



AGENDA

REGULAR COUNCIL MEETING
Council Chambers
Friday, February 21st, 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** - Nil
 - (b) **Presentations** - Nil
5. **Minutes**
 - (a) **Adoption of Minutes**
 - (i) **Regular Meeting, [Draft Minutes – January 31st, 2020](#)**
 - (b) **Receive Committee Minutes**
 - (i) **Almaguin Highlands Health Centre: [Draft Minutes – February 7, 2020](#)**
 - (ii) **Almaguin Saving the Huntsville Hospital Committee: [Notes – January 27, 2020](#)**
 - (iii) **Kearney Dog Sled Races Advisory Committee: [Minutes – January 16, 2020](#); Minutes – [January 23, 2020](#)**
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** - Nil
 - (c) **Operations**
 - (i) **Transfer Station Report – [for the period January 22, 2020 to February 11, 2020](#)**
 - (ii) **Report and Resolution re: [Surplus Equipment Tender](#)**
 - (d) **Administration**
 - (i) **By-law No. 2020 - xx re: [Amending Agreement for Integrated GIS Modules](#)**
 - (ii) **By-law No. 2020-xx re: [Municipal Automotive Materials Stewardship Amending Agreement](#)**
 - (iii) **Resolution re: Draft Municipal Complaint Policy**
 - (iv) **Report and Resolution re: [RfP for Internet Infrastructure Services](#)**

- (e) Treasury**
 - (i) **Report and Resolution re:** [Payment Register](#)
 - (ii) **Report and Resolution re:** [Cash Handling Policy and Procedures](#)
- (f) Fire and Emergency Services**
 - (i) **Report re:** [Fire Chief, Fire Department Report for Regular Council Meeting on February 21, 2020](#)
 - (ii) **Report and Resolution re:** [New Firefighter](#)
 - (iii) **Report and Resolution re:** [New Firefighter](#)
 - (iv) **Report re:** [Deputy Fire Chief](#)
- (g) Facilities and Buildings - nil**
- (h) Council Presentations**
 - (i) **Councillor Rickward re:** Kearney Dog Sled Races Festival

11. Correspondence

(a) Action Items

- (i) **Federation of Northern Ontario Municipalities re:** [Annual Conference](#)
- (ii) **Township of Strong re:** [North Bay Parry Sound District Health Unit changes in the funding formula](#)
- (iii) **Almaguin Community Guide Committee re:** [2020/2021 Advertisement](#)

(b) Information Items

- (i) **Mary Lesperance re:** [Card of thanks](#)

12. Other Business - Nil

13. Closed Session

Council will enter into a Closed Session for discussion regarding:

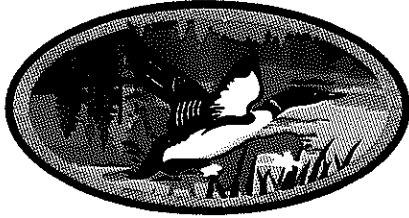
- (a) Labour relations or employee negotiations

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 February 21st, 2020 and at its Regular Meeting held on February 21st, 2020.

16. Adjournment



The Corporation of the Town of Kearney

8 Main Street Box 38 Kearney ON P0A 1M0

MINUTES

REGULAR COUNCIL MEETING

Council Chambers

Friday, January 31st, 2020

1:00 p.m.

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

Staff Present: Brenda J. Fraser, CAO|Clerk|Treasurer
Keven Beaucage, Deputy Clerk, Deputy Treasurer
Linda Moyer, Planning Technician
Brian Horsman, Chief Building Official

Regrets: Councillor Cheryl Philip

1. **Call the Meeting to Order**

Res. No. 1/31/01/2020 Mike Rickward, Paul Ziraldo

BE IT RESOLVED that the Regular Council Meeting of the Corporation of the Town of Kearney on January 31st, 2020 be declared open and called to order at 1:01 p.m. **CARRIED**

Moment of Silence to honour the memory of Bob Shaw.

2. **Approval of Agenda**

Res. No. 2/31/01/2020 Paul Ziraldo, Mike Rickward

BE IT RESOLVED that the Agenda of the Regular Council Meeting of the Corporation of the Town of Kearney on January 10th, 2020 be adopted as amended.

ADD 10(d)(iii) Hall rental for Kelly Shires fundraiser event **CARRIED**

3. **Declaration of Pecuniary Interest and the General Nature Thereof – None Noted**

4. **Delegations/Presentations**

(a) **Delegations - Nil**

(b) **Presentations**

(i) **Jean Philippe Laroque, Architect; Ruth Elder, Architect re: Kearney Community Centre - Findings**

Mr. Laroque provided a brief overview of recommended steps with regard to an expansion/renovation for the Kearney Community Center/Municipal Office.

5. **Minutes**

(a) **Adoption of Minutes**

(i) **Regular Meeting, Draft Minutes – January 10th, 2020**

(ii) **Public Meeting, Draft Minutes – January 10th, 2020**

Res. No. 5(a)(i)-(ii)/31/01/2020 Liz Stermsek, Mike Rickward

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 – January 10th, 2020**

(ii) **Public Meeting, Draft Minutes – January 10th, 2020**

CARRIED

(b) **Receive Committee Minutes**

(i) **Kearney Community Centre Committee: Minutes – November 1, 2019.**

Res. No. 5(b)(i)/31/01/2020 Liz Stermsek, Mike Rickward

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

(i) **Kearney Community Centre Committee: Minutes – November 1, 2019. CARRIED**

6. **Committee Resolutions for Consideration**

(a) **Dog Sled Races Advisory Committee re: To Declare the Races a Festival et al**

Res. No. 6(a)/31/01/2020 Paul Ziraldo, Mike Rickward

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney, in accordance with the request from the Dog Sled Races Advisory Committee, hereby declares the Dog Sled Races Event to be held February 7th, 8th & 9th, 2020, to be a community festival;

AND FURTHER that all By-laws that this festival contravenes (i.e. Noise By-law regarding barking dogs) shall be suspended during the 2020 Dog Sled Race event;

AND FURTHER that as a safety precaution, Council authorizes the closure of the Kearney Transfer Station at 149 King William Street during the Dog Sled Races on February 8th & 9th, 2020, from 9:00 a.m. to 5:00 p.m.;

AND FURTHER Council authorizes the use of the Kearney Community Centre and equipment, as well as assistance from Custodial Services and the Town Public Works equipment and employees, as available for the 2020 Dog Sled Races event;

AND FURTHER Council authorizes the closure of the section of Main Street from the intersection of Lakeview Avenue and Main Street, to the parking lot of the LCBO near the intersection of Rain Lake Road and Main Street, for the duration of the event. **CARRIED**

(b) Kearney Community Centre Committee re: KCC Stove

Res. No. 6(b)/31/01/2020 Mike Rickward, Paul Ziraldo

WHEREAS the Kearney Community Centre Committee has supported the purchase of a new propane stove for the large kitchen at a cost of approximately \$12,000.00;

AND WHEREAS the Kearney Community Centre Committee (KCC) does not have sufficient funds at this time to purchase this stove, however the KCC intends to approach the facility user groups to obtain donations toward the purchase cost;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney supports the motion of the KCC to purchase a new propane stove;

AND FURTHER that the existing, old stove be offered for sale as surplus equipment and the funds received from the sale be put toward the purchase cost of the new propane stove. **CARRIED**

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

(i) Report and Resolution re: Building Activity Report to December 31, 2019

Res. No. 10(a)(i)/31/01/2020 Paul Ziraldo, Mike Rickward

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney receive the Building Activity Report to December 31, 2019, from the Chief Building Official. **CARRIED**

(b) Planning

(i) Report and Resolution re: Conveyance of 1 Sq. Inch (TYTLER)

Res. No. 10(b)(i)/31/01/2020 Paul Ziraldo, Mike Rickward

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby accepts a conveyance of 1 square inch from Part of Lot 3, Concession 6, within the Town of Kearney (Bethune) described as Part 1, Plan 42R-21333. **CARRIED**

(ii) By-law No. 2020-xx re: Accept Ownership of a parcel of land

Res. No. 10(b)(ii)/31/01/2020 Paul Ziraldo, Liz Stermsek

By-law No. 2020-04, Being a By-law to accept ownership of a parcel of land located in Part of Lot 3, Concession 6, geographic Township of Bethune, now in the Town of Kearney, District of Parry Sound, described as Part 1, Plan 42R-21333 (TYTLER), be read a first, second and third time and numbered 2020-04 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**

(iii) Report re: Appeal – Consent Applications B-025/18, B-026/18 and B-027/18 (MEIER) - Report only.

(c) Operations

(i) Transfer Station Report – for the period January 3, 2020 to January 21, 2020 – **Report only.**

(ii) Report and Resolution re: Land Fill Site

Res. No. 10(c)(ii)/31/01/2020 Paul Ziraldo, Mike Rickward

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

AND WHEREAS efficiencies can be found through better management of resources;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney recognizes that adjusting the Winter Operation of the Transfer Stations will aid in reducing costs for waste management and public works;

AND FURTHER supports closing the Kallio Road Transfer Station for the remainder of the 2020 winter season, from February 12, 2020 until May 15, 2020 and for subsequent winters during the plowing/sanding season (November – May). **DEFERRED**

(d) Administration

(i) By-law No. 2020-xx re: Agreement with Kearney Seniors

Res. No. 10(d)(i)/31/01/2020 Paul Ziraldo, Mike Rickward

By-law No. 2020-05, Being a By-law to Authorize the signing of an Agreement between The Corporation of the Town of Kearney and the Kearney Seniors Active Living Centre for purposes pertaining to the Use of the Seniors Active Living Centre also referred to as the Seniors Room, be read a first, second and third time and numbered 2020-05 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**

(ii) Resolution re: Kearney Community Centre Rental Agreement – Long Form;

Kearney Community Centre Rental Agreement – Short Form

Res. No. 10(d)(ii)/31/01/2020 Mike Rickward, Paul Ziraldo

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney authorizes the use of the Kearney Community Centre Rental Agreement – *Long Form* and authorizes the use of the Kearney Community Centre Rental Agreement – *Short Form*, both attached hereto. **CARRIED**

(iii) Resolution re: Hall Rental for Kelly Shires Fundraising Event

Res. No. 10(d)(iii)/31/01/2020 Liz Stermsek, Paul Ziraldo

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney shall donate the use of the Kearney Community Centre for the Kelly Shires fundraising 2020 event. **CARRIED**

(e) Treasury

(i) Report and Resolution re: Payment Register

Res. No. 10(e)(i)/31/01/2020 Liz Stermsek, Paul Ziraldo

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 #29479 to #29562 in the total amount of \$657,744.59. **CARRIED**

(ii) Report re: 2019 Council Honouraria & Expenses – Report only.

(iii) Report and Resolution re: Debit and Credit Card Payments

Res. No. 10(e)(iii)/31/01/2020 Paul Ziraldo, Mike Rickward

WHEREAS the Council of the Town of Kearney has shown interest to expand customer service to ratepayers by providing a Debit and Credit Card service;

AND WHEREAS Kawartha Credit Union is partnered with a third-party merchant service provider, Zank Payments who are partnered with Global Payments;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs Staff to proceed with applying to Zank Payments, on a month to month contract in order that the Town may offer debit and credit card payment services to the public. **CARRIED**

(f) Fire and Emergency Services

(i) Report re: Fire Chief, Fire Department Report for regular Council meeting on January 31, 2020. – Report only.

(g) Facilities and Buildings - Nil

(h) Council Presentations

(i) Mayor Ballantyne re: Direction to Staff to Review Communication Policy

Res. No. 10(h)(i)/31/01/2020 Mike Rickward, Paul Ziraldo

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs Staff to review the Town Communication Policy and provide a report to Council at the next Regular Council Meeting. **CARRIED**

(ii) Councillor Rickward re: ROMA Conference – Verbal Report

11. Correspondence

(a) Action Items

(i) Town of Deep River re: Premiers to develop Nuclear Reactor Technology

Res. No. 11(a)(i)/31/01/2020 Mike Rickward, Paul Ziraldo

WHEREAS the Premiers of Ontario, Saskatchewan and New Brunswick have announced their intention to work together on the development of small modular reactors to help their provinces reduce carbon emissions and address the challenges of climate change;

AND WHEREAS Canada has demonstrated excellence and leadership in the nuclear industry on the world stage for more than seventy (70) years;

AND WHEREAS the Canadian nuclear industry is one of the safest and most well-regulated energy sectors in the world under the oversight of the Canadian Nuclear Safety Commission;

AND WHEREAS the citizens of Ontario have enjoyed the benefits of safe, clean, low-carbon energy produced by Ontario's nuclear industry for over fifty (50) years;

AND WHEREAS small modular reactors have the potential to provide municipalities, especially rural and northern municipalities, with an innovative technology that provides a safe, low-carbon alternative to meet energy demands;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney supports the decision to work together on the development of small modular reactor technology as a safe, low-carbon energy option;

AND FURTHER that this Resolution be forwarded to the Prime Minister of Canada, the Minister of Natural Resources and the remaining provincial premiers requesting they support investment in the research and development of small modular reactor technology as an innovative, safe, low-carbon energy option;

AND FURTHER that this Resolution be circulated to FONON and AMO for their consideration.

CARRIED

- (ii) **Scarborough Outdoor Education School re:** Request to have Kearney Community Centre as their emergency evacuation centre

Res. No. 11(a)(ii)/31/01/2020 Paul Ziraldo, Mike Rickward

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney, in response to the written request from Veronica Uzielli, Site Supervisor, Scarbourogh Outdoor Education School (SOES), authorizes the use of the Kearney Community Centre as a back-up evacuation site for the SOES students in the event of an emergency.

DEFERRED

- (iii) **Burk's Falls and District Food Bank re:** Request for Funds

Res. No. 11(a)(iii)/31/01/2020 Paul Ziraldo, Liz Stermsek

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney, in response to the correspondence from the Burk's Falls and District Food Bank, authorizes a contribution of

DEFERRED

(b) Information Items

- (i) **District of Parry Sound Social Services Administration Board re:** Honorariums and Expenses 2019 report – Report only.

12. Other Business – Nil

13. Closed Session

Council will enter into a Closed Session for discussion regarding:

- (a) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
(b) Labour relations or employee negotiations (x 2)

Res. No. 13(a)-(b)/31/01/2020 Mike Rickward, Paul Ziraldo

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 2:29 p.m. for discussion regarding:

- (a) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
(b) Labour relations or employee negotiations (x2)

CARRIED

Res. No. 13(c)/31/01/2020 Paul Ziraldo, Mike Rickward

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney reconvene in Open Session. Closed Session adjourned at 3:56 p.m.

CARRIED

14. Business Arising from Closed Session

Mayor Ballantyne reported on matters discussed in Closed Session.

Res. No. 14/31/01/2020 Liz Stermsek, Paul Ziraldo

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney, in accordance with the recommendation of the Selection Team, shall promote Scott McKay to the position of Public Works Working Foreperson, effective February 3, 2020.

CARRIED

Res. No. 14(b)/31/01/2020 Paul Ziraldo, Mike Rickward

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney supports adding the following to be included in the Site Plan Agreement and registered on title for Consent Applications B-025/18; B-026/18 and B-027/18 (MEIER):

- The driveway entrance locations as per the applicant's engineer's drawings; and
- An agreement for brushing on the private lands.

CARRIED

15. Confirming By-Law

By-Law 2020-xx being a By-law to confirm the proceedings of Council at its Regular Meeting held on January 31st, 2020.

Res. No. 15/31/01/2020 Mike Rickward, Liz Stermsek

By-law No. 2020-06, Being a By-law to confirm the proceedings of Council at its Regular Meeting held on January 31st, 2020, be read a first, second and third time and numbered 2020-06 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. 16/31/01/2020 Paul Ziraldo, Mike Rickward

BE IT RESOLVED that the Regular Council Meeting of the Corporation of the Town of Kearney adjourn at 4:00 p.m. to meet again at 10:00 a.m. on February 21st, 2020 in the Council Chambers, Kearney, Ontario.

CARRIED

**THE CORPORATION OF THE
TOWN OF KEARNEY**

Carol Ballantyne, Mayor

Brenda J. Fraser, Clerk



705-382-2900
www.almaguin-health.org

Minutes: February 7th, 2020

Present: Norm Hofstetter, Brad Kneller, Barbara Marlow, Cathy Still, Marianne Stickland, Dennis Banka, Rod Ward, Lyle Hall, Carol Ballantyne

Regrets: Tom Bryson

Guests: Sandra Dalgleish (Executive Director BFFHT)

Call to order at 10:00am by Chair Bruce Campbell.

R. Ward joined the meeting 10:01am.

1. 2020-004 Moved by Brad Kneller and Seconded Carol Ballantyne
THEREFORE BE IT RESOLVED THAT The Almaguin Highlands Health Centre Committee adopt the minutes from January 10th, 2020 as circulated. Carried.
2. Delegation: None at this time.
3. Items for Discussion;
 - a) Almaguin Saves Huntsville Hospital (ASHH) meeting minutes from January 27th, 2020 at the Young at Heart Seniors Centre.
 - Committee members discussed the minutes including a request to establish a sub-committee within AHHC to lobby MPP support for health care advancement. In addition to the AHHC members, Bob MacPhail will be invited to participate in a meeting with MPP Miller, date to be determined.

2020-006 Moved by Barb Marlow and Seconded Norm Hofstetter

THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Centre Committee approves a sub-committee of the below Almaguin Highland Health Centre Committee members to lobby for support from MPP Norm Miller regarding Almaguin Highlands Health Care.

- 1) Cathy Still
- 2) Marianne Stickland
- 3) Rod Ward

Carried

- b) OHT meeting invitation for February 14th, 2020, at the Near-North Enviro-Education Centre in the Village of Sundridge.
 - Committee members received the invitation and confirmed attendance for the Chair B. Campbell, Councillor M. Stickland (OHT application) and Councillor R. Ward (Business Plan)
- c) Support Resolutions for a District Wide Ontario Health Team
 - Resolutions from the Township of Armour and Village of Sundridge were received.
- d) Report by AHHC Secretary regarding Ontario Health Team submissions received.
 - The report was received with thanks.
- e) M. Stickland provided an update on the AHHC 2020 survey.
 - A total of 416 surveys have been completed.
- f) Highspeed Internet Update
 - R. Ward provided the Committee with an update on efforts to secure highspeed internet within Almaguin. There will be 12 new towers established, to complete a total of 26 in service. Service improvement will commence 2021- 2022.
- g) Physician Recruitment Incentives
 - C. Still informed the Committee that the retiring BFFHT physician has three prospective physicians interested in the Burk's Falls practice. As an incentive the Village of Burk's Falls will request from the catchment municipalities a financial contribution to support the purchase of equipment, computer upgrades and a specific number of free months rent. The Village of Burk's Falls will provide a resolution with the request for support at the next regular meeting of Council.
- h) Treasures report
 - The financial statement was received. Commentary was made regarding the current balance of the account. A suggestion was made to request/inform municipalities that contributed to the OTN funds that such funds will be utilize by the Committee to support services.
 - Suggestions for use included the expansion of the current OTN office to allow for a larger space that is more conducive to patient screening.
- i) Other business
 - Members discussed the continuation of municipal contributions to the Almaguin Highlands Health Centre as the Centre is subsidized solely by the Village of Burk's Falls; however, services are available to all municipalities within the Almaguin Highlands. The Committee authorized the Secretary to draft a letter addressing continued support to be considered at the next regular AHHC meeting.
 - L. Hall informed the Committee of NOAH's progress on the senior apartment complex in the Village of Sundridge.

4. RESOLUTIONS PASSED

Resolution: 2020-05 Moved by Brad Kneller and Seconded by Carol Ballantyne
THEREFORE BE IT RESOLVED THAT The Almaguin Highlands Health Centre Committee authorize the Treasurer to issue payment to the Village of Burk's Falls in the amount of \$465.00 dollars to rectify an account error made in 2019. Carried.

Resolution: 2020-07 Moved by Carol Ballantyne and Seconded by Barbara Marlow
THEREFORE BE IT RESOLVED THAT The Almaguin Highlands Health Centre adjourn at 10:50am to meet again on March 6th, 2020 at 10:00am. Carried.

AMALGUIN SAVING THE HUNTSVILLE HOSPITAL COMMITTEE

NOTES January 27, 2020

The meeting was held at the Young at Heart Senior Centre on January 27, 2020 at 7:00 pm.

Present: Bob MacPhail, Township of Armour
Norm Hofstetter, Township of Perry
Margaret-Ann MacPhail, Township of Perry
Dan O'Halloran, Township of McMurrich/Monteith
Wayne Smith, Municipality of Magnetawan
Rod Ward, Township of Armour
Brad Kneller, Municipality of Magnetawan
Barb Marlow, Township of Ryerson
Cathy Still, Village of Burk's Falls
Paul Sowrey, Township of Perry
Angela Friesen, Township of McMurrich/Monteith
Wendy Whitwell, Township of Armour
Bruce Campbell, AHHC
Kelly Elik, Township of Strong
Penny Brandt, Township of Ryerson
Tim Bryson, Township of Joly
George Sterling, Township of Ryerson
Jerry Brandt, Township of Armour
Lyle Hall, Village of Sundridge

Staff: John Theriault, Township of Armour
Judy Kosowan, Township of Ryerson
Nancy Field, Township of Ryerson
Erica Kellogg, AHHC
Danika Hammond, Township of Armour

Call to Order

The meeting was called to order at 7:00 pm and Reeve MacPhail welcomed everyone and thanked them for participating. This was an informal meeting to discuss the health services and the formation of the Ontario Health Teams and no decisions will be made. Some members of Council at the meeting are here as interested parties and not taking part in the discussions. Therefore, there are no Council meetings taking place.

Business:

Reeve McPhail advised the committee that he had four points to discuss at this meeting. Do we need to establish a new committee, what will the name of this committee be, what would be its mandate and what does it do in the short term.

With the province announcing the creation of 24 Health Teams and the breakup of our area, we need to discuss the future of this committee and what it can do to help get better health services for Almaguin.

A presentation was made on what the Almaguin Highlands Health Centre Committee (AHC) has been doing and is doing to ensure that we keep our present services and improve on them. The AHC has been working for many years get better health services in Almaguin, but the message is not being heard by our government.

AHC is continuing with their application to have a Health Team for the whole Parry Sound area. We do not know if it will be successful, but where does ASHH fit in with this new development. AHC is the administrative arm for our area, maybe ASHH should be rebranded to be the political arm for this area. Additionally, the province has already decided to keep both hospitals and MAHC no longer has the authority to tell us what to do so ASHH may not be needed anymore.

Reeve McPhail discussed the importance of having our name listed in any title for a new committee or a new Ontario Health Team. If our name is not there, does it mean we are not important enough to be awarded good health services.

There was a discussion on Ontario Health Teams. It is not likely that Almaguin will get an Ontario Health Team, but we need to work on getting an Ontario Health Team which will encompass our region and not split it into many parts. The committee learned that the Ontario Health Teams were created based on information which tracks where people go for their health services. The problem is that these statistics do not include some health services like nurse practitioners. This skews the results and the Ontario Health Teams may not be created for the right reasons or area.

The committee discussed the need for ASHH and recommended that the best way to help the area would be to form a sub-committee through AHC and send this sub-committee to meet with of Norm Miller, MP for Parry Sound-Muskoka, to present the needs of our area and see if we can get his help in getting better health services. After the meeting takes place the sub-committee will forward its report to the Township of Armour, who can then distribute it to all of the ASSH partners.

The ASHH committee will remain and if needed can be reconvened to discuss health issues.

Adjournment

The meeting was adjourned at 8:06 p.m.



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

2019- 2020 Kearney Dog Sled Race Advisory Committee

January 16, 2020

KCC Seniors Room

Meeting Minutes

Meeting Called to Order Resolution No. 01-01-16-2020

Approval of Agenda/Amendment Resolution No. 02-01-16-2020

Declaration of Pecuniary Interest and the General Nature Thereof:

New Resolution(s):

1. Various Town Res. No. 03-12-09-2019 (See Minutes for full resolution)
- 2.
- 3.

Attendance:

- Tori White
- Amanda White
- John Smeets
- Cheri McLeod
- Treasure Lotton
- Kaitlynn Paquette
- Heather Pateman
- Barb McQuillin
- Andrew Buzzeo
- Guest: Mike Jones

Regrets:

- Andrea Delaire
- Mike Rickward

Committees/Sub Committees Updates:

1. Chair
 - Welcoming.
2. Sponsorships
 - Has a few more - treasure go \$100 from two.
 - \$13368 total right now. Only collected \$8225 so far. \$1993 of that is "in kind"

- Heather is still getting \$50 sponsors now because they are not on the flyer.
- One sponsorship from Edmond's Chevrolets/Buick was very interests so we will speak to them next year about further sponsorship. Treasure had gone for a silent auction item but they offered money. She also volunteered a previous year and her and a friend want to do it again this year.
- Mike Jones works there and can also speak to them.

3. Entertainment

- Amanda talked with the seniors about the raffle. They did the application this week. She was back and forth about tickets and splitting the profits. The Senior's aren't looking to take as much of the profit because they don't have as many opportunities to sell. They aren't planning as many events. They are considering 40/60 in our favour.
- Prizes - 1. Carving worth \$1000 but we are paying \$500 2. Donated chainsaw worth \$500 being donated for free 3. A gift basket with souvenirs worth about \$200.
- Cheri has a book to put in for the raffle basket.
- Tickets will be ready for the dog sled races. They will be printed 400 at a time. We will sell 2000 tickets.
- Downtown entertainment and music is all lined up. We will need a cheque to pay them.
- Donation of the chainsaw? - The town will expense that. Amanda will ask Cindy about this.
- Person coming with the yurt - we are going to give him gas money. We will get a cheque made and then get him a gas card.
- Sound Equipment is all confirmed for the weekend. Price is same as last year.

4. Silent Auction

- Treasure has not quite gotten the South River area done yet. Many places were closed as she went on a Monday. She did go to one place, décor place, and she gave Treasure a call back. They will donate a gift certificate up to \$110 dollars.
- Kaitlynn is bringing a coat hanger hand made. Kaitlynn will email Treasure.
- Heather has secured some other gift certificates. Cindy has some of them. Treasure will go tomorrow.
- Tomorrow will be spending the day the South River direction tomorrow.
- Treasure read the dog sledding book and emailed the author. She explained that she was with the dog sled committee and agreed to donate the book. On Saturday Treasure is going to purchase a book and then will be reimbursed.
- On the glasses for prizes, Treasure talked to the artist and she can put "Kearney Dog Sled Races" but cannot get the picture of the dog and the man. She can get a picture of a dog. She cannot do the logo for copywrite reasons. Treasure asked the question of putting a date on the bottom or if we wanted the year on = Yes because they are going to winners. It will say "February 2020".

5. Souvenirs

- Everything is ordered and a lot has come in. The patches and mugs are in. The stuffies are in the MNR room. The sweatshirts and t-shirts are ordered and

finished. They are ready to ship. Hats and neck warmers will be shipped and here by the end of the month. Everything is on track. Mugs are black and white interiors. There are a few left over from last year (10) that we will sell cheaper at the event.

- Heather will bring some paw prints to sell at the store.
- There are left over paws from past years. Tori's idea was to put packages together with those patches. There are people looking for some they are missing.

6. Advertising

- Holiday Inn story is out. She put the Best Western add on Facebook today and will put the Holiday Inn add out next week.
- Tori has tried following up with other hotels but got nowhere.
- Andrew has to go and book rooms for our race marshall and timers.
- Mike Jones will also talk to Arrowhead and Tulip Inn about rates for mushers.
- Tori has been talking with the trophy place - they have the medals and will update the dates. Trophies are all on order.
- Tori has not talked to the radio people. When we have the adds she will send them out. The rates and packages are all set.
- Pamphlets are all out in the mailboxes. She sent them out to local post offices as well (Novar, Burks Falls, Katrine, Sprucedale, Emsdale). Kaitlynn will take some to Parry Sound. Andrew will take some to Huntsville. Treasure will take some for her run to South River.

7. Volunteers

- Mike Rickward is recruiting a lot of new volunteers. Cheri has a good handful of new people to town that are excited to be involved. A lot of people are offering to do one or the other day.
- Cheri is going down the list to contact trail people. She emailed the ones she had, and will start calling/texting next.

8. Sled Dog Rides

- Matt and Kaity are confident they can get insurance for the weekend. Once Kaitlynn have that confirmed we will advertise for it.
- Kaitlynn will email Cheri the contact information for Matt and Kaity.
- Lloyds of London - \$250 dollars was the quote. If their current insurance option falls through we will get them that contact information.
- Cheri has some people in mind to volunteer. She will ask Dan and Debbie specifically.
- Cheri needs a copy of the insurance

9. Vendors

- Northern Nerds are confirmed for sure.
- Fur hats man who he lost the phone number for phoned in on Tuesday. He will be there for sure and is confirmed.
- Two more vendors were contacted - Both from Huntsville. One sells Watkins products (spices, kitchen, etc.). Another selling crochet items.

- Someone wants a booth for army recruitment. John took the email from Andrew Bell and replied. John spoke to Andrew and said that it "was not his email".
- A vendor contacted Amanda but had not filled out paperwork. We are already full.
- We have 8 vendors inside, 3 vendors outside including the carving.

10. Trail

- Andre has been out grooming. Mike emailed in and said that the trails are in great shape and with all the snow in the forecast we are looking very promising. He will have up to 3 ATV's for use on the race weekend.
- We need to know about the OFSC groomer going on the trails and for grooming the dog sled rides. OFSC (Mark) is requesting insurance proof for this year. Mike Rickward is supposed to talk to Mark about it. Andrew will confirm this.

11. New Resolution for Road Closures

- Treasure read it out.
- **RESOLUTION 03-01-16-2020 BE IT RESOLVED** that the Kearney Dog Sled Races Advisory Committee asks the Town of Kearney to declare the Kearney Dog Sled Races event being held on February 7 - 9th, 2020 a festival;
AND FURTHER asks that all by-laws that this festival contravenes (i.e. noise by-law regarding barking dogs) shall be suspended during the 2020 Dog Sled Race event;
AND FURTHER asks as a safety precaution, Council authorizes the closure of the Kearney Transfer Station at 149 King William St. during the Do Sled Races festival on February 8th and 9th, 2020 with the Kallio Road Transfer Station being open on February 8th and 9th 2020 from 9:30am to 4:00pm
AND FURTHER asks the council to authorize the use of the Kearney Community Centre and equipment, as well as assistance from the custodial service and the town public works equipment and employees, as available, for the 2020 dog sled race event;
AND FURTHER asks the Council to authorize the closure of the section of Main Street from the intersection of the Lakeview Avenue and Main Street, to the parking lot of the LCBO near the intersection of Rain Lake Road and Main Street, for the duration of the event.

12. Bears in Lobby

- Before we did the raffle for the bears we had the chainsaw guy do up a carving. There have been a few done up with one and two bears. We donated them back to the town. They were put outside and they needed some repairs.
- We are going to make some plaques to put on the bears that they were donated to the town by the committee. Tori will write up a proposal for this.

13. Scott Atkinson, MP

- Mr. Atkinson's office would like to know if Mr. Atkinson, MP, should come for the event and when we would like him to come from. Andrew will ask for him to come to the opening ceremonies on 8:30am Saturday for a small speech.
- Cindy sent out all the invites this year for other important people.

14. Open Floor

- Treasure will be given some money for gas/mileage for her work on the silent auction.
- Tori: We should start posting updates on the trail conditions and it would be great if we could get pictures. Andrew will get pictures soon.
- Tori also occasionally gets people asking on the email about photographs because they want to give them or send them. We have a photo gallery on our website but we have not put pictures in it since 2015. Kaitlynn has looked at adding pictures but it is complicated. Past years photos have been uploaded by Randy on Facebook. If anyone has anyone else to take pictures let them know to send us in the images.
- The supplier of our sweaters and souvenirs will set us up with an online store with our logo to buy extra things besides the ones we keep in stock. We can set the extra price on the online store and then that is our profit without doing any other work. Once that is set up we will get it on the website and on the Facebook page. They can either ship to us, or ship right to the buyer.
- If we can get pictures of the silent auction items to put on Facebook to advertise items. People really liked that last year to know what they could bid on.
- Andrew is going to make a sign out of wood and Kaitlynn will paint it as a donation.
- Amanda noted that she had another business to try to get a donation - Devon Lee Homes. She took a letter to try to get sponsorship.
- Mike J will talk with Tori about helping with the Facebook page.

Adjournment Resolution No. 04-01-16-2020: Be it resolved that the KDSR meeting adjourned at 8:25pm to meet again at a later date to be determined.



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

2019- 2020 Kearney Dog Sled Race Advisory Committee

January 9, 2020

KCC Seniors Room

Meeting Minutes

Meeting Called to Order Resolution No. 01-01-09-2020

Approval of Agenda/Amendment Resolution No. 02-01-09-2020

Minutes Read-Approved/Amendment for December 5, 2019 Resolution No. 03-01-09-2020

Declaration of Pecuniary Interest and the General Nature Thereof:

New Resolution(s):

1. Various Town Res. No. ___-12-09-2019
- 2.
- 3.

Attendance:

- Tori White
- Amanda White
- John Smeets
- Cheri McLeod
- Treasure Lotton
- Kaitlynn Paquette
- Heather Pateman
- Mike Rickward
- Andrew Buzzeo

Regrets:

- Andrea Delaire
- Barb McQuillin

Committees/Sub Committees Updates:

1. Chair
 - Reporting for Barb for souvenirs.
 - Paw prints, zippies sweaters, t-shirts, hats, mugs, and stuffies are all ordered, and presently in the building.
2. Sponsorships

- Even with her lateness, we have currently commitments \$13,168. We already have \$5225.
- We have a new race sponsor - 4 Dog Race Sponsor is Al Langman Construction. They are putting in \$4250 as they are also part of Edgewater who sponsors another class.
- Heather has a couple of people to talk to
- Waste Connection is doing the bins. It is considered a gold sponsor. Will make sure it is still on the website.
- Stanpac is sponsoring us again. He submitted the money to the town.
- Heather will send Kaitlynn her spreadsheet to update the website.
- Pamphlet is done - Heather will now concentrate on sponsorships under \$250.
- Still have to collect the banners.
- Northern Nerds needs to be contacted about the booth. He has been told that he is getting a free booth before by Cheri. John will communicate with them.
- Purse Breakdowns now add to \$7,000 currently.
- Open - pay to 15, Purebred, down to 10.
- Will sit down and look at purse break down to go over possibly adding more to purse.
- Cards need to be done as soon as possible for Thank You cards.
- Kaitlynn will make a card layout and it will be ordered asap to be signed at last meeting before the race. Will be a blurb inside.

3. Entertainment

- Amanda spoke to Kathy Hair - president of Senior's group who will do a raffle with us. Need info for the application (value of prizes, exact date raffle will be drawn, and how many tickets to print)
 - i. Date - At the Regatta the Sunday August 2nd)
 - ii. 1st Prize will be carving from JR carving - He will make us the carving for half price. We will pay \$500 for 4ft tall howling wolf
 - iii. 2nd Prize - Smaller carving of 2ft Owl OR Mike Rickward will get something for a two to three hundred dollar value as back up. Mike will talk to Amanda tomorrow.
 - iv. 3rd Prize - Souvenir Basket
 - v. Ticket Number - Will confirm, but will be between 2000-3000
- We were given 2 books from an author to do whatever we wanted with them. One will be for silent auction and one for a prize.

4. Silent Auction

- Treasure has started to go around to talk to people. She is going to pick things up closer to the end of the month because of the weather. She is waiting it out. She is going around to deliver letters at this point. She has a few things from a few people that she will hang on to.

5. Advertising

- Tori is waiting to pick up the medals to finish them and updated with dates. Trophies will be made for the novices.

- Hotel add and more website updates will happen.
 - Leah needs to update some things and Kaitlynn will make a list for Tori to give.
6. Volunteers
- Need them!
 - Debbie is going to contact the schools for Cheri and will email out the volunteer form. Cheri is gathering all the people she can find.
 - Cheri has all the lists but needs to go over it and find out where people actually go on the weekend of the race.
 - Amanda has some teacher contacts to help with the school volunteer finding.
 - Debbie has been going around putting up volunteering flyers to help.
 - Last year Andre had about 15 people. He now has closer to 30 people.
7. Website
- All good
8. Sled Dog Rides
- Kaity and Matt
 - We can go behind Kearney O'Neils and Mike can make sure that there is snow fencing and trails.
 - Can possibly have them as a vendor, but it wouldn't work if it was on twon property.
 - We need insurance for \$2 million liability.
 - Ed was always only 1 day - 1650
 - Chocpaw we paid 3600
 - Insurance? We could let them get their own then come make the money and do their own thing.
 - We would need to give them volunteers to help
 - Will need to advertise "cash only" on everything as there will be no other payment option.
 - Cheri will give Kaitlynn a copy of the waiver to edit for them.
 - Best option is us promoting it, them getting liability insurance for the weekend, and then coming and getting money from people wanting rides.
 - We made about \$1800 for the weekend last year from 3 hours a day.
 - We usually charge \$15 for adults, \$10 for kids.
 - Kaitlynn will talk to Matt
 - Will need to know what hours they want and then will advertise it.
9. Vendors
- 6 indoor vendors lined up.
 - There are 2 vendors outside. We also have 6 vendors on wait lists.
 - He is not sure if the fur vendor will be coming but has room for him. He uses a spot and a half. That is included in the 6 currently coming.
 - Souvenirs will be right at the door on the left.
 - Raffle tickets will be sold from the souvenir table.
 - With space in the gym, we can confirm two more vendors

- Tori and John will work to see who the wait list vendors are selling and where they will fit.

10. Trail

- Mike walked the trail and they are also not going to pack or touch the snow yet. We have about 8 inches of trail and they're trying to keep everyone off it until we get through the warm spell.
- Tori's question through messenger was asking how long the 6 dog trail was in kilometers. It is about 5.5 miles.
- As soon as we can run the trails with sleds we will have GPS mapping.
- Mike will forward me the maps to put on the website.
- Andrew will only be dog yard and community centre this year, not on the trail.

11. OPP Liaison Meeting

- Francis wants Tori to leave her door closed for this year for safety.
- They came to treasure last year into the silent auction.
- We're all going to have his cell phone number - we will all call him first.
- If they're doing something worthy of calling 911, do that before calling Francis.
- If children are there, come to Kaitlynn/Francis to manage that.

12.

13.

14. Open Floor

- Tori will talk to postmistress about mailing the flyers out and then we will take them for other distribution.
- Spoke about speaking to the road manager about the trail on the road. We need to make sure we tell Ross to do the same things he's always done. Ross also needs to make sure that the plows do not destroy the trail on the small bridge past the rink. Mike will talk to him.

Adjournment Resolution No. 04-01-09-2020: Be it resolved that the KDSR meeting adjourned at 8:1m to meet again at a later date to be determined.



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

2019- 2020 Kearney Dog Sled Race Advisory Committee
January 23, 2020
KCC Seniors Room
Meeting Minutes

Meeting Called to Order Resolution No. 01-01-23-2020

Approval of Agenda/Amendment Resolution No. 02-01-23-2020

Minutes Read-Approved/Amendment for January 9, 2019 and January 16, 2019 Resolution No. 03-01-23-2020

Declaration of Pecuniary Interest and the General Nature Thereof:

New Resolution(s):

1. Various Town Res. No. ____-12-09-2019
- 2.
- 3.

Attendance:

- Andrew Buzzeo
- Treasure Lotton
- John Smeets
- Pauleen Patton
- Tori White
- Heather Pateman
- Mike Rickward

Regrets:

- Andre Dellaire
- Amanda White
- Barb McQuillin

Committees/Sub Committees Updates:

1. Chair
 - The food contract will be completed. Shirley is already getting all of our food items.
2. Musher Registrations
 - Spoke about racers coming to race who are younger (specific racer that is 11) and the email from Jim about IFSS rules.
 - We have an 11 year old from Wisconsin registered for 4 dog sled. Tori sent it to Jim. Kaitlynn knows them and Wisconsin and it shouldn't be a problem.

- Age 14 to 18 with consent of parents. Under that parental and Jim consent.
- Leah is going to do some updates on the website that we could not get done ourselves.
- We are having some mushers register now.

3. Sponsorships

- Everything is collected besides \$500 at the moment.
- We may have someone coming on that is over a \$100 sponsorship. He is trying to get some banners made as he would be happy with that if he's able.
- Port-a-potties are all going in the same usual places.
- Matt has confirmed that our dumpsters are coming again despite some issues with contacting them this year
- Snow removal will also be the same as last year. At the trail cook house, we will have 3 vendors there now. The way they plow will be fine if they push snow back a bit farther. Where-ever we decide to do dogsled rides we may need some extra snow removal.
- The Kearney dump site will be closed officially - the request went in.
- Shirley is working with some companies to get us some "freebie" stuff like swag bags from Nutrience Dog Food. Every musher and every committee member will get one.

4. Souvenirs

- Barb said that the hoodies and t-shirts are on their way.

5. Entertainment

- Landowners and people around the children's activities need to be confirmed. Less McKay needs to be contacted but he is not up. Cheri got his phone number from Heather.
- Everything is good at this point.

6. Silent Auction

- We are doing well. Treasure did a count the other day and she has over 30 items at this point. Today she ended up breaking some items up. She got over 20 more items out of that. Treasure still needs to go up north.
- Copperhead Distillery she had to fill out a form for a donation. Treasure got a "no" from them.

7. Advertising

- Tori is calculating for the purse as we have some new breakdowns (adding money in).
- Hotel letters have been dropped off at more hotels.
- Arrowhead is almost fully booked besides 3 rooms.
- Race Timers had some requests for where they were staying but some are not available. Andrew will call Arrowhead to book these rooms for the timers and the Race Marshall.
- The Tulip Inn called Tori on the weekend and she is sending her an email with some questions. She has not heard back.
- Radio ads are sent in but we have no recordings to listen to yet. The ads will be played for the 2 weeks leading up to the race.

- The second hotel ad went out and then Tori got an email from tourists wanting to book 7 rooms. She sent them on to the actual hotel.
- Tori has the brochures sent out in the mail. Emsdale and Sprucedale brochures finally got them.
- Brochures are being taken by everyone to deliver to businesses. Treasure has taken some to several businesses already and left 10 brochures at a time.
- Kaitlynn is going to help Tori with Facebook
- We need a large sign made for Al Langman Construction.
- Trophies are finalized and being made. The medallions we had are being fixed to have the right dates and adding 3 more to have enough for all the kids.
- We will have some smaller glasses for our kid and mutt winner. Every other winner will get a set of 2 glasses. We are going with the plain paw logo not the heart.
- Tori will measure for the plaques for trophies.

8. Volunteers

- For the trail, worst case scenario we need 6 volunteers but as many as we can get the better.
- Cheri has had a lot of people brought forward to her by Mike. Lots of people are wanting to be on the trails. Many are brand new to the event and the area. We need lots in the dog lot as well.

9. Sled Dog Rides

- Kaity and Matt should know about insurance by tomorrow.
- Kearney O'Neil's is not able to give us property to do the rides this year. After looking at a few options, it was decided that we would use property on Lakeview Avenue for the dog sled rides.
- Frank needs to have a land owner form signed. Heather will call him to get that permission. There is lots of space.
- We will make and have signs to point people to where the rides are (5 to 7). There is no map on the pamphlet this year for it as we weren't going to have rides.
- We can potentially plow out spots for parking.
- Signs we have - several plain arrows, two large arrows that say "dog sled rides", some say "no dogs beyond this point". Andrew and Kaitlynn will make Extra.
- Cheri has election signs with metal posts that we can use over. Cheri will bring some to us tomorrow. Treasure also has some for use. Andre has extra stakes to put in the ground that have paws on them that we can use with them.
- They will need to bring change.
- They are only taking cash and we will need to advertise that.

10. Vendors

- Done and confirmed

11. Trail

- We have one and Andre said that without the mid distance it's "Easy". It's all in.
- They went out yesterday on the trails.
- Andre has taken care of equipment and invoicing with Pauleen.

12. Sled Dog Movie Promotion

- There is someone named Tim Cavanaugh who wants to come here and film while the race is happening. This is P12 things. They are wanting to promote the movie "The Great Alaskan Race". It comes out on January 18th. They want to promote the movie and the race. They've partnered with the Iditarod and other races. They can give a percentage back to the race for promoting.
- Jason could interview Tim on stage and run the show before the banquet (after 3).
- Tori will communicate with Tim and make arrangements.

13. Open Floor

- Note from Mike - Bickley Ford was able to donate a vehicle detailing package worth \$100 dollars.
- Ron Moore is still our vet.
- Pauleen needs the purse break down to get cheques.
- Purse break down - only paying out down to 10th. The people who come in 6th to 10th get their entry fee's back. 5th and above get more.

Adjournment Resolution No. 04-01-23-2020: Be it resolved that the KDSR meeting adjourned at 8:41 pm to meet again on January 30, 2020 in the Kearney Community Centre Senior's room.

Date	Pick Up	Kearney	\$	Sand Lak	\$	Notes
24-Jan		57	4	13	0	
25-Jan		16		13	25	20C 5M
26-Jan		26		19	10	C
27-Jan	19	36		12	5	C
28-Jan		48		21	15	10C 5M
31-Jan		57		8	150	Sh
01-Feb		25		5	0	
02-Feb		29		9	0	
03-Feb	21	36		15	25	20C 5F
04-Feb		35		18	10	C
07-Feb		34		4	10	C
08-Feb		0		15	5	C
09-Feb		0		37	20	M
10-Feb	26	44		17	5	C
11-Feb		49		14	5	F
Totals			4		285	
Grand Total					\$289	

Closed at King William for Dogsled Weekend Feb 8 & 9

Martin Filmore

THE CORPORATION OF THE TOWN OF KEARNEY

STAFF REPORT

TO: Mayor and Council
FROM: Ross Gattozzi, Operations Manager
SUBJECT: Surplus Equipment Tender
DATE: February 21, 2020

Recommendation:

WHEREAS the Town of Kearney posted a tender for surplus equipment

AND WHEREAS a limited number of bids were received;

NOW THEREFORE BE IT RESOLVED that Council accepts/rejects the tender of \$1232 for the 1993 F350 Cube Van and the tender of \$1227.00 for the 1993 L8000, both submitted by Scott Burtnik;

AND FURTHER Council accepts the recommendations of staff in regard to the remainder of the Surplus Equipment.

Background

In accordance with the Town's purchasing policy, equipment that was declared surplus was listed for sale by tender in December of 2019, with a closing date of January 27, 2020. The equipment included:

- 1993 Ford F350 Cube Van (diesel engine)
- 1993 L8000 single axle water truck (10 speed Eaton transmission)
- Toshiba TV (model #27HL85)
- Bell Express Vu 3100 receiver
- Hitachi DVD player with VCR (Model V-PF24)
- 1 Storage cabinet - particle board, no shelves H72" x W30" x D20"
- 1 Coat rack
- 3 electric wall mounted Nova hand dryers (Model # 0830120/208/240V 8A)

Considerations

Only two items received tenders:

- 1993 Ford F350 Cube Van -one bid received @ \$1232.00
- 1993 L800 single axle water truck - one bid received @ \$1227.00

Both bids were submitted by Scott Burtnik. No other bids were received.

Due in part to the age of the electronic devices, staff recommends that these (electronic) items be recycled in the e-waste bin. This will generate some income, as we are paid for e-waste by the tonne, and will ensure the items do not become landfill.

Staff would recommend that the storage cabinet and coat rack be reutilized by other departments.

Staff will further investigate the sale of the hand dryers.

Respectfully submitted by:

Ross Gattozzi

Schedule B Amendment: Integrated GIS Modules

This amendment is being made to **add the Selection Editor service**. All other services remain unchanged.

Service Modules:

- 1) The following **Municipal Management Service Modules** are included in the SLIMS contract for the **Town of Kearney**.
 - i. **Assessment Information Management System** (Provincial AIMS)
Integration of Provincial Assessment information data fields as defined in CGIS' feature definition specification. CGIS will download from the municipal data server and integrate into GIS on a quarterly basis.
 - ii. **GIS Technician and Development Services**
CGIS Staff will review additional data sets to be integrated into Corporation GIS and provide quotes, up front, to perform creation, conversion, and integration or maintenance services.
Quotes will be based on the nature of the request with consideration for time and urgency and are guided by the current established hourly rate for CGIS Services:
 - a) GIS Technician Services (service rates detailed in Schedule C)
 - b) Development Services (service rates detailed in Schedule C)
 - iii. **Imagery Service**
Raster Data (e.g. Aerial or Satellite Imagery) added to SLIMS. Files provided by the client must be orthorectified or Georeferenced. The preferred format for files is tiled ECW or GeoTIFF.
The cost for the service is detailed in Schedule C.
Please note that orthorectified or georeferenced imagery can reveal alignment issues with the parcel fabric or other vector layers. Correction of these alignment issues is possible, however is not included in the monthly Aerial Imagery Service.
 - iv. **Selection Editor**
Selection Editor enables authorized users to edit specific Corporation datasets directly in the GIS. The Corporation will detail the following, in writing:
 - a) which datasets become editable;
 - b) which users have access to data;
 - c) whether user access is read-only or read/write to edit the datasets.Configuration will be subject to final approval from CGIS as some datasets, such as the assessment dataset, are not able to be setup for editing in the GIS.
- 2) The following **Additional Municipal Service Modules** are also included in the SLIMS contract and are delivered at an additional fee. (See also Schedule C)
 - i. **Community Public Access Link (Community PAL) Viewer**
A Web-based, GIS application providing Public Access to municipal data sets selected by the Corporation including data layers residing in SLIMS.
- 3) The Corporation may, with the consent of CGIS, at any time following the execution of this agreement and the commencement of the associated services, delete, increase, extend, vary or otherwise alter the Module services associated with this agreement provided such changes are agreed to in writing by both parties.

Acknowledgment of Amendment:

Corporation Signature(s) _____ Date: _____

CGIS Signature(s) _____ Date: _____

Schedule C Amendment: Agreement Term, Fees For the Town of Kearney

This amendment is being made to **add the Selection Editor service**. All other services remain unchanged.

1) Agreement Term

- a) Initial Service Period:
The Initial Service Period commenced January 1st, 2012 for an initial 21 month period.
- b) Renewal Term:
 - I. This Agreement shall automatically renew annually for an additional 12 month term (a Renewal Term) unless the Agreement is terminated under Clause 12 of the Main Agreement.
 - II. Renewal Terms may be subject to negotiation and ratification by the respective parties.
- c) Amendment Effective Date:
This amendment is effective starting: February 1st, 2020.

2) Fees

- a) Fees shall be payable quarterly in advance.
- b) The recurring fees invoice is payable on or before the first day of the first month of any quarter without penalty.
- c) The penalty for late payment of fees is 2%.
- d) The Fees chargeable under this Contract shall increase on each anniversary of the Agreement by an amount equal to the National average annual Total Consumer Price Index increase for the twelve (12) month period preceding the Agreement anniversary.

3) Service Modules

- The following service Module(s) are included in this Agreement.
- a) SLIMS Service: As described in Main Agreement and Schedule A
Fee: \$309.68 per month (invoiced at \$929.04 per quarter)
 - b) Assessment Information Management System (Provincial)
Fee: Included in SLIMS Service Fee
 - c) GIS Technician and Development Services:
 - I. 2020 GIS Technician Services: Discounted at \$95/hour
 - II. 2020 Development Services: TBD based on request
 - d) Raster Data (e.g. Aerial or Satellite Imagery)
The initial service fee allows up to 20 Gigabytes of raster storage space. Once Raster storage space excess 20 Gigabytes, CGIS reserves the right to work with the Corporation to review and agree upon a reasonable, recurring storage fee.
GIS Technician time to prepare and configure initial imagery or update and configure new imagery in SLIMS will be sized and quoted based on current Services Fees.
Fee: \$15.98 per month (invoiced at \$47.94 per quarter)
Note: Alignment of Parcels or other vector layers to Imagery is not included and will need to be reviewed and costs quoted with the CGIS GIS Coordinator separately.
 - e) Parcel Maintenance
Basic Maintenance of core parcel fabric
Fee: Included in SLIMS Service Fee
 - f) Selection Editor
Fee: 10% of monthly SLIMS Service (Current Selection Editor Fee: \$30.97/month)
(invoiced at \$92.91 per quarter)

4) Additional Municipal Service Modules

- a) Community Public Access Link (Community PAL) Viewer
Fee: \$212.90 per month (invoiced at \$638.70 per quarter)
- b) Shared View
Kearney road names, civic addresses and owner names will be added to the Burk's Falls and District Fire Department shared view
Fee: \$51.62 per month (invoiced at \$154.86 per quarter)

Acknowledgment of Amendment:

Corporation Signature(s) _____ Date: _____

CGIS Signature(s) _____ Date: _____

Kearney

GIS Agreement: Schedule C: Fees

Brenda Fraser

From: AMS Field Services <fieldservices@autostewardship.ca>
Sent: January 10, 2020 4:48 PM
To: Brenda Fraser
Subject: ACTION REQUIRED - AMS Municipal Amending Agreement
Attachments: AMS Amending Agreement - Cover Letter - January 10 2020.pdf; KEARNEY, TOWN OF - 2020 AMS AMENDMENT - JANUARY 8 2020.pdf

Importance: High
Sensitivity: Confidential

Good Afternoon,

In anticipation of the expiry of your Municipal Automotive Materials Services Agreement, Automotive Materials Stewardship (AMS) is providing an Amendment to extend the term of the Agreement. This change will enable AMS to continue provide Depot Hour and/or Event payments to municipalities and First Nations for the collection of automotive materials (antifreeze, oil containers, oil filters) after March 31, 2020.

Attached is a copy of your AMS Municipal Amending Agreement as well as a cover letter explaining the change.

Please review the attached documents, sign and return a signed copy of to fieldservices@autostewardship.ca. Please note that AMS does not require a signed hard copy.

For any questions, feel free to contact this email address.

Thanks in advance for your immediate attention to this matter.

Regards,

David Pearce

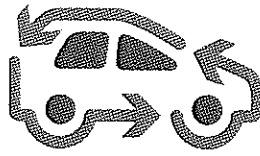
David Pearce
Board Secretary & Operations Officer



**Automotive
Materials
Stewardship**

Automotive Materials Stewardship (AMS) | 1 St. Clair Ave. W, Suite 700, Toronto, ON M4V 1K6
T: 1-888-575-4870 | F: 604-265-4083 | fieldservices@autostewardship.ca | autostewardship.ca

This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged and confidential. If you have received this message in error, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited and are requested to immediately notify Automotive Materials Stewardship at info@autostewardship.ca. The information supplied by electronic media is provided for convenience only.



January 10, 2020

Subject: Automotive Materials Stewardship – AMS Municipal Amending Agreement

ACTION REQUIRED

Dear Municipal / First Nations Partner,

Please find attached to this email a copy of an amendment to your Municipal Automotive Materials Services Agreement.

As you are aware, your current Municipal Automotive Materials Services Agreement expires on March 31, 2020. This amendment will extend the current term date past March 31, 2020 and allow AMS to continue to provide Depot Hour and/or Event payments to municipalities and First Nations for the collection of automotive materials (antifreeze, oil containers, oil filters).

If your municipality or First Nation community still wishes to participate in the AMS program, please ensure that AMS receives a signed amended **no later than March 15, 2020**. Signed amendments can be emailed to fieldservices@autostewardship.ca. Please note that AMS does not require a signed hard copy.

If AMS does not receive a signed amendment by March 15, 2020 your community will not be eligible to receive any Depot Hour and/or Event payments from AMS after March 31, 2020.

If you do not wish to continue participation in the program, or if you have any questions about this amending agreement, please let us know by emailing us at fieldservices@autostewardship.ca.

Regards,

A handwritten signature in black ink, appearing to read 'David Pearce'.

David Pearce

Board Secretary & Operations Officer
Automotive Materials Stewardship

**AMENDING AGREEMENT
MUNICIPAL AUTOMOTIVE MATERIALS SERVICES AGREEMENT**

This Amending Agreement (the “**Amending Agreement**”) is made as of January 8, 2020.

BETWEEN:

AUTOMOTIVE MATERIALS STEWARDSHIP INC. (“AMS”)

and

CORPORATION OF THE TOWN OF KEARNEY (the “Municipality”)

(collectively, the “**Parties**”)

WHEREAS:

- A. AMS and the Municipality entered into an agreement concerning the collection of certain automotive materials dated April 1, 2017 (as amended, modified or restated from time to time, by the Parties, the “**AMS Services Agreement**”);
- B. The parties wish to make certain amendments to the Agreement as set out herein.

NOW THEREFORE, FOR VALUE RECEIVED, the Parties agree as follows:

- 1. The AMS Services Agreement is hereby amended in accordance with the provisions set out in Schedule “A” hereto effective as of February 1, 2020.
- 2. All capitalized terms which are used herein without being specifically defined herein shall have the meanings ascribed to them in the AMS Services Agreement.
- 3. Any section marked as “Intentionally Deleted” in the AMS Services Agreement remains “Intentionally Deleted” and is not replaced by or amended by anything in Schedule “A”.
- 4. Except as amended by the amendments expressly set forth in Schedule “A” of this Amending Agreement, the AMS Services Agreement shall remain unchanged and continue in full force and effect and is hereby in all other respects ratified and confirmed.
- 5. If any provision of this Amending Agreement is or becomes illegal, invalid or unenforceable in any jurisdiction, the illegality, invalidity or unenforceability of that provision will not affect (a) the legality, validity or enforceability of the remaining provisions of this Amending Agreement or (b) the legality, validity or enforceability of that provision in any other jurisdiction.
- 6. This Amending Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein and each of the Parties

hereto agrees irrevocably to conform to the non-exclusive jurisdiction of the Courts of such Province.

7. This Amending Agreement shall enure to the benefit of and shall be binding upon the Parties hereto and their respective successors and permitted assigns. Nothing in this Amending Agreement, express or implied, shall give to any Person, other than the parties hereto and their successors hereunder, any benefit or any legal or equitable right, remedy or claim under this Amending Agreement.

8. If any provision of this Amending Agreement is inconsistent or conflicts with any provision of the AMS Services Agreement, the relevant provision of this Amending Agreement shall prevail and be paramount.

9. Schedule "A" is attached hereto and incorporated in and forms part of this Amending Agreement.

10. This Amending Agreement may be executed in one or more counterparts, including by means of facsimile and/or portable document format, each of which shall be deemed to be a duplicate original, but all of which, taken together, constitute a single document.

IN WITNESS WHEREOF the Parties have signed this Amending Agreement as of the date first set out above.

**AUTOMOTIVE MATERIALS
STEWARDSHIP INC.**

By: _____
Name: David Pearce
Title: Board Secretary & Operations Officer

**CORPORATION OF THE TOWN OF
KEARNEY**

By: _____
Name:
Title:

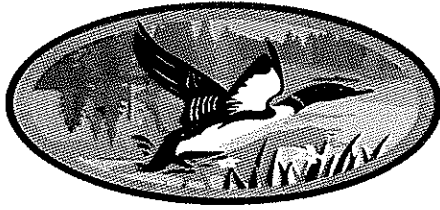
**SCHEDULE "A" TO THE AMENDING AGREEMENT
MUNICIPAL AUTOMOTIVE MATERIALS SERVICES AGREEMENT**

The Parties agree to amend the AMS Services Agreement as follows:

1. Section 4.1 of the AMS Services Agreement is deleted in its entirety and replaced with the following new Sections 4.1 and 4.2:

“4.1 This Agreement will commence on the Effective Date and its initial term will continue until the March 31, 2020. The initial term and any such additional term or terms are herein referred to as the “**Initial Term**””.

“4.2 At the expiry of the Initial Term this Agreement will automatically renew for successive renewal terms (each a “**Renewal Term**”) of twelve (12) months each unless written notice of termination is provided by either party to the other party at least ninety (90) days prior to the expiry of the Initial Term or the then current Renewal Term, as applicable. The Initial Term and if applicable, any Renewal Terms, are referred to as the “**Term**” of this Agreement. The termination provisions contained in this section are subject to the parties’ termination rights in Section 19 of this Agreement.”



Town of Kearney

8 Main Street PO Box 38 Kearney ON POA 1M0

REPORT TO COUNCIL

TO: Mayor and Council
FROM: Cindy Filmore, Senior Office Assistant
RE: RFP Internet Infrastructure Services
DATE: February 21, 2020

Recommendation:

WHEREAS the Town of Kearney has considered the implication of upgrading Internet Access for the offices, AND WHEREAS considerations of Openness and Transparency would best be met by allowing all telecommunication and internet providers equal opportunity to submit their proposals AND WHEREAS the Council of the Corporation of the Town of Kearney directed staff to draft a Request for Proposal for service providers to address the needs of the Town administration and the citizens of Kearney with regards to Internet Access NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby puts forth the RFP for the Provisioning of Broadband Internet Infrastructure Services as attached.

Background:

During 2019, it became evident that the current internet access for the Municipal Offices was limited due to the apparent lack of speed and accessibility offered by our current provider (ACI / GTT). These limitations create several issues for staff and the municipality due to the inability to adequately access the internet and various government websites.

Considerations:

Staff consulted with our IT service provider, Northern Nerds, for assistance in determining our current and future internet requirements. Jason also provide guidance with the wording of the requirements of infrastructure within our RFP.

Further Considerations:

Bluesky Net offers a webpage of area service providers who maybe interested in receiving an RFP to provide internet services to the Town of Kearney and area residents.

Respectfully Submitted by
Cindy Filmore

Request for Proposals for the Provisioning of Broadband Internet Infrastructure Services

Request for Proposal Number: ToK 2020-01

Town of Kearney

**Issue Date: February 24, 2020
Issued**

By:

**Town of Kearney
Brenda Fraser, CAO Clerk Treasurer,
PO Box 38, 8 Main Street
Kearney, ON
P0A 1M0**

You are invited to submit a proposal in accordance with the terms and conditions of this Request for Proposal (RFP)

Your Proposal must be delivered on or **before 2:00 PM EDT on the 25th of March, 2020** at the Town of Kearney located at 8 Main Street, Kearney. and tagged with Proposal ToK 2020-02 in a sealed envelope.

The lowest or any proposal not necessarily accepted.

The Town of Kearney is committed to supporting an inclusive and accessible environment. Please ask us how we may help you by contacting us at admin@townofkeary.ca

1.0 INTRODUCTION

The Town of Kearney is interested in partnering with a service provider to deliver Dedicated Internet services to specific administrative locations within our municipality.

As an OPTIONAL item, The Town of Kearney is also engaged in a project to bring public WIFI to the downtown core of Kearney. The Town Dock at Mirror Bay (Main Street, across from 86 Main) would be the target area for this optional requirement.

The Town of Kearney acknowledges that there is an increased dependence on the internet within the community and this trend is expected to continue. With this RFP the Town of Kearney intends to implement broadband network services to specified sites.

1.1 PARTICULARS

The list of sites is shown in Appendix A.

1.1.1 The proposed infrastructure may include:

- a) new construction (Middle Mile, Point of Presence, Distribution Points),
- b) extension to existing infrastructure (Last Mile); and
- c) Upgrade of existing infrastructure (Capacity Upgrade).
- d) The infrastructure can also include towers or other structures to support the new network.

1.12 With each proposed infrastructure solution, the Town of Kearney requires a growth plan that will indicate bandwidth availability and network flexibility for future growth and capabilities.

1.13 Specific to the Optional Public WIFI requirement, the provider must have a full, end-to-end solution including security, firewall and access points.

1.2 WHO SHOULD RESPOND

The Town of Kearney encourages carriers, telecommunication companies, internet service providers, wireless internet service providers, systems integrators, and resellers of internet products and services to respond to this RFP. Respondents should reply with all current capabilities and identify future services that will become available for each location.

2.0 SUBMISSION INSTRUCTIONS

The Town of Kearney invites qualified vendors to submit Information for the above project.

Documents may be downloaded from: <https://townofkearney.ca/business/tenders-quotations/>

Any difficulty downloading tender documents, or questions as to how to obtain RFP documents, contact the

Municipal Office, Town of Kearney, 8 Main Street, Kearney, ON .
Phone: 705-636-7752

Complete RFP package signed under seal, executed, and dated together submitted in sealed, opaque envelopes, clearly marked, "RFP – Provisioning of Broadband Internet Infrastructure Services", will be received until 2:00 pm local time, Thursday, November 7th, 2019 at the address below.

PLEASE DELIVER DIRECTLY TO:

"Municipal Office" Town of Kearney, 8 Main Street, Kearney, ON P0A 1M0

RFP packages submitted on or after 4:00:01 p.m. on the date noted above will be returned to the respondent unopened.

Please Note: All RFP submissions will be opened publicly, shortly after the time of closing, on the day of closing and at the offices of the Town of Kearney.

E-mailed responses will not be accepted, however we encourage respondents to include an electronic copy of your response within your response package.

We encourage fact based, concise responses that demonstrate knowledge, thought leadership and a commitment towards equal, affordable and accessible solutions. Those responses that fail to be sufficient or fail to be effective or complete are not desired. The Town of Kearney is committed to supporting an inclusive and accessible environment. Please ask us how we may help you by contacting us at: admin@townofkearney.ca

3.0 OBJECTIVES AND GOALS

The objective of this Request for Proposal is for the Town of Kearney to benefit from fast and reliable Dedicated Internet to service its sites and offices throughout our municipality.

In addition, there is an Optional objective for a publicly available WIFI network in the downtown core (at the Town Dock on Mirror Bay). The goal of this objective is to provide free internet access to residents and visitors while in this area.

The key objectives of this RFP are to obtain pricing and information as follows:

- Identify Broadband products and services that are available at the identified sites.
- Identify vendors that can deliver the required products and services
- Service price points
- Service level agreements
- A growth plan that will indicate bandwidth availability and network flexibility for future growth and capabilities.
- Other opportunities to deliver high speed broadband service to the desired locations

4.0 REQUIREMENTS

Broadband internet services being considered should provide the following:

1. Unlimited usage (i.e. no bandwidth cap).
2. A minimum of the prescribed speeds to each location (see Appendix A)
3. Simultaneous upload and download capabilities, a synchronous network, is preferred.
4. Internet solutions may include, but are not limited to:
 - Fibre Optic based services
 - Wireless based services
 - Coaxial cable services
 - Dedicated circuit services
5. Infrastructure builds may include but are not limited to:
 - New construction
 - Extension to existing infrastructure
 - Upgrade to existing infrastructure
 - Wireless point-to-point technologies
6. Estimates of the infrastructure build costs and timeline to connect these municipal sites to the Internet.
7. All infrastructure solutions must be terminated at the customer premises equipment (CPE) at each location
8. All solutions must be fully compliant, tested, certified and useable by the client
9. The Town of Kearney will be completing a user-acceptance testing prior to sign-off and project completion.

5.0 RESPONDENT REQUIREMENTS

The following information is to be submitted in response to this RFP.

The Respondent must provide an overview of its corporate capabilities to demonstrate that it possesses the knowledge, qualifications, skills, licensing, experience, and necessary resources to meet the requirements of this RFP.

The Respondent must demonstrate the ability to plan for future network growth and solution flexibility.

The Respondent must demonstrate flexibility to work collaboratively with the Town of Kearney and its technology partners and within a governance framework that is responsive and accountable to the municipality's policies and priorities.

The Respondent must provide a corporate profile of its organization including an overview of product/service offerings, business model, and what differentiates its organization from that of its competitors.

6.0 EVALUATION

Proposals will be evaluated on a site-by-site basis and will be awarded based on the service type, actual speeds, solution flexibility, build/one-time costs, monthly costs, required commitment and service level agreement proposed for each location.

Respondents may be awarded only one or multiple locations based on their proposal.

7.0 RESPONDENT REFERENCES

7.1 References

The Respondent's submission should include at least one (1) customer reference. Each reference must be of similar size and complexity to the work described in this RFP. At a minimum, the customer reference must include:

- Name of company/organization
- Name of primary contact person
- Position
- Phone number and e-mail address

7.2 Respondent Meetings

Follow up interviews/meetings may be held with some or all Respondents. The purpose of the meeting will be to clarify the Respondent's submission. This meeting may include Staff, the Mayor and Council members, our Technology Consultant and be held as a public Council meeting.

8.0 INQUIRIES

For inquiries related to the terms and conditions Respondents are to contact:

admin@townofkearney.ca

All communication concerning this RFP must be in writing, must be addressed to the E-mail addresses identified above, and must include the RFP number "ToK 2019-07". The Town will not be responsible for the delivery of any communication. The Town recommends that the Respondent confirms receipt of all communications.

9.0 GENERAL INFORMATION

This invitation to submit a response to a Request for Proposal, and the receipt of such submission, is not intended to create any binding contractual or other legal obligations between the Town, and the Respondent(s). This RFP is issued for information gathering and allows for the selection of an appropriate provider to deliver services to each location.

The solution and pricing submitted by Respondents shall be used as part of our vendor selection process and will be binding on Respondents. Any quantities shown or information contained in this RFP, or provided by way of addenda, will also be used as part of our vendor selection process.

The Town shall not be liable for any expenses incurred, including expenses associated with the cost of preparing responses to this RFP. The Respondent acknowledges that the information provided is, to the best of its knowledge, complete and accurate.

All information provided by the Town in any form about this RFP either before or after the issuance of this RFP is the sole property of the Town of Kearney and must be treated as confidential.

Interested Respondents must understand and agree that the information requested in the RFP will be supplied on condition that the Town is under no obligation to proceed further

with this project after receiving and evaluating responses, and that under no condition will Respondents receive payment of any kind for submitting information in response to this RFP.

9.0 ACKNOWLEDGEMENT

Respondents must sign where indicated below and return the entire Request for Proposal package with your submission.

I declare that the information provided is true and correct to the best of my knowledge:

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

Company Name: _____

Company Address: _____

Appendix "A" – Form of Response for all Sites

Please indicate the following for each site:

Town of Kearney – Municipal Office Location

8 Main Street, Kearney, ON

Minimum Speed Required for this location: 30 to 50Mb/s

Kearney & Area Public Library

8 Main Street, Kearney, ON

Minimum Speed Required for this location: 30 to 50Mb/s

Public Works Office

169 King William Street, Kearney, ON

Minimum Speed Required for this location: 20Mb/s

Kearney Fire Department

111 Main Street, Kearney, ON

Minimum Speed Required for this location: 20Mb/s

Optional – Public WiFi Project – Main Street

Town Dock @ Mirror Bay, Kearney, ON

Minimum Speed Required for this project: 30 to 50Mb/s

	Municipal Office	Public Library	Public Works	Fire Department	Public WiFi (optional)
Speed					
Service Type					
Build/One-Time Costs					
Monthly Costs					
Commitment					

If there are any other costs or fees associated with each site, please ensure these are documented and explained appropriately.

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - GENERAL AP				
Computer Cheques:				
29563	2020-01-17	CGIS Spacial Solutions	CGIS Jan 1-Mar 31 <i>MAPPING</i>	2,000.63
29564	2020-01-30	A&F Gift & Souvenir C. Ltd.	Dog Sled mugs	455.39
29565	2020-01-30	Abell Pest Control	Feb/20 pest control <i>KCC</i>	135.70
29566	2020-01-30	Aird & Berlis LLP	Legal fees-Bldg dept	734.50
29567	2020-01-30	Almaguin Road Super.Assoc.	2020 Fee <i>P/W</i>	160.00
29568	2020-01-30	Jamie Anderson	Sound system Feb 8 & 9 <i>DOG SLED</i>	550.00
29569	2020-01-30	APC Auto Parts Centres	Bkhoe-fuel water sep <i>P/W</i>	48.14
29570	2020-01-30	K. Beaucage/Kawartha C.U.	2019 Vac inlieu KBeaucage <i>RRSP</i>	5,236.76
29571	2020-01-30	Bell Mobility Inc.	Jan/20 cell phone	81.64
29572	2020-01-30	Bell Canada	Jan/20 phone	718.38
29573	2020-01-30	Bray Motors Ltd.	P/W GMC service & repairs	1,527.07
29574	2020-01-30	Brandt	Backhoe fuel sensor	522.62
29575	2020-01-30	Matthew Clouthier	807 kms M Clouthier <i>BLDG DEPT</i>	505.98
29576	2020-01-30	Jim Cunningham	Race Marshall 2020 races <i>D/SLED</i>	300.00
29577	2020-01-30	Cupe Local 1813	Jan/20 CUPE Union dues	506.52
29578	2020-01-30	Currie Truck Centre	P/W truck bulbs	164.68
29579	2020-01-30	Brenda Fraser	ROMA conf. exp B Fraser	319.64
29580	2020-01-30	Marcel Garneau	Time keeper 2020 races <i>D/SLED</i>	250.00
29581	2020-01-30	Green Shield Canada	Feb/20 Green Shield	5,636.10
29582	2020-01-30	HubbCap	Plow blades <i>P/W</i>	2,074.95
29583	2020-01-30	LAS-Local Authority Services	2020 LAS Energy Plan/tool	342.42
29584	2020-01-30	Manulife Financial	Feb/20 Manulife	1,997.44
29585	2020-01-30	David McKean	Firehall supplies	70.47
29586	2020-01-30	Moore Propane Ltd.	P/W propane	302.48
29587	2020-01-30	Municipal Planning Services	Planner fees Heise	1,762.80
29588	2020-01-30	Muskoka Auto Parts	P/W air valve kit	66.73
29589	2020-01-30	Near North Business Machines	Jan/20 copier maint <i>ADMIN LIBRARY</i>	307.42
29590	2020-01-30	North Bay/Parry Sound District	Feb/20 Health Unit levy	2,259.25
29591	2020-01-30	Novexco	Office supplies <i>ADMIN</i>	65.71
29592	2020-01-30	OMERS	Jan/20 OMERS	11,714.26
29593	2020-01-30	Leonard Peacock	Sign lettering-Dog Sled	40.00
29594	2020-01-30	Petty Cash	Petty cash exp <i>ADMIN</i>	19.60
29595	2020-01-30	Pro Image Crest	Dog Sled race crests	705.67
29596	2020-01-30	John Ross	Race Marshall Asst. <i>D/SLED</i>	200.00
29597	2020-01-30	Snap-On Tools	P/W ratchet wrenches	282.50
29598	2020-01-30	SPCA-Ontario	Animal control Jan-Mar 31	391.68
29599	2020-01-30	Stuffed Animal House Ltd.	Stuffed Animals-D/Sled	577.40
29600	2020-01-30	Top Notch Promotional Prod.Inc	D/sled t's & s/shirts	1,410.10
29601	2020-01-30	Tulloch Engineering Inc	Engineering fees-Perry Lk <i>SANDLAKE RAMPS</i>	2,083.49
29602	2020-01-30	Gayle Wheeler	Jan/20 <i>EXERCISE INSTRUCTOR</i>	1,690.00
29603	2020-02-05	ACI-Accelerated Connections	Feb/20 internet	381.21
29604	2020-02-05	Bowman Fuels Ltd.	Vehicles-Diesel fuel <i>P/W</i>	8,919.07
29605	2020-02-05	CRA - Receiver General	Jan/20 payroll remittance	31,777.69
29606	2020-02-05	Cash	Dog Sled Races purse & floats	9,900.00
29607	2020-02-05	Stacy Chittenden	Dec/19 Yoga instructor	390.00
29608	2020-02-05	Minister Of Finance (EHT)	Jan/20 EHT remittance	1,878.27

Report Date
2020-02-13 2:05 PM

Town of Kearney
List of Accounts for Approval
As of 2020-02-13
Batch: 2020-00007 to 2020-00010

Payment #	Date	Vendor Name	Reference	Payment Amount
29609	2020-02-05	Fetterley's Gas & Convenience	Vehicle fuel <i>ALL DEPT'S</i>	458.87
29610	2020-02-05	Zack Fitzsimmons	D/sled Music-Fitzsimmons	250.00
29611	2020-02-05	FluentIMS	2020 App Who's Responding <i>FIRE DEPT</i>	703.09
29612	2020-02-05	JR Carving	Wolf carving <i>D/SLED</i>	500.00
29613	2020-02-05	Min Of Fin-Ontario	2020 911 P-PSAP <i>OPP; 911 CERB</i>	28,445.80
29614	2020-02-05	Heather Pateman	Dog Sled Races-Sunday dessert	112.33
29615	2020-02-05	Tobin Spring	2020 Dog Sled Races	250.00
29616	2020-02-05	The Ontario Aggregate	2019 aggregate Prdft pit - <i>GRAVEL USED</i>	5,587.13
29617	2020-02-05	Amanda White	Purchase gas card (Curtis) <i>D/SLED</i>	100.00
Total for AP:				137,871.58

Moved by:

Seconded by:

Be it resolved that Council has received and have no objections to be noted for
Cheque #29563 - 29617 in the amount of \$137,871.58.

Mayor

Clerk/CAO/Treasurer

REPORT TO COUNCIL

February 4th, 2020.

To: Members of Council

From: Paul Schaefer Fire Chief

Re: New Firefighter

Overview: The Town of Kearney has received an application from Kent Goldsworthy for a new recruit to Kearney Fire and Emergency Services. Kent has relocated to the area and has expressed an interest to join Kearney Fire and Emergency Services.

Recommendation: That Council accept the application from Kent as a new probationary Fire Fighter for the Town of Kearney and pass the appropriate resolution of council accepting him as a new recruit to Kearney Fire and Emergency Services.

Submitted for your consideration.

CHIEFS REPORT

February 14th, 2020

Training

We have had two Fire/ truck check practices and a medical practice. As well as cleaning and organizing the hall and truck maintenance. I am also building a few props for our training program.

Fire Prevention

I have picked up several smoke alarms and two fire extinguishers some to restock the hall and some for Hunters Bay to help pass on Kearney fire safety messages. We always remain available for any concerns from ratepayers.

Equipment

The trucks and equipment are running well. Annual safety checks and maintenance are underway.

You also have reports on two new recruits for the department.

We have had one medical call as well as four snowmobile MVC calls, one mutual aid fire call.

I am also attending regular chiefs' meetings.

I am working on the asset management plan

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

Paul Schaefer

Fire Chief, Town of Kearney

REPORT TO COUNCIL

February 4th, 2020.

To: Members of Council
From: Paul Schaefer Fire Chief
Re: New Firefighter

Overview: The Town of Kearney has received an application from Brian Goldsworthy recruit to Kearney Fire and Emergency Services. Brian has relocated to the area and has expressed an interest to join Kearney Fire and Emergency Services. Brian is a former Operations District Chief from Toronto fire.

Recommendation: That Council accept the application from Brian as a new Fire Fighter for the Town of Kearney and wave the six-month probation period for pay rate given his past employment. For all other employment issues his date will be the passing of the appropriate resolution of council accepting him as a new recruit to Kearney Fire and Emergency Services.

Submitted for your consideration.

REPORT TO COUNCIL

February 14th, 2020.

To: Members of Council

From: Paul Schaefer Fire Chief

Re: New Deputy Chief

Overview: The Town of Kearney has received an application from Brian Goldsworthy recruit to Kearney Fire and Emergency Services. Brian is a former Operations District Chief from Toronto fire. Brian has recently moved back to his cottage after a short time away pursuing a second career. Myself, Gary Courtice Training Officer and officers and senior Firefighters in the department have discussed at great length Brian's background in the Fire Services, as noted he was a Deputy Operations Chief in Toronto Fire. Gary and I and department members all agree that Brian would be an excellent candidate for Kearney's Deputy Chief.

Recommendation: As Council is aware the Deputy Chief position has been vacant for quite some time; we have been conducting officers training and grooming new Officers for the department with success. In this case Brian comes qualified and willing to step into the role of Deputy Chief for Kearney. After his acceptance as a new Fire Fighter for the Town of Kearney I recommend his appointment to Kearney's new Deputy Chief.

Submitted for your consideration.

THE CORPORATION OF THE TOWN OF KEARNEY
REPORT

TO: Mayor and Council
FROM: Keven Beaucage, Deputy Clerk Treasurer
SUBJECT: Cash Handling Policy and Procedures
DATE: February 21, 2020

Recommendation:

WHEREAS a Cash Handling Policy and Procedures establishes sound procedures to implement and strengthen controls;

AND WHEREAS Town Staff, Committees and Volunteers by way of Events require control procedures for cash receipts;

AND WHEREAS the Corporation of the Town of Kearney does not have a Cash Handling Policy and Procedures in place, Town staff have prepared a draft;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby approve the Cash Handling Policy and Procedures attached.

Background:

Staff have prepared a cash handling policy for consideration of Council in order to strengthen controls over cash receipts and disbursements. Sound procedures and strong controls over the handling and safeguarding of cash reduce the possibility of loss or theft. Reconciling records and investigating and resolving discrepancies mitigate the risk of misappropriation of funds.

Although they are not formally documented, the Treasury Department has long-established control procedures over its cash receipts, which are founded on the practices of segregating the cash receipting duties from the cash reconciliation/bank deposit duties, signoff procedures for voided transactions, and an independent review of all bank reconciliations and journal entries. To a large extent, these practices are not applicable to Community Events held in the name of the Town and executed largely by volunteers.

Staff has researched accepted best practices in control systems for cash transactions and have developed the attached policy to be used by Event coordinators/chairpersons when developing cash handling procedures customized to the particulars of their own Events.

Attachment

Draft Cash Handling Policy

Respectfully Submitted by:

Keven Beaucage
Deputy Clerk-Treasurer

CORPORATION OF THE TOWN OF KEARNEY

SECTION NAME Treasury	SECTION NO.	POLICY NO.
POLICY Cash Handling Policy - Draft	REVIEW DATE:	NO. OF PAGES 5
EFFECTIVE DATE February 21, 2020	REVISIONS	
IMPLEMENTATION Upon Council approval		

A. PURPOSE

The purpose of this Cash Handling Policy is to provide guidelines for the handling of cash receipts and disbursements related to Events held by/in connection with the Town. Since each Event is unique, it is not possible to produce a one-size fits all procedure for handling cash transactions at every Event. Instead, this Policy outlines specific items that should be incorporated into the Cash Handling Procedures developed for each Event by the volunteer committee in conjunction with the Coordinator/Chairperson of the Event, giving consideration to such things as the physical location of the Event, the magnitude of cash transactions, and the number of individuals involved.

It is important that this Cash Handling Procedure be developed and followed explicitly for each Event for a number of reasons:

1. Cash is highly susceptible to misappropriation and it is to the benefit of both the Town and the volunteers/staff/elected officials involved in the Event that controls to safeguard cash are established.
2. Cash transactions are not necessarily accompanied by supporting documentation. To ensure the completeness and accuracy of the recorded cash transactions in the Town's general ledger and financial statements, it is important that procedures for cash transactions be established and maintained.

B. SCOPE

This policy applies to all special functions/events carried out by/in connection with The Corporation of the Town of Kearney.

C. DEFINITIONS

“**Cash**” is defined as coin, currency, cheques, money orders, debit/credit card, electronic transfers (e-Transfers).

“**Cash Handler**” is defined as any volunteer, employee, or elected official who performs the function of receiving, disbursing, transmitting, safeguarding and/or depositing Town cash.

D. RESPONSIBILITIES

All individuals involved in a Town Event have responsibilities under this Policy.

1. Responsibilities of the Coordinator/Chairperson of the Event:

- i) As part of the pre-event planning activities, to familiarize themselves with this Policy and develop Cash Handling Procedures specific to their Event incorporating this policy requirement(s).
- ii) Submit a copy of/discuss the developed Event Cash Handling Procedures to/with the Town Treasury Department prior to the Event.
- iii) Clearly communicate and provide a copy of the Event Cash Handling Procedures to all volunteers, employees and elected officials involved in the Event and ensure that everyone has a complete understanding of their responsibilities under the developed procedures.
- iv) Monitor compliance with the developed procedures and take appropriate disciplinary action when instances of non-compliance become apparent (e.g. remove cash handling privileges from individuals who are not complying with the Procedures).

2. Responsibilities of Cash Handlers:

- i) Comply with the cash handling procedures developed for their respective Event.
- ii) Report to the Event coordinator/chairperson any instance that is a serious deficiency in and/or failure to comply with the established Cash Handling Procedures, whether such failure has resulted in a loss.

3. Responsibilities of Other Individuals involved in the Event:

- i) Report to the Event coordinator/chairperson any perceived deficiencies in and/or failures to comply with the established Cash Handling Procedures, whether such failure has resulted in a loss.

E. GUIDELINES FOR EVENT CASH HANDLING PROCEDURES

1. SEGREGATION OF DUTIES

To the extent possible, "segregation of duties" should be built into the Cash Handling Procedures developed for the Event. This refers to dividing up cash-handling responsibilities, rather than having them performed by one individual, so there is an independent check of mistakes/irregularities. Having an independent check will reduce the likelihood of irregularities occurring in the first place and will increase the likelihood of detecting errors and/or irregularities when they do occur.

With limited personnel, it is not always practicable to maintain strict segregation of duties. Ideally, the following tasks would be assigned to different people:

- Authorizing cash disbursements;
- Collecting cash at the Event/making cash disbursements (e.g., from petty cash floats);
- Reconciling cash receipts/disbursements and submitting to the Town Treasury Department for depositing to the bank.
- Electronic transfers (e-transfers) shall be processed using a Treasury or Town email address to be associated with the Town's financial institution, Kawartha Credit Union.

2. SAFEGUARDING CASH

Inadequate physical security provides an opportunity to misappropriate funds, whether it is cash held for a float/till, cash proceeds from the Event, or deposits awaiting transfer to the bank. Cash should always be kept secure. This includes:

On-site (Collections during the Event)

- Having two unrelated people present to handle cash receipts at any location;
- Securing cash collected (e.g., in money belt, secure cabinet/drawer) to prevent loss or theft. **Cash is never to be left unattended;**
- Establishing a schedule to periodically collect cash receipts from remote sites and transfer to a central location. When cash is transferred between people, a transfer slip is to be prepared, and signed off by both parties with respect to the amount of cash being transferred. Signed transfer slips are to be retained to support the related bank deposit.

Off-site

- Keeping all cash in a locked drawer/safe;
- Locking the cash drawer/box/safe when cash is left unattended;
- Limiting access to the safe or storage area to as few individuals as necessary;
- Preparation of cash reconciliations and bank deposits in a secure area. Two people should jointly prepare and sign off on bank deposits, confirming their completeness;

- Transferring funds to the Town Treasury Department for deposit to the bank as soon as is practicable.

3. CASH ADVANCES (PETTY CASH FLOATS)

- i) Petty cash floats should be used for making Event-related purchases only when it is not feasible to pay for the purchases via the issuance of a vendor invoice and submission for payment to the Town's Treasury Department.
- ii) Under no circumstance should cash purchases be made with funds collected from the Event (Event receipts). Cash purchases must be made from the petty cash funds only.
- iii) A receipt must be obtained for all cash purchases.
- iv) All purchases made from petty cash funds should be listed on a Petty Cash Log, and the corresponding receipts attached to the Log.
- v) At the end of the Event, cash advances must be reconciled and returned to the Town Treasury Department intact. That is, the total expenditures listed on the Petty Cash Log plus the remaining cash being returned must equal the original amount of the cash advance. The preparer is to sign the Log. Any discrepancies must be explained.
- vi) The Town Treasury Department will post the logged expenses to the Event-related expense account and claim the relevant tax rebate. Cash returned from the original float is not recorded as event revenue, and consequently, related funds must be kept separate from event receipts.

4. CASH TILLS (CASH REQUIRED TO MAKE CHANGE AT AN EVENT)

- i) Cash tills must be kept separate from petty cash floats.
- ii) Both the individual who is assigned a till and the individual providing the till are to record and sign off on the amount of cash being transferred.
- iii) At the end of each Event, any amount left in the till is to be added to the cash proceeds from the Event.
- iv) The original till amount will be deducted from Event receipts to determine proceeds (revenue) from the Event when it is processed by the Town Treasury Department.

5. RECEIPTS/DISBURSEMENTS RECONCILIATION

Lack of oversight and a proper receipts reconciliation process creates an opportunity to

misappropriate cash and conceal the shortages.

- i) Cash collections and disbursements must be reconciled at the end of every Event, by an individual who was not responsible for collecting/disbursing cash for the Event.
- ii) Reconciliations are to be supported by signed transfer slips (see “safeguarding cash” above) and invoices for cash purchases.
- iii) Once reconciled, the cash along with the reconciliation form/Petty Cash Log is to be transferred to the Town’s Treasury Department for further processing and deposit.

6. DEPOSITS AND BANK RECONCILIATIONS

All cash collected from an Event will be coordinated for deposit to the bank by the Town’s Treasury Department.

FONOM

The Federation of Northern Ontario Municipalities

February 11, 2020

Federation of Ontario Municipalities (FONOM)
Member Municipalities

Dear Mayors and Councils:

On behalf of our Board of Directors, I would like to invite you to attend the 2020 FONOM Conference which is being hosted by the City of Timmins May 13-15, 2020.

This year's conference marks the 60th anniversary of the Federation and the theme is "connecting the north" with speakers and topics designed to appeal to municipal and indigenous councillors on issues important to Northerners.

In addition, the Conference tradeshow is an excellent opportunity for you to talk directly with exhibitors about the products and services they provide.

This year's event also includes a Minister's Forum where you will hear first-hand from Provincial Cabinet members on what their Ministries are doing for the betterment of Northeastern Ontario.

Registration is now open or more information please visit:

<https://fonom.timmins.ca/>

Looking forward to seeing you there!



Danny Whalen
FONOM President



THE CORPORATION OF THE TOWNSHIP OF STRONG

COUNCIL RESOLUTION

Date: February 11, 2020

Resolution # R2020 - 050

Moved by: Jody Baillie
 Jason Cottrell
 Jeff McLaren
 Marianne Stickland

Seconded by: Jody Baillie
 Jason Cottrell
 Jeff McLaren
 Marianne Stickland

Whereas the North Bay Parry Sound District Health Unit has advised municipalities of the following changes in the funding formula;

- change from 25/75 municipal/provincial to 30/70 for mandatory programs, and;
- change from 100% provincial funding to 30/70 for a number of other related programs;

And Whereas these changes will result in a 42% increase in the municipal levy, commencing in 2021, with no increased service delivery;

And Whereas small rural Northern Ontario municipalities do not have the financial resources to fund this 42% increase;

- with sparse populations and small tax bases make it difficult to raise the requisite funds, and also provide core mandated municipal services to residents; and
- residents' annual income is well below the provincial poverty level, with many on fixed incomes and raising municipal property taxes will create significant hardship;

And Whereas our municipalities support the Health Unit's mission "To foster health living within our communities by preventing illness, promoting healthy choices and providing trusted support and information";

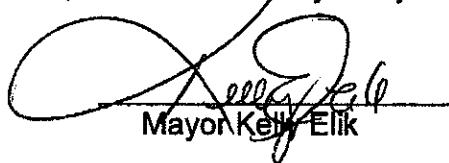
- hence, we reiterate that we want to remain under the auspices of the North Bay Parry Sound District Health Unit, and under the Rural & Northern Ontario designation.

And Whereas the Province of Ontario is currently reviewing the mandate and operations of Public Health Units;

Therefore be it resolved that the Township of Strong requests that Jim Pine, Facilitator of the Public Health Modernization consultations, review the current funding formula for Public Health and Rural & Northern Ontario municipalities; proposing exemptions, for the province to implement for 2021;

And That we contend that Public Health, as a pillar of our Ontario Health Care system, be funded through regular provincial taxation, not municipal property taxation;

And Further That this resolution will be distributed to all 22 Municipalities in the District of Parry Sound, for endorsement. Copies will be forwarded to the Minister of Health, Minister of Long Term Care, MPP Norm Miller, MPP Vic Fedeli, Ontario Health Board Chair, FONOM Chair, NOMA Chair, AMO Chair, and the North Bay Parry Sound District Health Unit.


 Mayor Kelly Elik

Carried

Defeated

Recorded Vote:	For	Against
Kelly Elik
Jody Baillie
Jason Cottrell
Jeff McLaren
Marianne Stickland

Conflict of Interest Declared and Seat (s)

Vacated: _____

Brenda Fraser

From: AHCC Community Guide <ahccguideads@gmail.com>
Sent: February 12, 2020 11:41 AM
To: katehood@me.com
Subject: 2020 Almaguin Community Guide Ad
Attachments: FINAL-AHCC-2020-MEDIA-KIT.pdf

Hi there,

I'd like to take this opportunity to introduce myself, I'm Kate Hood, owner/photographer at Kate Hood Photography and the new chair of the 2020/21 Almaguin Community Guide Committee. We're all very excited for this years edition. Planning and article writing is well underway.

I'm reaching out regarding this years ad collection. In 2019 you purchased an ad, which we're quite grateful for! This year, once again, you have first access to booking ad space.

Should you like to place an ad;

Payment and New Pricing;

View this years **pricing**, <https://almaguinhighlandschamberofcommerce.wildapricot.org/page-18161>

Pay **online** here, <https://almaguinhighlandschamberofcommerce.wildapricot.org/page-18161>

Pay via **Etransfer** to almaguinhighlandschamber@gmail.com

Cheques sent here, Almaguin Highlands Chamber of Commerce, Box 544, Burks Falls, POA1C0

Ad Details;

Send **ad copy** here, ahccguideads@gmail.com

If you need ad **design support** contact Taija, press@greenmoosemedia.com

Deadline is April 19th for ad copy

Do let us know if you'd like to use the **same ad** and/or if there are any changes.

We also require the **last page of the Media Kit** filled out, with payment to place the ad. You can access that here, <https://almaguinhighlandschamberofcommerce.wildapricot.org/page-18161> - drag and drop the doc to your desktop or access the doc attached.

In two weeks (Feb 26th) we will open up all unbooked add space to new advertisers. Tomorrow and Friday (Feb 13/14) I will plan to touch base over the phone. Feel free to call the number below during regular business hours.

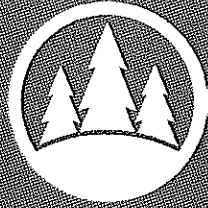
Looking forward to connecting,

Kate Hood, Guide Committee Chair

AHCC Community Guide

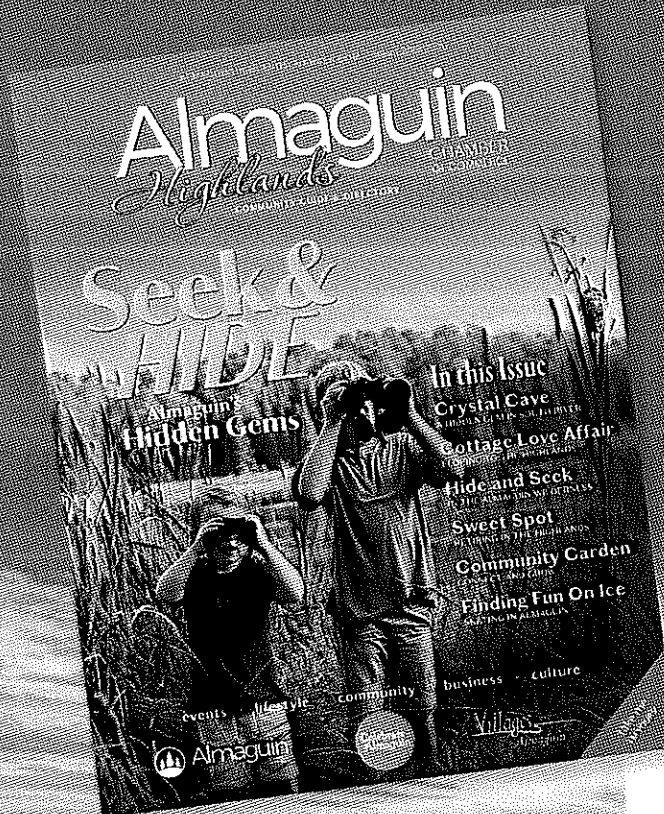
705-493-7350

On Facebook [@almaguinhighlandschamber](#)



Almaguin *Highlands* CHAMBER OF COMMERCE

Almaguin Highlands Community Guide Details and Rates 2020-2021



About the Guide

FORMAT: Magazine Style (Colour)

SIZE: 8.5" x 11" (Approx)

PAGE COUNT: 96-104

OF COPIES: **10,000** (Minimum)

FREQUENCY: Annual (Year round circulation)

DISTRIBUTION: Local high traffic areas and information centres. Quantities will also be delivered to provincial information centres (Barrie, North Bay, Parry Sound).

Benefits:

- Serves and promotes the entire Almaguin Highlands Region
- Will be made available Online as a digital issue & on multiple websites
- Chamber specific price savings
- Low advertising costs for year round visibility
- Targeted advertising space
- Wide distribution area

Features:

- Full color map of the area
- Local information and service hours
- Local points of interest
- Driving tour and activity ideas
- Business directory (AHCC Members highlighted)
- Local stories and personal accounts
- Designed to be a 'Go-To' guide for residents and visitors

For more information please contact:

Kate Hood at (705)493-7350

ahccguideads@gmail.com

For more information please visit: ALMAGUINHIGHLANDSCHAMBER.COM

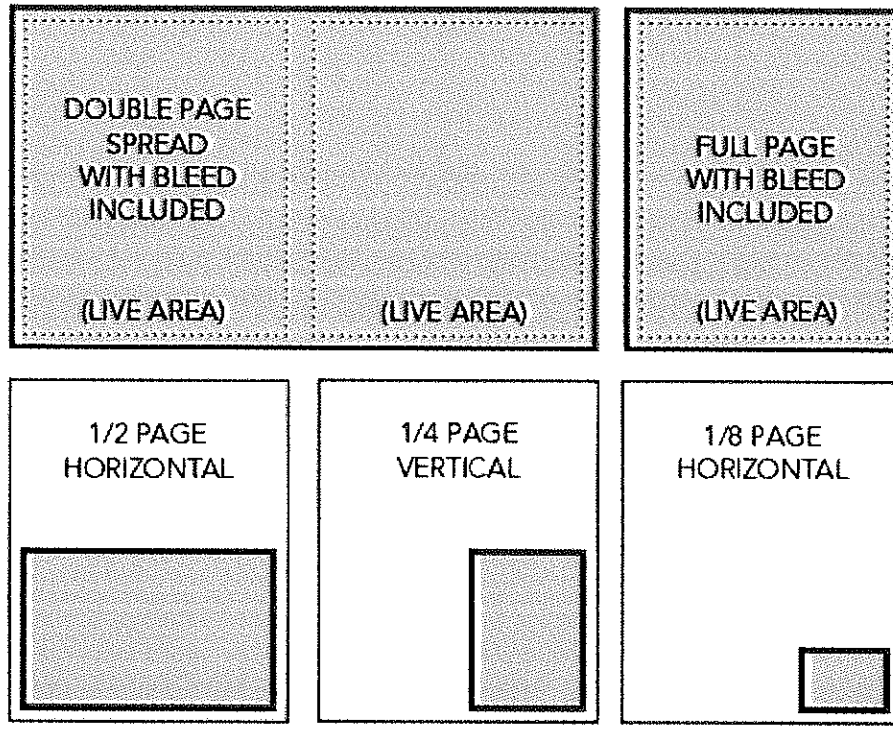
Advertising Pricing & Specifications

AD SPACE	MEMBER/NON-MEMBER	SPECS/SIZE	QUANTITY
1/8 Page (Business card size)	\$198 / \$285 + HST	Size: 3.5" x 2.25"	
1/4 Page (Vertical)	\$319 / \$460 + HST	Size: 3.55" x 4.85"	
1/2 Page (Horizontal)	\$495 / \$700 + HST	Size: 7.5" x 4.875"	
Full Page	\$925 / \$1240 + HST	Size w/bleed: 8.625" x 11.125" Live area: 7" x 9.5"	
PREMIUM SPACE (Limited Availability)			
Inside Covers Front or back	\$1375 / \$1895 + HST	Size w/bleed: 8.625" x 11.125" Live area: 7" x 9.5"	
Back Cover	\$1550 / \$2300 + HST	Size w/bleed: 8.625" x 11.125" Live area: 7" x 9.5"	
Centerfold (One page - Left or right)	\$1700 / \$1670 + HST	Size w/bleed: 8.625" x 11.125" Live area: 7" x 9.5"	
Centerfold (Full - Double page spread)	\$2335 / \$3335 + HST	Size w/bleed: 17" x 11.125" Live area (per page): 7" x 9.5"	
Sponsored Photo (1/2 page)	\$385 / \$490 + HST	Size: 7.5" x 4.875"	

All advertising prices are subject to HST.

Technical Requirements

Artwork to be supplied as press-formatted, PDF file with all fonts and hi-res images (300dpi) embedded. Failure to embed hi-res images will result in pixelated output. Only high quality, correctly sized, digital files will be accepted.



The following digital file types are accepted:

- Press-formatted PDF with fonts and hi-res images embedded, InDesign (INDD or IDML files with accompanying links and fonts included), Illustrator (EPS or AI files), Photoshop (JPG, PNG, TIFF, PSD).

The following formats will NOT be accepted:

- Freehand, Corel Draw, Paint, Powerpoint, Word, Publisher, Excel, Scanned File
- Vector artwork should be saved in an .EPS format with fonts and images embedded.
- If proofing errors are discovered and artwork does not meet the requirements, new art may need to be submitted.
- If you require design services, please contact Taija O'Riordan at press@greenmoosemedia.com



Business : _____ Contact Name: _____

Address : _____

Phone Number : (705) _____ Email : _____

Chamber Member? Yes No

Become an Almaguin Highlands Chamber of Commerce member today to take advantage of a significant price savings!
<https://almaguinhighlandschamberofcommerce.wildapricot.org/Join-The-AHCC>

Advertising deadline is April 19th, 2020

Total Order Price: \$ _____ Payment Enclosed: Cash Cheque*

Or Pay Online:  E-Transfer**

* All cheques make payable to The Almaguin Highlands Chamber of Commerce and sent to:
P.O. Box 544, Burk's Falls, ON, P0A 1C0.

** If paying via E-Transfer, please send to almaguinhighlandschamber@gmail.com

Customer Signature**: _____ Date: _____

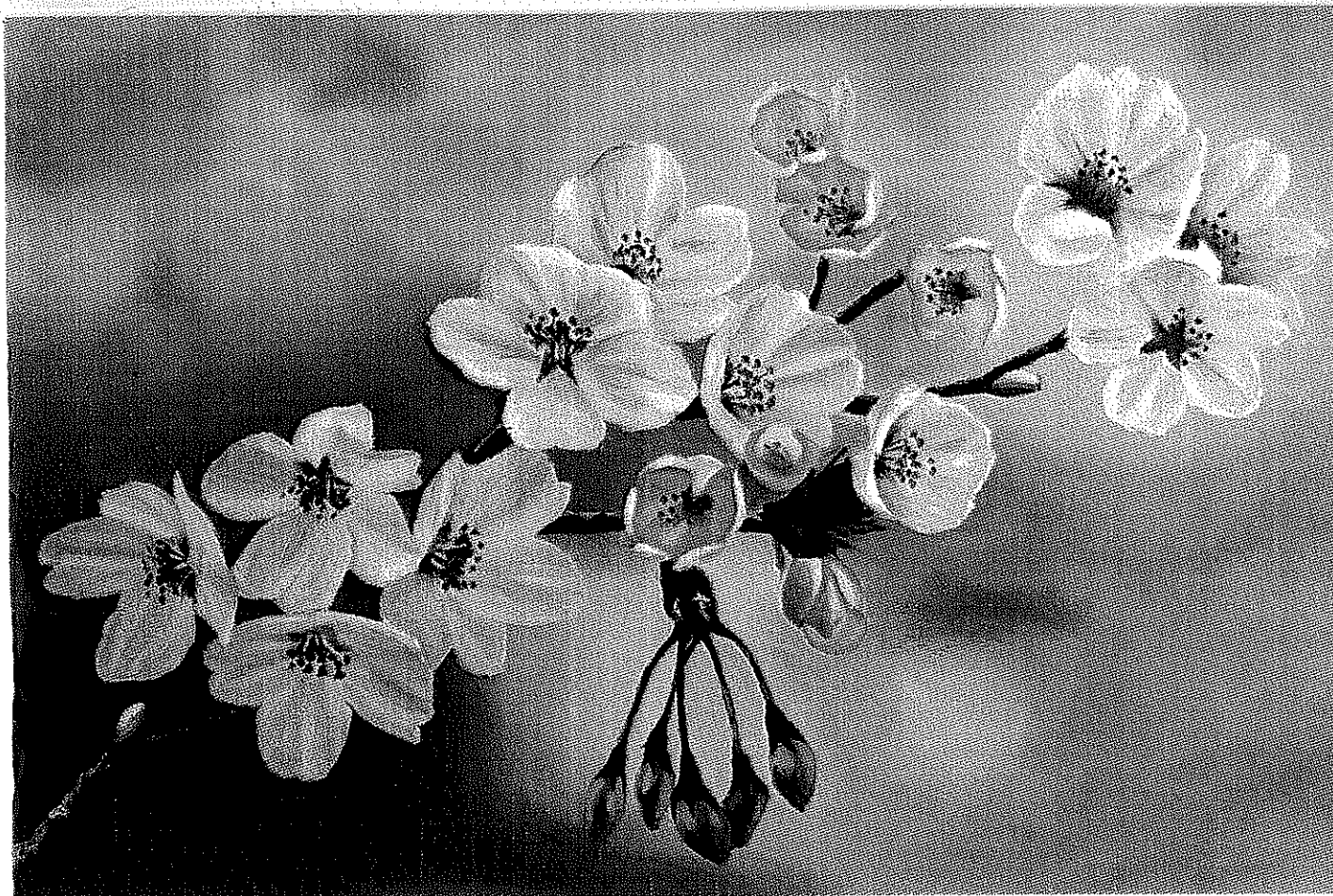
****By signing above I, the client, agree to pay in full the balance indicated above no later than April 19th, 2020. Further, I understand that any outstanding balance after this date will forfeit any deposit amount and this agreement resulting in my advertisement not being included in the publication. The Almaguin Highlands Chamber of Commerce will not be responsible for any costs associated with ad design. Advertisers are required to sign-off on their final advertisement artwork.**

Digital artwork to be E-mailed to: ahccguideads@gmail.com

All advertisers are required to provide a print-ready, digital copy of their advertisement based on the above specs provided. All prices DO NOT include any advertisement design work.

If you require ad design services, please contact:

**Taija O'Riordan, Creative Director
Green Moose Media
press@greenmoosemedia.com • 705-349-3888**



To the Mayor and Councillors of the Town of Kearney,

Thank you so much for the beautiful
Christmas Centre Piece for my table and your
wishes on the occasion of my 90th Birthday!

I now live in Emsdale but I will
always be a Kearney person and I hope I'll
be able to continue to be a part of Kearney,

Thanks again,

Blessings

Mary Peperance