Colour)	\$2,964.60	+ \$385.40	= \$3,350.00
Full Page (Full Colour)	\$1,482.30	+ \$192.70	= \$1,675.00
Full Page 7" X 9.735"	\$1,110.62	+ \$144.38	= \$1,255.00
½ Page (Full Colour)	\$831.86	+ \$108.14	= \$940.00
½ Page 7" X 4.735"	\$646.02	+ \$83.98	= \$730.00
¼ Page (Full Colour)	\$504.42	+ \$65.58	= \$570.00
¼ Page 3.375" X 4.735"	\$415.93	+ \$54.07	= \$470.00
1/10 Page (Full Colour)	\$300.88	+ \$39.12	= \$340.00
1/10 Page (Business Card) 3.375" X 1.735"	\$256.64	+ \$33.36	= \$290.00

H.S.T. Registration # 10686 2824 RT0001

All typesetting and layout charges are included in the above prices.

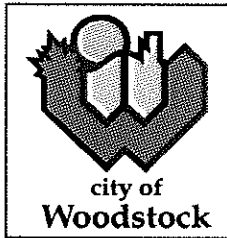
A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Ontario Command.



PLEASE MAKE CHEQUE PAYABLE TO:

The Royal Canadian Legion
Ontario Command
(RCL ON)
(Campaign Office)
P O Box 8055, Station T CSC
Ottawa, ON K1G 3H6





Office of the City Clerk
Woodstock City Hall
P.O. Box 1539
500 Dundas Street
Woodstock, ON N4S 0A7
Telephone (519) 539-1291

December 18, 2019

The Honourable Jeff Yurek,
Minister of Environment, Conservation and Parks
College Park 5th Flr, 777 Bay St,
Toronto, ON M7A 2J3

Re: Ban of Single-Use Plastic Handled Shopping Bags

Please be advised that the Council of the Corporation of the City of Woodstock passed the following resolution at its regular Council meeting held on December 12, 2019:

"That Woodstock City Council continue to support the single-use plastic handled shopping bag ban in principle but defer a decision regarding implementation until the Provincial and/or Federal governments have announced their decision and plans for a ban;

And further that Woodstock City Council supports a harmonized ban of single-use plastic shopping bags across the Province of Ontario;

And further that staff be directed to participate in the consultations with the Minister of Environment, Conservation and Parks with respect to the new producer responsibility model for the Blue Box Program, including discussing solutions with respect to single-use plastic shopping bags;

And further that Council pre-approve \$5,000 in the 2020 revenue fund budget in order for the Woodstock Environment Advisory Committee to undertake a public education campaign to educate and encourage Woodstock residents to reduce the use and consumption of single-use plastic shopping bags;

And further that this resolution be circulated to the Minister of Environment, Conservation and Parks and all Ontario municipalities."

Yours Truly,

A handwritten signature in black ink, appearing to read "A. Humphries".

Amelia Humphries, B. Math, M.P.A.
City Clerk

c: All Ontario municipalities



The Corporation of the Town of Tecumseh

December 20, 2019

Hon. Sylvia Jones
Solicitor General
George Drew Bldg, 18th Flr
25 Grosvenor Street
Toronto, Ontario
M7A 1Y6

Re: Town of Tecumseh Resolution on 911 Misdials

On behalf of Mayor Gary McNamara and Town Council, I am writing to advise that at its meeting on November 12, 2019, Tecumseh Town Council passed the following resolution:

Whereas the calls for service for 911 Misdials have risen dramatically in recent years, correlated with the rise in cell phone use; and

Whereas 911 Misdials must be responded to as if they were legitimate emergency calls; and

Whereas each 911 call is responded to with two OPP officers at an average time per call of 1.2 hours; and

Whereas each 911 call is a billable call to the municipality; and

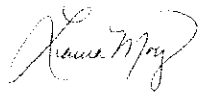
Whereas in 2019 alone to date, 911 Misdials in Tecumseh number 1,082 calls, which is 28.8% of all billable calls for service to date; and

Whereas 911 Misdials are not unique to Tecumseh and in fact are common across the Province at an estimated cost of millions of dollars;

Now Therefore Be It Resolved That the Municipal, Federal and Provincial governments and relevant associations, including but not limited to, the Ontario Association of Police Services Boards (OAPSB), the Ontario Association of Chiefs of Police (OACP), the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO), be requested to lobby the telecommunications industry and smart phone manufacturers to develop a solution to 911 Misdials.

A copy of the report to Town Council (CAO-2019-09) on 911 Misdials is attached for your information. Should you require anything further, please contact the undersigned at lmoy@tecumseh.ca or extension 116.

Yours very truly,



Laura Moy, Dipl.M.M., CMMIII HR Professional
Director Corporate Services & Clerk

LM/ep

Attachments

1. Report CAO-2019-09 911 Misdials

cc: Hon. Bill Blair, Minister of Public Safety and Emergency Preparedness
Irek Kusmierczyk, MP
Percy Hatfield, MPP
Federation of Canadian Municipalities
Association of Municipalities of Ontario
Ontario Association of Police Services Boards
Ontario Association of Chiefs of Police
Ontario Municipalities
Telus
Bell
Rogers



**The Corporation of the
Town of Tecumseh**

Chief Administrative Officer

To: Mayor and Members of Council
From: Margaret Misek-Evans, Chief Administrative Officer
Date to Council: November 12, 2019
Report Number: CAO-2019-09
Subject: 911 Misdials

Recommendations

It is recommended:

Whereas the calls for service for 911 Misdials have risen dramatically in recent years, correlated with the rise in cell phone use; and

Whereas 911 Misdials must be responded to as if they were legitimate emergency calls; and

Whereas each 911 call is responded to with two OPP officers at an average time per call of 1.2 hours; and

Whereas each 911 call is a billable call to the municipality; and

Whereas in 2019 alone to date, 911 Misdials in Tecumseh number 1,082 calls, which is 28.8% of all billable calls for service to date; and

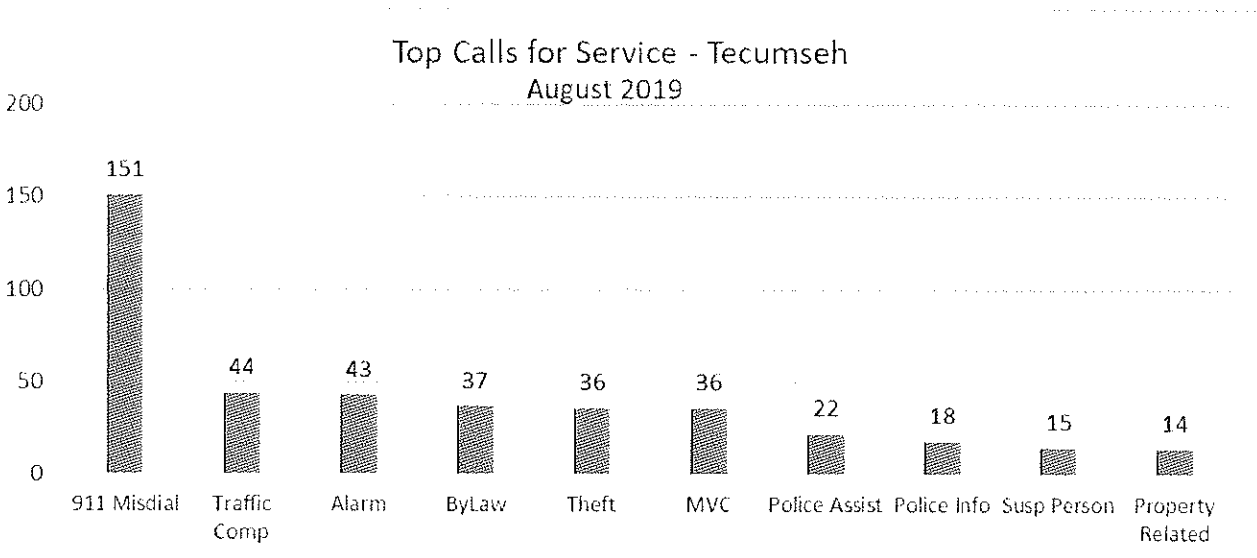
Whereas 911 Misdials are not unique to Tecumseh and in fact are common across the Province at an estimated cost of millions of dollars;

Now Therefore Be It Resolved That the Municipal, Federal and Provincial governments and relevant associations, including but not limited to, the Ontario Association of Police Services Boards (OAPSB), the Ontario Association of Chiefs of Police (OACP), the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO), be requested to lobby the telecommunications industry and smart phone manufacturers to develop a solution to 911 Misdials.

Background

The Tecumseh Police Services Board (Board) receives regular reports from the Essex County OPP (OPP) on statistics related to calls for service. Over the past months, the Board has expressed concern on a number of occasions regarding the trend of increasing calls for service related to 911 Misdials, and the high proportion of total calls these represent.

At their October 10, 2019 meeting, the Board reviewed data contained in the 'Police Services Board Monthly Overview August 2019' produced by the OPP. The chart below shows the OPP's top calls for service in Tecumseh for the month of August 2019:



The report includes comparative information with other Essex County OPP Detachment municipalities and notes the following trends in the detachment area:

- A 65.7% increase in 911 Misdials in August 2019 (898 calls) compared to August 2018 (542 calls)
- An average of 29.9 Misdial calls per day
- 911 Misdials are trending 63.2% higher YTD 2019 (5,867 calls) compared to YTD 2018 (3,596)

Concern about escalating 911 Misdials and the effect of this trend on policing and police budgets was also raised at the recent Joint Essex County Police Services Board meeting held in Leamington on August 29, 2019. This meeting was attended by the boards from all Essex County OPP-policed municipalities, namely the Towns of Essex, Kingsville, Lakeshore, Tecumseh and Municipality of Leamington.

Following discussion of this data, and as a result of concerns expressed by members of the Board on multiple occasions, the Board passed Motion PSB 43/19 at the October 10, 2019 PSB meeting:

Whereas the calls for service for 911 Misdials have risen dramatically in recent years, correlated with the rise in cell phone use; and

Whereas 911 Misdials must be responded to as if they were legitimate emergency calls; and

Whereas each 911 call is responded to with two OPP officers at an average time per call of 1.2 hours; and

Whereas each 911 call is a billable call to the municipality; and

Whereas in 2019 alone to date, 911 Misdials in Tecumseh number 1,082 calls, which is 28.8% of all billable calls for service to date; and

Whereas 911 Misdials are not unique to Tecumseh and in fact are common across the Province at an estimated cost of millions of dollars;

Now Therefore Be It Resolved That the Tecumseh Police Services Board request Town Council to approach the Federal and Provincial governments and associations, including but not limited to, the Ontario Association of Police Services Boards (OAPSB), the Ontario Association of Chiefs of Police (OACP), the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO), to lobby the telecommunications industry to develop a solution to 911 Misdials.

Comments

Administration obtained the most recent data available for 911 Misdials from the OPP. As of October 12, 2019, the OPP have responded to 1,082 911-related billable calls in Tecumseh, broken down as follows. This represents 28.8% of all calls for service in 2019 YTD. (Note: the categories correspond to those used in the OPP billing statement.)

Billable Category	Description	Number
911 Call / 911 Hang Up	General 911 misdial / hang up	482
911 Hang Up – Pocket Dial	(subcategory) Accidental 911 call using a cell phone	183
911 Call – Dropped Cell	(subcategory) 911 call using a cell phone, then signal was lost. Contact may have been made, then deemed non-emergency or accidental	417
Total	All Categories	1,082

The table below compares the 2019 statistics to previous years. While some 'zero data' is included, the total figures are most relevant. The OPP notes that the Pocket Dial category was introduced in 2013 and the Dropped Cell category was introduced in 2014. As the years went on, officers have become more diligent in classifying 911 misdials into these subcategories as opposed to the more general 911 Hang Up category.

Category	2013	2014	2015	2016	2017	2018	2019 YTD	2019 Est. *
911 Call / 911 Hang Up	640	698	479	449	411	530	482	578
911 Hang Up – Pocket Dial	1	6	21	20	69	70	183	219
911 Call – Dropped Cell	0	1	12	15	70	87	417	500
Total	641	705	512	484	550	687	1,082	1,297

* This is an estimated year-end total based on the YTD amount.

While some fluctuations are apparent, the estimated total number of misdials for 2019 is more than double the total recorded in 2013 and represents an 89% increase over 2018.

As noted earlier, the Board has expressed concerns about this trend both in relation to policing and the police budget. Each 911 call is handled the same way, with at least two officers dispatched to locate the source and respond. It can reasonably be concluded that time and resources spent responding to 911 Misdials divert resources from other community policing activities and initiatives. Efforts have been made by the Town and the OPP to educate the public on 911 misdials to curb frequency of such calls.

The Board’s resolution recognizes that Tecumseh is not alone in dealing with this widespread issue. It also suggests that the solution does not necessarily lie in increased public education and awareness, but rather in the redesign of cell phone technology and the way it interfaces with the 911 system. New, easier-to-use features on smart phone releases are something the public takes comfort in, knowing that in an emergency they can reach 911 dispatch easily and send their coordinates to the dispatcher. However, the issue of 911 Misdials should also be raised with smart phone manufacturers to resolve inadvertent 911 calls, which appear to be on the rise.

Consultations

Information and Communications Services
 Police Services Board
 Ontario Provincial Police

Financial Implications

With respect to the police budget, the impact of one year’s increase in call volume is not proportionately reflected in the billing statement, as the municipality’s “Calls for Service” costs (a weighted portion of the provincial total) are calculated based on a four-year average. The escalating volume of calls will, however, contribute to a higher four-year average over time.

Link to Strategic Priorities

Applicable

2019-22 Strategic Priorities

- Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
- Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
- Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
- Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
- Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Ellen Preuschat
Executive Assistant to CAO

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None

JAN 06 2020

JANUARY 04 2020

TOWN OF KEARNEY

MAYOR CAROL BALLANTYNE

ATTACHED IS A COPY OF MY COMMENTS (RE SALE OF PUBLIC LAND) THAT I SIGNED AND SENT TO BRENDA FRASER CAO CLERK (AS REQUESTED IN THE NOTICE). I AM ALSO GIVING YOU THIS COPY AND ASK THAT A COPY BE GIVEN TO EACH COUNCILLOR BEFORE THE BY-LAW MEETING AND ALSO IF YOU THINK IT WOULD BE APPROPRIATE TO BE READ ALOUD AT THE PUBLIC MEETING.

THANK YOU

Shirley Reeds
3407 Hwy 518E.

January 4, 2020

Dear Ms. Brenda Fraser;

Re: Proposed By-law to declare lands to be surplus (Granny White's Farm) as per notice dated Dec. 17, 2019

My understanding of the wording in the notice is that (the Town) has already agreed to sell (said) lands to a developer or individual on the purchaser's (terms) e.g. exceptions re: hazard land exceptions and the existing (or modified) trail system.

I have not heard of any discussion re: the above at public Council meetings, so costs for lawyers, planners, surveyors, extra council meetings, mileage, etc., must already be at taxpayer's expense, and perhaps in-camera.

Development at any costs, with no controls, detracts from a rural community.

Kearney is a rural community and that is what attracts tourists to visit and families to move here (as some of you recently have).

The existing trail system was built by many dedicated community volunteers, with local knowledge of the area and working free for the community. It is a well-used part of town- attracting many- to open space and nature. The (said) property is tax-payer's property and part of Kearney's escape-to-nature attraction.

Will the sale be openly advertised, giving any one interested time to get all the required information and meet any deadlines? And, will (Council) have any input on development?

Sincerely,



Shirley A. Reeds
3407 Hwy 518 E.