



## AGENDA

REGULAR COUNCIL MEETING  
Council Chambers  
Friday, April 3<sup>rd</sup>, 2020 – 1:00 p.m.

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**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 – March 13<sup>th</sup>, 2020](#)
    - (ii) **Public Meeting**, [Draft Minutes - March 13th, 2020](#)
    - (iii) **Special Meeting**, [Draft Minutes – March 23<sup>rd</sup>, 2020](#)
  - (b) **Receive Committee Minutes**
    - (i) **Almaguin Highlands Health Centre Committee**: [Draft Minutes – March 6, 2020](#)
6. **Committee Resolutions for Consideration**
  - (a) **Kearney and Area Public Library Board** re: [Appointments](#)
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) **Discussion (Public Meeting) and Resolution** re: [Building Permit Fees](#)
  - (b) **Planning**
    - (i) **Discussion and Resolution** re: Public Meeting Notices and Participation as a result of the COVID 19 Pandemic
  - (c) **Operations**
    - (i) **Transfer Station Report** – [for the period March 4, 2020 to March 24, 2020](#)
  - (d) **Administration**
    - (i) **Discussion and By-law** re: [By-law Enforcement Officer 9contract renewal](#)
    - (ii) **Discussion and Resolution** re: Fitness Instructors - March payment
  - (e) **Treasury**
    - (i) **Report and Resolution** re: [Payment Register](#)
    - (ii) **Report** re: [Information -Circumstances created by COVID-19](#)
  - (f) **Fire and Emergency Services**

(i) **Report re:** [Fire Chief, Fire Department Report for Regular Council Meeting on April 3, 2020](#)

(g) **Facilities and Buildings** – Nil

(h) **Council Presentations** - Nil

**11. Correspondence**

(a) **Action Items** - Nil

(b) **Information Items** - Nil

**12. Other Business** - Nil

**13. Closed Session**

Council will enter into a Closed Session for discussion regarding:

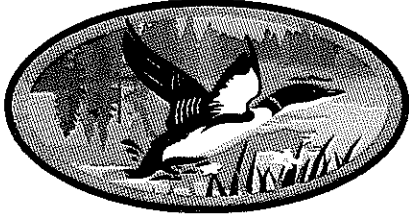
(a) Personal matters about an identifiable individuals including municipal or local board employee (x2)

**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 Public Meeting held on March 13, 2020, at its Special Meeting held on March 23<sup>rd</sup>, 2020 and at its Regular Meeting held on April 3<sup>rd</sup>, 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, March 13<sup>th</sup>, 2020

1:00 p.m.

**Council Members Present:** Mayor Carol Ballantyne  
Councillors: Mike Rickward and Liz Stermsek

**Staff Present:** Brenda J. Fraser, CAO|Clerk|Treasurer  
Brian Horsman, Chief Building Official

: Councillors Cheryl Philip and Paul Ziraldo

1. **Call the Meeting to Order**

**Res. No. 1/13/03/2020 Mike Rickward, Liz Stermsek**

**BE IT RESOLVED** that the Regular Council Meeting of the Corporation of the Town of Kearney on March 13<sup>th</sup>, 2020 be declared open and called to order at 1:01 p.m. **CARRIED**

*Moment of Silence to honour the memory of Max Filmore.*

2. **Approval of Agenda**

**Res. No. 2/13/03/2020 Liz Stermsek, Mike Rickward**

**BE IT RESOLVED** that the Agenda of the Regular Council Meeting of the Corporation of the Town of Kearney on March 13<sup>th</sup>, 2020 be adopted as amended.

**ADD 3(b) Discussion re: COVID-19**

**ADD 10(d)(iv)(a) Resolution re: Bell Canada Broadband Project** **CARRIED**

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

**3(b) Discussion re: COVID-19**

Discussion of Council resulted in the following Resolution.

**Res. No. 3(b)/13/03/2020 Liz Stermsek, Mike Rickward**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney directs that, effective March 13, 2020 at 4:30 p.m. to April 6, 2020, the following Municipal buildings will be closed to the public:

- Kearney Community Centre building
- Kearney Municipal Office
- Kearney Public Works building
- Kearney Transfer Station buildings (2)
- Kearney Fire Hall building
- Kearney Public Library

**AND FURTHER** Staff and Volunteers will continue to work their scheduled shifts/call-ins;

**AND FURTHER** the Special Council Meeting scheduled for March 23, 2020 will take place with any members of the public being required to notify Staff by Friday, March 20, 2020 of their request to attend in order that appropriate cautions may be implemented. **CARRIED**

4. **Delegations/Presentations**

(a) **Delegations - Nil**

(b) **Presentations – Nil**

5. **Minutes**

(a) **Adoption of Minutes**

(i) **Special Meeting, Draft Minutes – February 21<sup>st</sup>, 2020**

(ii) **Regular Meeting, Draft Minutes – February 21<sup>st</sup>, 2020**

(iii) **Special Meeting, Draft Minutes – February 28<sup>th</sup>, 2020**

**Res. No. 5(a)(i)-(iii)/13/03/2020 Mike Rickward, Liz Stermsek**

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

- (i) **Special Meeting, Draft Minutes – February 21<sup>st</sup>, 2020**
- (ii) **Regular Meeting, Draft Minutes – February 21<sup>st</sup>, 2020**
- (iii) **Special Meeting, Draft Minutes – February 28<sup>th</sup>, 2020** **CARRIED**

**(b) Receive Committee Minutes**

- (i) **Joint Waste Management Committee: Draft Minutes – February 26, 2020**

**Res. No. 5(b)(i)/13/03/2020 Mike Rickward, Liz Stermsek**

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

- (i) **Joint Waste Management Committee: Draft Minutes – February 26, 2020** **CARRIED**

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

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

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

**9. Unfinished Business – Nil**

**10. Reports and By-laws**

**(a) Building**

- (i) **Report and Resolution re: Annual Report on Building Permit Fees**

**Res. No. 10(a)(i)/13/03/2020 Mike Rickward, Liz Stermsek**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney, in accordance with the recommendation in the 'Annual Report on Building Permit Fees' submitted by CBO Brian Horsman, authorizes a revision to the Building Permit Fee Schedule as follows:

- No change to Schedule 'B' of Building By-law 2019-19
- Increase the Cost Guideline from \$15.00 to \$16.00 per thousand
- Revise Cost Guidelines in Schedule B of By-law 2019-19 to add: Building without a permit, fees are doubled.

**AND FURTHER** Council accepts the Annual Report on Building Permit Fees dated March 13, 2020.

**Recorded Vote Requested by Deputy Mayor Liz Stermsek**

**PHILIP, Cheryl** Absent

**RICKWARD, Mike** Yes

**STERMSEK, Liz** Yes

**ZIRALDO, Paul** Absent

**BALLANTYNE, Carol** No

**DEFERRED**

- (ii) **Report and Resolution re: Shared Service Agreement**

**Res. No. 10(a)(ii)/13/03/2020 Liz Stermsek, Mike Rickward**

**BE IT RESOLVED THAT** the Council of the Corporation of the Town of Kearney accepts the Report regarding the Shared Service Agreement with Magnetawan, dated March 06, 2020.

**CARRIED**

**(b) Planning**

- (i) **Report and Resolution re: original Shore Road Allowance Purchase (SIMUL8 PROJECT MANAGEMENT INC.)**

**Res. No. 10(b)(i)/13/03/2020 Mike Rickward, Liz Stermsek**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney approves By-law No. 2020-xx being a By-law to stop up, close and sell part of the original shore road allowance in front of Lot 11, Concession 2, Parts 4-6, 42R-6643, Geographic Township of Proudfoot, now in the Town of Kearney, District of Parry Sound, described as Part 1, Plan 42R-21330. (SIMUL8 PROJECT MANAGEMENT INC.) **CARRIED**

- (ii) **By-law No. 2020-xx re: Stop up, Close and Sell part of the Original Shore Road Allowance (SIMUL8 PROJECT MANAGEMENT INC.)**

**Res. No. 10(b)(ii)/13/03/2020 Liz Stermsek, Mike Rickward**

**By-law No. 2020-10**, Being a By-law to Stop Up, Close and Sell part of the Original Shore Road Allowance in front of Lot 11, Concession 2, Parts 4-6, 42R-6643, in the geographic Township of Proudfoot, now in the Town of Kearney, District of Parry Sound, described as Part 1, Plan 42R-21330 (SIMUL8 PROJECT MANAGEMENT INC.), be read a first, second and third time and numbered 2020-08 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 and Resolution re:** Request to purchase Shore Road Allowance (GASKELL)

**Res. No. 10(b)(iii)/13/03/2020 Mike Rickward, Liz Stermsek**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney approves the purchase of the shore road allowance in front of Lot 15 and Part of Lot 16, Plan M-89, being Parts 11 & 12, 42R-8261; and Lot 14, Plan M-89, being Part 13, 42R-8261. **CARRIED**

- (iv) **Report and Resolution re:** Consent Application B-002/20 (PRICHARD)

**Res. No. 10(b)(iv)/13/03/2020 Liz Stermsek, Mike Rickward**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney recommends approval of consent application B-002/20 (PRICHARD) subject to the following conditions:  
**That** a draft reference plan of survey be provided to the Town of Kearney for review prior to registration;  
**That** four copies of the reference plan of survey be provided to the Town of Kearney;  
**That** a By-law be passed deeming Lots 15 & 17, Plan M-89 not to be lots on a registered plan of subdivision for the purposes of Section 50(3) of the Planning Act. **CARRIED**

- (v) **Report and Resolution re:** Release Agreement (HARRISON)

**Res. No. 10(b)(v)/13/03/2020 Mike Rickward, Liz Stermsek**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney approves a partial release of the Agreement as it affects the lands described as Part 1, 42R-20725, as well as the removal of the Notice from title. The Clerk and/or Mayor are hereby authorized to sign the necessary documents. **CARRIED**

(c) **Operations**

- (i) **Transfer Station Report** – for the period February 12, 2020 to March 3, 2020 – **Report only.**

- (ii) **Resolution re:** 2020 Equipment Bids

**Res. No. 10(c)(ii)/13/03/2020 Mike Rickward, Liz Stermsek**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney authorizes Staff to place an AD in the Almaguin News requesting Equipment Bids for the 2020 road construction season. **CARRIED**

- (iii) **Resolution re:** Equipment Operator Selection Team

**Res. No. 10(c)(iii)/13/03/2020 Mike Rickward, Liz Stermsek**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney hereby appoints Mayor Ballantyne, Clerk Brenda Fraser and Ross Gattozzi as members of the Selection Team, for the Equipment Operator position. **CARRIED**

(d) **Administration**

- (i) **Resolution re:** Additional Office Space

**Res. No. 10(d)(i)/13/03/2020 Mike Rickward, Liz Stermsek**

**WHEREAS** Council has deemed it expedient to reconfigure Staff positions;  
**AND WHEREAS** Council has deemed it beneficial for all administrative positions to be located in the Town Office;  
**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney authorizes Staff to reconfigure the current office to accommodate all management staff. **CARRIED**

- (ii) **Resolution re:** Office Assistant – new Job Description

**Res. No. 10(d)(ii)/13/03/2020 Mike Rickward, Liz Stermsek**

**BE IT RESOLVED THAT** the Council of the Corporation of the Town of Kearney authorizes Staff to make application to the Northern Ontario Heritage Fund Corporation for an Intern for the position of Communications & Public Relations Co-ordinator. **CARRIED**

- (iii) **Discussion and Resolution re:** Summer Students

**Res. No. 10(d)(iii)/13/03/2020 Liz Stermsek, Mike Rickward**

**WHEREAS** Council has historically supported hiring students for summer jobs;  
**AND WHEREAS** summer jobs offer young workers the opportunity to gain workplace experience;  
**AND WHEREAS** many young, local residents have had their first job working for the Town;  
**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney determines that the following student positions will be offered for the 2020 summer working season: Swimming Instructors (3); Transfer Station Attendant Assistant (1); and Grass Cutters (2). **CARRIED**

(iv) **Information and Resolution re: Almaguin North Parry Sound Broadband Project**

**Res. No. 10(d)(iv)/13/03/2020 Mike Rickward, Liz Stermsek**

**WHEREAS** reliable, high speed, affordable access to the Internet and e-connectivity is imperative for Kearney residents, businesses, non-profit organizations and visitors;  
**AND WHEREAS** internet and e-connectivity are changing how humans interact with each other and with the world at large, as well as being a driving force for the current and future economy;

**AND WHEREAS** internet and e-connectivity create opportunity for increased innovation for consumers, businesses, agriculture, government, education, social and health development;

**AND WHEREAS** municipalities that prioritize and provide access to advanced internet infrastructure such as fibre, are surpassing those that do not in terms of social, economic and knowledge development;

**AND WHEREAS** the Town of Kearney must plan and prioritize for the deployment and adoption of this infrastructure including but not limited to pursuing collaborations and partnerships in the efforts to effectively achieve greater access to affordable high-speed internet throughout the region;

**AND WHEREAS** much of Kearney does not have access to greater than 5Mbps internet service, which is well below the CRTC standard of 50/10 Mbps;

**AND WHEREAS**, the Municipal Council of Kearney acknowledges that access to the internet and e-connectivity is a crucial part of our community mission to promote public safety, health, well-being and prosperity in order to improve the quality of life for present and future generations;

**THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney supports Blue Sky Economic Growth Corporation's application to all government Broadband funding programs that will seek to provide funding to Spectrum Telecom Group Ltd to build a fibre and wireless access project in the region of Almaguin and North Parry Sound. **CARRIED**

(iv)(a) **Resolution re: Bell Canada Broadband Project**

**Res. No. 10(d)(iv)/13/03/2020 Liz Stermsek, Mike Rickward**

**WHEREAS** the CRTC has established a Broadband Fund that provides up to \$750 million over five years, to provide Broadband Internet Access services in eligible underserved areas across Canada;

**AND WHEREAS** based on analysis by Bell Canada of the opportunities available, our community will be included as part of a Bell Canada application to the CRTC Broadband Fund;

**AND WHEREAS** Bell Canada has requested a letter of support from our Town to include in this application;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney authorizes Staff to forward a letter of support to Bell Canada, demonstrating that access to high speed internet is a priority for our community. **CARRIED**

(v) **By-law No. 2020-xx re: Agreement with Architect**

**Res. No. 10(d)(v)/13/03/2020 Mike Rickward, Liz Stermsek**

Being a By-law to authorize the signing of an Agreement between the Corporation of the Town of Kearney and Larocque Elder Architects, Architectes Inc., be read a first, second and third time and numbered 2020-11 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**

(vi) **Resolution re: D-4 Guideline Study**

**Res. No. 10(d)(vi)/13/03/2020 Mike Rickward, Liz Stermsek**

**WHEREAS** Council requested an Environmental Assessment be completed for the entire property known as Granny White's Farm;

**AND WHEREAS** a proposal has been received for the preparation of a D-4 Guideline Study to determine the possibility of potential impacts or influence for the adjacent closed landfill site;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney accepts the quote submitted by Azimuth Environmental Consulting, Inc. in the amount of \$2,500.00, to complete a D-4 assessment in accordance with the MECP D4 Guidelines for the Granny White's Farm property. **CARRIED**

(e) **Treasury**

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

**Res. No. 10(e)(i)/13/03/2020 Mike Rickward, Liz Stermsek**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney has received the 'List of Accounts' and has no objections to be noted with regard to Cheques #29618 to #29664 in the total amount of \$161,844.63. **CARRIED**

**(f) Fire and Emergency Services**

- (i) Report re:** Fire Chief, Fire Department Report for regular Council meeting on March 13, 2020. – **Report only.**

**(g) Facilities and Buildings**

**(i) Report and Resolution re:** Sand and Perry Lakes Boat Launch Rehabilitation  
**Res. No. 10(g)(i)/13/03/2020 Liz Stermsek, Mike Rickward**  
**WHEREAS** the Town of Kearney requested Tenders for the Sand Lake Boat Launch Rehabilitation and for the Perry Lake Boat Launch Rehabilitation;  
**AND WHEREAS** five Tender amounts were received and read publicly, for each of Sand Lake and Perry Lake Boat Launches, as follows:

**18-4055-06 Sand Lake:**

1. CSL Group Ltd. \$108,725.00
2. Hawk River Construction Ltd. \$114,660.39
3. Fowler Construction Company Ltd. \$118,141.85
4. Galcon Marine Ltd. \$145,055.96
5. Arenes Construction Ltd. \$163,191.00

**18-4055-07 Perry Lake:**

1. CSL Group Ltd. \$94,555.00
2. Hawk River Construction Ltd. \$94,923.57
3. Fowler Construction Company Ltd. \$118,760.98
4. Galcon Marine Ltd. \$136,933.93
5. Arenes Construction Ltd. \$116,838.00

**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney, in accordance with the recommendation from the Towns Engineer of Record, hereby accepts and awards the Tender for the Sand Lake Boat Launch Rehabilitation to CSL Group Ltd. in the amount of \$108,725.00 plus HST, and awards the Tender for the Perry Lake Boat Launch Rehabilitation to CSL Group Ltd. in the amount of \$94,555.00, plus HST. **CARRIED**

**(h) Council Presentations - Nil**

**11. Correspondence**

**(a) Action Items**

**(i) District of Parry Sound Municipal Association re:** Spring Meeting  
**Res. No. 11(a)(i)/13/03/2020 Liz Stermsek, Mike Rickward**  
**WHEREAS** notification of the 2020 Annual Spring Meeting of the 'District of Parry Sound Municipal Association' has been received;  
**AND WHEREAS** the Association Meeting will be hosted by McMurrich/Monteith Township, on Friday, May 1<sup>st</sup>, 2020;  
**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney supports the attendance of the following members at the Association Meeting: Deputy Mayor Stermsek, Mayor Carol Ballantyne and Clerk Brenda Fraser. **CARRIED**

- (ii) Village of Burk's Falls re:** Almaguin Highlands Health Centre Committee – Ongoing costs

**Res. No. 11(a)(ii)/13/03/2020 Liz Stermsek, Mike Rickward**  
**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney has received correspondence from the Village of Burk's Falls with regard to physician recruitment/retention, ongoing operating costs at the Almaguin Highlands Health Centre and the redirection of municipal derived Ontario Telemedicine Network funds and determines that Council will contribute as follows:

- \$4,545.00 determined on an annual basis;
- A one-time contribution of \$1,600.00 for physician recruitment; and
- Authorizes the use of the OTN monies for other costs related to OTN. **CARRIED**

- (iii) Enbridge re:** Natural Gas Expansion Program

**Res. No. 11(a)(iii)/13/03/2020 Mike Rickward, Liz Stermsek**  
**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney directs Staff to forward a letter indicating the Town's desire to work with Enbridge Gas Inc., the OEB and the Ministry of Energy, Northern Development and Mines to expand natural gas access to our community, which would attract new opportunities, help create jobs and lower monthly costs for our residents. **CARRIED**

- (iv) Resolution re:** 2020 BeADonor Month Proclamation

**Res. No. 11(a)(iv)/13/03/2020 Mike Rickward, Liz Stermsek**  
**WHEREAS** "BeADonor Month" supports organ and tissue donor registration;  
**AND WHEREAS** over 1,600 people in Ontario are on the waitlist and every three days someone dies waiting for a live-saving organ transplant;  
**AND WHEREAS** in 2019, 382 deceased and 302 living donors saved the lives of 1,386 people through transplant, and tissue donors enhanced the lives of thousands more through the gift of eyes, bone, skin or heart valves;  
**AND WHEREAS** research shows the majority of Ontarians support organ and tissue donation yet just 34% of eligible Ontarians have registered their consent to donate;  
**AND WHEREAS** families almost always consent to donation *when there is evidence a loved one*

registered their decision to donate, but in the absence of a registered donation decision, families consent only half of the time;

**AND WHEREAS** everyone is a potential organ and tissue donor, regardless of age. One organ donor can save up to eight lives and enhance the lives of up to 75 more through the gift of tissue;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney hereby proclaims April 2020 as “**BeADonor Month**” in the Town of Kearney;

**AND FURTHER** Council encourages all citizens to learn more about organ and tissue donation and transplantation, and to consider pledging their support to “BeADonor Month” by registering as a donor at [BeADonor.ca](http://BeADonor.ca). **CARRIED**

**(b) Information Items**

- (i) **Ministry of the Solicitor General re:** In compliance with the Emergency Management and Civil Protection Act. **For information only.**

12. **Other Business – Nil**

13. **Closed Session - Nil**

14. **Business Arising from Closed Session - Nil**

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 28<sup>th</sup>, 2020 and at its Regular Meeting held on March 13<sup>th</sup>, 2020.

**Res. No. 15/13/03/2020 Mike Rickward, Liz Stermsek**

**By-law No. 2020-12**, Being a By-law to confirm the proceedings of Council at its Special Meeting held on February 28<sup>th</sup>, 2020 and at its Regular Meeting held on March 13<sup>th</sup>, 2020, be read a first, second and third time and numbered 2020-12 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. 16/13/03/2020 Liz Stermsek, Mike Rickward**

**BE IT RESOLVED** that the Regular Council Meeting of the Corporation of the Town of Kearney adjourn at 3:18 p.m. to meet again at 9:30 a.m. on March 23<sup>rd</sup>, 2020 in the Council Chambers, Kearney, Ontario. **CARRIED**

**THE CORPORATION OF THE  
TOWN OF KEARNEY**

\_\_\_\_\_  
Carol Ballantyne, Mayor

\_\_\_\_\_  
Brenda J. Fraser, Clerk



## **MINUTES**

### **PUBLIC COUNCIL MEETING As per *The Municipal Act***

**Held during the Regular Council Meeting  
on Friday, March 13<sup>th</sup>, 2020**

**Regarding: SHORE ROAD ALLOWANCE PURCHASE (SIMUL8 PROJECT MANAGEMENT INC.)**

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**Council Members Present:** Mayor Carol Ballantyne  
Councillors: Mike Rickward and Paul Ziraldo

**Staff Present:** Brenda J. Fraser, CAO|Clerk|Treasurer

**Regrets:** Councillors Cheryl Philip and Liz Stermsek

#### **7. Public Hearings (Pursuant to the *Municipal Act*)**

##### **(a) Report and Resolution re: Original Shore Road Allowance Purchase (SIMUL8 PROJECT MANAGEMENT INC.)**

Mayor Ballantyne stated that we have before us a request to purchase part of the Original Shore Road Allowance in front of Lot 11, Concession 2, Parts 4-6, Plan 42R-6643 in the geographic Township of Proudfoot, designated as Part 1, Plan 42R-21330.

The Mayor asked if the Planning Technician had received any written concerns.

The Clerk noted that no concerns had been received.

The Mayor asked if the applicant was present, if the applicant would like to make any comments.

The applicant was not present.

The Mayor asked if anyone wished to make representation on the proposed By-law for the closure and sale of the shore road allowance.

There were no representations.

The Mayor asked if Council had any questions. There were no questions from Council.

Mayor Ballantyne asked if the Planning Technician had anything further to add.

The Clerk stated that there was nothing further from the Planning Technician.

Mayor Ballantyne then read the Resolution regarding the Original Shore Road Allowance Purchase (SIMUL8 PROJECT MANAGEMENT INC.).

**THE CORPORATION OF THE  
TOWN OF KEARNEY**

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Carol Ballantyne, Mayor

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Brenda J. Fraser, Clerk



# The Corporation of the Town of Kearney

8 Main Street Box 38 Kearney ON P0A 1M0

## MINUTES

### SPECIAL COUNCIL MEETING

Council Chambers

Monday, March 23<sup>rd</sup>, 2020

9:30 a.m.

**Council Members Present:** Mayor Carol Ballantyne  
Councillors: Mike Rickward and Paul Ziraldo

**Staff Present:** Brenda J. Fraser, Clerk Administrator  
Keven Beaucage, Deputy Clerk, Deputy Treasurer  
Ross Gattozzi, Operations Manager

**Regrets:** Councillors Cheryl Philip and Liz Stermsek

**1. Call the Meeting to Order**

**Res. No. 1/23/03/2020 Mike Rickward, Paul Ziraldo**

**BE IT RESOLVED** that the Special Council meeting of the Corporation of the Town of Kearney on March 23<sup>rd</sup>, 2020 be declared open and called to order at 9:35 a.m. **CARRIED**

**2. Disclosure of Pecuniary Interest and the General Nature Thereof – None noted.**

**3. Resolutions for Consideration**

**3.1 Authorize absence of Councillor Philip**

**Res. No. 3.1/23/03/2020 Paul Ziraldo, Mike Rickward**

**WHEREAS** Section 20(2) of By-law No. 2019-11 being a By-law to Govern the Calling, Place and Proceedings of Meetings of Council and Committees states "That no member shall be absent from the meetings of the Council, Standing or Advisory Committees for three (3) consecutive meetings without being authorized to do so by a resolution of the Council entered upon the minutes;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney, in accordance with the Procedural By-law, hereby authorizes the absence of Councillor Cheryl Philip.

**CARRIED**

**3.2 Next Council Meetings**

Discussion of Council resulted in the following Resolution.

**Res. No. 3.2/23/03/2020 Paul Ziraldo, Mike Rickward**

**WHEREAS** the Province of Ontario has declared an emergency under the Emergency Management and Civil Protection Act as a result of the COVID-19 pandemic;

**AND WHEREAS** during the declaration of an emergency declared by the Premier, Cabinet or the Municipal Head of Council, municipalities have been given the authority to ensure that local decision making by Municipal Councils is not affected by existing quorum requirements during emergency situations;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney directs that during a declared emergency situation, By-law No. 2019-57 being our Procedural By-law is hereby amended to include that the Municipal Council shall allow Council members electronic participation in Regular, Special and Closed Meetings of Council;

**AND FURTHER** that the Council members participating electronically shall count towards quorum;

**AND FURTHER** to ensure meetings continue to be open to the public, electronic voice recordings shall be uploaded to our Website as quickly as possible and any member of the public wishing to address a matter may do so by submitting their matter in writing to the Clerk, prior to the next scheduled Council meeting.

**CARRIED**

**3.3 Island Lake SRA draft Plan**

**Res. No. 3.3/23/03/2020 Mike Rickward, Paul Ziraldo**

Discussion of Council resulted in the following Resolution.

**WHEREAS** Tulloch Engineering has provided a draft reference plan of survey for Part of Lot 7, Concession 10, geographic Township of Proudfoot, Town of Kearney for review prior to registration;

**AND WHEREAS** Council has reviewed this draft plan;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney authorizes the registration of this Plan;

**AND FURTHER** that our Solicitor be directed to confirm that Part 15, Plan PSR-1723 has been transferred to the Town of Kearney.

**CARRIED**

**3.4 Support requested by Lakeland Energy for CRTC application**

Discussion of Council resulted in the following Resolution.

**Res. No. 3.4/23/03/2020 Paul Ziraldo, Mike Rickward**

**WHEREAS** the CRTC has established a Broadband Fund that provides up to \$750 million over five years, to provide Broadband Internet Access services in eligible underserved areas across Canada;  
**AND WHEREAS** Lakeland Energy has requested a letter of support from our Town to include in their application to the CRTC;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney authorizes Staff to forward a letter of support to Lakeland Energy, demonstrating that access to high speed internet is a priority for our community.

**CARRIED**

**3.5 Building Department Services – McMurrich/Monteith**

Discussion of Council resulted in the following Resolution.

**Res. No. 3.5/23/03/2020 Mike Rickward, Paul Ziraldo**

**WHEREAS** the Town of Kearney and the Municipality of Magnetawan jointly entered into an agreement to provide temporary, limited, Building Department Services to McMurrich/Monteith ;  
**AND WHEREAS** the term of this Agreement ends on May 1, 2020;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney, in consultation with the Municipality of Magnetawan, shall not continue to provide building department services to the Municipality of McMurrich/Monteith past the termination date of May 1, 2020, as outlined in the Agreement.

**CARRIED**

**4. Draft 2020 Budget – Council discussion continued**

Council reviewed the Budget Variance Report - Pre-Audit, Proposed Capital Projects, Reserves, Reserve Funds and Deferred Revenue as of March 23, 2020 as well as the draft 2020 Budget.  
Discussion of Council resulted in the following Resolutions.

**Res. No. 4.1/23/03/2020 Paul Ziraldo, Mike Rickward**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney authorizes Staff to Tender for a new Back Hoe.

**CARRIED**

**Res. No. 4.2/23/03/2020 Mike Rickward, Paul Ziraldo**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney authorizes the Operations Manager to proceed with the purchase of a new steamer in accordance with the proposed 2020 capital projects.

**CARRIED**

**Res. No. 4.3/23/03/2020 Paul Ziraldo, Mike Rickward**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney authorizes the Operations Manager to Tender for a Roads Needs Study.

**CARRIED**

**Res. No. 4.4/23/03/2020 Mike Rickward, Paul Ziraldo**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney authorizes Staff to proceed with advertising for the positions available at Public Works and Administration;  
**AND FURTHER** that subject to current pandemic criteria, interviews may proceed electronically.

**CARRIED**

**Res. No. 4.5/23/03/2020 Paul Ziraldo, Mike Rickward**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney authorizes Tulloch Engineering to proceed with the Cashman Creek Bridge Replacement design work for a Replacement Structure over Cashman Creek on Hwy 518E, in accordance with the estimate provided March 23, 2020.

**CARRIED**

**5. Adjournment**

**Res. No. 5/23/03/2020 Paul Ziraldo, Mike Rickward**

**BE IT RESOLVED** that the Special Meeting of the Corporation of the Town of Kearney adjourn at 2:24 p.m. to meet again at 1:00 p.m. on April 3<sup>rd</sup>, 2020 in the Council Chambers, Kearney, Ontario.

**CARRIED**

**THE CORPORATION OF THE TOWN OF KEARNEY**

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Carol Ballantyne, Mayor

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Brenda J. Fraser, Clerk



**705-382-2900**  
**[www.almaguin-health.org](http://www.almaguin-health.org)**

**Minutes: March 6<sup>th</sup>, 2020**

**Present:** Norm Hofstetter, Brad Kneller, Barbara Marlow, Cathy Still, Marianne Stickland, Dennis Banka, Rod Ward, Tom Bryson and Carol Ballantyne

**Regrets:** Lyle Hall

**Guests:**

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

2020-008 Moved by Dennis Banka and Seconded Carol Ballantyne

**THEREFORE BE IT RESOLVED THAT** The Almaguin Highlands Health Centre Committee adopt the minutes from February, 7<sup>th</sup>, 2020 as circulated. Carried.

**Delegation:** None at this time.

**Items for Discussion;**

1. Committee members discussed the Almaguin Highlands Health Centre website and webhosting. R. Ward will work with E. Kellogg to update the website.
2. February 14<sup>th</sup>, 2020, OHT meeting,
  - M. Stickland, R. Ward, B. Marlow and Chairman Campbell provided commentary on the OHT meeting between Muskoka, Parry Sound and Nipissing OHT representatives. Members gave the feedback that there is no desire from Parry Sound to include East Parry Sound in their OHT application. Muskoka had indicated a portion of East Parry Sound is included in the "Area" of their application. Nipissing felt that the Committee should continue to seek "in development" statues with the OHT submission, utilizing the Community Health Centre model as an example of how an Almaguin Highlands OHT would function.  
M. Stickland will provide the Committee with an action plan, including initial meetings with various stakeholders as data collection continues.  
E. Kellogg was asked to provide the Rural Index for Ontario guide.  
Discussion of the inclusion of Machar and South River resulted in Mayor Still committing to addressing participation with those two municipalities.

3. The Secretary provided feedback regarding the discussions to expand the current OTN office. An option to renovate the current upper level lunchroom into an OTN office will achieve the same outcome with, potentially less disruption to service and minimal construction time. The Secretary will explore, at no cost to the Committee the possibility of renovating the current lunchroom and moving the lunchroom into an empty office. A report will be provided at the next Committee meeting.
4. M. Stickland provided an update on the AHHC 2020 survey.
  - A total of 444 surveys have been completed with a few paper copies brought to the March meeting yet to be inputted. Once the remaining surveys are completed the survey will be closed off.
5. Treasures report
  - The financial statement was received with no comment.
6. Other business
  - R. Ward informed the Committee of a "letter to the editor" written to the Almaguin News, although not published he will send to the Committee for information purposes in hopes the letter is in fact published.

#### 4. RESOLUTIONS PASSED

2020-009 Moved by Barb Marlow and Seconded Tom Bryson  
**THEREFORE BE IT RESOLVED THAT** the Almaguin Highlands Health Centre Committee authorizes the Treasurer to make payment to Vantage Point Strategies Inc in the amount of \$292.79 for annual webhosting services. Carried

2020-010 Moved by Brad Kneller and Seconded by Cathy Still  
**WHERE AS** the Almaguin Highlands Health Centre Committee in 2017 learned the Burk's Falls Ontario Telemedicine Network (OTN) site would cease to operate due to aging equipment and lack of compatibility with other OTN sites;

**AND WHERE AS** Ontario Telemedicine Network sites are not financially supported by any Ministry or other health care service provider outside of salaries for staffing;

**AND WHERE AS** the Almaguin Highlands Health Centre Committee solicited and received ongoing funding from 12 Almaguin Highlands municipalities to replace expiring Ontario Telemedicine Network equipment;

**AND WHERE AS** the North East Local Health Integration Network provided onetime funding for the purchase of said equipment, leaving the municipal funding untouched to date;

**AND WHERE AS** The Almaguin Highlands Health Centre Committee has received a request from the Burk's Falls OTN Nurse for a digital blood pressure monitor, with cuffs and mobile stand, supplied by Medi Mart in the amount of \$929.13 including hst;

**AND WHERE AS** a purchase through Medi Mart can only be done by health care providers of which includes the Burk's Falls Family Health Team;

**AND THEREFORE** the Almaguin Highlands Health Centre Committee authorizes the Secretary to facilitate such purchase, up to the amount of \$1000.00, through the Burk's Falls Family Health Team, with the understanding the equipment is to be utilized for the

purpose of Ontario Telemedicine Network appointments and will remain the property of the Ontario Telemedicine Network Burk's Falls site;

**AND THEREFORE BE IT RESOLVED THAT** the Almaguin Highlands Health Centre Committee authorizes the Treasurer to make payment to the Burk's Falls Family Health Team once the equipment is received onsite and the invoice is provided to the Secretary. Carried

Resolution: 2020-11 Moved by Carol Ballantyne and Seconded by Dennis Banka  
**THEREFORE BE IT RESOLVED THAT** The Almaguin Highlands Health Centre adjourn at 10:55am to meet again on April 3<sup>rd</sup>, 2020 at 10:00am. Carried.

DRAFT





*Town of*  
**Kearney**

## **NOTICE OF PUBLIC MEETING**

**April 3, 2020 @ 1:00 pm  
Kearney Community Centre  
8 Main Street  
Kearney**

**It is the intention of the Town of Kearney to pass a by-law under section 7 of the Building Code Act to change fees imposed for applications for a building permit. Any person who attends has an opportunity to make representations with respect to this matter. Information describing the changes is available to any member of the public upon request at:**

**the Town of Kearney  
8 Main Street, P.O. Box 38,  
Kearney, Ontario  
POA 1M0  
Ph # (705) 636-7752  
[www.townofkearney.ca](http://www.townofkearney.ca)**



Email: [info@townofkearney.com](mailto:info@townofkearney.com)  
Website: [www.townofkearney.com](http://www.townofkearney.com)  
Phone: 705 636 7752  
Fax: 705 636 0527

P.O. Box 38  
8 Main Street  
Kearney, Ontario  
POA 1M0

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## REPORT TO COUNCIL

TO: Mayor and Council

FROM: Brian Horsman CBO

RE: Annual Report on Building Permit Fees

DATE: February 24, 2020

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Background: Subsequent to Section 1.9 of Part 1 Division C of the Building Code ( attached --- which requires an annual report on permit fees to be provided to Council ) please find enclosed the information and recommendations for Council's consideration.

Consideration: Please refer to the year end report on Building Activity for 2019. Our current bylaw has not allowed us to generate adequate revenue to support our service level, also we are proposing to grow the department through the implementation of the Policy Manual and our advancement of the Succession Plan which has and will increase our expenditures.

We continue to strive to bring permit fees closer to a User Fee, however, as we anticipate growing pains and with fluctuations in the construction industry activity, our obligations to provide service levels remain constant. As we enhance our service level we must be considerate of the cost to provide the service.

I have reviewed the fee schedule of Building By-law 2019-19 and I believe we have reached the point where we can leave our Construction Cost Guidelines as we determined in 2019. Our permit revenue continues to improve largely due to our revised and improved method of collecting permit fees. We expect our construction value to be the same if not better than 2019.

The cost of construction guidelines are primarily used to determine building permit fees, however they are also used to provide a more accurate building activity for Stats Canada Reporting and an indicator of our local economy. A number of ministries, agencies, financial institutions, investment groups, etc. use our information to plan, predict and determine growth and variations in local, provincial and national economies.

The purpose of this report is to determine whether to increase, decrease or revenue from \$72,589.00 leave fees as they are for 2020. In 2019 we issued 51 permits through a Shared Service Agreement. Our year end Building Activity Report indicated we generated \$79,827.00 compared to our three year rolling average method for calculating average revenue expectations was \$67,482.00. The cost to operate the Building Department for 2019 was \$117,573.00. We had a good year for 2019 and our expectations for 2020 are the same as 2019 or better. However, we utilize the three year rolling average to determine unknowns and 2020 is showing a permit fee revenue of \$72,589.00 based on 57 permits and our expenditures are estimated to be \$130,000.00. I am recommending that we increase our Cost Guidelines from \$15.00 to \$16.00 per thousand, thereby increasing our projected from \$72,589.00 to \$76,589.00. Further I am proposing that we add the following to our Cost Guidelines of Schedule B to By-Law 2019-19: Building Without a Permit –Construction started without obtaining a permit the fees are doubled. The administrative cost to process and/or expedite permits for construction prior to obtaining a permit are costly and should be born by the offender.

**FURTHER CONSIDERATION:** I am not proposing any changes to the Construction Cost Guidelines for 2020.

**OPTIONS:** 1) No change to Schedule 'B' of Building Bylaw 2019-19

2) Increase the Cost Guideline from \$15.00 to \$16.00 per thousand.

3) Revise Cost Guidelines in Schedule B of Bylaw 2019-19 to add:  
Building without a permit fees are doubled.

**RECOMMENDATION:** 1) That Council select Option No. 2 and Option No. 3 to Amend Building By-law 2019-19 to reflect the changes.



Email: [info@townofkearney.com](mailto:info@townofkearney.com)  
Website: [www.townofkearney.com](http://www.townofkearney.com)  
Phone: 705 636 7752  
Fax: 705 636 0527

P.O. Box 38  
8 Main Street  
Kearney, Ontario  
POA 1M0

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## REPORT TO COUNCIL

TO: Mayor and Council Members

FROM: Brian Horsman CBCO, Chief Building Official

RE: Building Activity Report to December 31, 2019

DATE: January 9, 2020

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**Background:**

1) Total permits processed to December 31, 2019	-----	51
Total permits processed to December 31, 2018	-----	61
2) Category of permits issued:		
New Cottages/Houses	-----	8
New Commercial	-----	1
New Private Garages	-----	9
Misc. Additions/Reno	-----	22
Demolition	-----	11
Pending	-----	1
3) Permit fees generated to December 31, 2019		
Permit fees generated to December 31, 2018	-----	\$79,827.00
	-----	\$70,391.00
Construction value of permits to December 31, 2019	-----	\$3,028,200.00
Construction value of permits to December 31, 2018	-----	\$4,416,245.00

**Consideration:** Year over year comparison.

**Further Consideration:** Assist in preparation for the Annual Meeting to review permit fee.

**Recommendation:** That Council receive the report from the Chief Building Official.

## Section 1.9. Fees

### 1.9.1. Fees

#### 1.9.1.1. Annual Report

- (1) The report referred to in subsection 7(4) of the Act shall contain the following information in respect of fees authorized under clause 7(1)(c) of the Act:
  - (a) total fees collected in the 12-month period ending no earlier than three months before the release of the report,
  - (b) the direct and indirect costs of delivering services related to the administration and enforcement of the Act in the area of jurisdiction of the *principal authority* in the 12-month period referred to in Clause (a),
  - (c) a breakdown of the costs described in Clause (b) into at least the following categories:
    - (i) direct costs of administration and enforcement of the Act, including the review of applications for permits and inspection of *buildings*, and
    - (ii) indirect costs of administration and enforcement of the Act, including support and overhead costs, and
  - (d) if a reserve fund has been established for any purpose relating to the administration or enforcement of the Act, the amount of the fund at the end of the 12-month period referred to in Clause (a).
- (2) The *principal authority* shall give notice of the preparation of a report under subsection 7(4) of the Act to every person and organization that has requested that the *principal authority* provide the person or organization with such notice and has provided an address for the notice.

#### 1.9.1.2. Change of Fees

- (1) Before passing a by-law or resolution or making a regulation under clause 7(1)(c) of the Act to introduce or change a fee imposed for applications for a permit, for the issuance of a permit or for a maintenance inspection, a *principal authority* shall,
  - (a) hold the public meeting required under subsection 7(6) of the Act,
  - (b) ensure that a minimum of 21 days notice of the public meeting is given in accordance with Clause (c), including giving 21 days notice to every person and organization that has, within five years before the day of the public meeting, requested that the *principal authority* provide the person or organization with such notice and has provided an address for the notice,
  - (c) ensure that the notice under Clause (b),
    - (i) sets out the intention of the *principal authority* to pass the by-law or resolution or make a regulation under section 7 of the Act and whether the by-law, resolution or regulation would impose any fee that was not in effect on the day the notice is given or would change any fee that was in force on the day the notice is given,
    - (ii) is sent by regular mail to the last address provided by the person or organization that requested the notice in accordance with Clause (b), and
    - (iii) sets out the information described in Clause (d) or states that the information will be made available at no cost to any member of the public upon request, and
  - (d) make the following information available to the public:
    - (i) an estimate of the costs of administering and enforcing the Act by the *principal authority*,
    - (ii) the amount of the fee or of the change to the existing fee, and
    - (iii) the rationale for imposing or changing the fee.

Date	Pick Up	Kearney	\$	Sand Lak	\$	Notes
06-Mar		40		19	\$10	5F, 5C
07-Mar		37		10	\$5	Fur
07-Mar		49		14		
09-Mar	22	59		8	\$10	Con
10-Mar		14		11		
13-Mar		39		11	\$45	40F, 5C
14-Mar		31		18		Covid 19
15-Mar		55		22		
16-Mar	23	54		14		
17-Mar		25		10		
20-Mar		76		24	\$10	Con
21-Mar		56		31		
22-Mar		37		26	\$15	10C, 5F
23-Mar	26	63		24		
24-Mar		93		29	\$10	
Total						

Covid 19 Protocols started March 14 - social distancing of 2m =  
 No cards marked, few new cards handed out, becomes harder to  
 collect \$ for construction (some people)/metal, etc.  
 Closed Diabetes bin as directed by Diabetes Canada

*Martin Filmore*

**THE CORPORATION OF THE TOWN OF KEARNEY**

**By-Law No. 2019 - 25**

---

**Being a By-law to Appoint a  
Municipal By-law Enforcement Officer,  
a Canine Control Officer and a Property Standards Officer  
for the Corporation of the Town of Kearney**

---

**WHEREAS** Section 15(1) of the Police Services Act, R.S.O. 1990, Chapter P.15, authorizes Municipal Councils to appoint persons to enforce the By-laws of the Municipality;

**WHEREAS** Section 15 (2) of the Police Services Act, R.S.O. 1990, c.P.15, designates that Municipal Law Enforcement Officers are Peace Officers for the purpose of enforcing Municipal By-laws;

**AND WHEREAS** Section 227 of the Municipal Act, S.O. 2001 as amended, Chapter 25, authorizes Councils to pass By-laws for appointing such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any By-law of the Council;

**AND WHEREAS** Section 15.1 of the Building Code Act, S.O. 1992, C.23 as amended, authorizes Councils to pass By-laws for appointing a Property Standards Officer.

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF KEARNEY ENACTS AS FOLLOWS:**

1. **THAT** Caitlin Deevey be and is hereby appointed Municipal By-law Enforcement Officer, Canine Control Officer and Property Standards Officer for the Corporation of the Town of Kearney, in accordance with Schedule 'A' attached hereto;
2. **THAT** the Municipal By-Law Enforcement Officer, Canine Control Officer and Property Standards Officer shall exercise all the authority, powers and rights, and shall perform all duties and obligations which by Statute or By-law are or may be conferred or imposed and shall enforce all By-laws of the Corporation of the Town of Kearney;
3. **THAT** Schedule A shall form part of this By-law;
4. **THAT** all By-laws and parts of By-laws inconsistent with the provisions of this By-law are hereby repealed;
5. **THAT** this By-law shall come into force and take effect on the day of its final passing.

**READ A FIRST, SECOND AND THIRD TIME**, passed, signed and the Corporate Seal attached hereto, this 31<sup>st</sup> day of May, 2019.

**THE CORPORATION OF THE  
TOWN OF KEARNEY**

  
\_\_\_\_\_  
Carol Ballantyne, Mayor

  
\_\_\_\_\_  
Brenda J. Fraser, Clerk

**SCHEDULE 'A'**  
**To By-law No. 2019-25**

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**AGREEMENT**

**Between**

**The Corporation of the Town of Kearney**

**And**

**Caitlin Deevey**

**Part A**

**The Parties hereto agree as follows:**

1. Caitlin Deevey agrees to perform the services of By-law Enforcement Officer (BLEO) as outlined in this Agreement, including any amendments thereto, in a diligent manner.
2. Caitlin Deevey will be responsible for the BLEO duties set out in the job description attached to this document as Appendix 'A' and other duties which may be assigned from time to time.
3. Caitlin Deevey agrees to, at all times, faithfully and to the best of her skills, abilities, expertise and education, perform these duties.
4. Caitlin Deevey, in accordance with the job description set out in Appendix 'A', warrants that to the best of her knowledge and belief, there is no physical or other condition which would prevent her from carrying out such duties.

**Part B**

**Compensation**

1. As full compensation for all services provided by Caitlin Deevey, the Town shall pay or cause to be paid to Caitlin Deevey, a rate of \$27.52 per hour, to be paid as per time sheets.
2. Time sheets will be submitted for each pay period.
3. Mileage to be paid at the same rate as the Town employees.
4. Expense claims to be submitted monthly.
5. The normal work week for Caitlin Deevey shall be as per Appendix 'B'.
6. The Parties recognize that operational needs of the Municipality may from time to time require changes in the normal work week hours.

**Part C**

**Reports**

1. Status and update reports shall be submitted monthly, by Caitlin Deevey, to the Corporation of the Town of Kearney.

**Part D**

**Renewal of Contract**

1. Renewal of the Contract shall be in writing or it shall have no effect and be void.
2. This Agreement to be revisited for renewal, one (1) year from the date of signing below.

**Part E**

**Governing Law**

1. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario, Canada.

**Part F**

**Modification to Agreement**

1. Any modification of this Agreement must be in writing and signed by the Parties hereto, or it shall have no effect and shall be void.

**Part G**

**Entire Agreement**

1. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained herein and cancels and supersedes any prior understanding and agreement between other parties with respect to the subject matter of this contract.
2. Appendices A, B, C and D attached hereto, form part of this Agreement.

**APPENDIX A**  
**To By-law No. 2019-25 – Agreement**  
**JOB DESCRIPTION**

**Position Overview**

Reporting to the CAO | Clerk | Treasurer or their designate, the By-law Enforcement Officer is responsible for enforcing compliance with the Town's Zoning and regulatory By-laws.

**Duties and Responsibilities**

- Conduct inspection and enforcement services under the Municipality's regulatory By-laws
- Respond to complaints and inquiries from the public, staff, outside agencies and other enforcement or inspection units regarding regulatory By-laws, in a responsible and timely fashion
- Investigate complaints and conduct site inspections
- Collect evidence, obtain statements from witnesses, prepare and swear to informations, affidavits, subpoenas and summons, and provide service of the same
- Follow up on investigations within established standards, issue tickets, summons and lay charges in accordance with the *Provincial Offences Act*
- On behalf of the Municipality, testify as a witness at court, hearings or appeals
- Perform additional duties and special projects as required
- Be responsible to work in compliance with Occupational Health, Safety and Workplace Violence Policy and Procedures as well as established industry guidelines

**Qualifications**

- Community College diploma in Police Foundations or other related disciplines
- Valid Drivers license in good standing
- Bondable
- Excellent verbal and written communication skills
- Superior interpersonal skills and customer service skills, including the ability to work in a team environment as well as independently
- Self-motivated
- Ability to handle matters of a confidential and politically sensitive nature and to maintain confidentiality
- Computer proficiency in MS Office and database applications

**APPENDIX B**  
**To By-law No. 2019-25 - Agreement**  
**WORKING HOURS**

- Complaint oriented, on-call, based on 30 hours per month

\*\*\* If complaints are calling for weekend/evenings work, I will work weekends and evenings and switch time out during the week. Schedule is very flexible to accommodate any complaints or issues that may arise.

**APPENDIX C**  
**To By-law No. 2019-25 - Agreement**  
**SKILLS/QUALIFICATION/RELATED EXPERIENCE**

Police Foundations Diploma from Niagara College  
 One year experience enforcing the Municipality's regulatory By-laws  
 Drivers license in good standing  
 Clean criminal record  
 Bondable  
 OPP summer marine student position  
 Preventative Management of Aggressive Behaviours Certificate  
 Various Canine Behaviours/Training courses  
 Various Firefighting Certificates  
 Peer Mediation / Restorative Practices Certificate  
 Book 7 Traffic Control  
 Pleasure Craft operators Card  
 Working at Heights  
 WHIMIS  
 CPR/AED/First Aid Qualified, Health Care Provider level

**APPENDIX D**  
**To By-law No. 2019-25 – Agreement**  
**SALARY**

- Rate increase to \$27.52 hourly, for 2019

Town of Kearney  
**List of Accounts for Approval**  
As of 2020-03-26  
Batch: 2020-00014 to 2020-00018

Payment #	Date	Vendor Name	Reference	Payment Amount
<b>Bank Code: AP - GENERAL AP</b>				
Computer Cheques:				
29665	2020-02-26	Abell Pest Control	KCC March pest control	135.70
29666	2020-02-26	APC Auto Parts Centres	FD Vehicle battery	181.79
29667	2020-02-26	Bell Mobility Inc.	Feb/20 cell phone <i>P/W KCC</i>	81.74
29668	2020-02-26	Bray Motors Ltd.	FD 310 annual safety	502.91
29669	2020-02-26	Brandt	P/W b/hoe repair no start	1,090.35
29670	2020-02-26	CGIS Spacial Solutions	CGIS Apr-June 30	2,175.69
29671	2020-02-26	E. Grigg & Associates	P/W propane trg	305.10
29672	2020-02-26	Mark Earl	Feb 13/20 kms propane trg	63.80
29673	2020-02-26	Entandem	KCC SOCAN 2020 fees	84.43
29674	2020-02-26	Gilroy's Tire	FD-repair flat tire 310	28.25
29675	2020-02-26	GIN-COR	P/W Freightliner tool box	1,011.35
29676	2020-02-26	HubbCap	Grader blades	880.72
29677	2020-02-26	LAS-Local Authority Services	Copier <i>PAPER</i>	245.75
29678	2020-02-26	LEA-Larocque Elder Architects	KCC architect fees	1,463.76
29679	2020-02-26	Manulife Financial	Mar/20 Manulife	1,866.04
29680	2020-02-26	Min Of Fin-Ontario	FD-NFPA Trg	65.00
29681	2020-02-26	Moore Propane Ltd.	P/W propane	461.77
29682	2020-02-26	NEPSMAA/NEFEC	FD 3-NEPSMAA conf	1,288.20
29683	2020-02-26	North Bay/Parry Sound District	Mar/20 Health Unit levy	2,259.25
29684	2020-02-26	Garry Pratt	Rezoning refund	500.00
29685	2020-02-26	Russell Christie LLP	Legal fees-Tax Reg 11300	1,779.45
29686	2020-02-26	Salvation Army	In Memory donation M Filmore	100.00
29687	2020-02-26	Gayle Wheeler	Feb/20 exercise classes	1,560.00
29688	2020-02-26	WPCI	P/W W/Foreman cell phone - <i>NEW CELL</i>	203.97
29689	2020-03-06	ACI-Accelerated Connections	Mar/20 internet	381.21
29690	2020-03-06	Aird & Berlis LLP	Legal fees-Bldg policy	7,095.84
29691	2020-03-06	Bayshore Broadcasting	D/sled races Radio ads	339.00
29692	2020-03-06	Bowman Fuels Ltd.	FD furnace fuel <i>P/W Equip FUEL</i>	6,862.44
29693	2020-03-06	Canada Post Corporation	Postage-Interim tax bills	1,535.73
29694	2020-03-06	CRA - Receiver General	Feb/20 payroll remittance	23,989.51
29695	2020-03-06	Cupe Local 1813	Feb/20 CUPE dues	516.43
29696	2020-03-06	Eastholme	2020 1st Q	28,118.75
29697	2020-03-06	Minister Of Finance (EHT)	<i>EHT FEB/20 REMITTANCE</i>	1,636.86
29698	2020-03-06	Green Shield Canada	Mar/20 Green Shield	5,159.51
29699	2020-03-06	Hicks Morley	Legal fees	357.08
29700	2020-03-06	Hydro One Networks Inc.	Mar/20 hydro	4,120.10
29701	2020-03-06	Kearney Seniors	Council luncheon Feb 21/20	120.00
29702	2020-03-06	Metroland Media	Admin ad for D/sled Races	90.40
29703	2020-03-06	Moore Propane Ltd.	KCC propane	56.09
29704	2020-03-06	Near North Business Machines	Feb copier maint <i>ADMIN LIBRARY</i>	249.46
29705	2020-03-06	Nicholls Truck Repair	FD-Veh Safety - 311 & 314	725.00
29706	2020-03-06	OFS Fire System Inspection	KCC fire sys inspec	239.56
29707	2020-03-06	OMERS	Feb/20 OMERS	11,904.14
29708	2020-03-06	Purolator Inc.	Courier chgs	5.96
29709	2020-03-06	Receiver General for Canada	Elect. Can. KCC ovprpmt	275.00
29710	2020-03-06	Rembrandt Awards Mfg. Ltd	10 yrs recog. L Moyer	215.83

Town of Kearney  
**List of Accounts for Approval**  
As of 2020-03-26  
Batch: 2020-00014 to 2020-00018

Payment #	Date	Vendor Name	Reference	Payment Amount
29711	2020-03-06	Rickwards Small Motors Inc	FD 319 battery tender	62.09
29712	2020-03-06	Spectrum Telecom Group Ltd.	FD 2 radio batteries	528.84
29713	2020-03-06	The Carpet Cleaner Inc	Clean KCC gym drapes	452.00
29714	2020-03-19	Stacy Chittenden	Yoga Feb/20	260.00
29715	2020-03-19	Matthew Clouthier	Work boots - BLDG DEPT	5,675.36
29716	2020-03-19	Conseil Scolaire Catholique	2020 1st Q SCHOOL BRD	1,973.80
29717	2020-03-19	Conseil Scolaire Public	2020 1st Q SCHOOL BRD	783.27
29718	2020-03-19	Caitlin Deevey	Jan/20 kms BY-LAW ENFOR.	430.30
29719	2020-03-19	Mark Earl	Kms Trans Stn Feb 21-Mar 3	76.56
29720	2020-03-19	Fastenal Canada	Excavator parts P/W	21.83
29721	2020-03-19	Fetterley's Gas & Convenience	Veh fuel ALL DEPTS	841.46
29722	2020-03-19	G.F. Preston Sales & Service	B/hoe cyl,pins, teeth P/W	848.91
29723	2020-03-19	Glen Martin Ltd.	KCC supplies	638.92
29724	2020-03-19	Hicks Morley	FOI legal fees-Clam Lake	669.53
29725	2020-03-19	Brian Horsman	Trg Chapter mtg - BLDG DEPT	161.47
29726	2020-03-19	HubbCap	B/hoe blade P/W	613.01
29727	2020-03-19	Huntsville Truck Repair	P/W shop supplies	318.82
29728	2020-03-19	Inservus Management Systems	FD bunker gear cleaning	175.19
29729	2020-03-19	Kearney/Perry Waste Management	2020 Levy 1st Q	18,618.49
29730	2020-03-19	Kennedy Ins Brokers Inc	Kennedy Ins cr owed	14.04
29731	2020-03-19	Macdonald Machining & Ind.Ser.	P/W Plows-round bars	122.77
29732	2020-03-19	Min Of Fin-Ontario	Jan/20 Policing	27,145.00
29733	2020-03-19	Moore Propane Ltd.	KCC propane	655.40
29734	2020-03-19	Muskoka Springs Inc	KCC water jugs	52.01
29735	2020-03-19	Muskoka Auto Parts	P/W Ball & Pintle etc	194.00
29736	2020-03-19	Near North Dist. School Board	1st Q 2020 Levy SCHOOL BRD	136,221.97
29737	2020-03-19	Nipissing-Parry Sound Catholic	1st Q levy 2020 SCHOOL BRD	9,040.46
29738	2020-03-19	OGRA-Ont.Good Roads Assoc.	OGRA 2020 membership	770.41
29739	2020-03-19	Voided by the print process		0.00
29740	2020-03-19	Royal Bank Visa	RBC VISA CARDS ALL DEPT'S	3,784.89
29741	2020-03-19	Russell Christie LLP	Legal fees-LPAT Heise	2,236.27
29742	2020-03-19	Snap-On Tools	P/W 1" ratchet set	310.75
29743	2020-03-19	Spectrum Telecom Group Ltd.	FD Mar/20 Tower rent	310.69
29744	2020-03-19	Telequip Systems Limited	P/W airtime March	169.50
29745	2020-03-19	Telizon Inc	Mar/20 phone long dist	3.43
29746	2020-03-19	The Cookie Duchess	D/sled 96 Decor cookies	312.00
29747	2020-03-19	Town Of Parry Sound-Ambulance	2020 Land Ambulance levy	109,478.66
29748	2020-03-19	Township Of Ryerson	2020 1st Q FD TRG OFFICER	4,170.41
29749	2020-03-19	Transcanada	Sr room propane stove KCC STOVE	20,871.01
29750	2020-03-19	Tulloch Engineering Inc	Engin fee-Sand Lk bt ramp PARKS	1,525.50
29751	2020-03-19	Voyageur Chapter OBOA	2020 dues Horsman/Clouthier BLDG DEPT	70.00
29752	2020-03-19	Waste Connections of Canada	Feb/20 recycling	4,748.38
Total for AP:				467,686.32

Report Date  
2020-03-26 2:27 PM

Town of Kearney  
**List of Accounts for Approval**  
As of 2020-03-26  
Batch: 2020-00014 to 2020-00018

Page 3

Payment #	Date	Vendor Name	Reference	Payment Amount
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Moved by:

Seconded by:

Be it resolved that Council has received and have no objections to be noted for  
Cheque #29665to #29752 in the amount of \$467,686.32.

Mayor

Clerk/CAO/Treasurer

**THE CORPORATION OF THE TOWN OF KEARNEY**

**STAFF REPORT**

TO: Mayor and Council

FROM: Keven Beaucage, Deputy Clerk-Treasurer

SUBJECT: Information Report – Circumstances created by COVID-19

DATE: April 3, 2020

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At the Special Council Meeting and Budget Meeting on March 23, 2020, Council requested staff prepare a taxation report regarding the interest penalty applied to outstanding property taxes and the Interim Tax installment due date of April 30.

Munisoft is the Town's provider of our Taxation and Financial software and have provided a procedural guide to assist with changes in the program. Staff can change the interest penalty rate from 0 to 1.25% monthly which is applied to the unpaid tax balance only. The program allows the changes to be made not only to the rate but also the option of applying the change to only Current taxes (2020) or Arrears (2019 & prior) property tax accounts or both.

Council may provide relief to the ratepayers during the circumstances created by COVID-19 by waiving the interest penalty or setting a lower monthly penalty rate. Council may also consider delaying the due date of the 2<sup>nd</sup> Interim Installment due date from April 30.

On March 25, 2020 staff received an AMO circulation "March 2020 Economic and Fiscal Update". This update highlighted several municipal topics:

Property Taxation – Postponing of the assessment update for 2021. Assessed values for 2021 will be based on the same valuation date they are for 2020. This has no financial impact.

Education Property Tax Remittance Deferral - Deferring the municipal remittance of education tax by 90 days. March 31 levy is unchanged but the quarterly remittance for June 30 will now be due September 30 and the September 30 levy will be due December 30, 2020. This will leave the original December 30 4<sup>th</sup> quarter levy due in 2021. The province is deferring these payments to support Council decisions should they choose to defer property taxes and the waiving or reduction of the property tax interest penalties.

WSIB – The Province is providing financial relief by the Workplace Safety and Insurance Board (WSIB) by allowing employers to defer payments for up to six months. The Town remits WSIB payments quarterly.

Respectfully Submitted by:  
Keven Beaucage  
Deputy Clerk-Treasurer

## CHIEFS REPORT

March 29<sup>th</sup>, 2020.

### Training

We have had one medical practice and an electrical safety practice. At the latter practice I took the time to update the Fire fighters on what is known re the Corona Virus and our response protocol. I also informed them of the calls we will still be attending. Brenda has been forwarded the revised calls and the last COVID 19 update I posted at the hall.

All future practices have been suspended for the time being.

### Fire Prevention

I have updated Hunters Bay on a few calls and relevant safety messages. As usual ratepayers can contact me through the firehall or email.

### Equipment

Trucks are up to date with the certifications. The First Response is still due. Equipment is running well.

I am attending several phone meetings re the COVID 19 through or mutual aid group, regional fire, Office of the Fire Marshall and the Chiefs Association and Parry Sound Ambulance. Armour allows me to listen in to any CEMC meetings and updates as they arise.

I am keeping Firefighters informed of any changes that come up as they are changing fast via text and posting the hall.

As per council the Firehall is closed to the public, if Firefighters are inside, they know they must lock the door.

We have had two medical calls, a serious snowmobile accident on Sand Lake. Two mutual aid fire calls and a dog through the ice with the concern being for the number of people on the ice.

I am also attending regular chiefs' meetings via phone all in person meetings are suspended at this time.

Several Firefighters and I attended the Workplace Harassment and Violence workshop hosted by the Town.

I am participating on many COVID 19 information calls.

Inventory has been taken on all our safety supplies for COVID at the hall. There may be a concern just announced today that the N95 masks may not be enough. I will have updates this week.

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

**SUPPORTING EACH OTHER WHILE WE ARE APART.**

Paul Schaefer

Fire Chief, Town of Kearney