



# AGENDA

REGULAR COUNCIL MEETING  
Council Chambers  
Friday, October 9<sup>th</sup>, 2020 – 1:00 p.m.

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**NOTE:** A Closed Session, if deemed necessary, will commence at the end of the meeting.

1. **Call the Meeting to Order**
2. **Approval of Agenda**
3. **Declaration of Pecuniary Interest and the General Nature Thereof**
4. **Delegations/Presentations**
  - (a) **Delegations**
    - (i) **Blair Ballantyne, President, Kearney Lions Club re: [Request to utilize KCC gymnasium for Kearney Lions Christmas Food Hamper program; 2020 Hallowe'en Plan](#)**
  - (b) **Presentations - Nil**
5. **Minutes**
  - (a) **Adoption of Minutes**
    - (i) **Regular Meeting, [Draft Minutes – September 18<sup>th</sup>, 2020](#)**
    - (ii) **Special Meeting, [Draft Minutes – September 26<sup>th</sup>, 2020](#)**
  - (b) **Receive Committee Minutes**
    - (i) **Almaguin Highlands Health Centre Committee re: [Draft Minutes – September 11, 2020](#)**
    - (ii) **District of Parry Sound Social Services Administration Board re: [Report - September 2020](#)**
    - (iii) **Kearney Watershed Environmental Foundation re: [Special Edition](#)**
    - (iv) **Muskoka Algonquin Healthcare re: [Staff Case of COVID-19](#)**
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 re: [Building Activity Report to September 30, 2020](#)**
    - (ii) **Information re: [Municipality of Magnetawan Resolution - Building Inspector](#)**
  - (b) **Planning - Nil**
  - (c) **Operations**
    - (i) **Transfer Station Report – [for the period September 18, 2020 to September 29, 2020](#)**
    - (ii) **Report and Resolution re: [Cashman Creek Bridge Replacement Contract Award Recommendation](#)**
    - (iii) **Report and Resolution re: [Grass Lake Road Speed Limit](#)**

- (iv) **Report and Resolution re:** [Town Dock](#)
- (v) **Update re:** Hwy 518 and Forestry Tower Rd. Corner

**(d) Administration**

- (i) **Draft Policy and Resolution re:** [On-line Training](#)
- (ii) **By-law No. 2020-xx re:** [Licence Agreement \(TEETER\)](#)
- (iii) **Information and Resolution re:** [COOP2021 Imagery Project](#)

**(e) Treasury**

- (i) **Report and Resolution re:** [Payment Register](#)

**(f) Fire and Emergency Services**

- (i) **Report re:** [Fire Chief, Fire Department Report for Regular Council Meeting on October 9, 2020](#)
- (ii) **Information and Resolution re:** [Regional Fire Training Officer](#)
- (iii) **Information and Resolution re:** [Regional Fire Department](#)
- (iv) **Report and Resolution re:** [New Firefighter](#)
- (v) **Report and Resolution re:** [New Radio Console](#)
- (vi) **Report and Resolution re:** [C-Can Training Facility](#)

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

**(h) Council Presentations**

- (i) **Mayor Ballantyne discussion re:** Public Access to Town Office

**11. Correspondence**

**(a) Action Items**

- (i) **Township of Perry re:** [Mutual Assistance Agreement](#)
- (ii) **Town of Parry Sound re:** [Supplemental Emergency Medical Services Levy](#)
- (iii) **Township of Wollaston re:** [Municipal Elections Act amendments](#)

**(b) Information Items - Nil**

**12. Other Business - Nil**

**13. Closed Session, if deemed necessary**

**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 September 26<sup>th</sup>, 2020; at its Special Meeting held on October 9<sup>th</sup>, 2020; and at its Regular Meeting held on October 9<sup>th</sup>, 2020.

**16. Adjournment**



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

Telephone: 705 636-7752

Fax: 705 636-0527

Email: admin@townofkearney.ca

NAME: Blair Ballantyne - President Kearney Lions

MAILING ADDRESS: 152 Lakeview Ave.  
Kearney

PHONE NO: 705-788-4440

COUNCIL MEETING DATE: Oct. 9, 2020

GENERAL NATURE OF DELEGATION: Permisson to use the gym  
at the KCC to store non-perishable Food for  
the Lions Xmas Hamper program and to also use  
it on Dec. 18 & 19, 2020 to sort the Food and  
assemble the hampers to be delivered on Dec. 19  
2020

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

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

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

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

BB.  
(Initials)

SIGNATURE: Blair Ballantyne DATE: Sept. 22, 2020



# The Corporation of the Town of Kearney

8 Main Street Box 38 Kearney ON P0A 1M0

## MINUTES

### REGULAR COUNCIL MEETING

Council Chambers

Friday, September 18<sup>th</sup>, 2020

1:00 p.m.

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

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

1. **Call the Meeting to Order**

**Res. No. 1/18/09/2020 Paul Ziraldo, Mike Rickward**

**BE IT RESOLVED** that the Regular Council Meeting of the Corporation of the Town of Kearney on September 18<sup>th</sup>, 2020 be declared open and called to order at 1:00 p.m. **CARRIED**

2. **Approval of Agenda**

**Res. No. 2/18/09/2020 Paul Ziraldo, Mike Rickward**

**BE IT RESOLVED** that the Agenda of the Regular Council Meeting of the Corporation of the Town of Kearney on September 18<sup>th</sup>, 2020 be adopted as amended.

**ADD 10(a)(i) Discussion and Resolution re: Building Inspector CARRIED**

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

Councillor Rickward declared a pecuniary interest with regard to: Town Hydro, the reason being 'Groomsman in Wedding'.

4. **Delegations/Presentations**

(a) **Delegations**

(i) **Timothy Brown re: Noise By-law Exemptions**

Mr. Brown withdrew his request for an exemption to the Noise By-law as a result of the recent legislative changes regarding COVID-19 and the limit for social gatherings.

(b) **Presentations - Nil**

5. **Minutes**

(a) **Adoption of Minutes**

(i) **Regular Meeting, Draft Minutes – August 28th, 2020**

**Res. No. 5(a)(i)/18/09/2020 Cheryl Philip, 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 – August 28th, 2020 CARRIED**

(b) **Receive Committee Minutes**

(i) **Joint Waste Management Committee re: Draft Minutes – August 26, 2020**

**Res. No. 5(b)(i)/18/09/2020 Cheryl Philip, 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 re: Draft Minutes – August 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) **Discussion and Resolution re: Building Inspector**

**Res. No. 10(a)(i)/18/09/2020 Paul Ziraldo, Mike Rickward**

**WHEREAS** the need for an additional Staff member for the Building Department has been expressed;

**AND WHEREAS** Council recognizes the importance of succession planning to allow for continuity of service and seamless transitions resulting from retirements;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney does hereby direct Staff to advertise for the position of Building Inspector. **CARRIED**

(b) **Planning**

(i) **Report and Resolution re: Transfer of Property (ELLIS)**

**Res. No. 10(b)(i)/18/09/2020 Mike Rickward, Paul Ziraldo**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney approves the transfer of ownership of a portion of the old Kearney Colonization Road (Part 2, 42R-20132) to the Town and then back again to the owner to provide clear title to the lands. (ELLIS) **CARRIED**

(ii) **By-law No. 2020-xx re: Transfer of Property (ELLIS)**

**Res. No. 10(b)(ii)/18/09/2020 Mike Rickward, Cheryl Philip**

**By-law No. 2020-39**, Being a By-law to accept and transfer the ownership of a parcel of land located in Part of Lot 20, Concession 2, geographic Township of Proudfoot, now in the Town of Kearney, District of Parry Sound, described as Part 2, Plan 42R-20132 (ELLIS), be read a first, second and third time and numbered 2020-39 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**

(iii) **By-law No. 2020-xx re: Land Exchange - Teeter**

**Res. No. 10(b)(iii)/18/09/2020 Liz Stermsek, Mike Rickward**

**By-law No. 2020-40**, Being a By-law to authorize the signing of a LAND EXCHANGE AGREEMENT between the Corporation of the Town of Kearney and Blair Nelson Teeter, be read a first, second and third time and numbered 2020-40 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**

(c) **Operations**

(i) **Transfer Station Report** – for the period August 28, 2020 to September 15, 2020 – **Report only.**

(ii) **Report and Resolution re: Echo Ridge Subdivision**

**Res. No. 10(c)(ii)/18/09/2020 Paul Ziraldo, Mike Rickward**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney reiterates that any applicant requesting permission to perform work on a Town road allowance, is required to enter into an Agreement with the Town in accordance with By-law No. 2016-12. **CARRIED**

(d) **Administration**

(i) **Discussion and By-law No. 2020-41 re: Procedural By-law**

**Res. No. 10(d)(i)/18/09/2020 Mike Rickward, Liz Stermsek**

**By-law No. 2020-41**, Being a By-law to Govern the Calling, Place and proceedings of Meetings of Council and Committees, be read a first, second and third time and numbered 2020-41 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**

(ii) **Draft Policy and Resolution re: On-line Training**

**Res. No. 10(d)(ii)/18/09/2020 Mike Rickward, Cheryl Philip**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney adopts the Training Policy attached hereto, effective immediately. **DEFERRED**

(iii) **Report re: By-law Enforcement – Quarterly Update – August 31, 2020 Report only.**

- (e) **Treasury**  
(i) **Report and Resolution re: Payment Register**  
**Res. No. 10(e)(i)/18/09/2020 Liz Stermsek, Cheryl Philip**  
**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 #30059 to #30123 in the total amount of \$225,010.31. **CARRIED**

- (f) **Fire and Emergency Services**  
(i) **Report re: Fire Chief, Fire Department Report for Regular Council Meeting on September 18, 2020 – Report only.**

- (g) **Facilities and Buildings**  
(i) **Report and Resolution re: Town Gazebos**  
**Res. No. 10(g)(i)/18/09/2020 Mike Rickward, Paul Ziraldo**  
**WHEREAS** the existing Gazebo at Mirror Bay is in need of substantial repairs;  
**AND WHEREAS** our Kearney Seniors Club recently purchased a Gazebo with the intent of donating it to the Town for public use;  
**AND WHEREAS** Kearney Seniors support erecting their new Gazebo in the location of the existing unsafe one;  
**NOW THEREFORE BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney authorizes Staff to proceed with the demolition of the existing Gazebo and the erection of the new Gazebo on a cement foundation. **CARRIED**

- (h) **Council Presentations**  
(i) **Mayor Ballantyne, discussion re: Public Access to Town Office; Mirror Bay Dock**  
Discussion of Council resulted in the decision for Municipal Buildings to continue to remain closed to the public at this time.  
As a result of the COVID-19 restrictions, we have been advised that the 'Water Skiing Santa' event will not be taking place this year.

11. **Correspondence**

- (a) **Action Items**  
(i) **Town of Fort Erie re: Request for support of Resolution – Emancipation Day**  
**Res. No. 11(a)(i)/18/09/2020 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 City of Elliot Lake, supports the Private Member Bill put forward by Majid Jowhari: M-36. Emancipation Day, 43<sup>rd</sup> Parliament, 1 Session. **DEFEATED**

- (b) **Information Items**  
(i) **District of Parry Sound Municipal Association re: Fall Meeting – For information only.**  
(ii) **Muskoka Algonquin HealthCare re: COVID-19 Update – For information only.**  
(iii) **Madelaine Burke re: Card of Thanks**  
(iv) **Kearney Watershed Environmental Foundation re: September 2020 Newsletter – For information only.**

12. **Other Business – Nil**

13. **Closed Session**

Council will enter into a Closed Session for discussion regarding:

- (a) Personal matters about an identifiable individual, including municipal or local board employees (x2)  
(b) A proposed or pending acquisition or disposition of land by the municipality or local board (x2)

**Res. No. 13(a)-(b)/18/09/2020 Cheryl Philip, Mike Rickward**

**BE IT RESOLVED** that the Council of the Corporation of the town of Kearney enters into Closed Session in accordance with Section 239, (1), (2), (3) and (3.1) of the Municipal Act, c. 25, S.O. 2001, as amended, at 2:23 p.m. for discussion regarding:

- (a) Personal matters about an identifiable individual, including municipal or local board employees (x2)  
(b) A proposed or pending acquisition or disposition of land by the municipality or local board (x2) **CARRIED**

**Res. No. 13(c)/18/09/2020 Liz Stermsek, Cheryl Philip**

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney reconvene in Open Session. Closed Session adjourned at 3:24 p.m.

**CARRIED**

**14. Business Arising from Closed Session**

Mayor Ballantyne reported on matters discussed in Closed Session.

**15. Confirming By-Law**

**By-Law 2020-xx** being a By-law to confirm the proceedings of Council at its Regular Meeting held on September 18<sup>th</sup>, 2020.

**Res. No. 15/18/09/2020 Paul Ziraldo, Mike Rickward**

**By-law No. 2020-42**, Being a By-law to confirm the proceedings of Council at its Regular Meeting held on September 18<sup>th</sup>, 2020, be read a first, second and third time and numbered 2020-42 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. 16/18/09/2020 Mike Rickward, Paul Ziraldo**

**BE IT RESOLVED** that the Regular Council Meeting of the Corporation of the Town of Kearney adjourn at 3:26 p.m. to meet again at 10:00 a.m. on September 26<sup>th</sup>, 2020 in the Council Chambers, Kearney, Ontario.

**CARRIED**

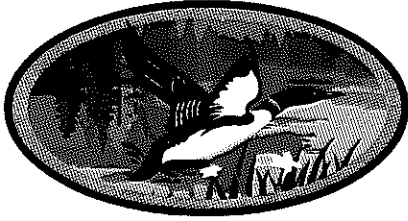
**THE CORPORATION OF THE  
TOWN OF KEARNEY**

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Carol Ballantyne, Mayor

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Brenda J. Fraser, Clerk



# The Corporation of the Town of Kearney

8 Main Street Box 38 Kearney ON P0A 1M0

## MINUTES

### SPECIAL COUNCIL MEETING REMOTE PUBLIC ACCESS - Council Chambers Saturday, September 26<sup>th</sup>, 2020 10:00 a.m.

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

**Staff Present:** Brenda J. Fraser, Clerk Administrator  
Linda Moyer, Planning Technician  
Cindy Filmore, Senior Office Assistant

1. **Call the Meeting to Order**  
**Res. No. 1/26/09/2020 Liz Stermsek, Cheryl Philip**  
**BE IT RESOLVED** that the Special Council meeting of the Corporation of the Town of Kearney on September 26<sup>th</sup>, 2020 be declared open and called to order at 10:01 a.m. **CARRIED**
2. **Disclosure of Pecuniary Interest and the General Nature Thereof – None noted.**
3. **Public Comments re: Draft Comprehensive Zoning By-law**  
Mayor Ballantyne commented that this public meeting is to accept comments from the public on our new draft Zoning By-law; this is the second public meeting this Council has had; Council felt it was important to give the public another chance to ask questions and express concerns.  
Comments were received from the following people:  
Carol Adamthwaite, representing Kearney Watershed Environmental Foundation (KWEF), spoke about the environmental protection of our water bodies being of prime importance; measures to ensure the naturalizing and limiting shoreline development, protecting our wetlands and requiring setbacks of 30 metres for new buildings on the waterfront, and that the zoning for islands should be designated as Open Space or left blank, unless they have an existing residential building.  
Linda Moyer commented on the introduction of the Rural Residential (RR) Zone into the By-law – anything under 25 acres is zoned Rural Residential (RR) with fewer permitted uses, anything larger is Rural (RU) – mapping changes were itemized;  
Councillor Rickward noted a couple of comments (from KWEF) regarding islands and a discrepancy between MNRF and our Zoning that we need to make note of and corrected as it can't be both.  
Planning Technician Linda Moyer responded that we don't have the budget to title search and use information available at the time. Zoning on the islands was labelled by the consultant based on information available to him at the time. We have not done title searches of these properties and although we can zone Crown Land we typically don't. If not labelled with a zone, we would assume they are Open Space (OS) in accordance with the general provisions. We will look at closer when we review the submissions.  
Councillor Rickward asked Carol Adamthwaite if it was correct that she stated the 30 m setback on new builds and vacant lands. Ms. A stated that KWEF feels the 30 m is better on RWF along with buffer zones. Councillor Rickward confirmed it was said on new builds and vacant lands.  
Jay asked what happens to properties that are on the lake that are not 30 m from the shoreline. Planning Technician Linda Moyer answered that these properties would continue with the set back they have now but as non-complying. There is provision in the new By-law for a 2.5 m allowance into the front yard for an open deck. Also, additions to the side and the back would be permitted.  
Stephanie Bradbrook asked if we would review the issue of islands changing the zoning to Rural. Mayor Ballantyne replied that we would make changes at a Special Council Meeting. Ms. Bradbrook clarified that there would not be a final draft yet. Mayor Ballantyne confirmed that nothing will be passed today. Ms. Bradbrook commented that she does not want the islands developed.  
Jay questioned being able to build at a 30 m setback if a waterfront property is only 50 m deep. Linda Moyer clarified that you could potentially meet the 30 m setback. If you couldn't meet the setback, you could apply for an exception for a site specific amendment.  
Joan Morris asked if the Hazard (HZ) lands on Chickadee Lane was based solely on elevation or if there were other factors. Linda Moyer responded that a lot of the hazard lands originated from the original zoning and official plan for the Town and were created through aerial photography and painted with a broad brush (Sand Lake is different – there are existing elevations), and were carried forward into the current documents. If someone has HZ on your property, and they feel it is high and dry, you can apply for a zoning amendment and provide supporting information (typically engineer report / survey) to determine elevation to assure Council the area is not prone to flooding. Joan Morris commented that comparing existing cottages on hazard lands have not been an issue but there is currently consideration being given to buildings on islands. Linda Moyer responded that it depends on the

question whether there is a study needed.

Karen Fraser asked if the Zoning By-law was approved (with the 30 m setback), would an applicant need to undertake an application for an Official Plan Amendment as well as a Zoning By-law Amendment. Linda Moyer responded "No, it has not been the practice. There has been a number of exceptions in the past (for less than 20 m) and if passed, it is considered an exception to the policies. Mrs. Fraser also asked if we anticipate the use of Minor Variances more frequently or less frequently if these changes are put in place for the residential waterfront zone. Mrs. Moyer stated that she doesn't believe there will be any more amendments than we have now. Karen Fraser commented that for any buildings at 30 m, if they were to apply for any relief for their frontage, they would be looking at a zoning amendment. Linda Moyer commented that we discourage the use of Minor Variances as they are typically more involved than a Zoning By-law Amendment and typically do not get carried forward to the Zoning By-law. A Zoning By-law Amendment would be required to reduce a front yard setback. A Minor Variance is not necessarily quicker or cheaper.

John Kelly, Sand Lake and Area Property Owners Association (SLAPOA), endorsed the comments from Carol Adamthwaite regarding development on 'islands'; detailed review between 20 m plan and previous plans was submitted. Main concern is development on islands. Mayor Ballantyne assured comments will be discussed further by Council.

Carol Adamthwaite commented with regard to the importance of moving forward with environmental precautions – there have been issues with our lakes already and it is important to move forward – not backward.

Councillor Rickward stated he completely agreed but preferred new septic systems rather than greater setbacks.

Mayor Ballantyne stated that all written submissions received will be considered, debated and discussed.

Jay spoke to his shoreline being all grass for well over 100 feet and asked about the 75% natural buffer requirement. Mayor Ballantyne and Linda Moyer clarified that the natural buffer provision is not new and was in effect in our 2002 By-law. It is stated for all waterfront properties.

Carol Adamthwaite added that the Watershed Foundation recommends a border be left; do not mow to the shore; do not fertilize; the naturalized setting helps to keep the geese away and slow and filter the seepage of rain before it gets to the lake.

Joan Morris questioned the time frame for moving forward and opportunity for further comments.

Mayor Ballantyne stated that Council will discuss a date at the end of this meeting and that is when Council will discuss the submissions. Ratepayers will certainly have opportunity for additional input.

Councillor Rickward noted the two new zones of RR and EP. Linda Moyer noted the RR zone identifies smaller rural lots; the EP is in one area that is located within the Provincially Significant Wetland; also, the MA zone identifies licensed and potential aggregate. Councillor Rickward then asked if the people in the new zones have been informed that they have been rezoned and stated that we should be sending out letters to inform them that they have been rezoned. Linda Moyer stated that she doesn't know of any municipality that contacts every property owner, we did (and will continue to) assist a lot of people individually and people were notified (of the new comprehensive By-law) in their tax bill. Councillor Rickward spoke to the length of time taken and that another notice should be sent out to say the maps are going to be updated again. Mrs. Moyer noted that the majority of changes were at the request of the owner(s), were regarding use, or were lot lines and the changes benefit the land owner. It was also noted: that if a use existed, that use/activity can continue; no new HZ lands have been introduced that we are aware of. Councillor Rickward spoke to places on Chickadee Lane in the hazard zone. Mrs. Moyer expanded on hazard lands stating that they were carried forward from the previous zoning that was provided from the province. As long as people don't want to make changes, the existing uses can continue.

Councillor Stermsek reaffirmed that changes were not arbitrarily made.

Councillor Philip asked why we didn't do new mapping if the mapping for HZ is so old and questioned why we haven't updated the mapping and that Council should consider getting it corrected. Linda Moyer stated the reason was cost and then spoke to the need for studies to support proposals. It was noted: that the new mapping is on our Website; anyone with questions can contact Staff.

Deputy Mayor Ziraldo stated that the environmental concerns raised by KWEF are essential and trump any concerns from landowners and he completely agrees with Carol Adamthwaite and her fellow members of KWEF.

Councillor Rickward thanked Linda (Moyer) for all of her efforts stating that the presentation was extremely well detailed, to which all of Council supported.

Planning Technician Linda Moyer added the following:

- We went through all of the Zoning By-law Amendments and brought them forward;
- Some Agreements that weren't applicable law were brought forward;
- Under General Provisions we clarified: 'common walls'; wording for boat dock and launching; gazebos; some of the language; Vegetative Buffer; Trailer storage; refined exception zones; and clarified definitions for nursery and green house
- Under Residential Townsite: adjusted building height;
- Clarified 'unmaintained public road';
- In Residential Waterfront, Exception 7 wording changed to allow effluent to travel 300 m as opposed to just being 300 feet back from the water
- Agreements were inserted into exception zones
- Recently rezoned properties were inserted

- Exceptions that now will comply were eliminated

Senior Office Assistant Cindy Filmore noted that four written comments were received, as follows:

- 1) Jay commented that he agreed with Councillor Rickward that if there were any zoning changes to be made, the owners need to be made aware by letter
- 2) Sharon Cane regarding a residential rural lot, it must be 60 m of frontage to build, or you require a zoning amendment
- 3) Karen Fraser agreed with Jay, that notifications be sent to residents. The Town has tools to prepare mailing lists for specific zones.
- 4) Fraser Bull commented that should there be changes to your zoning, the people should be informed by mail; when asking for this information, the Town should make the printed changes available; and, that he tried to pay for a copy but was told it was not available before the meeting.

Mayor Ballantyne stated these comments will be duly noted and would be included with the other comments heard today.

Council then determined to hold a Special Council Meeting on Friday, October 16<sup>th</sup>, 2020 at 11 a.m. to discuss moving forward with the draft Comprehensive Zoning By-law.

**4. Adjournment**

**Res. No. 4/26/09/2020 Liz Stermsek, Cheryl Philip**

**BE IT RESOLVED** that the Special Meeting of the Corporation of the Town of Kearney adjourn at 11:28 a.m. to meet again at 9:00 a.m. on October 9<sup>th</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**

**Minutes: September 11<sup>th</sup>, 2020 AHHC Boardroom**

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

**Regrets:** Lyle Hall, Norm Hofstetter

**Guests:** Kevin MacLeod (Executive Director BFFHT)

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

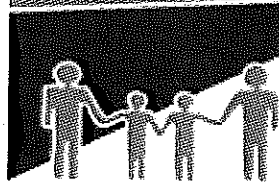
1. 2020-017 Moved by Barbara Marlow and Seconded Brad Kneller  
**THEREFORE BE IT RESOLVED THAT** The Almaguin Highlands Health Centre Committee adopt the minutes from June 8<sup>th</sup>, 2020 as circulated. Carried.
2. Delegation: None at this time.
3. Resolutions to be passed:  
2020-18 Moved by Barbara Marlow and Seconded by Tom Bryson  
**THEREFORE BE IT RESOLVED THAT** the Almaguin Highlands Health Centre Committee regrettably accepts the resignation with thanks of Chairman Campbell and hereby appoints Rod Ward as Chair of the Almaguin Highlands Health Centre effective immediately.
4. **Items for Discussion**
  - a) Resolution 2020-151 from the Municipality of Magnetawan was received and discussed. The Secretary was instructed to request a delegation for the next regular meeting of Council for Magnetawan.
  - b) Kevin MacLeod provided the Committee with an update regarding Ontario Telemedicine. Kevin thanked the Committee for their support while trying to recruit for a new Coordinator for the Burk's Falls location. As of September 22, the position will be filled, and the service will be open once training has been completed.
  - c) Kevin informed the Committee that the BFFHT would like a representative from the Committee to attend the next Board meeting once a date has been set.
  - d) Kevin also updated the Committee regarding the BFFHT and their services through COVID-19. The clinic is seeing approximately 25-28 in clinic visits which is about a ¼ of the visits seen pre-COVID. Physicians are primarily doing virtual consultations, however

there are significant challenges with connectivity. This will again become a challenge should the Province enter a second "wave" of COVID-19, where there will be additional at home usage of internet, slowing down the connection.

- e) Discussion with respect to the increase in the housing market has had any impact on the BFFHT. Kevin was not able to directly comment, although he noted that those new to the area may be keeping their family physician from their previous community, which will delay the influx in the area's waitlists. The BFFHT continues their recruitment efforts, seeking to fill the fifth funded physician position. Kevin encourages the Committee to continue efforts to recruit for vacancies. Physicians "shop" several areas and securing a physician is a lengthy process, often a 18months – 2-years.
- f) Member Stickland informed the Committee the Sundridge Medical Center Committee continues to work on recruitment. M. Stickland informed the Committee the leads provided from the Northern Ontario School of Medicine Recruitment Fair has proven to be positive and thanked the Committee.
- g) Member Stickland provided the Committee with an update of the Ontario Health Team application for Almaguin. Timelines have not changed due to COVID-19 and the application continues. The Committee will need to gather additional supporting documentation for the application.
  - Compile a complete list of community agencies,
  - Virtual care component requires better connectivity,
  - Terms of Reference for the Committee – governing structure,
  - Identify gaps as seen by area physicians,
  - Virtual care is a component for an OHT – advocate for more hours,

Resolution: 2020-19 Moved by Brad Kneller and Seconded by Barbara Marlow  
**THEREFORE BE IT RESOLVED THAT** The Almaguin Highlands Health Centre adjourn at 10:57am to meet again on October 2, 2020. Carried.

# District of Parry Sound



Social Services  
Administration Board

## *Chief Administrative Officer*

### *Monthly Report*

*September 2020*

### **Mission Statement**

*“We are committed to the provision and promotion of services that assist individuals in attaining an optimum quality of life and that contribute to the well-being of the community.”*

## ADMINISTRATION - Tammy MacKenzie, CAO



Hello all,

I am so pleased to be able to introduce myself as the CAO of the District of Parry Sound DSSAB. I've been living in Whitestone and working in the district for the past 5 years. Before my move up to this beautiful gem of a place, I was in Toronto for 18 years working directly with clientele similar to those that the DSSAB serves. I was born and raised in Prince Edward Island and moved to Toronto for work in my early 20's. I have a very diverse background. For over twenty years, as a Registered Psychotherapist I have specialized in behavioral health from a front-line and leadership perspective, in both hospital and community-based programs. The focus of my work has been the provision of services for people facing issues of mental health, substance abuse, poverty, social isolation, marginalization, discrimination and homelessness. I've held positions with the North East Local Health Integration

Network, Centre for Addiction and Mental Health, The Jean Tweed Centre, Fred Victor Centre and The YMCA of Greater Toronto.

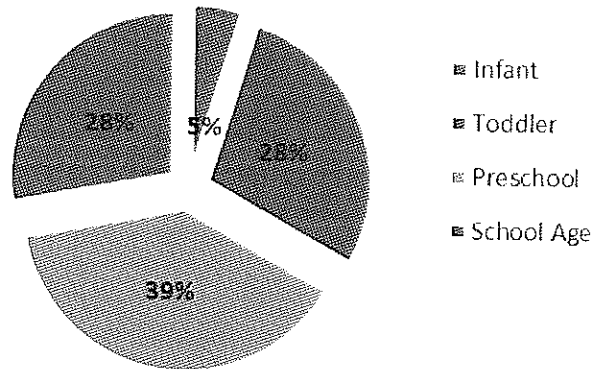
I look forward to learning from and working with all of you to support the communities we live in. In the coming weeks, I plan on connecting with you individually so that I can get a more intimate knowledge of the communities you represent.

DIRECTLY OPERATED CHILD CARE PROGRAMS - Brenda Wiltshire, Manager

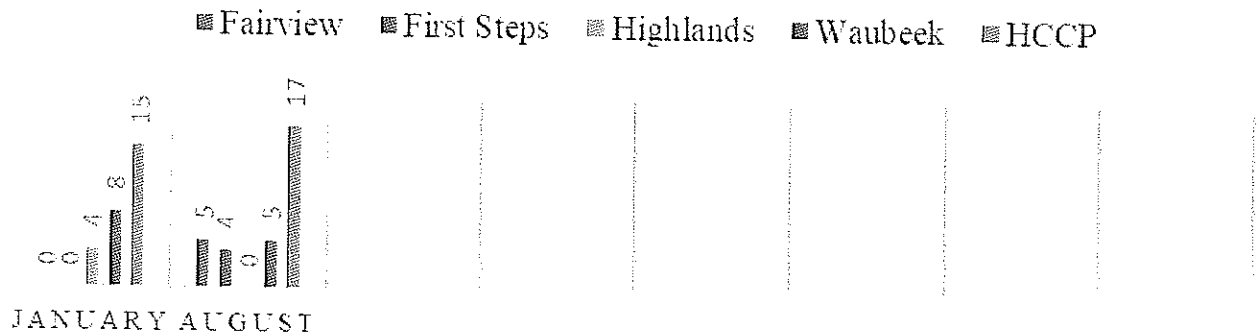
Licensed Child Care Programs

<b>Total Children Utilizing Directly Operated Child Care in the District July 2020</b>						
Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18m)	N/A	N/A	N/A	3	6	9
Toddler (18m-30m)	9	8	9	15	13	54
Preschool (30m-4y)	5	10	16	17	26	74
School Age (4y-12y)	14	N/A	N/A	7	32	53
# of Active Children	28	18	25	42	77	190

Percentage of Children By Age Group



**DIRECTLY OPERATED CHILD CARE  
WAITLIST BY PROGRAM**



The Directly Operated Early Learning and Child Care Centres are preparing to fully re-open their spaces September 1<sup>st</sup> as part of the provincial Safe Re-Opening Phase. This Phase allows for licensed child care programs to return to full licensing capacity with additional staffing to support the cohort model of care. Parents will be offered their pre-pandemic child care space and regular parent-fee payments will be collected based on the provincial guidelines. Health and Safety protocols will be strictly adhered to in all licensed child care programs which includes enhanced cleaning practices, COVID-19 screenings, enhanced Ministry of Education reporting and exclusion of children demonstrating symptoms. The province has begun the monthly distribution of mandatory PPE (e.g. medical grade masks and face shields) to all licensed programs and staff and home child care providers will be required to wear both when in close contact with children during operational hours. This requirement aligns with the re-opening of elementary schools.

Highlands ELCCC was able to re-open with reduced spaces on July 2<sup>nd</sup> as part of Phase 2 of the provincial Re-Opening plans.

During the emergency child care phase, the licensed child care centres had successfully applied for licensing amendments to allow for mixed age groupings in most of their playrooms. This now will allow for the programs to adjust their groupings to better fit the demand for care as parents return to work as well as accept new children into care as space becomes available. This will let program supervisors staff each group (cohort) in the most financially viable way possible while maintaining the local public health unit restrictions, keeping groups isolated from each other and minimizing staff movement between groups.

The current shortage of qualified child care workers is having an impact on our Directly Operated Child Care Centres as we continue to reach our licensing capacity. We are working with Ontario Works to try and increase the child care casual supply roster.

#### Inclusion Support Services

<b>Inclusion Support Services Stats for July 2020</b>						
Age Group	EarlyON	Licensed Early Learning & CCC's	Total	Waitlist	New Referrals	Discharges
Infants (0-18m)	N/A	0	0	0		0
Toddlers (18m-30m)	N/A	7	7	1		0
Preschool (30m-4 y)	N/A	40	40	8	2	6
School Age (4y+)	N/A	44	44	0		0
<b>TOTAL</b>	N/A	91	91	9	2	6

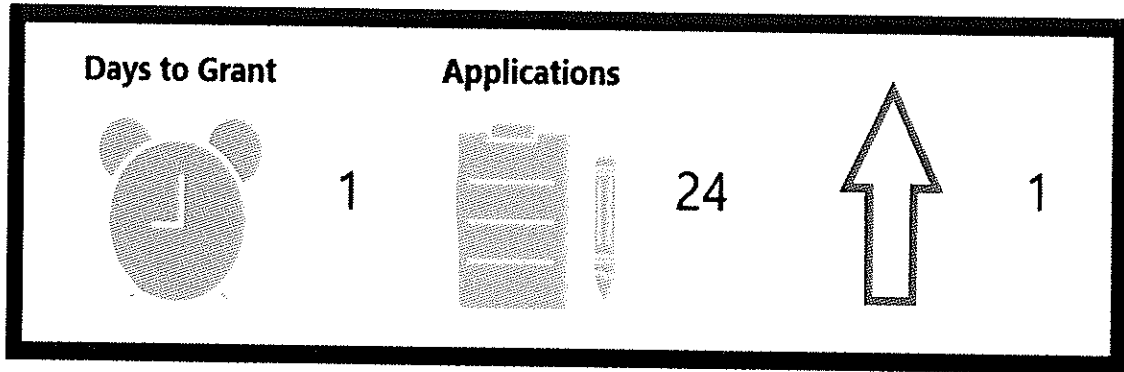
Inclusion Support Services continues to actively participate in the licensed child care programs offering support to children on the caseload as well as children and families experiencing challenges as they re-enter child care. Telephone and digital outreach is continuing for stay-at-home families.

## EarlyON Child and Family Programs

As directed by the Ministry of Education, the EarlyON Child and Family Programs across the district remained closed, however, we've been reaching out to families using a virtual platform through Facebook. Virtual activities include interactive circle time, special activities for parents and children, bedtime stories, and parent resource sharing. For the months of July and August, the EarlyON Facebook posts reached 4,150 people. In addition to the virtual programming, staff assembled approximately 100 "Ton of Fun" kits that were distributed to families across the District of Parry Sound and contained activity suggestions, hands-on materials and resources to help alleviate the cabin fever being experienced by many isolated parents.

As part of the provincial Safe Child Care Re-Opening plan, EarlyON programs will be able to begin in-person programming on a limited, appointment only basis. The District of Parry Sound EarlyON Child and Family sites located in South River, Land of Lakes Public School in Burk's Falls and the Sound Community Hub in Parry Sound will begin offering services mid-September. Other satellite programs will remain closed until such time as community partners and schools are ready to reopen to public visitors. Virtual programming will continue to be offered on a daily basis.

Applications July 2020



\*\*Data from the Social Assistance Performance Report and Tracking Impacts of COVID-19 report

We saw a small increase in Ontario Works and Emergency Assistance Applications processed over June 2020.

MyBenefits

We have nearly **10%** of the caseload registered with the MyBenefits web service, **up 2% from June**. This tool allows recipients to safely report income, receive correspondence from their Caseworker and now be able to report shelter expenses, among other features. Staff are encouraging this tool for appropriate clients.

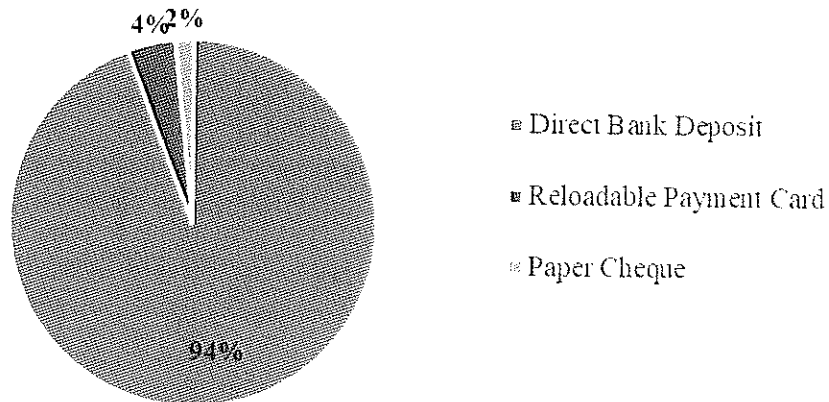
OW Emergency Benefit

MCCSS announced that the OW Emergency Benefit would end as of July 31<sup>st</sup>. The benefit, issued to Ontario Works recipients from the start of COVID-19, was to support recipients with COVID-19 related items. During that time, we provided additional financial support to **638 Ontario Works cases**. Singles received \$100 and families received \$200 on a monthly basis based on when they began receiving the benefit.

DBD Enrollment

We continue to make progress in on boarding clients to Direct Bank Deposit with 94.2% of the caseload enrolled. We have also shifted many clients that do not have a bank account over to Reloadable Payments Cards.

Payment Receipt Method - May 2020

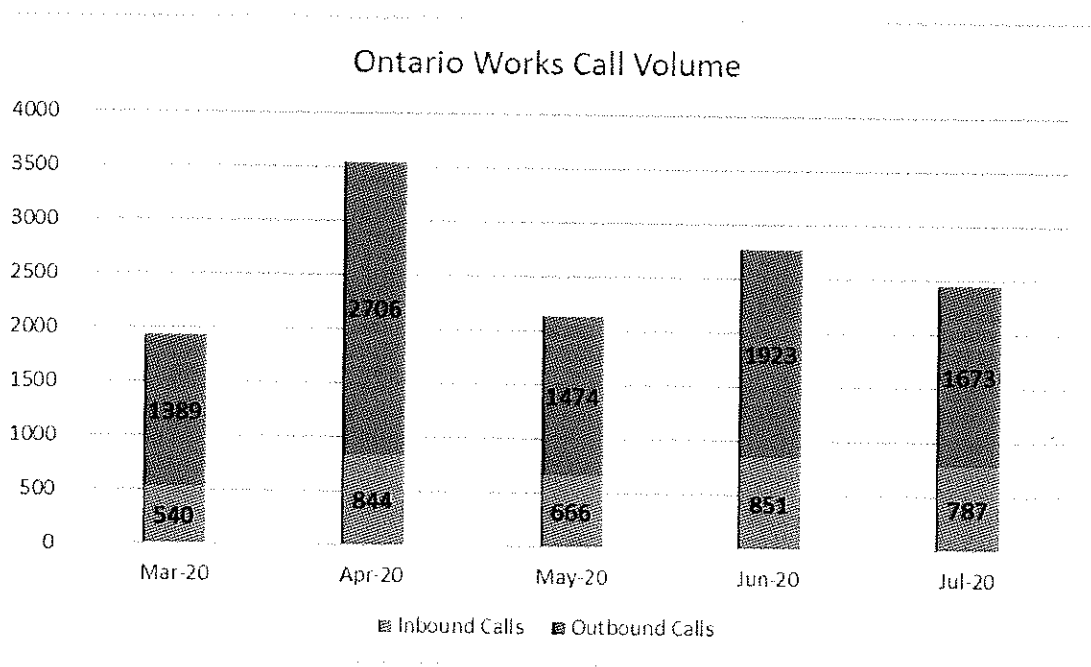


CHPI Spending - Social Assistance

Our CHPI spending for Social Assistance recipients for July 2020 was up from May 2020 as COVID 19 support measures continue to ease. It is only slightly down from the same period last year as we supported nearly the same amount of people during that time.

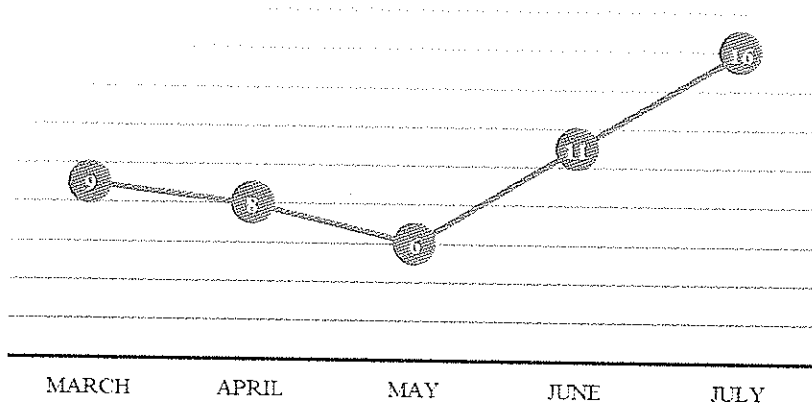
	<b>Community Homelessness Prevention (CHPI) Applications July 2020</b>	<b>Amount Spent</b>	<b>Community Homelessness Prevention (CHPI) Applications July 2019</b>	<b>Amount Spent</b>
Parry Sound	OW-2 ODSP-7	\$5,232.58	OW-7 ODSP-8	\$10,474.60
South River	OW-6 ODSP-9	\$10,804.69	OW-7 ODSP-4	\$10,753.62
<b>TOTAL</b>	<b>OW-8 ODSP-16</b>	<b>\$16,037.27</b>	<b>OW-14 ODSP-12</b>	<b>\$21,228.22</b>

Ontario Works Call Volume Statistics



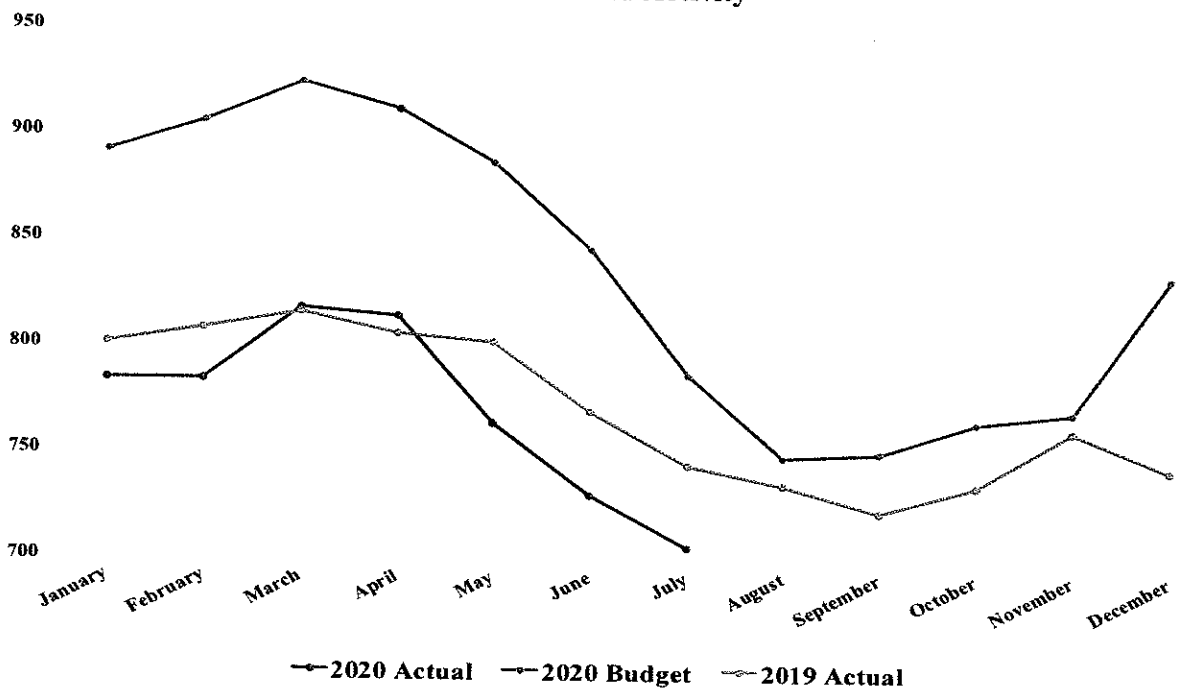
Call Volume continues to remain steady for Caseworkers. Over 307 hours was spent on the phone supporting clients. This does not include email or texting interactions.

### Exits to Employment



As restrictions due to COVID-19 are lifted for different businesses and industries, we are beginning to see those changes be reflected on the OW caseload as we have seen a steady rise in people exiting Ontario Works for employment. The July 2020 Labour Market Group Jobs Report showed 172 job postings in June which was up by 50 (41.0%) over May. This was the 2<sup>nd</sup> month in a row with a substantial increase following the decrease seen from the COVID-19 pandemic and was the highest total for June in the last 5 years. 32% of all postings were in Health Care and Social Assistance.

### 2020 Caseload Activity



LEGEND	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2020 Actual	783	783	817	813	763	729	704					
2020 Budget	891	905	924	911	886	845	786	747	749	764	769	833
2019 Actual	800	807	815	805	801	768	743	734	721	734	760	742

## CHILD CARE SERVICE MANAGEMENT - Jeff Degagne, Manager

### Child Care Programs With Whom We Have A Service Agreement

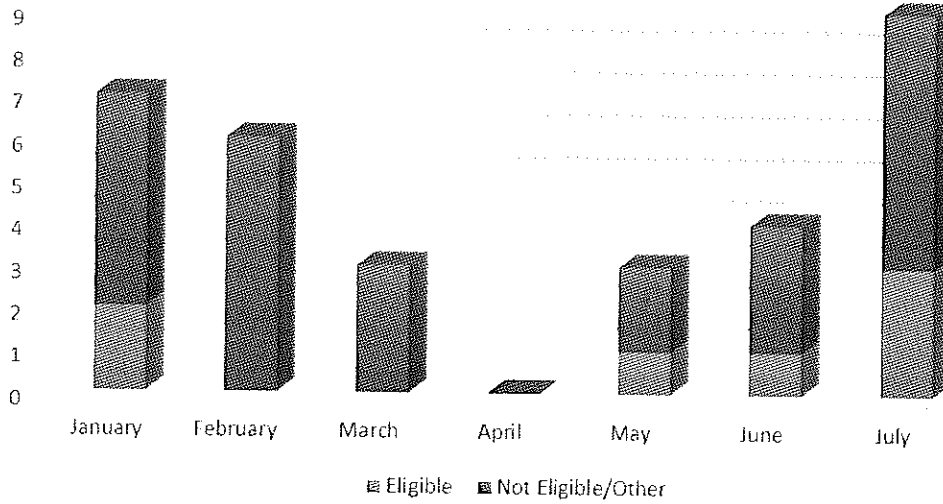
<b>Program</b>	<b>Location</b>	<b>Status</b>
Adventure Academy Inc.	Parry Sound	Planning to re-open August 31 <sup>st</sup>
Miigwansag	Parry Sound	Planning to re-open September 8 <sup>th</sup> at full capacity of 15 children
YMCA of Simcoe/Muskoka - Child Care	Parry Sound	Open as of July 2 <sup>nd</sup>
YMCA of Northeastern Ontario - St. Teresa	Callander	Closed - currently not viable to open at this time

### After School Programs

<b>Program</b>	<b>Location</b>	<b>Status</b>
Adventure Academy Inc.	Parry Sound	Pending approval from Health Unit
Municipality of Whitestone	Whitestone	Opening September 8 <sup>th</sup>
Muskoka Family Focus	Evergreen Heights ASP	Opening September 14 <sup>th</sup>
YMCA of Simcoe/Muskoka	Nobel St. Peter's Humphrey Parry Sound Public McDougall	- not renewing license - not renewing license - planning to open September 8 <sup>th</sup> - planning to open September 8 <sup>th</sup> - planning to open September 8 <sup>th</sup>
YMCA of Northeastern Ontario	St. Teresa M.T. Davidson South Shore	- planning to open September 8 <sup>th</sup> - TBD - TBD

Since the Ministry of Education announced in June that Child Care Centres could re-open with strict health and safety protocols in place, we have been supporting our operators and our partners at the Health Unit and School Boards during the re-opening phase. On July 30<sup>th</sup>, the Ministry of Education announced that as of September 1<sup>st</sup>, centres can open to full capacity. As you see in the chart above, Operators in the District of Parry Sound are in different stages of re-opening as the sector continues to recover from the closure period due to COVID-19.

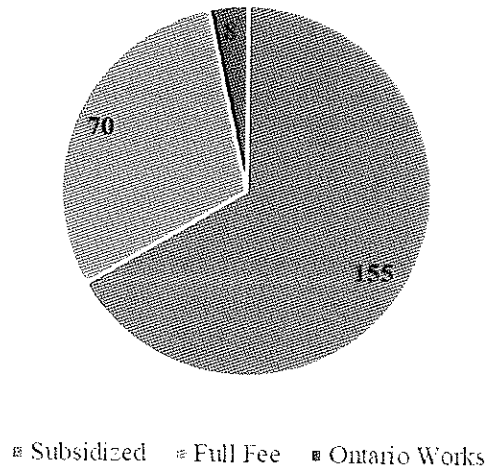
### 2020 OLAF Fee Subsidy Applications



With June’s announcement from the Ministry of Education that Child Care Centres can begin to re-open, we are noticing a steady climb in our **Online Application for Fee Subsidy (OLAF)**. The tool allows families to apply for Child Care Fee Subsidy, which is great as we continue to navigate the Pandemic. We continue to promote this tool for clients on an ongoing basis.

#### Child Care Fee Subsidy Statistics for July 2020

Total Children by Funding Source in the District



# HOUSING & INTEGRATED SERVICES - Pam Nelson, Manager

## Housing Programs

<b>Social Housing Centralized Waitlist Report - July 2020</b>			
	East Parry Sound	West Parry Sound	Total
Seniors	8	100	108
Families	83	340	423
Individuals	263	205	468
Total	354	645	999
Total Waitlist Unduplicated			415

<b>Community Housing Centralized Waitlist (CWL) 2019-2020 Comparison Applications and Households Housed from the CWL</b>											
Month 2019	New App	New SPP	Cancelled	Housed	SPP Housed	Month 2020	New App	New SPP	Cancelled	Housed	SPP Housed
Jan	15		4	1		Jan	6	1	6	5	0
Feb	10		3	7	1	Feb	15		11	3	
Mar	9	1	1	1		Mar	10				
Apr	16		2	1		Apr	3		5	4	
May	13		1	2	1	May	1		8	2	
June	4	3	4	1		June	1		3		
July	4	1	5	2	1	July	5		13	2	
Aug	9		14	3	1	Aug					
Sept	10		1	3		Sept					
Oct	6		2	3		Oct					
Nov	9		1	1		Nov					
Dec	9		8			Dec					
Total	105	5	38	25	4	Total	36	1	33	14	0

**\*\* SPP = Special Priority Applicant\*\***

- New apps include 2 applicants who refused an offer of accommodation and were placed back on the waitlist with a new chronological date
- Cancelled applications include 5 applicants who are now in receipt of COHB funding and 6 who refused an offer of accommodation
- 1 SPP application has now been cancelled as the application is in receipt of COHB funding

## Social Services Relief Fund

The Social Services Relief Fund (SSRF) is a \$200 million investment by the Ontario government in fiscal 2020-21 to help protect the health and safety of the province's most vulnerable people, through assistance to individuals and frontline agencies.

This Fund was announced on March 23, 2020 and is a shared initiative between the Ministry of Municipal Affairs and Housing and the Ministry of Children, Community and Social Services. Both ministries are working together so that municipalities and social services organizations have the funding and flexibility they need to respond to local needs.

The District of Parry Sound Social Services Administration Board was eligible to receive \$860,400 in 2020-21. The chart below indicates spending to date.

March 1, 2020 to August 4, 2020

<b>Emergency Shelter Solutions</b>	<b>Housing with Related Supports</b>	<b>Homelessness Prevention</b>	<b>Services and Supports</b>
(e.g. shelters, motels/hotel stays)	(e.g. Housing allowance, rent support)	(e.g. Rent/utility arrears, emergency financial assistance)	(e.g. Food security programs, cleaning, PPE, transportation, seniors in isolation)
\$26,344.85	\$10,400.00	\$113,600.00	\$251,847.53

## Homeless Prevention Program - Community Relations Workers

For the month of July 2020

### Support

All services performed, provided, or arranged by the Homelessness Prevention Program staff to promote, improve, sustain, or restore appropriate housing for individuals active with the Homelessness Prevention Program, periodically within the month, not requiring intense case management.

<b>Income Source</b>	<b>East</b>	<b>West</b>
Senior	8	7
ODSP	13	20
Ontario Works	3	8
Low Income	16	28

### Intense Case Management

Intense Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly supports, required by the individual to obtain and sustain housing stability.

<b>Income Source</b>	<b>East</b>	<b>West</b>
Senior	6	8
ODSP	9	20
Ontario Works	3	6
Low Income	7	16

### Contact/Referrals

	<b>East</b>	<b>West</b>	<b>YTD</b>
Homeless	1	4	21
At Risk	0	2	48

### Short Term Housing Allowance

<b>Month</b>	<b>Active</b>	<b>YTD</b>
July	9	18

Household Income Sources and Issuance from CHPI

<b>Income Source</b>	<b>Total</b>	<b>CHPI</b>
ODSP	7	\$3,132.38

<b>Reason for Issue</b>	<b>Total</b>
Transportation	\$40.00
Food/Household/Misc.	\$3,092.38

*\*\*CHPI spending is down as we have been utilizing the SSRF funding*

Call Volume

Community Relations Workers Calls

<b>July 2020</b>	<b>Incoming Calls</b>	<b>Outgoing Calls</b>	<b>Total</b>
CRW's (2)	116	464	580

\*this does not include communication through textbase/email with clients

Assessment Case Workers

<b>July 2020</b>	<b>Incoming Calls</b>	<b>Outgoing Calls</b>	<b>Total</b>
South River	70	185	255
Parry Sound	39	198	237

Reception

<b>July 2020</b>	<b>Incoming Calls</b>	<b>Outgoing Calls</b>	<b>Total</b>
South River	222	103	325
Parry Sound	632	57	689

HOUSING OPERATIONS - Sharon Davis, Manager

Esprit Place Family Resource Centre

<b>Emergency Shelter Services</b>	<b>July 2020</b>	<b>Year to Date (2020)</b>
Number of Women who stayed in shelter this month	11	66
	Those new to the shelter this year: <input type="text" value="10"/>	Those new to the shelter this year: <input type="text" value="49"/>
	Those who have stayed and had prior stays in the year: <input type="text" value="0"/>	Those who have stayed and had prior stays in the year: <input type="text" value="11"/>
	Those who have stayed and were carried over from last month: <input type="text" value="1"/>	Carried over accumulative month to month: <input type="text" value="6"/>
Number of Children Active in program this month	1	6
Number of New Admissions (Children) (unduplicated)	0	5
Direct Service Hours to Women (Shelter and counselling)	48	500
Resident Bed Nights (Women & Children)	53	1,015
Occupancy Rate	17%	47.6%
Days at capacity	0	21
Days over-capacity	0	7
Phone Interactions (crisis/support)	46	437

<b>Outreach Services</b>		
	July 2020	Year-to-Date 2020
Number of Women Served this Month	12	64
Number of Women Registered in the Program	20	40
Number of Public Ed/Groups Offered	0	4

<b>Transitional Support</b>		
	July 2020	Year-to-Date 2020
Number of Women Served this Month	4	42
Number of Women Registered in Program	26	27
Number of Public Ed/Groups Offered	0	0

<b>Child Witness Program</b>		
	July 2020	Year-to-Date 2020
Number of Children Served this Month	6	37
Number of Children Registered in Program	15	17
Number of Public Ed/Groups Offered	0	1

Due to COVID-19, admission into the shelter is strictly based upon a woman who is actively fleeing a violent situation to include victims of human trafficking. Screening for COVID-19 is completed upon intake. The use of local motels is utilized for isolation, and physical distancing where appropriate. Support is provided to all women placed in motel stays, and will be counted as a "New Admission".

Parry Sound Housing Corporation

Parry Sound Housing Corporation Activity		July 2020	Year-to-Date 2020
Move Outs	July 31st, 2020	0	23
Move Ins	July 1st, 2020	1	37
L1 Forms	Issued in July 2020	0	11
N4 - Notice for eviction for non-payment of rent	Issued in July 2020	0	3
N5 - Notice of eviction for disturbing the quiet enjoyment of the other occupants	July 2020	1	4
Re-payment agreements	Issued in July 2020	6	117
N7 - Notice of eviction for willful damage to unit	July 2020	0	1
COVID Wellness Checks	July 2020	82	
Pest Control	July 2020 8 buildings are monitored monthly	2 units currently treated for bedbugs bi-monthly	
Paramedicine	July 2020	3 buildings	
Tenant Home Visits	July 2020	27	
Maintenance Repairs	July 2020	14	
Units Finished for New Move Ins	July 2020	6	

Capital and Maintenance

During the month of July, there were 3 capital projects that got underway in terms of initial planning:  
Callander Building – Replacement of ramp and walk way  
Magnetawan Building – Replacement of patio and walk way  
Mapleview Renovation – 22B Mapleview renovation in partnership with Road to Recovery (CMHA)

The Roselawn building in South River received new shingles, along with the common room being completely abated of asbestos and new drywall and lighting installed.

Refurnishing all common rooms to encourage physical distancing will be ongoing.



### Welcome to our Special Edition!

Normally, we try to keep our newsletters to 2 or 3 pages, but we thought that this was such an important topic that more detailed information should be distributed.

### Invasive species *Phragmites australis*

By Stan Walker, KWEF Chair



As promised in our September 2020 Newsletter, here is some further information about the aggressively invasive, non-native species *Phragmites australis*, that has alarmingly established itself in and around the shores of Lake Bernard, in Sundridge.

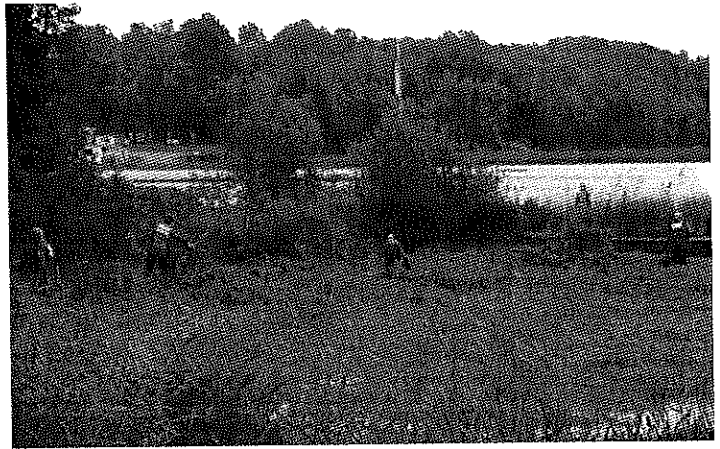
On August 19<sup>th</sup>, I received an email from Marilee Koenderink of the *Phragmites Working Group, Lake Bernard*, alerting us to the fact that *Phragmites australis*, an invasive non-native reed grass, has established itself in and around the shores of Lake Bernard. There is a concern that it may be on other lakes in the Almaguin area and if so, the stands need to be identified as soon as possible and removed quickly. Marilee invited me to attend one of their "removal events" to see what a well-established *Phragmites australis* stand looks like, and what is involved in removing the plants with saws and cane cutters. I was aware that the Eagle Lake Conservation Association had been involved in removing *Phragmites* from Eagle Lake near South River, but I was unaware of the situation on Lake Bernard.

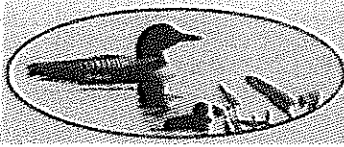
I contacted Marilee, and my wife and I volunteered to attend the cut that the organization was doing at the Lake Bernard Dam bridge on High Rock Drive on August 28, to see what was involved in removing a stand.

The set-up and cutting volunteers arrived early and by 7:30 a.m. were hard at work cutting down the canes using a heavy-duty version of a gas-powered grass trimmer / brush cutter, with either a saw blade or hedge trimmer in place of the usual whirling plastic string. This stand was well established in a boggy muddy area on the shoreline. The water varied from ankle deep to holes that were waist deep, so hip or chest waders were essential. The dozen or so cleanup and transport volunteers all had arrived and were hard at work by 8:00 a.m. The reeds were piled on either sheets of plastic or children's plastic sleds that float, and hauled to shore where they were bundled and piled onto tarps for pick-up and disposal by the municipality. This removal process is hard strenuous work, especially with a well-established stand growing in thick gooey mud. This was the second year the group worked on this particular stand. They felt that the stand wasn't as thick or vigorous as the previous year, and hoped that repeated cutting and removal of the plants would continue to weaken the stand and stop the spread in this area.



The area in these pictures was cut and cleaned up in about 3 hours.





This invasive plant has no natural predators, produces a prodigious amount of seeds and also spreads by runners. From my conversation with Marilee, the stand we worked on in Lake Bernard near the dam was probably in existence for at least 10 years and will take several years to bring under control; it will be difficult to eradicate this stand completely. *Phragmites australis* can be removed completely if the stand is detected before it becomes well established. While herbicides can be an effective treatment, there are none currently licensed for use in water in Ontario.

There is an organization called the “*Invasive Phragmites Control Centre*” (IPCC), <https://www.phragcontrol.com/>, that prepared a report for the Lake Bernard Phragmites Working Group. I found it quite an interesting read; here is a link to that report: [http://bit.ly/Lake\\_Bernard\\_IPCC\\_Report](http://bit.ly/Lake_Bernard_IPCC_Report).

KWEF will be directly contacting our Lake Stewards and the Property Owners’ Associations in Kearney to ask that everyone survey their area for any possible stands. Based on the results of this survey, we may need to organize a group similar to the one in Lake Bernard to attack the problem. In Ontario, there are resources available that we can access to help with combatting this invasive plant.

In the meantime, we urge you to take a look around your property and surrounding properties for any possible stands of this invasive plant. For help in identifying this plant, here is a link to a Phragmites Fact Sheet: [http://bit.ly/Phrag\\_Fact\\_Sheet](http://bit.ly/Phrag_Fact_Sheet). Also, here is a link to a Field Guide to Aquatic Invasive Species: [http://bit.ly/FG\\_Aquatic](http://bit.ly/FG_Aquatic). There are many native grasses that look quite similar.

If you do find a stand that you suspect is *Phragmites australis*, please note the nearest fire number street address or GPS co-ordinates and email the information to me at [stan.kwef@gmail.com](mailto:stan.kwef@gmail.com); please include your contact information. **If you take samples of the plant - especially the seed heads - keep them in a zip lock bag - and be careful that you do not introduce any part of the plant, including the seeds, to your property!** It is not a plant that you want to cultivate!

If you decide you want to remove it yourself, be careful that you do not make the situation worse by accidentally spreading it further.

This is a link to Best Management Practices for this plant: [http://bit.ly/Phrag\\_BestPractices](http://bit.ly/Phrag_BestPractices). Also, be sure to review the Ontario Phragmites Working Group website, <https://opwg.ca/>, and look under the Resources tab / Landowners for information about necessary permits and procedures: <https://opwg.ca/resources/for-landowners/>.



Fall is a good time to look for *Phragmites australis* as the seed heads are quite visible and distinctive. Please do not ignore this invasive plant in the hope that it will go away - it won't, and if ignored, the problem gets rapidly worse.

If you would like to see an existing stand of Invasive *Phragmites australis* in our area, we have located one in the ditch on the north side of Hwy 518 East in front of the B&G Variety in Emsdale. The stand extends eastward along Hwy 518 on both sides of the road in the area of James St. in Emsdale. I sent pictures to Marilee of the stand, and she confirmed that, in her opinion, it was Invasive *Phragmites australis*, after she stopped by in person to check it out. Since she is not a credentialed "species expert" she forwarded the pictures to Dr. Janice Gilbert at the Invasive Phragmites Control Center in Langton, ON who confirmed her identification. As you exit Hwy 11 north (Exit 244 - Emsdale), you will notice another stand on the east side of the north bound lanes in the ditch which closely resembles the stand in Emsdale mentioned above.

If this plant goes unchecked, it will cause property owners' shorelines to fill in and natural plants to disappear; the loss of biodiversity will cause additional stress to the natural ecosystem around the lake. We do not want this invasive plant in our watershed! Please report any sightings.

~

All the best to all of you from KWEF. Please remember to take good care of our lakes!



## Staff Case of COVID-19

Posted on Thursday September 24, 2020



[Subscribe](#)

(/Modules/News/rss.aspx?newsid=ffaecf15-c70c-46ee-9db0-df1c011a9601) (<http://subscribe.mahc.ca/subscribe?newsid=ffaecf15-c70c-46ee-9db0-df1c011a9601>)

Muskoka Algonquin Healthcare has been notified of a confirmed COVID-19 case of a staff member. While privacy legislation does not allow access to and disclosure of specifics, it has been confirmed that the acquisition was through a close contact and did not occur in the workplace at MAHC. The staff member has been quarantining at home.

Health care organizations are required to work with Public Health on any type of infectious illness concern. MAHC has followed Public Health guidance to investigate the case and work through contact tracing at the South Muskoka site together with the Simcoe Muskoka District Health Unit. This contact tracing investigation involves identifying any unprotected exposures and no additional positive cases have been identified to date.

Our staff are skilled and experienced health care workers that wear appropriate personal protective equipment for all patient interactions which mitigates the risk of transmission to patients. No patients have been identified at risk of exposure, and there are currently no COVID-positive inpatients at MAHC. Hospital operations continue as normal and the hospital is not in outbreak. Numerous continued safety precautions remain in place to prevent and contain the spread of COVID-19, including:

- screening everyone entering the hospitals at the entrances, and self-screening and self-declaring of symptoms by staff,
- limiting visitation,
- enhanced cleaning and infection prevention and control protocols,
- frequent hand hygiene,
- personal protective equipment protocols, including universal masking of everyone in the building,
- regular COVID-19 information updates and internal communication regarding the requirement to follow safety precautions and proper use of personal protective equipment,
- repeated reminders of public health measures including physical distancing and limited social contact,
- continual review of infection management policies and enhancement of the hospital's pandemic response as we prepare for what may come this fall and winter.

We recognize that our team members are equally vulnerable to the potential spread of COVID-19 in the community. As cases climb locally and across the province, it is so important to follow public health advice to reduce the risks of contracting or transmitting the COVID-19 virus. We urge everyone, including staff and patients, to wear face coverings, practice good hand hygiene and physical distancing, and to protect yourselves through limited social contact with others.

We are grateful for the efforts of everyone at MAHC who remain committed to safe, high-quality care for our patients during the pandemic. Our highest priority is the health and safety of our patients and team members.

### **Back to Search**

(/Modules/News/search.aspx)



Phone: 705-789-2311

Fax: 705-789-0557 (administration)

**South Muskoka Memorial Hospital Site**

75 Ann Street, Bracebridge, ON P1L 2E4

Phone: 705-645-4404

Fax: 705-645-4594 (administration)



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

---

## REPORT TO COUNCIL

TO: Mayor and Council Members  
FROM: Brian Horsman CBCO, Chief Building Official  
RE: Building Activity Report to September 30, 2020  
DATE: October 2, 2020

---

Background:

1) Total permits processed to September 30, 2020	-----	39
Total permits processed to September 30, 2019	-----	47
2) Category of permits issued:		
New Cottages/Houses	-----	12
New Commercial	-----	4
New Private Garages	-----	7
Misc. Additions/Reno	-----	12
Demolition	-----	4
3) Permit fees generated to September 30, 2020	-----	\$138,736.00
Permit fees generated to September 30, 2019	-----	\$45,189.00
Construction value of permits to September 30, 2020	-----	\$7,712,323.00
Construction value of permits to September 30, 2019	-----	\$2,751,000.00

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.

---

Corporation of the  
**Municipality**  
of  
**Magnetawan** Incorporated 2000 District of Parry Sound

Tel: (705) 387-3947  
Fax: (705) 387-4875  
www.magnetawan.com

P.O. Box 70, Magnetawan, Ontario P0A 1P0

**RESOLUTION NO. 2020 - 250**      **SEPTEMBER 23, 2020**

Moved by: John Hetherington

Seconded by: Brad Kneller

**BE IT RESOLVED** that the Council of the Municipality of Magnetawan is in favour of hiring another Building Inspector for succession planning for our Joint Building Department and the Town of Kearney advertising this position.

Carried  Defeated  Deferred

Sam Dunnett  
Sam Dunnett, Mayor

Recorded Vote Called by: \_\_\_\_\_

Recorded Vote

Member of Council	Yea	Nay	Absent
Brunton, Tim			
Hetherington, John			
Kneller, Brad			
Smith, Wayne			
Mayor: Dunnett, Sam			

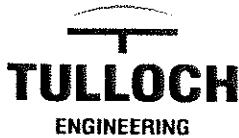


*Knowing our heritage  
we will build our future.*

Date	Pick Up	Kearney \$	Sand Lak \$	Notes
11-Sep		135	94	\$40 40C
12-Sep		97	73	\$65 10M, 50C,5B
13-Sep		83	61	\$60 5M,10F,25S,20C
14-Sep	22	88	64	\$60 5M,5F,40C,10B
15-Sep		71	54	\$30 10M,20C
18-Sep		119	57	\$35 10M,25C
19-Sep		87	71	\$180 150S,3C
20-Sep		128	95	\$170 15M,100S,55C
21-Sep	35	58	28	\$10 5C,5B
22-Sep		75	52	\$15 15C
25-Sep		112	57	\$215 5M,150S,40C,20B
26-Sep		99	61	\$325 5M,5F,300S,15C
27-Sep		109	76	\$210 15M,100S,55C
28-Sep	27	96	52	\$30 10M,10F,10C
29-Sep`		74	56	\$25 15M,5S,5C
Total				\$1,470

Numbers of patrons has dropped somewhat, some seasonal residents are heading to their permanent homes, but still seeing new faces and visitors.

*Martin Filmore*



80 Main Street W.  
Huntsville, ON  
P1H 1W9

T. 705 789.7851  
F. 705 789.7891  
TF. 877 535.0558

[huntsville@TULLOCH.ca](mailto:huntsville@TULLOCH.ca)

[WWW.TULLOCH.ca](http://WWW.TULLOCH.ca)

October 2, 2020  
Project No. 20-1133

**Ross Gattozzi, Road Supervisor**  
**Town of Kearney**  
8 Main Street PO Box 38  
Kearney, ON P0A 1M)

**Subject: Cashman Creek Bridge Replacement**  
**Contract Award Recommendation**

Dear Ross:

We have reviewed the tender submissions for the Cashman Creek Bridge Replacement project on Highway 518 East. The intent of this letter is to summarize our review and provide guidance to Council on awarding the Contract. Below is a summary of the total base price for the bid submissions:

Ranking	Contractor	Price
1	A2Z Civil	\$963,167.00
2	Bronte Construction (2220742 Ontario Ltd.)	\$1,100,891.27
3	MTM-2 Contracting Inc.	\$1,148,010.00
4	Miller Paving Ltd.	\$1,211,997.20
5	Bonnechere Excavating Inc.	\$1,217,585.00
6	R.M. Belanger Ltd.	\$1,270,310.00
7	Louis W. Bray Construction Ltd.	\$1,351,878.00
8	Natural Structures 2011 Inc.	\$1,395,809.00
9	Clearwater Structures Inc.	\$1,425,095.00
10	Carlington Construction	\$1,530,043.25
11	AECON Construction and Materials Ltd.	\$1,579,450.00

We have reviewed the submissions and noted that clerical minor errors occurred on submissions from Bronte Construction, Carlington Construction, Miller Paving Ltd. and Natural Structures 2011 Inc. and hence we have adjusted their bids accordingly, with accurate numbers presented above based on the provided unit rates which govern. A2Z Civil is the lowest bid, being \$137,724.27 less than the second lowest tenderer and within the allocated construction budget of \$1,100,000.

In addition to the base bid price noted in the above table, at the municipalities request, we also requested the bidders provide an alternative lump sum additional price to maintain one (1) lane of traffic throughout the duration of the project. Below we have summarized the submissions for this alternative option:

Ranking	Contractor	Price
1	Bronte Construction (2220742 Ontario Ltd.)	\$1,337,712.87
2	A2Z Civil	\$1,363,167.00
3	Clearwater Structures Inc.	\$1,552,095.00
4	MTM-2 Contracting Inc.	\$1,555,010.00
5	Louis W. Bray Construction Ltd.	\$1,562,178.00
6	R.M. Belanger Ltd.	\$1,570,310.00
7	Natural Structures 2011 Inc.	\$1,724,275.00
8	Miller Paving Ltd.	\$1,806,997.20
9	Bonnechere Excavating Inc.	\$1,812,585.00
10	AECON Construction and Materials Ltd.	\$1,925,050.00
11	Carlington Construction	\$2,005,043.25

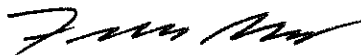
The additional cost for the alternative of maintaining a single lane during construction from A2Z Civil is \$400,000, and the additional cost submitted by Bronte Construction is \$236,821.60. The submissions for the alternative reorders the ranking with Bronte Construction being the low bid and puts the project over the Town's construction budget of \$1,100,000. The Bronte Construction bid for maintaining a single lane during construction is \$25,454.13 less than the second lowest bid for this alternative and \$374,545.87 more than the original base bid of A2Z Civil.

The Canadian Construction Documents Committee (CCDC) provides guidance on considering alternative solicited bids, in their 2018 A Guide to Calling Bids and Awarding Construction Contracts. In this document it suggests when Alternative prices will not be considered in the award of the contract "...the Procurement Authority considers only the base Bid in determining the lowest compliant Bid. This is generally perceived as the fairer approach." TULLOCH recommends Council consider this guidance when awarding the contract.

Should you have any questions or require clarification please do not hesitate to call me.

Regards,

**TULLOCH ENGINEERING INC.**



Frank Palmay, P. Eng.  
Structural Design Engineer  
[frank.palmay@tulloch.ca](mailto:frank.palmay@tulloch.ca)

THE CORPORATION OF THE TOWN OF KEARNEY

STAFF REPORT

TO: Mayor and Council

FROM: Ross Gattozzi Operations Manager

SUBJECT: Speed Signs Grass Lake Road

DATE: 2020-10-05

---

**For Council Information** I have had a few requests for speed sign on various roads to be reduced from 80KM to 60km some 40km some 30km.

**Background** The request is Grass Lake road, I have numerous complaints of speeding cars and dump trucks. For 400m there is a flat stretch starting on to Grass Lake off Chetwynd Road, after that section of road there are narrow and sharp corners which is when you get into a residential area right to the dead end .The Road is 6300m long .

**Considerations** Reduce the speed limit from 80km to 60km

Respectfully submitted by: Ross Gattozzi Operations Manager

*Ross Gattozzi*

THE CORPORATION OF THE TOWN OF KEARNEY

STAFF REPORT

TO: Mayor and Council  
FROM: Ross Gattozzi Operations Manager  
SUBJECT: Town Dock  
DATE: 2020-10-05

---

**Council Information** Sept 5 2020 a Vehicle rolled across Main St from Rain Lake Road on to our Town Dock. There was young family in vehicle. No one was injured. There was damage to the Dock boards, Picnic Table and dock ladder. The cost of the dock to repair the damage is \$2513.57. Only one quote was received.

**Background** Before the Main Street was reconstructed there were guard rails in place at Mirror Bay. They were removed during construction and not replaced at the time of the construction except for 2 bollards that are installed at the opening of the steps to the dock.

**Considerations** I would recommend installing Bollards 16m from stairs in either direction. This would greatly reduce the chances of vehicles ending up on dock or in the water. This would be a consideration for the 2021 budget.

Respectfully submitted by:

*Ross Gattozzi*

Operations Manager

# The Corporation of the Town of Kearney

SECTION NAME Human Resources	SECTION NO.
POLICY Training Policy	REVIEW DATE <b>DRAFT</b>
EFFECTIVE DATE October 9, 2020	REVISIONS
IMPLEMENTATION October 9, 2020	ADMINISTERED BY CAO Clerk Treasurer

**1. POLICY STATEMENT**

The Town of Kearney is committed to providing a responsive, accountable and innovative level of government. Investing in continuous learning, training and professional development are key to ensuring the effective management and administration of our public service.

The Town supports the use of technology for education through e-learning options such as distance education, on-line training and webinars, as well as through the traditional methods of learning by means of workshops, seminars and conferences.

**2. PURPOSE**

The purpose of this Policy is:

- 2.1 to govern the training and education of Municipal Staff;
- 2.2 to ensure all training and education includes job related rational to demonstrate the benefit to the Town; and
- 2.3 to outline eligible expenses to be reimbursed by the Town.

**3. SCOPE**

This policy applies to all Town Staff.

**4. DEFINITIONS**

**Education** shall mean the process of receiving or giving systematic instruction of particular knowledge or skills.

**Itemized Receipt** shall mean a detailed receipt of items purchased, including but not limited to: date; time; vendor name; description of item purchased; number of items purchased; cost per item; extended cost; applicable taxes; tip; total purchase; etc.

**Municipality** shall mean the Corporation of the Town of Kearney

**Staff** shall mean a person employed by the Town of Kearney, including Union or non-Union, regular or temporary, full time or part time, seasonal or casual worker, permanent staff, students, contract employees and paid work placements.

**Training** shall mean the act of teaching a person a particular skill, knowledge or type of behavior.

**Town** shall mean the Corporation of the Town of Kearney.

**Virtual** shall mean training accomplished via electronic access.

5. **INTERPRETATION**

- 5.1 Reference to a By-law or Town Policy shall be deemed to be a reference to the most recent passed Policy or By-law and any replacements thereto.
- 5.2 Where a Manager is authorized to undertake any action pursuant to this Policy, such action may be undertaken by a Manager's authorized designate.

6. **GUIDING CONDITIONS**

6.1 **Participation in Training**

Participation by Staff in any training/education session/program or conference, for which the Town will be responsible for the costs, requires *prior approval* as follows:

- 6.1.1 All costs associated with training/education must be approved in the annual budget estimates. Any costs not approved during the annual budget process must be approved by Resolution of Council;
- 6.1.2 Authorization for the CAO to participate in training/education shall be approved by the Head of Council;
- 6.1.3 Authorization for a Department Manager to participate in training/education shall be approved by the CAO;
- 6.1.4 Authorization for all other municipal Staff to participate in training/education shall be approved by the Department Manager;
- 6.1.5 Staff are required to submit a completed Training Authorization Form, attached hereto as Schedule 'C', prior to registering for virtual training;
- 6.1.6 Staff who do not complete the training/education which has been paid, in whole or in part, by the Town or who are unsuccessful in attaining a passing grade or designation (where applicable) shall be required to reimburse all costs associated with the training/education. Where applicable, one (1) challenge exam or test will be paid for by the Town. Successive challenges will be at the sole expense of the Staff person.
- 6.1.7 For virtual training/education that Staff cannot complete during their normal working hours, the Town will pay, at their regular rate of pay, up to a maximum of thirty and a half (30.5) hours per Staff member during their employment with the Town.
  - 6.1.7.1 Pay for Staff for on-line hours claimed outside of normal working hours must be supported by a report to Council from the direct supervisor;
  - 6.1.7.2 Approved on-line hours shall not exceed the maximum course hours outlined in the syllabus for the training program.
- 6.1.8 Emergency situations shall not impede training participation.
- 6.1.9 Certificate and final grade to be provided at the completion of the training.

6.2 **Training/education Expenses**

The following expenses for Staff to participate in approved training/education programs, including conferences, will be paid/reimbursed by the Town:

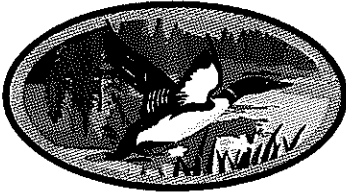
- 6.2.1 Registration fees
- 6.2.2 Books/manuals
- 6.2.3 Employee expenses as per Expense Policy attached hereto as Schedule 'A'.

**6.3 Reimbursement for Staff Expenses**

- 6.3.1 Expenses must be submitted using the Town's Expense Claim Form, attached as Schedule 'B';
- 6.3.2 Expenses must be substantiated with itemized receipts;
- 6.3.3 Reimbursement to the Town for unsuccessful training attempts must be paid in full within six (6) months of the training end date and may be repaid by way of payroll deductions;
- 6.3.4 Any cost that does not meet the criteria as outline in this Policy, which has been charged to the Town through a Town credit card, Town vendor account or other external billing, shall be reimbursed by Staff within three (3) business days of notification. The Town reserves the right to recover such costs through the use of payroll deduction or other collection processes.

**7. PENALTY**

Employees who violate this Policy will be subject to disciplinary measures up to and including dismissal, depending on the circumstances.



CORPORATION OF THE TOWN OF KEARNEY

**POLICY MANUAL**

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

**1.0 POLICY STATEMENT**

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

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

**2.0 POLICIES**

Reasonable efforts will be made to ensure the following:

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

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

### 3.0 FEE SCHEDULE

Expenses will be reimbursed as follows:

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

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

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

### 4. DOCUMENTATION AND REVIEW

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





**LICENCE**

THIS AGREEMENT MADE BETWEEN:

**THE CORPORATION OF THE TOWN OF KEARNEY**

(hereinafter called the "Town")

OF THE FIRST PART

- and -

**BLAIR NELSON TEETER**

(hereinafter called the "Licensee")

OF THE SECOND PART

WHEREAS the Town is the owner of or about to be the owner of lands more particularly described in Schedule "A" attached hereto (The "Town's Lands");

AND WHEREAS the Licensee is the registered owner of the lands more particularly described in Schedule "B" attached hereto (the "Licensee's lands");

AND WHEREAS the Town has agreed to grant to the Licensee a Licence in perpetuity to use the Town's Lands as a motor vehicle and pedestrian access route to the Licensee's Lands;

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS HEREINAFTER CONTAINED, THE PARTIES HERETO AGREE AS FOLLOWS:

1. **GRANT OF LICENCE**

The Town hereby grants to the Licensee, his successors and permitted assigns and their respective tenants, invitees, and occupants of the Licensee's lands a non-exclusive Licence to use the Town's Lands as a motor vehicle and pedestrian access route to the Licensee's Lands

2. **USE OF TOWN'S LANDS**

The Licensee acknowledges that the Town's Lands will be used as a parking lot by persons owning properties on Island Lake and their tenants, invitees, and occupants provided however that the Town shall ensure that an access route through the Town's Lands will always be available to the Licensee although not always in the same location on the Town's Lands.

3. **INDEMNIFICATION FROM LIABILITY**

The Licensee agrees and covenants to indemnify and save harmless the Town and its employees, officers, directors, agents, servants and invitees (collectively, the "**Indemnified Parties**") from and against any and all loss, liability, damages, costs and expenses of every nature and kind whatsoever that are asserted against or suffered or incurred by the Indemnified Parties or any of them arising from or as a result of any willful or negligent act or omission of the Licensee or those for whom

he is in law responsible relating to damage to property or injury or death to individuals.

4. SUCCESSORS AND ASSIGNS

This Licence shall extend to and be binding upon and enure to the benefit of each and all of the heirs, executors, administrators, successors in title, and permitted assigns of the parties hereto respectively. The Licensee shall only be permitted to assign this Licence to a subsequent registered owner of the Licensee's lands and upon the subsequent owner entering into a Licence Agreement with the Town in similar format to this Licence. The same restriction on assignments shall apply to any subsequent registered owner. Wherever the singular or masculine is used in this Licence it shall be construed as if plural or feminine or the neutral, as the case may be, had been used which the context of the party or parties hereto so requires, and the rest of the sentence shall be construed as if the grammatical and terminological changes thereby rendered necessary had been made.

SIGNED, SEALED AND DELIVERED BY:  
the Town this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

THE CORPORATION OF THE  
TOWN OF KEARNEY

Per: \_\_\_\_\_

Name: Carol Ballantyne  
Title: Mayor

Per: \_\_\_\_\_

Name: Brenda Fraser  
Title: Clerk

We have authority to bind the Corporation.

SIGNED, SEALED AND DELIVERED BY:  
the Licensee this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
BLAIR NELSON TEETER

**THIS IS SCHEDULE "A" TO THE LICENCE BETWEEN THE CORPORATION OF THE TOWN OF KEARNEY AND BLAIR NELSON TEETER**

---

Part of the Original Shore Road Allowance in front of Lot 7 Concession 10, Geographic Township of Proudfoot, now in the Town of Kearney, District of Parry Sound, designated as Part 1, Plan 42R-21413

**THIS IS SCHEDULE "B" TO THE LICENCE BETWEEN THE CORPORATION OF THE  
TOWN OF KEARNEY AND BLAIR NELSON TEETER**

---

Parcel 18093 SECTION 55; PART LOT 7, CONCESSION 10, PROUDFOOT PART  
118 PSR 1218; KEARNEY

## Brenda Fraser

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**From:** Jeff Buell <jeff.buell@blueskynet.ca>  
**Sent:** October 1, 2020 10:30 AM  
**To:** info@armourtownship.ca; clerk@armourtownship.ca; cao.clerk@bonfieldtownship.org; cbo.planner@bonfieldtownship.org; clerk@burksfalls.ca; egunnell@callander.ca; clerk@calvintownship.ca; j.leblond@chisholm.ca; jason.trottier@eastferris.ca; monica.hawkins@eastferris.ca; clerk.administrator@townshipofjoly.com; Brenda Fraser; bpaulmachar@vianet.ca; deputyclerk@magnetawan.com; clerk@magnetawan.com; francine.desormeau@mattawa.ca; raymond.belanger@mattawa.ca; mattawan@xplornet.ca; clerk@mcmurrichmonteith.com; beth.morton@townshipofperry.ca; mlang@powassan.net; lmarshall@powassan.net; admin@ryersontownship.ca; clerk@southernriverontario.com; admin@sundridge.ca; jbarbeau@westnipissing.ca; 'Susan Church'; 'Shawn Warner'; 'Matthews, Bryce (MNRF)'  
**Subject:** FW: Central Ontario Orthophotography 2021  
**Attachments:** LIO-COOP2021-ENG-2020-06-18.pdf; COOP2021-Letter of Intent to Participate.docx

Good Morning;

Please excuse another email regarding the COOP2021 imagery project.

You are receiving this email because your municipality is part of a shared GIS group that started over 10 years ago with a vision to implement a fully integrated and economical GIS for communities in the Blue Sky Region. Blue Sky Net has played the role of facilitator of that group since the beginning. Part of that roll is taking a lead on any joint projects to do with spatial data that may be of benefit to the municipalities involved. This imagery project is a good example of that.

BSN has done this in concert with the MNRF as well as other stakeholders for COOP2011, COOP2016, and would like to again for COOP2021.

If you are interested in the imagery project BSN is willing to do what it takes for the project to move forward which might include any of the following;

- BSN works with municipalities to determine who wishes to participate.
- BSN will advise municipalities of meetings, action items, dates, etc relevant to the COOP 2021 project.
- BSN works with Municipalities, MNRF and CGIS to determine exact extents of the imagery for each Municipality.
- BSN will receive imagery and deliver to CGIS for upload on GIS
  - o A one delivery for all municipalities would hopefully avoid minimum fee for municipalities who's size is below the cost of the \$1,000 minimum
  - o Municipalities may wish to keep a copy internally, but BSN would deliver to CGIS and ensure backup.

As noted below, there is a virtual meeting/teleconference scheduled to discuss the project On Oct. 8<sup>th</sup>. For some municipalities this represents the 3<sup>rd</sup> cycle on imagery collected. Also noted that the cost per km for COOP2016 was around \$5! The success of this shared model depends on participation to reduce the cost per partner. If you are unable to attend, please let me know if you are still interested in participating in the project.

BSN is open to any suggestions/questions about the project and how we might best participate to help municipalities understand the benefit of the project, and the power of imagery as a tool for decision making.

Regards,

**Subject:** Central Ontario Orthophotography 2021

This email is to inform you about the Central Ontario Orthophotography (aerial photography) acquisition Land Information Ontario/Ontario Ministry of Natural Resources and Forestry is coordinating for the spring of 2021. (I apologize if you have already received this content).

It has been nearly five years since COOP (Central Ontario Orthophotography) 2016, and with spring 2021 approaching, it's time to start thinking about the next high-resolution aerial photography project in the area organized by Land Information Ontario (LIO); COOP 2021. This email contains information regarding the project and your potential participation in the project as a partner. As a partner, you share the cost of acquisition with Ontario and other participating partners in exchange for access to high quality aerial photography for your area of interest.

You have been contacted as you were a past partner in COOP, (or another LIO acquisition) or potentially have an interest in the acquisition partnership. If you are not the correct contact for your organization, please forward to the correct contact or reply to this email with the correct contact information.

A public virtual meeting/teleconference to discuss COOP 2021 is set for October 8, 2020. Connection details and phone number will be sent to you shortly.

Please find attached an information sheet for COOP 2021. The map in the sheet depicts the area of consideration. We cannot collect all this area; it must be refined, and we look to all the partners to help us do that. As it is a shared cost initiative, your final cost of participation cannot be determined until all partners and their area of participation are known. We had good participation for COOP 2016 and managed to get the rate under \$5 per square kilometre.

If you know you would like to participate in the acquisition, you can fill out the *Letter of Intent to Participate* template attached. By filling out the Letter of Intent, you are not binding yourself to participate – you can withdraw at any time simply by letting us know.

COOP 2021 is acquired in the spring. We start the process of finding partners now so everyone can determine their area of interest and plan their budgets. Participants pay for their COOP participation after the data is delivered to you which is planned for January 2022.

If your organization is not interested in participating, please let me know by replying to this email, so that I can remove you from my communications list.

If you have any questions at all, feel free to contact me anytime.

---

**Bryce Matthews**

Mapping and Geomatics Project Manager  
Spatial Data and Support Unit  
Mapping and Geomatics Services Section  
Mapping and Information Resources Branch  
Corporate Management and Information Division

Ontario Ministry of Natural Resources and Forestry  
P.O. Box 7000, 300 Water St., 2<sup>nd</sup> Floor, North Tower  
Peterborough, ON K9J 3C7  
Cell: 705-313-0982  
Email: [bryce.matthews@ontario.ca](mailto:bryce.matthews@ontario.ca)

**Ontario Imagery**

[imagery@ontario.ca](mailto:imagery@ontario.ca)

**Discover more about Land Information Ontario:**

<https://intra.ontario.ca/mnrf/mirb-lio> (internal)

<https://www.ontario.ca/page/land-information-ontario> (external)

Learn more about how Ontario Together connects government with businesses and organizations who can supply emergency products and innovative solutions to support the COVID-19 response.

**Please note:** As part of providing accessible customer service, please let me know if you have any accommodation needs or require communication supports or alternate formats

# Need Access to Imagery in Central Ontario?

**Become a Partner and Save on  
Collection Costs**

## Central Ontario Orthophotography Project

Land Information Ontario (LIO) is looking for partners to acquire aerial imagery for Central Ontario in the spring of 2021.

The project will capture 20 cm resolution, leaf-off, multi-spectral imagery that is accurate within 60 cm "on the ground". Partners will have access to all imagery products including the orthophotography, stereo data and digital elevation surface models.

LIO covers 40 percent of the acquisition costs. Remaining costs are shared by partner organizations. As more partners join, costs decrease for each partner. As a result, partners realize significant costs savings when compared to acquiring the imagery on their own.



General project target area—to be refined

### Partnership Benefits:

- ✓ Access to up-to-date, high-quality imagery for mapping, analysis and interpretation.
- ✓ Save on acquisition costs—in some cases over 90 percent.
- ✓ Input into the final capture area.



## **LIO Imagery Aquisition Program:**

Up-to-date imagery is critical for mapping as well as land use planning, asset management, research, analysis, emergency planning, compliance enforcement and much more. The Program coordinates partnerships to acquire new imagery on five-year refresh cycles. Since 2013, over 320,000 square kilometres of aerial imagery has been captured throughout Ontario.

## **How to Participate:**

Participation requires a minimum payment of \$1,000. Total funding commitment is based on the number of 1 km<sup>2</sup> tiles within the organization's area of interest. Organizations also have an option to order imagery "as needed" at a special rate.

An agreement between partners and the Ministry of Natural Resources and Forestry will govern funding and identify the terms and conditions of data use. The Queen's Printer for Ontario retains ownership of the data.

A steering committee of project partners and LIO representatives provides oversight for the project, support the development of partnerships across public and private sectors and assist with logistics prior to acquisition.

## **For More Information**

email: [imagery@ontario.ca](mailto:imagery@ontario.ca)

visit: [ontario.ca/lio](http://ontario.ca/lio)

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<<<DATE>>>

Ontario Ministry of Natural Resources and Forestry  
Corporate Management and Information Division  
Mapping and Information Resources Branch  
Mapping and Geomatics Services Section  
Spatial Data Support Unit  
300 Water Street  
2<sup>nd</sup> Floor, North Tower  
Peterborough, Ontario  
K9J 3C7

Attention: Mapping and Geomatics Project Manager, Spatial Data Support Unit

**Re: Central Ontario Orthophotography Project (SWOOP) – 2021**

**Letter of Intent to Commit Funding – Area of Interest Option**

To whom it may concern,

This letter is to inform you that the <<< **Insert Organization Name** >>> intends to participate in the partnership to acquire leaf off, digital orthophotography in central Ontario during the spring of 2021. We acknowledge that the Ministry of Natural Resources and Forestry (MNR) is the lead for this project and requires this Letter of Intent to Commit Funding as the first component of organizational commitment to the project. It is expected that this letter gives the MNR the ability to continue with the management and implementation of the project, which will include formalizing the funding partnership and developing the funding model. Subject to the appropriate financial approvals, <<< **Insert Organization Name** >>> agrees that they will genuinely pursue funding and a firm commitment for this project but recognize that, should their Council or Board not approve such an expenditure, they will have no legal obligation to provide funding.

It is understood that the development of the COOP2021 partnership will be implemented in a phased approach, prior to organizations making a final commitment to the amount of funding required. We accept the phases for the project, as described below:

1. A minimum funding contribution of \$1,000.00 is required to become a COOP2021 participant. No funding is required until the agreements have been finalized.
2. Organizations provide MNR with a Letter of Intent to Commit Funding, along with an Esri shapefile outlining their area(s) of interest, using the COOP2021 tile index. **(Deadline – November 3, 2020)**

3. MNRF will use the shapefiles provided by each organization, apply the funding model (based on the value of the accepted contract for the acquisition), and provide all organizations with the calculated cost for their portion of the project area.
4. Organizations will then accept their funding commitment, or decide not to participate in the partnership, by notifying the MNRF Project Manager.
5. Upon receipt of acceptance (or withdrawal) from the registered organizations MNRF will rerun the funding model and provide adjusted costs to all participating organizations.
6. Once the final calculations have been completed, and each organization has acknowledged their commitment, a legal agreement will be provided to formalize the funding commitment and participation of each organization.

An ESRI shape file will be provided to the MNRF Mapping and Geomatics Project Manager with the submission of this letter. The ESRI shape file will define the area of interest for <<< **Insert Organization Name** >>> so that it can be used to calculate the shared costs required for the project.

Provided that sufficient funding has been committed by December 18, 2020, to complete the entire project, the undersigned agrees to attempt to formalize the funding commitment through the signature of a legal agreement. If funding for the entire project is insufficient, a meeting will be held to determine whether to limit the scope of the project (extent or products), cancel the project, or seek additional funding. In the event that the scope of the project is limited, the commitment above will be reconsidered.

This partnership presents a unique opportunity for public and private sector organizations to collaborate in a project of this magnitude in order to satisfy a wide variety of business needs. We look forward to seeing this project realized and offer our support in the goals and objectives of developing this partnership.

Sincerely,

<<<**Name**>>>

<<<**Position**>>>

<<<**Organization**>>>

<<<**Phone#:**>>>

<<<**E-mail Address:**>>>

Payment #	Date	Vendor Name	Reference	Payment Amount
<b>Bank Code: AP - GENERAL AP</b>				
Computer Cheques:				
30124	2020-09-10	Northern Nerds	Laptop-NOHFC Intern	1,463.35
30125	2020-09-18	Bickley Ford Sales	P/W veh service	526.75
30126	2020-09-18	Bowman Fuels Ltd.	Aug/20 diesel fuel P/W	1,796.19
30127	2020-09-18	Doughty & Doughty	Refund Bldg/Zon Doughty	226.00
30128	2020-09-18	Martin Filmore	Trans Stn kms-M Filmore	95.70
30129	2020-09-18	Fowler Construction	P/W cold patch	5,382.38
30130	2020-09-18	Helyx	P/W signs	1,622.09
30131	2020-09-18	Huntsville Truck Repair	Excavator hose & fittings	817.51
30132	2020-09-18	Hydro One Networks Inc.	Sept/20 hydro	1,702.52
30133	2020-09-18	Jones Motor Lines	Portable service <i>PARKS &amp; TRANS STNS</i>	1,321.74
30134	2020-09-18	LEA-Larocque Elder Architects	KCC Architect/consultant	9,402.01
30135	2020-09-18	Metroland Media	P/W Winter sand ads	325.21
30136	2020-09-18	North Bay/Parry Sound District	October 2020 Levy	2,259.25
30137	2020-09-18	Northern Nerds	Admin laptop panel & bkup	361.60
30138	2020-09-18	Leonard Peacock	KCC Covid signs	1,265.00
30139	2020-09-18	Rickwards Small Motors Inc	FD chainsaw chains	85.86
30140	2020-09-18	Royal Bank Visa	RBC Visa- <i>ALL DEPTS</i>	2,204.12
30141	2020-09-18	Russell Christie LLP	Legal fees-LPAT Heise	687.21
30142	2020-09-18	Spectrum Telecom Group Ltd.	FD Update 2 portables	365.78
30143	2020-09-18	Telequip Systems Limited	P/W Sept air time	169.50
30144	2020-09-18	Telizon Inc	Sept/20 long dist phone <i>ALL DEPTS</i>	6.08
30145	2020-09-18	Vallen	FD SCBA's flow testng	807.45
30146	2020-09-18	Waste Connections of Canada	Aug/20 metal <i>RECYCLING</i>	16,551.64
30147	2020-09-18	Wurth Canada Ltd	P/W supplies	467.04
Total for AP:				49,911.98

Moved by:

Seconded by:

Be it resolved that Council has received and have no objections to be noted for Cheque #30124 to # 30147 in the amount of \$49,911.98.

Mayor

Clerk/CAO/Treasurer

## CHIEFS REPORT

October 2<sup>nd</sup>, 2020.

### Training

We have completed the second day of weekend pump training. We have had a truck check night and firehall set up night. One medical practice. Following all precautions possible during training.

As well I am keeping Firefighters up to date on the ever changing COVID19 updates.

### Fire Prevention

I am trying to update messages on our Facebook page. As well as being available for public inquiries.

### Equipment

All equipment is running well at this time. Fittings for the trucks have arrived plus the hose wrenches. All equipment is in service.

The table and chairs have arrived. As well the media system has been installed.

We would like to proceed with the dry hydrant at Rickward's in conjunction with Perry Fire.

We have had several major calls this past month. Two severe MVC's one resulting in a loss of life and both closed 518 for several hours. We also had a capsized canoe which also ended with a loss of life. There was also a report of possible forest fire, and one medical call.

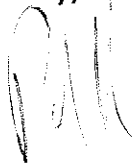
I have attended a chiefs meeting.

I am participating on COVID 19 information calls.

I can be reached on my cell at 705 571 3761 or at the Firehall or via email.

Stay Safe

Sincerely;

A handwritten signature in black ink, appearing to read "Paul Schaefer". The signature is written in a cursive style with a large initial "P".

Paul Schaefer

Fire Chief, Town of Kearney

## Brenda Fraser

---

**From:** Judy Kosowan <clerk@ryersontownship.ca>  
**Sent:** September 16, 2020 1:49 PM  
**To:** 'John Theriault'; Nicky Kunkel; 'Kerstin Vroom'; Brenda Fraser; 'Beth Morton'; 'Cheryl Marshall'  
**Cc:** 'Brayden Robinson'; 'Nancy Field'; 'DAVID McNay'  
**Subject:** Regional Fire Training Officer Joint Municipal Agreement  
**Attachments:** 2020 09 15 Draft Municipal RTO Agreement.pdf; By-law 41-17 RTO Municipal Agreement 2018-2020.pdf

Hi Everyone:

The joint municipal agreement for Regional Fire Training Officer services. expires December 31, 2020.

Attached is a draft of a 2021-2023 agreement. Training Officer Gary Courtice has agreed to keep the contract price the same.

Also attached is a copy of the 2018-2020 Agreement, FYI.

Please provide your Council with a copy of the draft Agreement.

Once the draft agreement is finalized and resolutions of support for the Regional Training Officer program are received, the final agreement will be circulated for signing by the participating municipalities.

Let me know your council meeting dates, so that a schedule for the signing the agreement can be arranged.

Thank you.

**Judy Kosowan**

CAO/Clerk/Deputy Treasurer  
Township of Ryerson  
28 Midlothian Rd.  
Burks Falls, Ontario  
POA 1C0  
705 382-3232

THIS AGREEMENT MADE THIS        DAY OF        , 2020

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF RYERSON  
(hereinafter called "Ryerson")  
OF THE FIRST PART

AND

THE CORPORATION OF THE TOWNSHIP OF ARMOUR  
(hereinafter called "Armour")  
OF THE SECOND PART

AND

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS  
(hereinafter called "Burk's Falls")  
OF THE THIRD PART

AND

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN  
(hereinafter called "Magnetawan")  
OF THE FOURTH PART

AND

THE CORPORATION OF THE TOWN OF KEARNEY  
(hereinafter called "Kearney")  
OF THE FIFTH PART

AND

THE CORPORATION OF THE TOWNSHIP OF PERRY  
(hereinafter called "Perry")  
OF THE SIXTH PART

AND

THE CORPORATION OF THE TOWNSHIP OF McMurrich/Monteith  
(hereinafter called "McMurrich/Monteith")  
OF THE SEVENTH PART

WHEREAS Section 20(1) of the Municipal Act 2001, S.O. 2001 Chapter 25 authorizes municipalities to enter into agreements to jointly provide for matters that each municipality has the authority to provide;

AND WHEREAS the Parties to this municipal agreement have established Fire Departments individually or in concert with other Parties to this agreement and are individually authorized to provide training therefore;

AND WHEREAS the Parties deem it in the best interests of the public to jointly obtain and provide for training to the members of each Fire Department;

NOW THEREFORE this Agreement witnesseth that the Parties hereto covenant and agree as follows:

1. In this Agreement the following words and phrases have the meaning assigned to them below:

"Cost of Administration" means the actual cost of administering the Fire Training Program and contracting with the Service Provider, up to a maximum of 11.11% of the Cost of Operation.

"Cost of Operation" means the amount that the Administrator is required to pay to the Service Provider(s) or to third parties under a contract to provide the Regional Fire Training Program.

"Cost of the Program" means the aggregate of the Cost of Operation, the Cost of Administration and the Cost of Termination.

"Cost of Termination" means any amount which the Administrator is required to pay on behalf of the Parties hereto flowing directly or indirectly from the termination of a contract with a Service Provider, including, but not limited to severance, damages, and legal costs of the Service Provider or the Administrator.

"Regional Fire Training Program" shall mean the joint Fire Department Training Program undertaken by the Parties.

"Service Provider" means person(s) or corporation(s) contracted by the Administrator to plan and carry out the Regional Fire Training Program. James Gary Courtice shall be deemed to have received the approval of the Regional Fire Chief's Committee as a qualified Service Provider with whom the Administrator is authorized to negotiate a contract.

2. The Parties agree to obtain and provide for the joint training of Fire Department staff and agree to share the costs thereof in accordance with Section 9. The Cost of Operation shall not exceed \$95,000.00 per annum unless such amount is increased by the unanimous consent of the Parties. Notwithstanding the foregoing, the Administrator may enter into a contract wherein the Cost of Operation exceeds the foregoing, by an amount no greater than 20%, at the direction of the Regional Fire Training Committee.
3. The Regional Fire Training Program (the "Program") shall be carried out in accordance with National Fire Protection Association (NFPA) standards and the Program Outline set out in Schedule A attached hereto, subject to modifications authorized by the Regional Fire Training Committee and agreed to by the Service Provider.
4. The Corporation of the Township of Ryerson is hereby appointed by the Parties as the Administrator of the said Program. The duties and responsibilities of the Administrator are as follows:
  - (a) To enter into a contract for the provision of the Regional Fire Training Program with one or more Service Providers, which contract shall have a term no longer than the Term of this Agreement. (Such contract to be in the name of the Township of Ryerson);
  - (b) To provide each Party with a draft annual budget for the Regional Training Program for budgeting purposes prior to October 31 and a final budget by February 28 of the subsequent calendar year;
  - (c) To collect from the Parties each Party's share of the Cost of the Program in the proportions specified in Schedule B on a quarterly basis commencing on the first day of the fourth month or part thereof following the Commencement of this agreement, and continuing on the first day of every third month thereafter. The Administrator shall invoice the Parties in advance. Payment shall be made within 30 days after invoice. Past due payments shall be charged interest at a rate of 1.5% per month.
  - (d) To pay the Service Provider(s) or others as required by the terms of any contract referenced in subsection (a) above;
  - (e) To interact with any government agency or other third party concerning this Agreement;

- (f) To maintain records as required by Law and/or as it would maintain for its own operations.
- (g) To advise the Parties on a timely basis of any issues involving the contract including:
- Issues affecting the Cost of the Program
  - Any dispute involving the Service Provider
  - Any written recommendation of the Regional Fire Training Committee communicated to the Administrator
  - Any decision by the Administrator to suspend the operation of the program.
5. The Parties hereby establish the "Regional Fire Training Committee", the purpose of which is to:
- (a) authorize increases to the Cost of Operation in accordance with Section 2;
  - (b) work directly with the Service Provider with respect to training, content, scheduling, and other program training matters; and
  - (c) provide specific direction to the Administrator as contemplated in Section 6.
6. The Administrator shall not take any of the following actions without the approval of a majority of the members of the Regional Fire Training Committee expressed in writing and signed by them:
- (a) where the contract with the Service Provider specifies certain times during the term of such contract where the Administrator has the right to continue or end the contract with the Service Provider (such as the end of a probationary period or an annual performance review and the contract is not required to contain such provisions), a decision to continue with the Service Provider's contract.
  - (b) the termination of an existing Service Provider or the engagement of another Service Provider, but the latter does not apply to the decision by an existing Service Provider to incorporate or to the engagement of James Gary Courtice who is deemed to already be approved.
  - (c) a change in the Regional Fire Training Program (such as adding additional training) that causes the Cost of Operation to increase by less than a factor of 20% above the initial cost of operation.
7. Members of the Committee shall be the fire department Chief or Acting Chief (who is identified in the most current appointment by-law pertaining to each Fire Department). Each Party shall have the authority (or in the case of Armour, Ryerson and Burks Falls all three acting in concert) to designate another person by by-law or resolution to be its member of the Committee in place of the Chief or Acting Chief. Each member of the Committee shall have one vote. Each Party hereto shall forthwith notify the Administrator in writing who its representative is and of any change in representation.
8. The Regional Fire Training Committee may establish its own organization as it sees fit and may meet in person or by telephone or other electronic means, or not meet at all, provided that recommendations on the matters set out in Section 6 must be in writing and signed by a majority of

Committee members. Such signed recommendations may be communicated to the Administrator by facsimile or any other electronic means acceptable to the Administrator.

9. The Parties hereto agree that the Cost of the Program shall be shared in the proportions set out in Schedule B subject to the following:

Armour, Burks Falls and Ryerson, who jointly operate one of the fire departments, shall divide the share of Cost of the Program assigned to their joint fire department among themselves in accordance with any separate cost-sharing agreement that applies to sharing such costs among themselves and shall be invoiced separately.

10. The Administrator may in its own absolute discretion suspend the operation of the Regional Training Program at any time when the Administrator believes that the training cannot be adequately delivered by the Service Provider for any reason. During such period of suspension the Administrator shall take reasonable steps to minimize the Cost of the Program insofar as the contract between the Administrator and Service Provider allows; and shall attempt to terminate its contract with the Service Provider (on the recommendation of the Regional Fire Training Committee) and replace the Service Provider if it appears that the program cannot be resumed within a reasonable time. If the Program is not resumed within a period of 120 days, this agreement shall be terminated. In the event of a suspension of the Program, this Agreement shall be extended by the number of days of the period of suspension.

11. Each of the Parties shall provide the Service Provider or its employees with:

(a) any appropriate or required by-law which may be necessary for the Service Provider to carry out its duties and obligations;

(b) the necessary facilities (where held within a municipality which is a Party hereto), equipment and training supplies, including pens, paper, books, and copies of the lesson/safety plans without charge to the Service Provider to carry out training sessions involving members of its own Fire Department. In addition, each party shall make available the officers of its Fire Department (whose members are receiving training) to participate in such training and to assist the Service Provider in delivering such training.

12. Each Party agrees to indemnify the Administrator and all other Parties, their Councils, officers and employees to the extent of that Party's liability to Pay the Cost of the Program, from any and all future costs, claims, damages or liability arising or resulting directly or indirectly from the provision of the Regional Training Program including, but not limited to, the Cost of Termination.

13. This agreement shall come into effect on the 1<sup>st</sup> day of January 2021 and shall terminate on the 31<sup>st</sup> day of December 2023.

14. This Agreement may be amended at any time by the mutual consent of all Parties, after the Party desiring the amendment(s) provides the other Parties a minimum of ninety (90) days written notice of the proposed amendment(s).

15. This Agreement replaces any former Agreement, and the former Agreement shall be considered null and void as of the date of passing of this Agreement.

16. This Agreement shall ensure to the benefit of and be binding upon the successors and assigns of the Parties hereto.

IN WITNESS WHEREOF the Parties have hereunto affixed the signatures of their duly authorized officers together with their corporate seals.

By Ryerson on the \_\_\_\_\_ day of \_\_\_\_\_, 2020

THE CORPORATION OF THE  
TOWNSHIP OF RYERSON

Per: \_\_\_\_\_  
George Sterling, Mayor

Per: \_\_\_\_\_  
Judy Kosowan, CAO Clerk-Deputy  
Treasurer

By Burk's Falls on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

THE CORPORATION OF THE VILLAGE  
OF BURK'S FALLS

Per: \_\_\_\_\_  
Cathy Still, Mayor

Per: \_\_\_\_\_  
Nicky Kunkel, Clerk-Administrator

By Armour on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

THE CORPORATION OF THE  
TOWNSHIP OF ARMOUR

Per: \_\_\_\_\_  
Bob MacPhail, Reeve

Per: \_\_\_\_\_  
John Theriault, Clerk/Treasurer-  
Administrator

By Magnetawan on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

THE CORPORATION OF THE  
MUNICIPALITY OF MAGNETAWAN

Per: \_\_\_\_\_  
Sam Dunnett, Mayor

Per: \_\_\_\_\_  
Kerstin Vroom, CAO/Clerk

By Kearney on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

THE CORPORATION OF THE  
TOWN OF KEARNEY

Per: \_\_\_\_\_  
Carol Ballantyne, Mayor

Per: \_\_\_\_\_  
Brenda Fraser, Clerk-Administrator

By Perry on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

THE CORPORATION OF THE  
TOWNSHIP OF PERRY

Per: \_\_\_\_\_  
Norm Hofstetter, Mayor

Per: \_\_\_\_\_  
Beth Morton, Clerk-Administrator

By McMurrich/Monteith on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

THE CORPORATION OF THE  
TOWNSHIP OF  
MCMURRICH/MONTEITH

Per: \_\_\_\_\_  
Angela Friesen, Reeve

Per: \_\_\_\_\_  
Cheryl Marshall, Clerk-Treasurer

DRAFT

## **SCHEDULE A**

### **Description of the Regional Fire Training Program**

The Service Provider shall deliver a comprehensive Regional Firefighter Training Program that will bring the member fire departments up to the current provincial and federal standards and help to implement best practices in firefighting.

The Service Provider will deal with the Administrator for administrative purposes and will deal directly with the Regional Fire Training Committee or its members for training organization, content scheduling and evaluation. The Service Provider will attend any meetings of the Regional Fire Training Committee and Council meetings of the member municipalities as requested.

For each training session, the Service Provider will provide the host Fire Chief with a master copy of the lesson plan / safety plan. The Fire Chief will provide the necessary facilities, equipment and training supplies, including pens, paper, books and copies of the lesson plan / safety plan for the firefighters in attendance. The host fire department will also be responsible for keeping general order during meetings and for disciplining firefighters if necessary.

#### **General Service Provider Responsibilities**

- Develop / provide all lesson and safety plans to current NFPA / MTO standards and to ensure that departments are in compliance with all relevant legislation
- Schedule and coordinate all training sessions with the in-house training officers and Fire Chiefs
- Maintain and keep all records, stored electronically and in hardcopy. Electronic backups of department records will be provided monthly to each fire department, with a full copy of all records provided monthly to the Administrator. Monthly hardcopies of firefighter records will also be provided to the relevant fire department.
- Conduct regular assessments / evaluations for each firefighter and follow up with progress reports to both the individual and the Fire Chief. Organize assessments and provide statistics by individual firefighter, by department and by region.
- Service Provider must, at a minimum, maintain and stay current with its own and any employee's training certifications held at the time of proposal
- All required lesson topics shall be completed within a period of 18 months or as per the new NFPA requirements and begin again to ensure skills remain consistent with NFPA standards and to the needs of the departments and municipalities
- Develop / improve departmental and regional training policies as required and in collaboration with the Regional Fire Training Committee
- Provide its own Personal Protective Equipment (PPE) for each training module
- Protect the health and safety of the Service Provider's workers and the firefighters at all times as per the Occupational Health and Safety Act

#### **Regular Training Meetings**

- A minimum of one nightly training session to be held every other week at each of the Burk's Falls, Kearney and Magnetawan fire halls. Perry and McMurrich/Monteith will share training sessions, with the location of the scheduled session to alternate between their fire halls. Each session shall be a minimum two hours or time as required to complete each session
- A firefighter from any department can attend any of the sessions
- Following the specific training plan as laid out, the Service Provider will, at each session, either act as lead instructor or will assist the in-house trainer/facilitator as per the Fire Chief's judgement
- Training sessions should be geared to the season (i.e. portable pump training for grass fires in spring)

#### **Specialty Training Modules**

- A minimum of FOUR (4) specialty training modules will be offered per year
- Specialty modules to be delivered on either weeknights or weekends, so long as they do not conflict with regular training nights

- Class size will be maximum of 20 firefighters
- Specialty module topics should include but not be limited to
  - Firefighter Recruitment module in early part of the year (approx. 80-100 hours)
  - Drivers D and Z and evaluations (to MTO standards)
  - Pump Operations
  - Water Ice Rescue
  - Auto Extrication
  - Winter Driving
  - Class A Fire Suppression
  - Company Officer
- Modules offered to be reviewed by the Regional Fire Training Committee after 18 month period

**Officer Meetings**

- One meeting per month, training the officers in supervisory and leadership skills, location to be decided.

DRAFT

**SCHEDULE B**  
**List of Participating Fire Departments**

Participating Fire Department	Municipalities Responsible for Paying Its Share of Costs	Percent of Costs to be paid
Burks Falls & District Fire Department	Twp. Of Armour, Twp. of Ryerson & Village of Burks Falls*	20%*
Magnetawan Fire Department	Municipality of Magnetawan	20%
Kearney Fire Department	Town of Kearney	20%
Perry Fire Department	Township of Perry	20%
McMurrich/Monteith Fire Department	Township of McMurrich/Monteith	20%

\*NOTE: Armour, Ryerson & Burks Falls are responsible for paying between them 20% of the Costs of the Program, to be split between themselves in accordance with a separate cost-sharing agreement between them.

**THE CORPORATION OF THE TOWNSHIP OF RYERSON**

**BY-LAW # 41 - 17**

**BEING A BY-LAW TO ENTER INTO AN  
AGREEMENT FOR THE PROVISION OF A REGIONAL FIRE TRAINING  
PROGRAM**

WHEREAS Section 20 (1) (2) of the Municipal Act 2001 S.O. 2001, Chapter 25, authorizes a municipality to enter into a joint agreement with one or more municipalities.

AND WHEREAS Council of the Township of Ryerson wishes to enter into an Agreement with our neighbouring municipalities to jointly obtain and provide for training to the members of each Fire Department.


NOW THEREFORE the Council of the Corporation of the Township of Ryerson enacts as follows:

That we enter into the Agreement attached hereto as Schedule "A".

That the Reeve and Clerk are hereby authorized to execute the documents by signature and seal of the Corporation of the Township of Ryerson.

That by-law Number 44-15 is hereby rescinded upon passage of this by-law.

Read a First, Second and Third time,  
Signed and the Seal of the Corporation  
affixed thereto and Finally passed in Council  
this 19<sup>th</sup> day of September, 2017.

  
\_\_\_\_\_  
REEVE

  
\_\_\_\_\_  
CLERK/DEPUTY CLERK

THIS AGREEMENT MADE THIS        DAY OF        , 2017

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF RYERSON  
(hereinafter called "Ryerson")  
OF THE FIRST PART

AND

THE CORPORATION OF THE TOWNSHIP OF ARMOUR  
(hereinafter called "Armour")  
OF THE SECOND PART

AND

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS  
(hereinafter called "Burk's Falls")  
OF THE THIRD PART

AND

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN  
(hereinafter called "Magnetawan")  
OF THE FOURTH PART

AND

THE CORPORATION OF THE TOWN OF KEARNEY  
(hereinafter called "Kearney")  
OF THE FIFTH PART

AND

THE CORPORATION OF THE TOWNSHIP OF PERRY  
(hereinafter called "Perry")  
OF THE SIXTH PART

AND

THE CORPORATION OF THE TOWNSHIP OF McMurrich/Monteith  
(hereinafter called "McMurrich/Monteith")  
OF THE SEVENTH PART

WHEREAS Section 20(1) of the Municipal Act 2001, S.O. 2001 Chapter 25 authorizes municipalities to enter into agreements to jointly provide for matters that each municipality has the authority to provide;

AND WHEREAS the Parties to this municipal agreement have established Fire Departments individually or in concert with other Parties to this agreement and are individually authorized to provide training therefore;

AND WHEREAS the Parties deem it in the best interests of the public to jointly obtain and provide for training to the members of each Fire Department;

NOW THEREFORE this Agreement witnesseth that the Parties hereto covenant and agree as follows:

1. In this Agreement the following words and phrases have the meaning assigned to them below:

"Cost of Administration" means the actual cost of administering the Fire Training Program and contracting with the Service Provider up to a maximum of 11.11% of the Cost of Operation.

"Cost of Operation" means the amount that the Administrator is required to pay to the Service Provider(s) or to third parties under a contract to provide the Regional Fire Training Program.

"Cost of the Program" means the aggregate of the Cost of Operation, the Cost of Administration and the Cost of Termination.

"Cost of Termination" means any amount which the Administrator is required to pay on behalf of the Parties hereto flowing directly or indirectly from the termination of a contract with a Service Provider, including, but not limited to severance, damages, and legal costs of the Service Provider or the Administrator.

"Regional Fire Training Program" shall mean the joint Fire Department Training Program undertaken by the Parties.

"Service Provider" means person(s) or corporation(s) contracted by the Administrator to plan and carry out the Regional Fire Training Program. James Gary Courtice shall be deemed to have received the approval of the Regional Fire Chief's Committee as a qualified Service Provider with whom the Administrator is authorized to negotiate a contract.

2. The Parties agree to obtain and provide for the joint training of Fire Department staff and agree to share the costs thereof in accordance with Section 9. The Cost of Operation shall not exceed \$95,000.00 per annum unless such amount is increased by the unanimous consent of the Parties. Notwithstanding the foregoing, the Administrator may enter into a contract wherein the Cost of Operation exceeds the foregoing, by an amount no greater than 20% at the direction of the Regional Fire Training Committee.
3. The Regional Fire Training Program (the "Program") shall be carried out in accordance with National Fire Protection Association (NFPA) standards and the Program Outline set out in Schedule A attached hereto, subject to modifications authorized by the Regional Fire Training Committee and agreed to by the Service Provider.
4. The Corporation of the Township of Ryerson is hereby appointed by the Parties as the Administrator of the said Program. The duties and responsibilities of the Administrator are as follows:
  - (a) To enter into a contract for the provision of the Regional Fire Training Program with one or more Service Providers, which contract shall have a term no longer than the Term of this Agreement. (Such contract to be in the name of the Township of Ryerson);
  - (b) To provide each Party with a draft annual budget for the Regional Training Program for budgeting purposes prior to October 31 and a final budget by February 28 of the subsequent calendar year;
  - (c) To collect from the Parties each Party's share of the Cost of the Program in the proportions specified in Schedule B on a quarterly basis commencing on the first day of the fourth month or part thereof following the Commencement of this agreement, and continuing on the first day of every third month thereafter. The Administrator shall invoice the Parties in advance. Payment shall be made within 30 days after invoice. Past due payments shall be charged interest at a rate of 1.5% per month.
  - (d) To pay the Service Provider(s) or others as required by the terms of any contract referenced in subsection (a) above;

- (e) To interact with any government agency or other third party concerning this Agreement;
  - (f) To maintain records as required by Law and/or as it would maintain for its own operations.
  - (g) To advise the Parties on a timely basis of any issues involving the contract including:
    - Issues affecting the Cost of the Program
    - Any dispute involving the Service Provider
    - Any written recommendation of the Regional Fire Training Committee communicated to the Administrator
    - Any decision by the Administrator to suspend the operation of the program.
5. The Parties hereby establish the "Regional Fire Training Committee" the purpose of which is to:
- (a) authorize increases to the Cost of Operation in accordance with Section 2;
  - (b) work directly with the Service Provider with respect to training, content, scheduling, and other program training matters; and
  - (c) provide specific direction to the Administrator as contemplated in Section 6.
6. The Administrator shall not take any of the following actions without the approval of a majority of the members of the Regional Fire Training Committee expressed in writing and signed by them:
- (a) where the contract with the Service Provider specifies certain times during the term of such contract where the Administrator has the right to continue or end the contract with the Service Provider (such as the end of a probationary period or an annual performance review and the contract is not required to contain such provisions), a decision to continue with the Service Provider's contract.
  - (b) the termination of an existing Service Provider or the engagement of another Service Provider, but the latter does not apply to the decision by an existing Service Provider to incorporate or to the engagement of James Gary Courtice who is deemed to already be approved.
  - (c) a change in the Regional Fire Training Program (such as adding additional training) that causes the Cost of Operation to increase by less than a factor of 20% above the initial cost of operation.
7. Members of the Committee shall be the fire department Chief or Acting Chief (who is identified in the most current appointment by-law pertaining to each Fire Department). Each Party shall have the authority (or in the case of Armour, Ryerson and Burks Falls all three acting in concert) to designate another person by by-law or resolution to be its member of the Committee in place of the Chief or Acting Chief. Each member of the Committee shall have one

vofo. Each Party hereto shall forthwith notify the Administrator in writing who its representative is and of any change in representation.

8. The Regional Fire Training Committee may establish its own organization as it sees fit and may meet in person or by telephone or other electronic means, or not meet at all, provided that recommendations on the matters set out in Section 6 must be in writing and signed by a majority of Committee members. Such signed recommendations may be communicated to the Administrator by facsimile or any other electronic means acceptable to the Administrator.

9. The Parties hereto agree that the Cost of the Program shall be shared in the proportions set out in Schedule B subject to the following:

Armour, Burks Falls and Ryerson who jointly operate one of the fire departments shall divide the share of Cost of the Program assigned to their joint fire department among themselves in accordance with any separate cost-sharing agreement that applies to sharing such costs among themselves and shall be invoiced separately.

10. The Administrator may in its own absolute discretion suspend the operation of the Regional Training Program at any time when the Administrator believes that the training cannot be adequately delivered by the Service Provider for any reason. During such period of suspension the Administrator shall take reasonable steps to minimize the Cost of the Program insofar as the contract between the Administrator and Service Provider allows; and shall attempt to terminate its contract with the Service Provider (on the recommendation of the Regional Fire Training Committee) and replace the Service Provider if it appears that the program cannot be resumed within a reasonable time. If the Program is not resumed within a period of 120 days, this agreement shall be terminated. In the event of a suspension of the Program, this Agreement shall be extended by the number of days of the period of suspension.

11. Each of the Parties shall provide the Service Provider or its employees with:

(a) any appropriate or required by-law which may be necessary for the Service Provider to carry out its duties and obligations;

(b) the necessary facilities (where held within a municipality which is a Party hereto), equipment and training supplies, including pens, paper, books, and copies of the lesson/safety plans without charge to the Service Provider to carry out training sessions involving members of its own Fire Department. In addition each party shall make available the officers of its Fire Department (whose members are receiving training) to participate in such training and to assist the Service Provider in delivering such training.

12. Each Party agrees to indemnify the Administrator and all other Parties, their Councils, officers and employees to the extent of that Party's liability to Pay the Cost of the Program, from any and all future costs, claims, damages or liability arising or resulting directly or indirectly from the provision of the Regional Training Program including, but not limited to, the Cost of Termination.

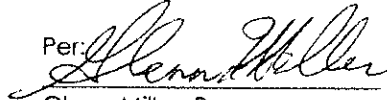
13. This agreement shall come into effect on the 1<sup>st</sup> day of January 2018 and shall terminate on the 31 day of December 2020
14. This Agreement may be amended at any time by the mutual consent of all Parties, after the Party desiring the amendment(s) provides the other Parties a minimum of ninety (60) days written notice of the proposed amendment(s).
15. This Agreement replaces the former Agreement, dated November 16, 2015 (as extended to December 31, 2017) and the former Agreement shall be considered null and void as of the date of passing of this Agreement.
16. This Agreement shall enure to the benefit of and be binding upon the successors and assigns of the Parties hereto.

IN WITNESS WHEREOF the Parties have hereunto affixed the signatures of their duly authorized officers together with their corporate seals.

By Ryerson on the 19 day of Sept. , 2017

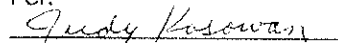
THE CORPORATION OF THE  
TOWNSHIP OF RYERSON

Per:



Glenn Miller, Reeve

Per:

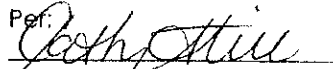


Judy Kosowan, CAO Clerk-  
Deputy Treasurer

By Burk's Falls on the 26<sup>th</sup> day of September , 2017.

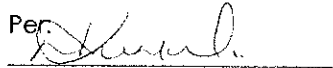
THE CORPORATION OF THE  
VILLAGE OF BURK'S FALLS

Per:



Cathy Still, Reeve

Per:

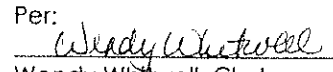


Nicky Kunkel, Clerk

By Armour on the 26 day of SEPTEMBER, 2017.

THE CORPORATION OF THE  
TOWNSHIP OF ARMOUR

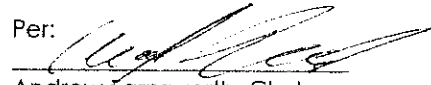
Per:   
Bob MacPhail, Reeve

Per:   
Wendy Whitwell, Clerk-  
Administrator

By Magnetawan on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

THE CORPORATION OF THE  
MUNICIPALITY OF  
MAGNETAWAN


Per:   
Sam Dunnett, Reeve

Per:   
Andrew Farnsworth, Clerk-  
Administrator

By Kearney on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

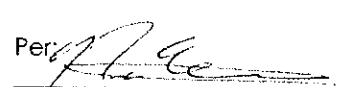
THE CORPORATION OF THE  
TOWN OF KEARNEY

Per:   
Lance Thrale, Mayor

Per:   
Brenda Fraser, Clerk-  
Administrator

By Perry on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

THE CORPORATION OF THE  
TOWNSHIP OF PERRY

Per:   
Norm Hofstetter, Mayor

Per:   
Beth Morton, Clerk-  
Administrator

By McMurrich/Monteith on the 2 day of October, 2017.

THE CORPORATION OF THE  
TOWNSHIP OF  
MCMURRICH/MONTEITH

Per: Joanne Griffiths  
Joanne Griffiths, Reeve

Per: Cheryl Marshall  
Cheryl Marshall, Clerk-  
Administrator

## **SCHEDULE A**

### **Description of the Regional Fire Training Program**

The Service Provider shall deliver a comprehensive Regional Firefighter Training Program that will bring the member fire departments up to the current provincial and federal standards and help to implement best practices in firefighting.

The Service Provider will deal with the Administrator for administrative purposes and will deal directly with the Regional Fire Training Committee or its members for training organization, content scheduling and evaluation. The Service Provider will attend any meetings of the Regional Fire Training Committee and Council meetings of the member municipalities as requested.

For each training session, the Service Provider will provide the host Fire Chief with a master copy of the lesson plan / safety plan. The Fire Chief will provide the necessary facilities, equipment and training supplies, including pens, paper, books and copies of the lesson plan / safety plan for the firefighters in attendance. The host fire department will also be responsible for keeping general order during meetings and for disciplining firefighters if necessary.

#### **General Service Provider Responsibilities**

- Develop / provide all lesson and safety plans to current NFPA / MTO standards and to ensure that departments are in compliance with all relevant legislation
- Schedule and coordinate all training sessions with the in-house training officers and Fire Chiefs
- Maintain and keep all records, stored electronically and in hardcopy. Electronic backups of department records will be provided monthly to each fire department, with a full copy of all records provided monthly to the Administrator. Monthly hardcopies of firefighter records will also be provided to the relevant fire department.
- Conduct regular assessments / evaluations for each firefighter and follow up with progress reports to both the individual and the Fire Chief. Organize assessments and provide statistics by individual firefighter, by department and by region.
- Service Provider must, at a minimum, maintain and stay current with its own and any employee's training certifications held at the time of proposal
- All required lesson topics shall be completed within a period of 18 months or as per the new NFPA requirements and begin again to ensure skills remain consistent with NFPA standards and to the needs of the departments and municipalities
- Develop / improve departmental and regional training policies as required and in collaboration with the Regional Fire Training Committee
- Provide its own Personal Protective Equipment (PPE) for each training module
- Protect the health and safety of the Service Provider's workers and the firefighters at all times as per the Occupational Health and Safety Act

#### **Regular Training Meetings**

- A minimum of one nightly training session to be held every other week at each of the Burk's Falls, Kearney and Magnetawan fire halls. Perry and McMurrich/Monteith will share training sessions, with the location of the scheduled session to alternate between their fire halls. Each session shall be a minimum two hours or time as required to complete each session
- A firefighter from any department can attend any of the sessions
- Following the specific training plan as laid out, the Service Provider will, at each session, either act as lead instructor or will assist the in-house trainer/facilitator as per the Fire Chief's judgement
- Training sessions should be geared to the season (i.e. portable pump training for grass fires in spring)

### **Specialty Training Modules**

- A minimum of FOUR (4) specialty training modules will be offered per year
- Specialty modules to be delivered on either weeknights or weekends, so long as they do not conflict with regular training nights
- Class size will be maximum of 20 firefighters
- Specialty module topics should include but not be limited to
  - Firefighter Recruitment module in early part of the year (approx 80-100 hrs)
  - Drivers D and Z and evaluations (to MTO standards)
  - Pump Operations
  - Water Ice Rescue
  - Auto Extrication
  - Winter Driving
  - Class A Fire Suppression
  - Company Officer
- Modules offered to be reviewed by the Regional Fire Training Committee after 18 month period

### **Officer Meetings**

- One meeting per month, training the officers in supervisory and leadership skills, location to be decided.

**SCHEDULE B**  
**List of Participating Fire Departments**

Participating Fire Department	Municipality(ies) Responsible for Paying Its Share of Costs	Per Cent of Costs to be paid
Burks Falls & District Fire Department	Twp. Of Armour, Twp. of Ryerson & Village of Burks Falls*	20%*
Magnetawan Fire Department	Municipality of Magnetawan	20%
Kearney Fire Department	Town of Kearney	20%
Perry Fire Department	Township of Perry	20%
McMurrich/Monteith Fire Department	Township of McMurrich/ Monteith	20%

\*NOTE: Armour, Ryerson & Burks Falls are responsible for paying between them 20% of the Costs of the Program, to be split between themselves in accordance with a separate cost-sharing agreement between them.



The Municipality of the  
**VILLAGE OF BURK'S FALLS**

Moved By: Jarvis Osborne Date: September 22, 2020

Seconded By: Lewis Hodgson Resolution # 2020- 139

Be it resolved;

That the Council for the Village of Burk's Falls hereby agrees to renew the joint municipal agreement for Regional Fire Training Officer Services for the period of 2021-2023; and

Further that a Bylaw with the finalized agreement be presented at a future Council meeting.

Recorded Vote requested by: \_\_\_\_\_

Jarvis Osborne	for / opposed
Lewis Hodgson	for / opposed
Lisa Morrison	for / opposed
Rex Smith	for / opposed
Cathy Still	for / opposed

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Carried</u>	<u>Defeated</u>	<u>Deferred</u>

Pecuniary Interest declared by:

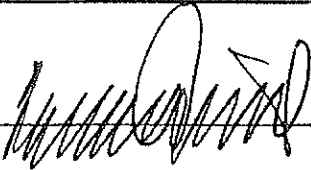
\_\_\_\_\_  
\_\_\_\_\_

Cathy Still  
Mayor

Corporation of the  
**Municipality**  
of  
**Magnetawan** Incorporated 2000 District of Parry Sound

Tel: (705) 387-3947  
Fax: (705) 387-4875  
www.magnetawan.com  
P.O. Box 70, Magnetawan, Ontario POA 1P0

**RESOLUTION NO. 2020 - 139** **SEPTEMBER 23, 2020**

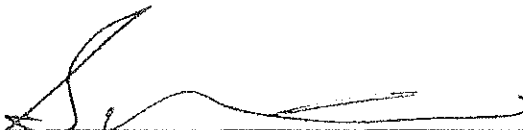
Moved by: 

Seconded by: Brad Kneller

**BE IT RESOLVED THAT** the Council of the Municipality has reviewed the DRAFT By-law Fire Training Officer Services 2021-2023 as presented and is in favour of entering into an agreement with the surrounding Municipalities and recommends that the funding formula be revised on an equal share basis per Municipality.

*BK*  


Carried  Defeated  Deferred

  
Sam Dunnett, Mayor

Recorded Vote Called by: \_\_\_\_\_

Recorded Vote

Member of Council	Yea	Nay	Absent
Brunton, Tim			
Hetherington, John			
Kneller, Brad			
Smith, Wayne			
Mayor: Dunnett, Sam			



*Knowing our heritage  
we will build our future.*

## Brenda Fraser

---

**From:** Judy Kosowan <clerk@ryersontownship.ca>  
**Sent:** September 18, 2020 9:05 AM  
**To:** 'John Theriault (Treasurer)'; 'Beth Morton'; Brenda Fraser; 'Cheryl Marshall'; 'Councillor Jerry Brandt'; 'Kerstin Vroom'; 'Nicky Kunkel'; 'Councillor Rod Blakelock'; 'Rod ward'; 'Wendy Whitwell'  
**Cc:** 'Bob MacPhail'  
**Subject:** RE: Regional Fire Department

Hi Everyone: I am a little concerned about waiting until later in November for a meeting, and would like to hear thoughts and comments. If the municipalities wait to agree to Gary Courtice's contract, that doesn't leave much time to get the final agreement to all the council meetings for signing by the end of December ..... and also for in-person meetings we will have to see what the province does about numbers for indoor gatherings, as they start to bring back more restrictions.....

Just some thoughts, look forward to your comments.

Judy Kosowan

CAO/Clerk/Deputy Treasurer  
Township of Ryerson  
28 Midlothian Rd.  
Burks Falls, Ontario  
POA 1C0  
705 382-3232

**From:** John Theriault (Treasurer) <treasurer@armourtownship.ca>  
**Sent:** September 17, 2020 11:03 AM  
**To:** Beth Morton (beth.morton@townshipofperry.ca) <beth.morton@townshipofperry.ca>; Brenda Fraser <brenda.fraser@townofkearney.ca>; Cheryl Marshall <clerk@mcmurrichmonteith.com>; Councillor Jerry Brandt <minibs2010@hotmail.com>; Judy Kosowan (clerk@ryersontownship.ca) <clerk@ryersontownship.ca>; Kerstin Vroom <clerk@magnetawan.com>; Nicky Kunkel <clerk@burksfalls.ca>; Councillor Rod Blakelock <rblakelock@armourtownship.ca>; Rod ward <rod.ward@netspectrum.ca>; Wendy Whitwell <wwhit@netspectrum.ca>  
**Cc:** Bob MacPhail <aberdeen@vianet.ca>  
**Subject:** Regional Fire Department

Good morning everyone,  
See below the email from Bob MacPhail for the next step in the Regional Fire Department discussions.  
If anyone has any question or requires more information, please contact me or Bob.  
Regards,

*John Theriault, AMCT*  
*Clerk-Treasurer/Administrator*

Township of Armour  
56 Ontario Street, Box 533  
Burk's Falls, Ontario POA 1C0  
Email: [clerk@armourtownship.ca](mailto:clerk@armourtownship.ca)  
Tel: 705-382-3332 ext. 22  
Fax: 705-382-2068

**From:** Bob MacPhail <[aberdeen@vianet.ca](mailto:aberdeen@vianet.ca)>

**Sent:** September 17, 2020

**Subject:** Regional Fire Department

Good morning everyone,

I think it is time to meet again and try to move forward with a Regional Fire Department. To make the most of the meeting, I feel it necessary that we meet in person. Burks Falls , Ryerson amd Armour are having a Tri-Council meeting at the end of October at the Arena. I want to see how this meeting goes and learn from it. I hope to have our meeting in the second half of November. Armour will host it and make it a Covid-19 compliant meeting.

Find attached the letter which was sent out last winter. I have changed it slightly to hopefully make it even easier to understand. Please refer to this one and not the earlier version.

I ask all Councils to email Armour and let us know if you still want to participate. Could you also let us know how many people might be attending this meeting. This includes members of Council, Staff and Fire Chiefs.

Feel free to call me at 705-636-7678 if you have questions.

Bob MacPhail

## Regional Fire Department

### Limited Finance Option

This is a Regional Fire Department (RFD) model that tries to eliminate as much of the finances as possible. This proposed model is a starting point and an overview. It can be added to and fine tuned if it is chosen as the accepted way to move forward.

HISTORY Around five years ago we went through a serious attempt to form a RFD. There were numerous meetings, many with the Ontario Fire Marshall Office. We made great progress, but unfortunately, we left the money issues to the end. It took only two meetings for the entire process to fall apart. It was decided that we walk away from the full implementation of a RFD and let future Councils take up the cause if desired. We are now at the point of giving it one more try. This time though, we have to sort out the money issues first.

At our first meeting held on the 16<sup>th</sup> of January, it was quite obvious to me that money was still going to be an issue and likely be the deal-breaker as before. I saw four items related to money that were problematic. They were: a regional funding model, Municipal asset contributions to the RFD, a funding formula for a proposed consultant's report, and whether the funding formula model recommended by the Consultant be binding to everyone. I see no way forward in resolving these four issues among seven Councils. I am therefore proposing something quite different and possibly doable.

NEW MODEL I will now present my ideas. Again, this is just a starting point and it will likely be modified if we choose to go this route.

Administration The administration is rather simple. We hire a Regional Fire Department Administrator (RFDA) to operate the RFD. All the current Fire Chiefs would report to, and work with the RFDA on all operational matters. The Fire Chiefs would still report to, and be accountable to their respective Councils on all matters related to the management and funding of the Municipal Fire Hall.

To save money at the start, we could use current employees that are already being funded by us. We would temporarily appoint a current employee to the RFDA position. This could be for a two-year term. After two years, we would go through a formal hiring process and make the RFDA a permanent position.

To oversee the operation of the RFD, a Regional Fire Department Board (RFD Board) would be established. The initial Board could be simple and inexpensive, and grow into something larger if needed. It could be made up of the RFDA and one member of each Council. One Municipality would volunteer to be the lead Municipality. This would require that they provide a Secretary for the meetings. They might also be required to submit documents to the

Federal and Provincial governments as required from time to time. Since all salaries are already accounted for, little additional accounting is necessary.

Structure We would rely heavily on the RFDA and the five Fire Chiefs to perform this task. These six people could form a Structure Working Group (SWG). The SWG would use the existing five municipal Fire Halls and convert them into regional Fire Halls. The entire region would be covered by these five Fire Halls. What goes into each of these Regional Fire Halls is the question.

The SWG would design and equip each Hall. This would include every item. It would start with fire trucks and end with ladders and rope. Each Fire Hall will be different. As a Region, we do not need a snowmobile, boat, jaws of life, or ATV in each Hall. In some parts of our region, we need large fire trucks, and smaller trucks might be better in other locations.

We also must decide what firefighter protective gear is required in each hall for each Firefighter. I am assuming we would strive to eventually have all gear be the same design/model across the region. Standardization is essential for many reasons.

Another task for the SWG would be to establish expiry dates for all equipment. How old can a fire truck be before needing replacement? What about ladders, hoses and rope? This info is very important in order to keep each Hall up to date and functional.

Fire Fighters Firefighter (FF) issues should be dealt with as a separate item. We first have to establish the minimum and maximum level of FFs in each regional Fire Hall. The minimum level represents the least number of FFs required to meet operational needs. The maximum level is the level at which no more FFs need to be recruited. The SWG could set the min/max levels. These might be different between Halls. These numbers are important and will be discussed later.

The RFD Board would also set standards for pay and benefits. We could pay FFs \$20 per hour per call, and \$15 per hour when training. Benefits might cover medical, dental and eye glasses up to \$500 per year. The Board could establish a regional recruitment strategy. Another item would be a FF retention strategy which would include items other than pay and benefits.

Fire Prevention This is a little more complicated. Each Municipality is mandated by the Province to provide fire prevention. It is up to each Council to decide what level of service to required. Therefore, as a stating point, I suggest that we leave this out of the RFD model. Councils can increase or decrease their fire prevention services without needing to go through the RFD. Having a Regional Fire Prevention Office could be the second stage of the Regional model.

I do see the possibility that there be a "dotted line" in the org chart connecting all the Fire Prevention Officers to the RFDA. I am sure there will be circumstances where working

together at the regional level will be beneficial to all. Councils could opt out of the “dotted line” if they wish to without penalty.

Putting it all together Now comes the money part. How do we put this all together without funding formulas and asset transfers?

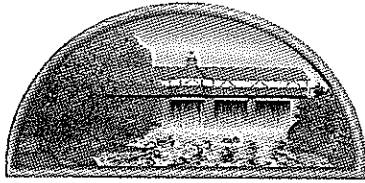
I am proposing that nothing really changes. Each Council would continue to fund and operate their current fire departments. Their current fire department would be converted to, and equipped as a regional fire hall. Townships would still have a Fire Chief who is accountable to Council, but operationally report to, and work with the RFDA.

To be part of the RFD and participate in the automatic aid arrangement, each Council would be asked to pass a by-law and agree to certain conditions and commitments. Some examples of these commitments are:

1. Maintaining an operational fire hall.
2. Provide and maintain all equipment required for your Regional Fire Hall as determined by the SWG.
3. Agree to pay and equip FFs up to the max level set by the SWG.
4. Replace equipment when it reaches the expiry date.
5. Agree to a regional pay, benefits and retention plan for all your FFs.
6. and many more to be determined.

Summary In reality, you will still be doing what you are now doing. The biggest difference is that your municipal fire department will be operating and equipped under a regional model, not a municipal model. Your fire fighting assets might look slightly different as one of five Regional Fire Halls, but your costs will be roughly the same.

The biggest incentive to be part of the RFD is the automatic aid provision. If you choose to leave, your costs would likely not decrease, and may increase. Leaving, or not joining, will not save you money. But it will decrease the level of fire protection in your municipality.



The Municipality of the  
**VILLAGE OF BURK'S FALLS**

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## Regional Fire Department Review

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The Fire Departments of south Almaguin have been in discussions about standardizing and possibly regionalizing for over 4 years. With the election between the established committee was on hold and has now begun to continue the discussion. At the January meeting each Councillor member representative attending was asked to create a proposal for a plan on how a regional government would be implemented. Shortly afterwards a "Option B" was prepared by the Township of Armour.

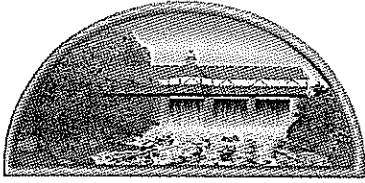
As per the January Burk's Falls Council meeting Mayor Still struck an ad-hoc committee to discuss and prepare a proposal. Mayor Still, Allan Holder, Treasurer, Nicky Kunkel, Clerk and Chief McNay and Deputy Chief Readman participated to present the following:

1. That a Full Regional Fire Department would be the best solution. It would standardize operations, training, and coordinate equipment purchases to ensure that all necessary equipment could be available without unnecessary duplication.

It was understood that not all parties are committed to the concept but that some are eager to explore the potential. Burk's Falls believes that full regionalization should move forward with a third party performing a study with those municipalities willing to participate. The study, much like the regional economic development study, would determine implementation processes, review existing and future requirements for staffing, inventory, stations, equipment and any infrastructure. A third-party consultant would remain impartial and have more opportunity to research and communicate best practices.

It was believed that the study costs should be shared equally and evenly between those who want to participate as each municipality would receive the same benefit from the project. The study may prove that regionalization is not the best solution but may offer alternatives more suitable to our municipalities and current makeup of the departments, but it would point the Committee in a straight direction to move forward.

2. Option B of limited financial option was also discussed. From this option the following was commented:
  - a. The Plan may work with the following changes:
    - i. A third-party Fire Master Plan be completed and the Working Group be responsible for its implementation.
    - ii. The Regional Administrator be retitled to be the Regional Fire Chief, with deputies for each station. Each municipality would have to pass a bylaw designating the regional fire chief as their fire chief per the FPPA regulations. As the FPPA indicates a Fire Chief is responsible for the department and if there is an "administrator" that overrides decisions of the Fire Chief for each department there will be a conflict with jurisdiction and authority. The position title and duties can be Regional Fire Chief and assigned administrative duties as described in the option. This position would not be under \$100,000 per year based on recent job postings so the division



The Municipality of the  
**VILLAGE OF BURK'S FALLS**

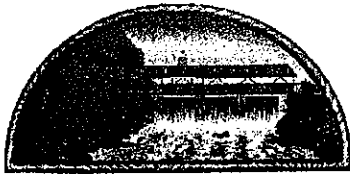
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- of the costs would still require agreement. It was felt equally and evenly between all participants would be most fair.
- iii. The proposed Board be renamed to a committee with terms of reference outlining responsibilities, authority and decision-making processes. As the financial portion is being removed in this option, the Committee could not mandate another municipality to budget expenses or capital items. A third-party Fire Master Plan would propose immediate and short/long term changes that a municipality could plan for and take necessary steps to accommodate for.

Post meeting questions:

- A. If a municipality must agree to the Committee's commitment requirement, what happens if a request was not fulfilled? For example, Burk's Falls is ordered to purchase 2 snow machines for the "regional plan" and it is beyond their budget capabilities due to other major projects they are working on for the next three years, what are the consequences?
- B. Could the Fire Chiefs be maintained for each department and a regional senior administrative assistant be hired instead to manage the paperwork and work on standardizing SOPs, training, reporting, etc... We have good fire chiefs who work well together and can advise the assistant on policies.



The Municipality of the  
**VILLAGE OF BURK'S FALLS**

Moved By: Lisa Morrison Date: September 22, 2020

Seconded By: Lewis Hodgson Resolution # 2020- 140

Be it resolved;

That the Council for the Village of Burk's Falls hereby agrees to participate in the discussions for establishing a regional fire department and that Cathy Still be appointed as the Burk's Falls representative.

Recorded Vote requested by: Rex Smith

Jarvis Osborne  
Lewis Hodgson  
Lisa Morrison  
Rex Smith  
Cathy Still

for / opposed  
for / opposed  
for / opposed  
for / opposed  
for / opposed

Carried      Defeated      Deferred

Pecuniary Interest declared by:

\_\_\_\_\_  
\_\_\_\_\_

Cathy Still  
Mayor

# REGIONAL FIRE DEPARTMENT COMMITTEE

## NOTES January 27, 2020

The meeting was held at the Young at Heart Senior Centre on January 27, 2020 at 6:15 pm.

Present: Bob MacPhail, Township of Armour  
Norm Hofstetter, Township of Perry  
Margaret-Ann MacPhail, Township of Perry  
George Sterling, Township of Ryerson  
Wayne Smith, Municipality of Magnetawan  
Dan O'Halloran, Township of McMurrich/Monteith  
Brad Kneller, Municipality of Magnetawan  
Barb Marlow, Township of Ryerson  
Cathy Still, Village of Burk's Falls  
Rod Ward, Township of Armour  
Angela Friesen, Township of McMurrich/Monteith  
Penny Brandt, Township of Ryerson  
Celia Finley, Township of Ryerson  
Wendy Whitwell, Township of Armour  
Paul Sowrey, Township of Perry

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

### **Call to Order**

The meeting was called to order at 6:15 pm and Reeve MacPhail welcomed everyone and thanked them for participating. This is an informal meeting to discuss options for the creation of a Regional Fire Department and no decisions will be made here. Some members of Council are here as interested parties and not taking part in the discussions. Therefore, no Council meetings are taking place.

### **Business:**

At the last Regional Fire Department Committee meeting, it was recommended that all the partners would prepare some information about their fire department to be discussed at the next meeting and given to the consultant when he/she is hired. Reeve MacPhail has been made aware that some municipalities may not approve the funding for a consultant. Therefore, although he would like the process to continue until we received official responses from all the municipalities, he wanted to discuss with the committee another option for a Regional Fire Department.

This option would take the money out of the discussions. The proposal is that everyone would keep financing their own fire department, but the partners would hire a Regional Fire Chief or Regional Fire Manager who would work to create a Regional Fire Department. The Manager would report to a Board, which could be made up of representatives from each of the partners and a secretary. He would coordinate all of the operations of the fire departments and ensure that all human resources functions would be coordinated between the departments. He would also coordinate the purchase of equipment so that all of the equipment would be consistent between the departments. The partners would have to pass a by-law which would set the level of service each partner would have to provide to the Regional Fire Department. The Manager would ensure that this level of service is followed by each department.

The committee discussed this option pointed out the following:

1. Streamlining the department may produce savings in the long run.
2. We already share a lot between the departments. Therefore, this option would simply take this an extra step.
3. The Manager's authority over the fire departments would have to be included in the by-law.
4. There should be articles in the by-law covering if a partner wishes to opt out of the agreement.
5. The partners would have to decide on one municipality to administer the Regional Fire Department.
6. This option should be presented and discussed by our present Fire Chiefs to get their input on the proposal.
7. The partners would have to agree on what extra compensation would be paid to the Regional Fire Manager and how it would be shared between the partners.

Reeve MacPhail will put together a report covering all aspects of the non-finance option and send it to the partners by January 30, 2020.

The partners were asked to bring this option to their respective Councils and bring back their Council's comments, discussions, amendments, support or refusal at the next Regional Fire Department Committee meeting.

### Adjournment

The meeting was adjourned at 6:45 p.m.

The next meeting will be Monday, March 30, 2020 at the Perry Municipal Office.

# REGIONAL FIRE DEPARTMENT COMMITTEE

## NOTES

January 16, 2020

The meeting was held at the Perry Municipal Office on January 16, 2020 at 7:00 pm.

Present: Bob MacPhail, Township of Armour  
Norm Hofstetter, Township of Perry  
Margaret-Ann MacPhail, Township of Perry  
Sam Dunnett, Municipality of Magnetawan  
Wayne Smith, Municipality of Magnetawan  
John Hetherington, Municipality of Magnetawan  
Brad Kneller, Municipality of Magnetawan  
Barb Marlow, Township of Ryerson  
Cathy Still, Village of Burk's Falls  
Lynne Zemnick, Township of McMurrich/Monteith  
Angela Friesen, Township of McMurrich/Monteith

Staff: John Theriault, Township of Armour  
Beth Morton, Township of Perry  
Nancy Field, Township of Ryerson  
Nicole Gourlay, Municipality of Magnetawan  
Kerstin Vroom, Municipality of Magnetawan  
Cheryl Marshall, Township of McMurrich/Monteith  
Brenda Fraser, Town of Kearney

### Call to Order

The meeting was called to order at 7:00 pm and Reeve MacPhail welcomed everyone and thanked them for participating. Reeve MacPhail advised the participants that this was an informal meeting to discuss the possibility of a Regional Fire Department and that no decisions would 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:

1. Reeve MacPhail advised everyone that if someone needed a recap of what has been done until now to try and create a Regional Fire Department, they could contact him and he would be happy to go through it with them. He then outlined the goals he wishes to accomplish at this meeting.
2. Reeve MacPhail reviewed the meeting he had with the Fire Chiefs in December 2019. The Fire Chiefs are in favour of a Regional Fire Department, but they want to limit the uncertainty of creating a Regional Fire Department, get a vision of what people want and know that the municipalities are on board before starting to work on a plan to create this new department.

3. The committee discussed the proposed funding model for the Regional Fire Department. This model is based on the 2018 FRI fire expenses submitted by each fire department. After some discussion there was no consensus on how the funding formula would work.
4. The committee discussed how they would deal with the current fire assets and how these would become part of the new department. The consensus was that we would need to know what each department is bringing in before we can go forward. The committee suggested that a consultant should be hired to do this.
5. This item was included in the item 4 discussion.
6. The committee discussed some models which could be used to create the new Regional Fire Department. The committee decided that each municipality should go back and discuss this item with their respective Council and fire department and bring back their vision of how the department should be structured. These models would then be discussed by the committee.
7. The committee discussed options on how the new department would be administered. The committee decided that each municipality should go back and discuss this item with their respective Council and fire department and bring back their vision of how the department should be administered. These ideas would then be discussed by the committee.
8. There was no consensus on which operating/administrative models the committee would move forward with.
9. The committee discussed the next steps in this process. The consensus is that we need to put out an RFP to hire a consultant to look into recommending how this new Regional Fire Department would be created. In order to create the RFP participating municipalities are being asked to discuss and through their representatives bring back to the committee proposals for the following items:
  - a) a funding model;
  - b) a structure/organizational chart model for the Regional Fire Department;
  - c) an administrative model for the Regional Fire Department;
  - d) how the present and future assets and employees will be handled.

Additionally, the committee would need a resolution from each Council supporting sending out an RFP to hire a consultant to study and recommend how to create a Regional Fire Department and agreeing that the cost of the study will be shared equally between the participating fire departments.

At the next meeting of the committee, these can be discussed and when a consensus is reached on these items, an RFP can be created and sent out.

### Adjournment

The meeting was adjourned at 8:20 p.m.

The next meeting will be Monday, March 30, 2020 at the Perry Municipal Office.

# **The South Almaguin Highlands Regional Fire Services Committee**

## **MINUTES**

**Thursday October 10<sup>th</sup>, 2019**

**Perry Township Council Chambers**

**(Sign-in sheet attached)**

### **1. Call to Order**

Mayor George Sterling opened the meeting at approximately 7:00 p.m.

### **2. Minutes**

Moved by: Norm Hofstetter Seconded by: Cathy Still

The March 15<sup>th</sup>, 2018 minutes were approved and carried.

### **3. New to Council Overview and to Discuss a Regional Funding Model**

Bob MacPhail brought new Councillors and everyone up to date with an overview of the Regional Fire Committee.

The Regional Fire Committee was established while looking into regional training five years ago. Over the next two years they went through the hiring process. Gary Courtice was awarded the job to provide joint training to the area fire departments. It worked well and continues to be working well today. The funding model for regional training is 5 fire departments share the cost of training at 1/5<sup>th</sup> each. Many funding scenarios were reviewed at the time and the equal share among departments made the most sense once the municipalities all understood the advantages of equally trained firefighters. For example, if there are not enough firefighters during the day in the middle of the week in one community and a call comes in, automatic aid allows the equally trained firefighters from another community to respond. Stated another way: we all have the same level of service due to the Automatic Aid agreements, therefore each department pays the same for training. This is an advantage to all our partner communities.

That was the first step toward the consideration of a Regional Fire Department.

Norm Hofstetter then volunteered to look further into regional. The Fire Chiefs were involved and the Office of the Fire Marshall (OFM) attended the meetings and found the idea of a regional fire department interesting. They considered this committee to be a trail blazer. They (OFM) wanted the model to succeed and to be used as a template for a regional model others could follow. Unfortunately it did not succeed.

There have been many successes, including, regional training, the implementation of automatic aid, standardized equipment between departments, fire trucks are now being outfitted exactly the same providing consistency for responders and seamless transitioning between departments, color coded tags worn by fire fighters indicating the level of training achieved and the implementation of equipment sharing. Another success has been the annual fire fighter challenge which has been great for morale. So now our area fire fighters train, work and compete together.

Bob MacPhail outlined why the regional department concept fell apart two years ago due to money. The two scenarios discussed at that time of either each municipality paying the same for a regional fire department or each ratepayer paying the same just does not work.

The next steps to be taken to move towards a regional fire department were discussed and a new funding model "C" was introduced. Model C would provide a starting point, where every municipality would contribute exactly what they paid in 2019 for fire training, prevention and suppression. The percentage that your municipality contributes to the total funding "pot" would be considered your proportional share of the Regional Fire Department budget. This funding model would return your percentage of any excess budget and would charge the same percentage if more money is required.

This Committee suggested that we take this information for funding Model C to each of the Councils and then decide if there is an interest at the this exploratory stage to participate, "in principle", to pursue options of how to continue to develop a model for a Regional Fire Department. If a Council agrees, "in principle", that municipality's total fire budget information is to be sent to Armour Township. After the model is developed and the funding requirements are stipulated each municipality can decide if it would be to their advantage to participate or they can decide to withdraw from the process.

Once it's been established who is in and we have a dollar amount to work with, a model will be built from there.

Questions were raised about how capital expenditures for example buildings and equipment would be decided and concern was raised about costs per household. At this point it may be only an administrative model that is looked at and the Fire Chiefs will be key in these discussions to provide the data on existing resources, legislated requirements etc.

We don't know what the model will look like yet, at this point in time again, it is all exploratory and municipal participation is "in principle".

Armour Township has offered to take the lead and Perry Township will host the meetings in their Council Chambers.

A memo will be going to the Councils of Sundridge/Strong, South River and Whitestone for possible interest to be included in this process.

### **Adjournment**

The meeting adjourned at 8:12 p.m.

Nancy Field, Note Taker



Paul Schaefer  
Fire Chief  
Town of Kearney

Kearney Fire and Emergency Services  
Box 38  
Kearney, ON P0A 1M0

email. paul.schaefer@townofkearney.ca  
Phone 705.636.7402  
Cell 705.571.3761  
Fax 705.636.9743

October 4<sup>th</sup>, 2020.

To; Kearney Council  
From; Paul Schaefer, Fire Chief

Re; Radio console proposal

Re; radio Dispatch Console upgrade

At a recent Chiefs meeting there was a discussion in regards to the radio dispatch console in Burks Falls Fire Hall.

As council is aware for all five station fire calls, which include structure fires, ice or water rescue, forest fires, or a major incident the officer in command may overwhelm his or her available resources Burks Falls firehall is in control of all dispatch for the above events. What this means typically two dispatch personal and one Fire Chief are in the dispatch office. With this taking place it has put a strain on current radio infrastructure at the Burks Falls firehall. As well the equipment has become not as user friendly while dispatching the call for the municipality where the call originated, plus at the same time monitor all five stations in case of another 911 call.

Dispatch staff has received a quote to upgrade the radio to suit there and our needs better. Attached you will find a quote from Spectrum for the upgrade which would be divided between the five municipalities. Our share would be \$2052.28, there will be another small required update in 2021 which I can add to my budget.

I asked Keven for a copy of my capital GL and I still have \$12251.30 in this account. The media system \$1939.66 still to pay, as well I have the Milwaukee scene lights yet to purchase approx. \$1000.00. that would leave \$9311.64. Therefore, I could take the money from this account to pay this year's portion of the radio console with councils' approval. One other item I would like to ask if I could purchase is another steel shelve unit for the backroom and a shelve unit for the bunker area, I do not foresee these two items exceeding \$350.00 dollars.

I would ask council to pass a motion approving the expenditure of Kearney's share of a new radio console at the cost of approximately \$2052.28 as well as allowing me to purchase two additional shelving units for the firehall.

Sincerely:

Paul Schaefer  
Fire Chief

## Radio Console Proposal 2020

Spectrum Group quote 4387 (attached)	8,802.80
Less IntelliCharge Power Supply	<u>-448.90</u>
Subtotal	8,353.90
<u>Add</u>	
Dell Inspiron Computer	1,069.00
27" monitor	209.00
2 speakers	39.00
Foot Pedal Switch	43.00
1 Headset	100.00
UPS (Battery Power Supply)	<u>270.00</u>
Total	\$ 10,083.90
Plus Municipal portion of HST (1.76%)	<u>177.48</u>
<b>Total for 2 radio operation</b>	<b>\$10,261.38</b>

**Quote Prepared For** Burks Falls & District Fire Dept.  
David McNay  
(705) 382-4010  
[chiefbfdfd@gmail.com](mailto:chiefbfdfd@gmail.com)

**Quotation**

**Quote Date** Sep-01-2020  
**Quote Number** 4387

\*\*Quotation valid for 30 days\*\*

**Supply & Install RadioPro Software Provisioned for 2 Access Bases**

Qty	Part #	Description	Price	Extended Price
2	S2-61815	RADIOPRO IP GATEWAY	\$1,794.85	\$3,589.70
2	S2-61431	INTERFACE CABLE FOR MOTOTRBO MOBILE (VOICE)	\$96.35	\$192.70
1	S1-61770	DISPATCH CORE SOFTWARE (1 SEAT)	\$1,806.90	\$1,806.90
2	S1-61771-001	DISPATCH VOICE OPTION	\$602.30	\$1,204.60
1	101	INSTALLATION OF RADIOPRO IP GATEWAY & DISPATCH SOFTWARE	\$1,560.00	\$1,560.00
1	ICT24012-30BC2	IntelliCharge Series Power Supply/Battery Charger, 360 Watts Output Power	\$448.90	\$448.90

NOTES:

1) Customer is responsible for supplying a suitable PC to run the dispatch core software.

2) We recommend a UPS (not quoted) to provide uninterrupted power to the IP gateways and the dispatch PC.

3) We recommend a battery backup power supply and battery (not quoted) for the access bases.

4) Quote assumes the customer is supplying 2 suitable access bases to interface to the IP gateways.

5) Access bases supplied by customer can be either an XPR5000 or XPR4000 series mobiles.

6) Standard warranty coverage and upgrade on software is 60 days.

Total Items **\$8,802.80**  
HST @ 13.00% **\$1,144.36**

**Quote Total** **\$9,947.16**

FOB Spectrum North Bay branch unless quoted otherwise.



Paul Schaefer  
*Fire Chief*  
Town of Kearney

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Friday October 2<sup>nd</sup>, 2020

To; Kearney Council  
From; Paul Schaefer, Fire Chief

Re; C-Can Training Facility

Report

The five neighboring Fire Departments have been researching the feasibility to build or own live fire training facility. I have attached a report provided by Perry Township as well.

We would propose to install them behind the Perry Firehall. This is agreed as the most area and somewhat central for all departments. We have obtained a quote for the cans and necessary modifications to suit our needs. The installation will follow all guidelines provided by the OFM to install such facilities. After initial installation there will be minimal yearly maintenance fees.

The thoughts behind our own burn facility is that it will be there when we want to use it. We can co- ordinate training to fit our schedules not the fire college. The most important benefit is that all fire fighters will remain in the area for training, not in Gravenhurst for the weekend potentially leaving the entire area under staffed.

There will also be cost savings as Fire College costs for the weekend are approximately \$3500.00 to \$3600.00 for one weekend, plus travel.

All area Chiefs support this investment in Fire Fighter training.

As per the Perry Township attachment they have already passed the necessary motion of support and are asking the same from all five fire departments before proceeding. I believe the intent would be to secure the order for this year and take delivery early spring.

I would ask council to consider passing a motion in support of this worthwhile training tool for the Town of Kearney Firefighters.

Sincerely:

Paul Schaefer

Fire Chief



# Township of Perry

PO Box 70, 1695 Emsdale Road, Emsdale, ON POA 1J0

PHONE: (705)636-5941

FAX: (705)636-5759

[www.townshipofperry.ca](http://www.townshipofperry.ca)

September 21, 2020

Township of Armour  
Village of Burk's Falls  
Township of Ryerson  
Town of Kearney  
Township of McMurrich/Monteith  
Municipality of Magnetawan

Dear Mayors/Reeves

**Re: Live Burn Facility**

---

Area Fire Chiefs for Armour, Burk's Falls, Ryerson, Kearney, McMurrich/Monteith, Magnetawan and Perry viewed a live burning at a facility located in South River. While attending at the site, the Fire Chief's discussed the possibility of having one live burn facility centrally located for the five departments in our area.

The Fire Chiefs discussed the possibility of building one facility where the firefighters could train without having to attend the Fire College in Gravenhurst.

One of the main reasons to have a live burn facility in our area is that when we send firefighters to the College for training, it depletes having available firefighters for real emergencies. There is also a significant cost factor when sending our firefighters to the Fire College.

One of the requirements that a firefighter must be exposed to is live fire training. Currently, our area firefighters attend these sessions at the Gravenhurst Fire College. The cost for one live fire session at the College for 25 firefighters is approximately \$3,545. This training occurs twice a year and totals \$7,090. In addition, those firefighters who attend are also paid for going to the training.

The Fire Chiefs are requesting area Council's to agree for a one time purchase of a live burn facility at an approximate cost of \$30,000 with each fire department paying an equal share of \$6,000. A basic drawing of the live burn building along with the Fab-Con Fabricated Container System information is attached for your review. The annual maintenance and material costs for the facility and training would be approximately \$2,000, therefore there would be an additional cost of \$400 billed each year to participating Fire Departments for the yearly maintenance.

All fire departments would have access to the facility. Live fire training could be done when recruits need it and not have to wait to get into the Fire College. Additionally, the jointly purchased forceable entry tool would be built into the facility for extra training.

Upon further discussion, the Chiefs agreed that the Perry Township Fire Hall located at 64 Old Government Road was central to all fire halls and has the geographical capacity to sustain this type of structure.

Perry Township council is supporting the use of the proposed location along with the \$6,000 cost sharing. Please see supporting resolution attached.

We look forward to receiving Council's support and achieving significant cost savings in the future.

Kindest Regards,

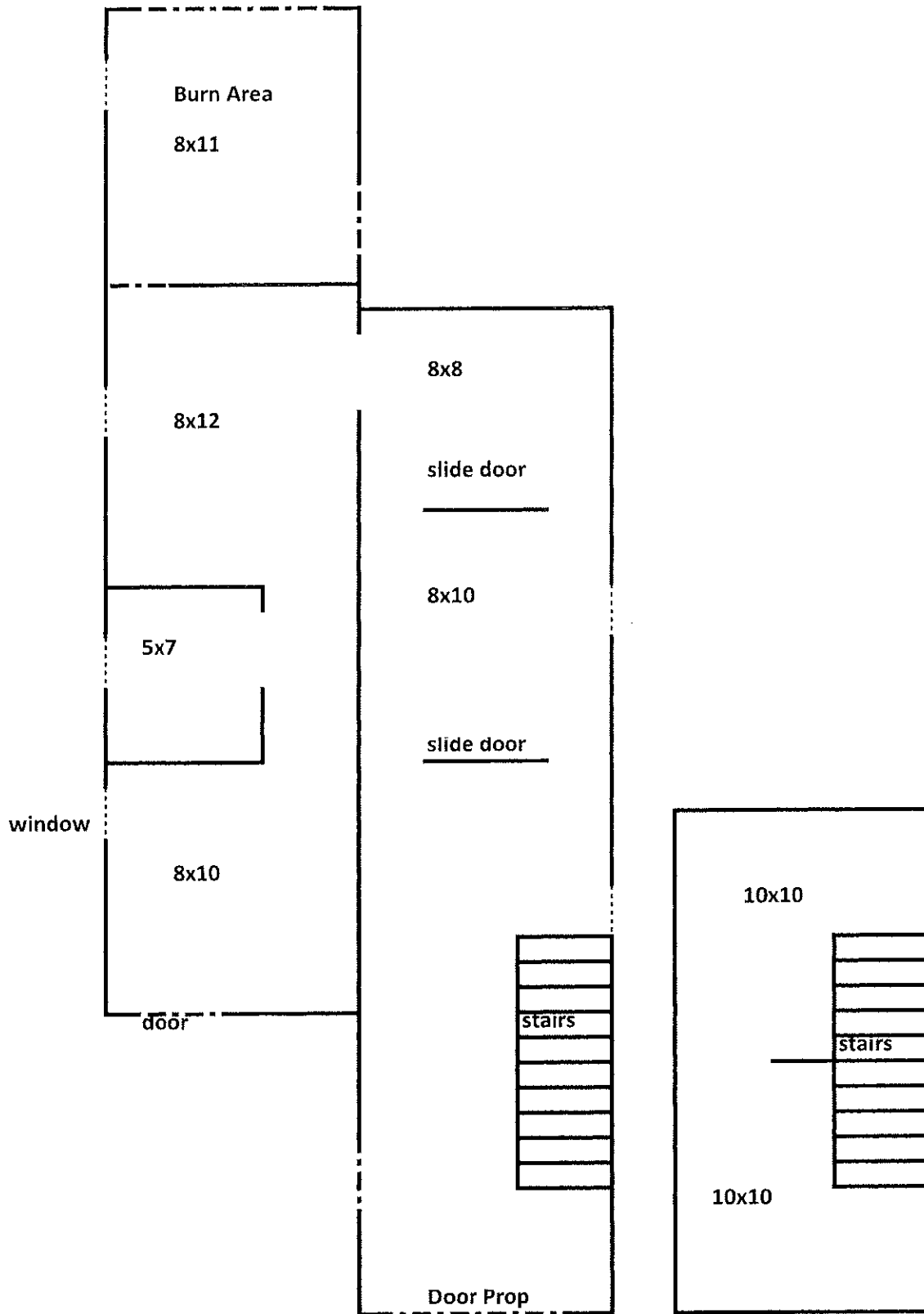
Dan Marshall  
Fire Chief, Township of Perry

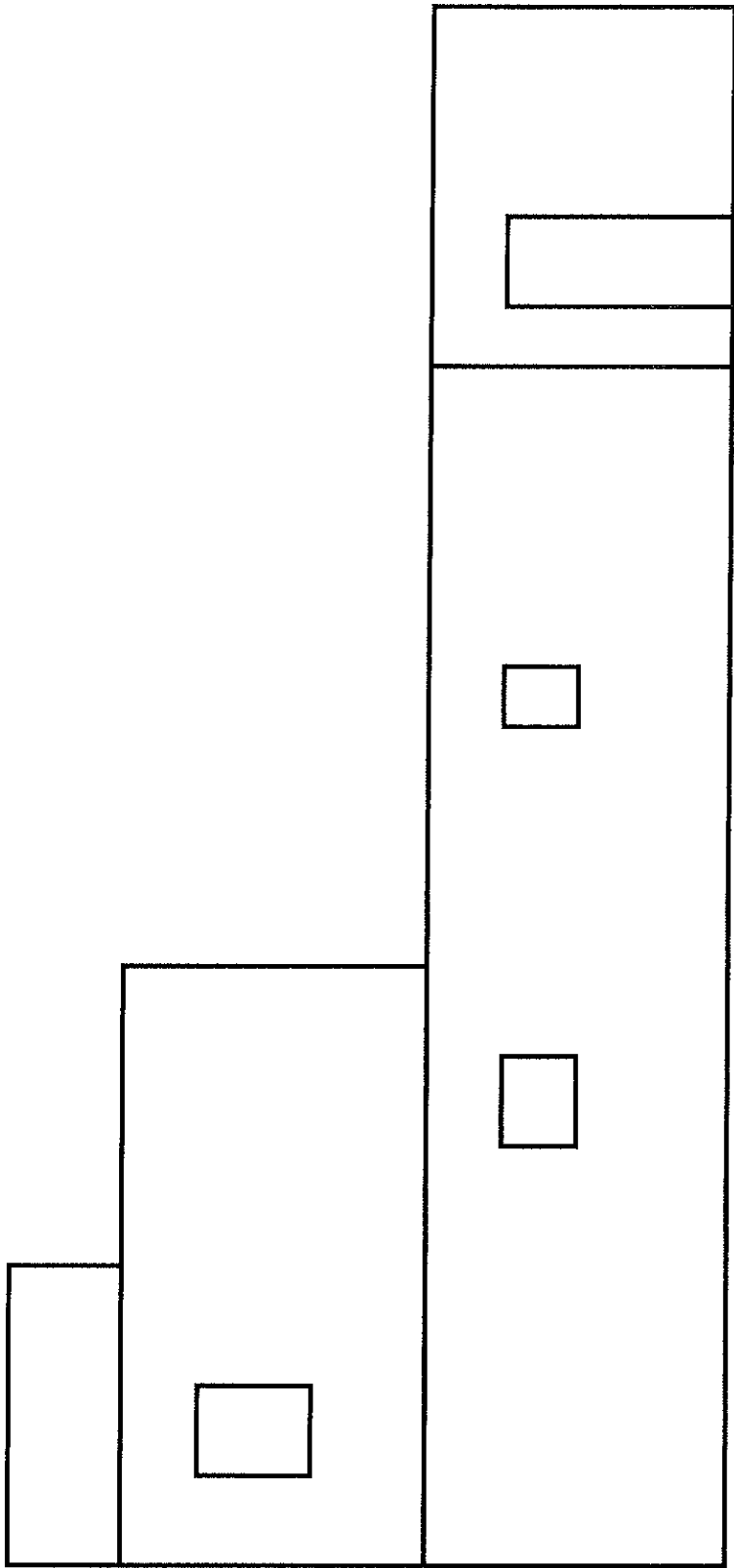
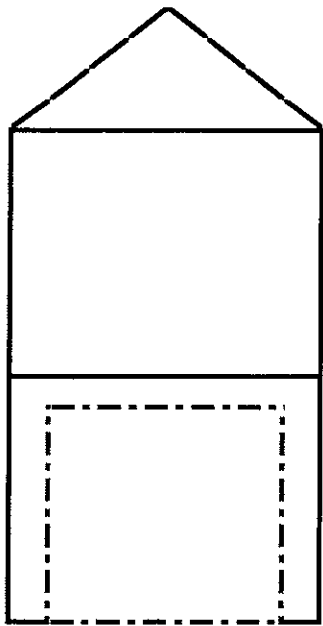
*Attachment(s)*

Live Burn Facility Layout

Fab-Con Fabricated Container System Information

Township of Perry Resolution - September 16, 2020





# Fab-Con

## Fabricated Container Systems



Good afternoon Dan,  
Dan.marshall@townshipofperry.ca

August 31, 2020  
Quote # CG-1684

Thanks for the inquiry and allowing us the opportunity to assist with your container requirements. Please note that we are able to offer as per the below. All prices are in CDN funds and plus applicable taxes. Rates noted are based on current stock and valid for a period of 15 days. FOB Mississauga, ON depot unless otherwise noted.

SIZE - 20'L x 8'W x 8'6"H Steel storage containers with plywood flooring  
Good order used, wind and watertight, structurally sound  
Priced from \$1750.00 – 2000.00CDN per unit, plus taxes  
NEW 2018-2019 Built One Time Use unit  
Priced from \$3200.00 – 3400.00CDN per unit, plus taxes

SIZE - 40'L x 8'W x 9'6"H Steel storage containers with plywood flooring  
Good order used, wind and watertight, structurally sound  
Priced from \$2450.00 – 2850.00CDN per unit, plus taxes  
NEW 2018-2019 Built One Time Use unit  
Priced from \$5500.00 – 5800.00CDN per unit, plus taxes

Ground drop delivery to site in Township of Perry, ON would be priced at \$850CDN per 2x20ft or 1x40ft unit at once, plus taxes.

Range in pricing of the USED units is based on age and overall cosmetics of the containers but all are in good order. We can send sample photos per size showing various conditions reflective of pricing. Range in pricing on the NEW One Time use units is based on color needed and stock on hand at the time of order.

Options for modification are noted below:

- Supply and installation of 36"W x 24"H sliding window \$775cdn per, plus taxes
- Supply and installation of 36"W x 80"H steel man door with locking knob \$900cdn per, plus taxes
- Cut out and frame in 36"W x 80"H opening with 2" x 2" steel tubing \$600cdn, plus taxes

We hope that you find this information helpful and that we hear from you sometime in the near future. Please feel free to contact me at the number below should you need anything further.

Take care,  
Chris Greig  
Fab-Con  
E. [chris@fab-con.ca](mailto:chris@fab-con.ca)  
C. 416.717.1680  
W. [www.fab-con.ca](http://www.fab-con.ca)

### Fab-Con

3045 Southcreek Road | Unit # 3  
Mississauga, ON L4X 2X6



**The Corporation of the  
Township of Perry**

Box 70 1695 Emsdale Road Emsdale, Ontario P0A 1J0

Date: September 16<sup>th</sup>, 2020

Resolution No.: 2020-298

Moved By: Jim Cushman      Seconded By: Margaret Ann MacPhail

**Be it resolved that** the Council of the Township of Perry hereby support in principle the joint purchase and installation of a live burn facility to be located behind the Perry Township Fire Hall at 64 Old Government Road at a cost of approximately \$6,000 per Fire Department, with annual costs to be approximately \$400 per Fire Department;

**And be it further resolved** that staff obtain resolutions in support from the other four municipal Fire Departments before proceeding with this project.

Carried:       Defeated:  Norm Hofstetter  
Norm Hofstetter, Mayor

RECORDED VOTE		
Council	For	Against
<b>Councillors</b> Jim Cushman		
Joe Lumley		
Margaret Ann MacPhail		
Paul Sowrey		
<b>Mayor</b> Norm Hofstetter		

## REPORT TO COUNCIL

Oct 2<sup>nd</sup>, 2020.

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

**Overview:** The Town of Kearney has received an application from Chloe Cochrane for a position on Kearney Fire and Emergency Services. Chloe has been training as a new recruit with Sprucedale. She has bought a new home in Kearney is relocating to the area. Chloe has expressed an interest to join Kearney Fire and Emergency Services.

**Recommendation:** That Council accept the application from Chloe as a Firefighter/ First Responder for the Town of Kearney and pass the appropriate resolution of council accepting her as a new member to Kearney Fire and Emergency Services.

Submitted for your consideration.

## Brenda Fraser

---

**From:** Beth Morton <beth.morton@townshipofperry.ca>  
**Sent:** September 18, 2020 12:17 PM  
**To:** John Theriault; Brenda Fraser; Judy Kosowan (clerk@ryersontownship.ca); Nicky Kunkel; Cheryl Marshall, Clerk; Clerk  
**Cc:** Melinda Torrance; Kim Seguin  
**Subject:** Mutual Assistance Agreement  
**Attachments:** 2017-78 Mutual Assistance Agreement.pdf

Good afternoon:

In 2017, our municipalities' entered into a Mutual Assistance Agreement to assist other neighbouring municipalities in case of an emergency.

We are starting to see an increase in numbers of confirmed COVID-19 cases and the cold and flu season is quickly approaching which will be another challenge to face.

In case there becomes a situation where one of our municipality's has an outbreak of the flu or confirmed COVID-19 and has a shortage of staff, I wanted to reach out and verify that the attached Mutual Assistance Agreement would be acceptable for sharing of staff resources and equipment. At this time, my biggest concern is our Public Works Department. If there is an illness that goes through the department in the middle of winter, we may not have back up resources for ploughing and maintenance of roads and I expect other municipalities will be in the same boat. In reviewing the attached Agreement, I believe that we have this covered so that we could work with our neighbours for assistance, but would like verification prior to one of us requiring this assistance. Hopefully it will not be necessary, but preparation is key in these trying times!

Please review the attached By-law when you have a moment and I look forward to receiving your comments and suggestions to move forward. Perry would gladly arrange a meeting to further discuss, if needed.

Have a great weekend and take care,

**Beth Morton, Clerk-Administrator**



Township of Perry | 1695 Emsdale Road  
Emsdale ON | (705)636-5941  
[www.townshipofperry.ca](http://www.townshipofperry.ca)

Please note that the Municipal Office is open to the public by **appointment only** in order to help minimize the spread of COVID-19. To book an appointment kindly call the office and arrange a date & time to meet with the applicable department.

We continue to provide services online, by telephone and by email. You can also visit our website at [www.townshipofperry.ca](http://www.townshipofperry.ca) for more information.

Thank you for your patience and understanding during these unprecedented times.

Disclaimer: This email is intended solely for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, dissemination, copying, printing or other use of this email by persons or entities other than the addressee is prohibited. If you have received this email in error, please contact the sender immediately and delete the material from any computer.

*Villages*  
*of Almaguin*

**THE CORPORATION OF THE TOWNSHIP OF PERRY**

**BY-LAW No. 2017-78**

Being a By-law to authorize the execution of a mutual assistance agreement for emergency management purposes between the Municipal Corporations of the Township of Armour, Township of Perry, Township of Ryerson, Village of Burk's Falls, Town of Kearney, Municipality of Magnetawan and Township of McMurrich/Monteith

**WHEREAS** Section 13(3) of the *Emergency Management and Civil Protection Act*, R.S.O 1990, c.E.9 provides that the Council of a municipality may make an agreement with another municipality for the provision of any personnel, service, equipment or material during an Emergency;

**AND WHEREAS** the parties wish to provide for mutual assistance to each other through the provision of personnel, services, equipment or material to one or the other within the meaning of the *Emergency Management and Civil Protection Act*;

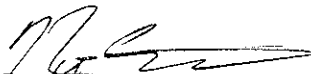
**AND WHEREAS** the parties have Emergency Plans pursuant to the *Emergency Management and Civil Protection Act*;


**AND WHEREAS** the Council of the Township of Perry deems it desirous to enter into a Mutual Assistance Agreement with the Corporations of Township of Armour, Township of Ryerson, Village of Burk's Falls, Town of Kearney, Municipality of Magnetawan and Township of McMurrich/Monteith, for mutual assistance through the provision of personnel, services, equipment or material to one or the other

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PERRY ENACTS AS FOLLOWS:**


1. **THAT** the Mayor and Clerk are hereby authorized and directed to execute on behalf of the Corporation of the Township of Perry, the Mutual Assistance Agreement between the Corporations of Township of Armour, Township of Ryerson, Village of Burk's Falls, Town of Kearney, Municipality of Magnetawan and Township of McMurrich/Monteith.
2. **THAT** this By-law shall come into force and take effect on the final of passing thereof.
3. **THAT** By-law 2012-34 is hereby repealed.


READ a First and Second Time this 20<sup>th</sup> day of December, 2017.

  
Norm Hofstetter, Mayor

  
Beth Morton, Clerk-Administrator

READ a Third and Final Time and Enacted in Open Council this 20<sup>th</sup> day of December, 2017.

  
Norm Hofstetter, Mayor

  
Beth Morton, Clerk-Administrator

**SCHEDULE "A" MUTUAL ASSISTANCE AGREEMENT**

made this \_\_\_\_\_ day of \_\_\_\_\_, 2017

**BETWEEN:**

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

And

THE MUNICIPAL CORPORATION OF THE VILLAGE OF BURK'S FALLS

And

THE MUNICIPAL CORPORATION OF THE TOWN OF KEARNEY

And

THE MUNICIPAL CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

And

THE MUNICIPAL CORPORATION OF THE MCMURRICH/MONTEITH

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF PERRY

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF RYERSON

(hereinafter called the "parties" to the agreement)

**WHEREAS** Subsection 13 (3) of the Emergency Management and Civil Protection Act, R.S.O 1990, c. E. 9, as amended (the "Emergency Management and Civil Protection Act") authorizes the Council of a municipality to make an agreement with the Council of any other municipality for the provision of any personnel, service, equipment or material during any emergency;

**AND WHEREAS** the municipalities described herein agree to provide mutual assistance to each other during times of emergencies;

**AND WHEREAS** Section 3 of the Emergency Management and Civil Protection Act, requires municipalities to have an approved Emergency Response Plan;

**AND WHEREAS** the municipalities named in this agreement have approved Emergency Response Plans;

**NOW THEREFORE** in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

**1. Definitions**

1.1. In this agreement, unless the context otherwise requires:

- 1.1.1. "Assisted Municipality" means the municipality receiving assistance from a party to this agreement, pursuant to this Agreement;
- 1.1.2. "Assisting Municipality" means the municipality providing assistance to a party to this Agreement, pursuant to this Agreement;
- 1.1.3. "Agreement" means this Mutual Assistance Agreement and the attached Schedule(s) which embody the entire Agreement;

- 1.1.4. "Clerk Administrator" means for all parties to this Agreement the Clerk Administrator or a designated alternate of the Clerk Administrator;
- 1.1.5. "Emergency", "Emergency Area" and "Emergency Plan" means as defined in the Emergency Management and Civil Protection;
- 1.1.6. "Municipal Emergency Control Group" means the persons or persons responsible for coordinating municipal emergency response and recovery activities within their respective municipality;
- 1.1.7. "Mutual Assistance Agreement" means this agreement and the attached Schedules;
- 1.1.8. "Requested Party" means the municipality providing assistance to a party to this agreement, pursuant to this agreement;
- 1.1.9. "Requesting Party" means the municipality asking for assistance from another party to this agreement, pursuant to this Agreement;
- 1.1.10. "Workers" means collectively, employees, contractors, servants and agents employed or hired by a party to this agreement.

## **2. Requesting Assistance**

- 2.1. During an emergency, any party may request assistance from any of the other parties in accordance with clause 2.2 hereof and such request may include specialized personnel, service, equipment and/or material.
- 2.2. Each party hereby authorizes the Clerk Administrator of the Requesting Party to make the initial request for assistance. Requests to each party shall be made to the Clerk Administrator of that party, and the Clerk Administrator of that party is authorized to receive the request and to act on the municipality's behalf for all purposes under this agreement.
- 2.3. The Clerk Administrator of the Requesting Party will follow up any verbal requests with a request in writing in accordance with Schedule "B" attached hereto within three (3) days of the initial verbal request setting out in detail the specific personnel, services, equipment or material that has been requested as assistance. Notwithstanding the requirement for a written request, the Assisting Municipality may provide assistance to the other party upon receipt of the verbal request.
- 2.4. The Assisting Municipality shall respond to the request, if possible, within one (1) day, and may at its sole discretion determine the type, scope, nature and amount of assistance it will provide. The Assisting Municipality shall within three (3) days of receiving the request, confirm in writing to the Requesting Party, the assistance it has agreed to provide or, if applicable, that it will not be providing any assistance.
- 2.5. The parties may alter the assistance to be provided to the Assisted Municipality under this Agreement. Amendments to the scope, type, nature or amount of assistance shall be confirmed in writing by the Requesting Party within three (3) days of being agreed upon.

## **3. Costs and Payment**

- 3.1. The parties agree that any and all actual costs for assistance are to be paid by the Assisted Municipality. Such costs shall include wages, salaries and expenses incurred by the Assisting Municipality while providing the assistance provided said expenses are reasonable in the circumstances.

- 3.2. The Assisted Municipality shall be responsible for providing, if necessary, all food, lodgings and accommodation required by the personnel furnished pursuant to this Agreement. Where food and lodging cannot be provided in-kind, the Assisted Municipality shall pay a reasonable per diem to personnel for any food and lodging purchased by the per diem rate that the Assisted Municipality pays to its own employees as a matter of policy or agreement.
- 3.3. The Assisted Municipality shall be responsible for all actual operating costs for all personnel, services, equipment, or material furnished, including, but not limited to, costs of fuel, minor repairs, parts and any and all other items directly attributable to the operation of equipment and services and material furnished as assistance to the Assisted Municipality under the Agreement. The Assisted Municipality shall be responsible for the reasonable cost of repairing or replacing equipment or material furnished by the Assisting Municipality if damaged beyond repair.
- 3.4. The Assisting Municipality shall provide to the Assisted Municipality, if practical, an estimate of the cost of providing the assistance.
- 3.5. The Assisting Municipality will provide a detailed invoice to the Assisted Municipality for costs incurred for the assistance. Where available, receipts for disbursements shall be forwarded in support of the invoice.
- 3.6. The ~~Assisting~~ <sup>Assisted</sup> Municipality shall remit payment of the amount owing for the assistance provided within ninety (90) days of the termination of the Emergency or the receipt of the Assisting Municipality's invoice, whichever is later.
- 3.7. Any amount remaining unpaid and outstanding after the said ninety (90) day period shall bear interest at the rate stipulated in the Assisting Municipality's invoice, said rate shall not exceed the Bank of Canada bank rate at the date of the invoice plus two (2%) per cent per annum until paid.

#### **4. Employment Relationship and Benefits**

- 4.1. Despite the fact that workers may be assigned to perform duties for the Assisted Municipality, in all respects, the workers of the Assisting Municipality retain their employment or contractual relationship with the Assisting Municipality. ~~The parties acknowledge and agree that the Assisted Municipality.~~ The parties acknowledge and agree that the Assisted Municipality shall not be deemed the employer of the Assisting Municipality's Worker's, under any circumstances or for any purpose whatsoever. The Assisting Municipality shall remain responsible for all statutorily required deductions, contributions and/or payments, such as Employment Insurance, Canada Pension Plan and/or Workplace Safety Insurance Board.

#### **5. Liaison and Supervision**

- 5.1. The Assisting Municipality shall have the right, to be exercised in its sole discretion, to assign an employee or agent (the "Liaison Officer") of the Assisting Municipality to the Municipal Emergency Control Group of the Assisted Municipality. The parties acknowledge that the purpose of the Liaison Officer shall be to facilitate communication between the Assisted and Assisting Municipality. Subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended (the "Municipal Freedom of Information and Protection of Privacy Act") the Liaison Officer shall be permitted to inform the Assisting Municipality on the status of the Emergency and the actions taken by the Assisted Municipality. The Liaison Officer shall have the right to obtain information about the Emergency and the use of the assistance provided in order to report to the Assisting Municipality during and after the duration of the assistance provided and the Emergency. Every Assisting Municipality, and every party that is not an Assisting Municipality, shall keep confidential and not disclose to any non-party any information concerning the Emergency or the assistance provided without the prior consent of the Assisted Municipality, except as may be required by law.

- 5.2. Every Assisting Municipality shall remain responsible for supervision of its personnel and equipment, and shall ensure that supervisory personnel are available, either on or off-site, at all times, for consultation with its personnel.
- 5.3. Every Assisting Municipality shall assign its personnel to perform tasks as directed by the Municipal Emergency Control Group of the Assisted Municipality, and shall ensure that any assistance it provides is in accordance with the instructions of the Municipal Emergency Control Group.

## **6. Information Sharing**

- 6.1. If requested, each party shall respond to another party's request for information regarding specified types of personnel, services, equipment or material in the possession of each party that may be used in the provision of assistance under this Agreement. All such information shall be provided without any warranty of any kind as to its accuracy, reliability, usefulness or other characteristics.
- 6.2. Personal Information
  - 6.2.1. Section 6.1 shall not require any party to provide personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act.
  - 6.2.2. The parties agree to comply with the provisions of the Municipal Freedom of Information and Protection of Privacy Act in respect of all personal information.
  - 6.2.3. Without limiting (b), if any personal information is shared between the parties pursuant to this Agreement, or in relation to matters set out in this Agreement, the receiving party shall:
    - i. Use the information only for the purposes specifically indicated by the providing party;
    - ii. Not disclose such information except in accordance with the Municipal Freedom of Information and Protection of Privacy Act and with any other applicable legislation, or as may be otherwise required by law from time to time; and
    - iii. Notify the party providing the information immediately if it becomes aware of any disclosure of the personal information contrary to the provisions of this Agreement, the Municipal Freedom of Information and Protection of Privacy Act or any other applicable legislation

## **7. Insurance and Limitations**

- 7.1. During the term of this Agreement, each party shall obtain and maintain in full force and effect, general liability insurance issued by an insurance company authorized by law to carry on business in the Province of Ontario, provided for, without limitation, coverage for personal injury, public liability and property damage. Such policy shall:
- 7.2. Have inclusive limits of not less than five Million Dollars (\$5,000,000.00) for injury, loss or damage resulting from any one occurrence;
- 7.3. Contain a cross-liability clause endorsement and severability of interests clause of standard working;
- 7.4. Name the other parties as an additional insured with respect to any claim arising out of the Assisted Municipality's obligations under this Agreement or the Assisting Municipality's provision of personnel, services, equipment or material pursuant to this Agreement; and
- 7.5. Include a Non-Owned Automobile endorsement.

- 7.6. During the term of this Agreement, each party shall obtain and maintain in full force and effect, automobile liability insurance in the amount of Two Million Dollars (\$2,000,000.00) for injury, loss or damage resulting from any one occurrence.
- 7.7. Nothing in this Agreement shall require or obligate or be construed to require or obligate a party to provide assistance. Each party shall retain the right to refuse the request to provide assistance, and the right to offer options to the assistance that has been requested.
- 7.8. Notwithstanding anything contained herein, no liability shall attach or accrue to the Assisting Municipality for any reason whatsoever, for failing to provide or continue to provide any assistance under this Agreement.
- 7.9. When assistance has been offered or provided by the Assisting Municipality, the Assisting Municipality shall not be obligated to provide any further assistance or to do anything or take any action beyond that which is specifically agreed to by the acceptance of the request for assistance.
- 7.10. Nothing in this Agreement shall prevent the Assisting Municipality, in its sole discretion, through its Clerk Administrator, from withdrawing any or all assistance provided to the Assisted Municipality, immediately upon giving written or verbal notice to the Assisted Municipality.
- 7.11. Upon verbally notifying the Assisted Municipality, any Assisting Municipality, through its supervisory personnel, may refuse to carry out any work, in whole or in part, or to take any step with which it disagrees. During any time while a Worker of an Assisting Municipality is attempting to contact supervisory personnel on such a matter, the Worker is not required to carry out the work or take the steps with which he or she disagrees.
- 7.12. Should an Assisting Municipality exercise its options, the services to be provided by that party shall be diminished accordingly, and the Assisted Municipality shall notify any other Assisting Municipalities as soon as practicable.
- 7.13. The Assisted Municipality may determine in its sole discretion that its requirement for assistance has ceased and shall notify the Assisting Municipality of this verbally and shall confirm in writing. Upon receipt of such verbal or written notification, the Assisting Municipality shall terminate the provision of all such assistance.

## **8. Indemnity**

- 8.1. The Assisted Municipality shall indemnify and save harmless the Assisting Municipality, its elects, appointees, officials, employees, and agents from all claims, costs, all manner of action or actions, cause and causes of action, duties, dues, accounts, covenants, contracts, demands or other proceeding of every kind or nature whatsoever at law or in equity arising out of the Agreement, including, without limitation, any losses sustained by the Assisting Municipality as a result of any costs or damages incurred by a local board of the Assisting Municipality, or the elects, appointees, officials, employees or agents of such local board (collectively, "Losses"), except to the extent that such Losses arise from the negligence of the Assisting Municipality or its local board, or the elects, appointees, officials, employees or agents of either of them.

## **9. Termination**

- 9.1. Any party may terminate its participation in this Agreement upon written notice to all other parties.

## 10. Notice

10.1. Unless otherwise provided in this Agreement or advised in writing by the party, written notice given pursuant to this Agreement shall be addressed to:

### **In the Case of notice to the Township of Perry, to:**

The Clerk-Administrator  
The Township of Perry  
P.O. Box 70  
~~90 Old Government Road~~ 1695 Emsdale Road  
Emsdale, Ontario  
P0A 1J0  
Fax: (705) 636-5759

### **In the Case of notice to the Township of Armour, to:**

The Clerk-Administrator  
The Township of Armour  
P.O. Box 533  
56 Ontario Street  
Burk's Falls, Ontario  
P0A 1C0  
Fax: (705) 382-2068

### **In the Case of notice to the Township of Ryerson, to:**

The Clerk-Administrator  
The Township of Ryerson  
R.R. #1  
Burk's Falls, Ontario  
P0A 1C0  
Fax: (705) 382-3286

### **In the Case of notice to the Village of Burk's Falls, to:**

The Clerk-Administrator  
The Village of Burk's Falls  
P.O. Box 170  
172 Ontario Street  
Burk's Falls, Ontario  
P0A 1C0  
Fax: (705) 382-2273

### **In the Case of notice to the Town of Kearney, to:**

The Clerk-Administrator  
The Town of Kearney  
P.O. Box 38  
8 Main Street  
Kearney, Ontario  
P0A 1M0  
Fax: (705) 636-0527

### **In the Case of notice to the Municipality of Magnetawan, to:**

The Clerk-Administrator  
The Municipality of Magnetawan  
P.O. Box 70  
4304 Hwy #520  
Magnetawan, Ontario  
P0A 1P0  
Fax: (705) 387-4875

**In the Case of notice to the Township of McMurrich/Monteith, to:**

The Clerk-Administrator  
The Township of McMurrich/Monteith  
P.O. Box 70  
31 William Street  
Sprucedale, Ontario  
P0A 1Y0  
Fax: (705) 685-7901

**11. Rights and Remedies**

- 11.1. Nothing contained in this Agreement shall be construed as restricting or preventing either party from relying on any right or remedy otherwise available to it under this Agreement. At law or in equity in the event of any breach of this Agreement.

**12. Entire Agreement and Miscellaneous**

- 12.1. Except as may otherwise be stated herein, this Agreement and the attached Schedule "B", constitutes the entire Agreement of the parties and supersede any and all prior understandings or agreements, written or verbal, otherwise existing between the parties. Should any provision of this Agreement be declared null and void or inoperative, the remainder of the Agreement will remain in full force and effect.
- 12.2. This Agreement shall ensure to the benefit of, and be binding upon the parties and their respective successors and assigns.
- 12.3. This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third parties, and no third party shall have any right of action arising in any way or manner under this Agreement for any cause whatsoever.
- 12.4. The parties agree that Sections 8 and 11 of this Agreement shall survive and remain in force notwithstanding the termination by any party of its participation in this Agreement, in respect of any matter occurring prior to the termination by such party of its participation herein.
- 12.5. The parties hereto acknowledge and agree that this Agreement does not apply to the services covered under any Mutual Aid Plan or agreement developed under the authority of the Fire Protection Act, 1997, S.O. 1997, c.4, as amended, or the direction of the Ontario Fire Marshal, to facilitate provision of fire protection services.
- 12.6. The parties acknowledge that each party may have its own local boards that have emergency management or response capabilities or responsibilities or both. Each party shall inform these local boards of the existence of this Agreement and offer such local boards the opportunity to participate in this Agreement.
- 12.7. This Agreement shall be governed by the laws of the Province of Ontario and Canada.
- 12.8. This agreement may be executed in counterparts.

**13. Arbitration**

- 13.1. The parties hereby agree that in the event of any dispute arising under or pursuant to this Agreement and which dispute cannot be resolved by the mutual agreement of the affected Clerk Administrators, the dispute shall be referred to the respective heads of Council of the parties for resolution. In the event that the heads of Council cannot resolve the dispute, the same shall be submitted to arbitration under the provisions of the Municipal Arbitrations Act, R.S.O., 1990, c. M. 48, as amended, and the decision rendered in respect of the proceedings shall be final and binding upon the parties to this Agreement.

IN WITNESS WHEREOF the said Municipal Corporations have hereunto affixed their corporate seals duly attested by the hands of their proper officers.

**TOWNSHIP OF ARMOUR**

  
REEVE

This 12<sup>th</sup> day of December, 2017

  
CLERK

**TOWNSHIP OF PERRY**

  
REEVE MAYOR

This 20<sup>th</sup> day of December, 2017

  
CLERK

**TOWNSHIP OF RYERSON**

  
REEVE

This 19 day of December, 2017

  
CLERK

**VILLAGE OF BURK'S FALLS**

  
REEVE

This 19 day of December, 2017

  
CLERK

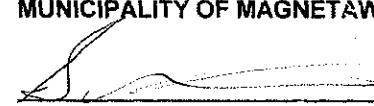
**TOWN OF KEARNEY**

  
REEVE

This 8<sup>th</sup> day of December, 2017

  
CLERK

**MUNICIPALITY OF MAGNETAWAN**

  
REEVE Mayor

This 13<sup>th</sup> day of December, 2017

  
CLERK/Administrator

**TOWNSHIP OF MCMURRICH/MONTEITH**

  
REEVE

This 4 day of December, 2017

  
CLERK

**SCHEDULE "B" MUTUAL ASSISTANCE AGREEMENT**

I, \_\_\_\_\_, Clerk-Administrator/Alternate of  
\_\_\_\_\_, duly authorized to do so by the  
Council of \_\_\_\_\_, do hereby request the  
\_\_\_\_\_, to provide assistance in the form of:

- PERSONNEL
- SERVICES
- EQUIPMENT
- MATERIAL

AS IS MORE PARTICULARLY SET OUT IN DETAILS AS FOLLOWS:

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

The above confirms the assistance verbally requested on \_\_\_\_\_

And which assistance \_\_\_\_\_ has agreed to provide.

Dated at \_\_\_\_\_ on this day of \_\_\_\_\_, 2017

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
ASSISTED MUNICIPALITY

Confirmed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
ASSISTING MUNICIPALITY

**THE CORPORATION OF THE TOWN OF KEARNEY  
BY-LAW NO. 2017 - 73**

COPY

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A MUTUAL ASSISTANCE AGREEMENT BETWEEN THE CORPORATIONS OF THE TOWN OF KEARNEY, TOWNSHIP OF ARMOUR, TOWNSHIP OF PERRY, TOWNSHIP OF RYERSON, VILLAGE OF BURK'S FALLS, MUNICIPALITY OF MAGNETAWAN AND TOWNSHIP OF McMURRICH/MONTEITH.

**WHEREAS** Section 13.(3) of the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9 provides that the Council of a municipality may make an agreement with another municipality for the provision of any personnel, service, equipment or material during an Emergency;

**AND WHEREAS** the parties wish to provide for mutual assistance to each other through the provision of personnel, services, equipment or material to one or the other within the meaning of the Emergency Management and Civil Protection Act;

**AND WHEREAS** the parties have Emergency Plans pursuant to the Emergency Management and Civil Protection Act;

**AND WHEREAS** Council deems it desirous to enter into a Mutual Assistance Agreement with The Corporations of the Township of Armour, Village of Burk's Falls, Municipality of Magnetawan, Township of McMurrich/Monteith, Township of Perry and Township of Ryerson for mutual assistance through the provision of personnel, services, equipment or material to one or the other;

NOW THEREFORE the Council of The Corporation of the Town of Kearney enacts as follows:

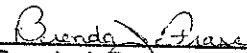
1. THAT the Mayor and Clerk are hereby authorized and directed to execute on behalf of The Municipal Corporation and under Seal of The Corporation, the Mutual Assistance Agreement between The Corporations of the Township of Armour, Township of Perry, Township of Ryerson, Village of Burk's Falls, Town of Kearney, Municipality of Magnetawan and Township of McMurrich/Monteith.
2. THAT this By-law shall come into force and take effect on the final day of passing thereof.

THIS BY-LAW READ A FIRST, SECOND AND THIRD TIME, THIS THE 8<sup>th</sup> DAY OF DECEMBER, 2017.

THE CORPORATION OF THE  
TOWN OF KEARNEY



Lance Thrale, Mayor



Brenda J. Fraser, Clerk Administrator

COPY

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #69-2017

Being a by-law to authorize the execution of a mutual assistance agreement between The Municipal Corporations of the Township of Armour, Township of Perry, Township of Ryerson, Village of Burk's Falls, Town of Kearney, Municipality of Magnetawan and Township of McMurrich/Monteith.

**WHEREAS** Section 13.(3) of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.9 provides that the Council of a municipality may make an agreement with another municipality for the provision of any personnel, service, equipment or material during an Emergency;

**AND WHEREAS** the parties wish to provide for mutual assistance to each other through the provision of personnel, services, equipment or material to one or the other within the meaning of the *Emergency Management and Civil Protection Act*;

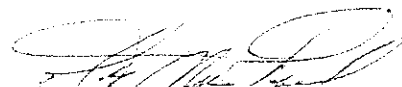
**AND WHEREAS** the parties have Emergency Plans pursuant to the *Emergency Management and Civil Protection Act*;

**AND WHEREAS** Council deems it desirous to enter into a Mutual Assistance Agreement with The Corporations of the Township of Perry, Township of Ryerson, Village of Burk's Falls, Town of Kearney, Municipality of Magnetawan and Township of McMurrich/Monteith, for mutual assistance through the provision of personnel, services, equipment or material to one or the other;

**NOW THEREFORE** the Council of The Municipal Corporation of the Township of Armour enacts as follows:

1. That the Reeve and Clerk are hereby authorized and directed to execute on behalf of The Municipal Corporation and under Seal of The Corporation, the Mutual Assistance Agreement between The Corporations of the Township of Armour, Township of Perry, Township of Ryerson, Village of Burk's Falls, Town of Kearney, Municipality of Magnetawan and Township of McMurrich/Monteith.
2. That this by-law shall come into force and take effect on the final day of passing thereof.

Read in its entirety, approved, signed and the seal of the Corporation affixed thereto and finally passed in open Council this 12<sup>th</sup> day of December, 2017.

  
\_\_\_\_\_  
REEVE

  
\_\_\_\_\_  
CLERK-ADMINISTRATOR

**THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN**

**BY-LAW NO. 2017 - 55**

**Being a By-law to authorize the execution of a mutual assistance agreement for emergency management purposes.**

**WHEREAS** Section 13.(3) of the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* provides that the Council of a municipality may make an agreement with another municipality for the provision of any personnel, service, equipment or material during an Emergency;

**AND WHEREAS** the parties wish to provide for mutual assistance to each other through the provision of personnel, services, equipment or material to one or the other within the meaning of the *Emergency Management and Civil Protection Act*;

**AND WHEREAS** the parties have Emergency Plans pursuant to the *Emergency Management and Civil Protection Act*;

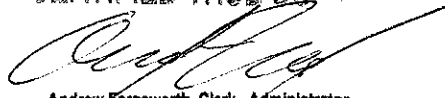
**AND WHEREAS** Council deems it desirable to enter into a Mutual Assistance Agreement with The Corporations of the Township of Perry, Township of Ryerson, Village of Burk's Falls, Town of Kearney, Municipality of Magnetawan and Township of McMurrich/Monteith, for mutual assistance through the provision of personnel, services, equipment or material to one or the other;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Magnetawan enacts as follows:

1. **THAT** the Mayor and Clerk are hereby authorized and directed to execute on behalf of the Municipal Corporation and under Seal of The Corporation, the Mutual Assistance Agreement between The Corporations of the Municipality of Magnetawan, Township of Armour, Township of Perry, Township of Ryerson, Village of Burk's Falls, Town of Kearney, and Township of McMurrich/Monteith, hereto attached as Schedule "A" forming part of this By-law.
2. **THAT** this by-law shall come into force and take effect on the final day of passing thereof.

**READ A FIRST, SECOND, AND THIRD TIME**, passed, signed and the Seal of the Corporation affixed hereto, this 13<sup>th</sup> day of December, 2017

**CERTIFIED TRUE COPY**



Andrew Farnsworth, Clerk - Administrator  
Commissioner for taking Oaths,  
Municipality of Magnetawan,  
District of Parry Sound

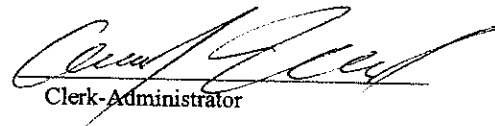
Council MTG. of Dec 13/17

Agenda Item # 8.1.

**THE CORPORATION OF THE  
MUNICIPALITY OF MAGNETAWAN**



Mayor



Clerk-Administrator

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**BY-LAW # 53-17**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A MUTUAL ASSISTANCE AGREEMENT BETWEEN THE CORPORATIONS OF THE TOWNSHIP OF ARMOUR, TOWNSHIP OF PERRY, TOWNSHIP OF RYERSON, VILLAGE OF BURK'S FALLS, TOWN OF KEARNEY, MUNICIPALITY OF MAGNETAWAN AND TOWNSHIP OF McMURRICH/MONTEITH.**

WHEREAS Section 13.(3) of the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9 provides that the Council of a municipality may make an agreement with another municipality for the provision of any personnel, service, equipment or material during an Emergency;

AND WHEREAS the parties wish to provide for mutual assistance to each other through the provision of personnel, services, equipment or material to one or the other within the meaning of the Emergency Management and Civil Protection Act;

AND WHEREAS the parties have Emergency Plans pursuant to the Emergency Management and Civil Protection Act;

AND WHEREAS Council deems it desirous to enter into a Mutual Assistance Agreement with The Corporations of the Township of Perry, Township of Ryerson, Village of Burk's Falls, Town of Kearney, Municipality of Magnetawan and Township of McMurrich/Monteith, for mutual assistance through the provision of personnel, services, equipment or material to one or the other;

NOW THEREFORE the Council of The Municipal Corporation of the Township of Ryerson enacts as follows:

THAT the Reeve and Clerk are hereby authorized and directed to execute on behalf of The Municipal Corporation and under Seal of The Corporation, the Mutual Assistance Agreement between The Corporations of the Township of Armour, Township of Perry, Township of Ryerson, Village of Burk's Falls, Town of Kearney, Municipality of Magnetawan and Township of McMurrich/Monteith.

THAT this by-law shall come into force and take effect on the final day of passing thereof.

Read a first, second and third time,  
signed and the seal of the Corporation  
affixed hereto and finally passed  
in open Council this 19<sup>th</sup> day of  
December, 2017

I HEREBY CERTIFY THIS TO BE A TRUE  
COPY OF THE ORIGINAL DOCUMENT

Dec 20/17 Leannette Kelly  
Date Signature

[Signature]  
Reeve

[Signature]  
Clerk/Deputy Clerk

## Brenda Fraser

---

**From:** Kerstin Vroom <Clerk@magnetawan.com>  
**Sent:** September 18, 2020 3:05 PM  
**To:** Beth Morton; John Theriault; Brenda Fraser; Judy Kosowan (clerk@ryersontownship.ca); Nicky Kunkel; Cheryl Marshall, Clerk  
**Cc:** Melinda Torrance; Kim Seguin  
**Subject:** RE: Mutual Assistance Agreement

Good Afternoon Beth,  
Thanks for sending this out.

And, yes, the Municipality of Magnetawan is on board to help in the event that a municipality in our agreement declares an emergency under the EMCPA.  
Fingers crossed that we all stay healthy,

Enjoy your weekend,

*Kerstin*

**Kerstin Vroom, CMO CMM I | CAO/Clerk**

*Municipality of Magnetawan | PO Box 70 | 4304 Highway 520 | Magnetawan, ON POA 1P0  
Phone 705-387-3947 ext. 201 | Fax 705-387-4875 | [clerk@magnetawan.com](mailto:clerk@magnetawan.com)*



**Municipality of  
Magnetawan**

*This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.*

**From:** Beth Morton <beth.morton@townshipofperry.ca>  
**Sent:** September 18, 2020 12:17 PM  
**To:** John Theriault <clerk@armourtownship.ca>; Brenda Fraser <brenda.fraser@townofkearney.ca>; Judy Kosowan (clerk@ryersontownship.ca) <clerk@ryersontownship.ca>; Nicky Kunkel <clerk@burksfalls.ca>; Cheryl Marshall, Clerk <clerk@mcmurrichtmonteith.com>; Kerstin Vroom <Clerk@magnetawan.com>  
**Cc:** Melinda Torrance <melinda.torrance@townshipofperry.ca>; Kim Seguin <kim.seguin@townshipofperry.ca>  
**Subject:** Mutual Assistance Agreement

Good afternoon:

In 2017, our municipalities' entered into a Mutual Assistance Agreement to assist other neighbouring municipalities in case of an emergency.

We are starting to see an increase in numbers of confirmed COVID-19 cases and the cold and flu season is quickly approaching which will be another challenge to face.

In case there becomes a situation where one of our municipality's has an outbreak of the flu or confirmed COVID-19 and has a shortage of staff, I wanted to reach out and verify that the attached Mutual Assistance Agreement would be acceptable for sharing of staff resources and equipment. At this time, my biggest concern is our Public Works Department. If there is an illness that goes through the department in the middle of winter, we may not have back up resources for ploughing and maintenance of roads and I expect other municipalities will be in the same boat. In reviewing the attached Agreement, I believe that we have this covered so that we could work with our neighbours for assistance, but would like verification prior to one of us requiring this assistance. Hopefully it will not be necessary, but preparation is key in these trying times!

Please review the attached By-law when you have a moment and I look forward to receiving your comments and suggestions to move forward. Perry would gladly arrange a meeting to further discuss, if needed.

Have a great weekend and take care,

**Beth Morton, Clerk-Administrator**



Township of Perry | 1695 Emsdale Road  
Emsdale ON | (705)636-5941  
[www.townshipofperry.ca](http://www.townshipofperry.ca)

Please note that the Municipal Office is open to the public by **appointment only** in order to help minimize the spread of COVID-19. To book an appointment kindly call the office and arrange a date & time to meet with the applicable department.

We continue to provide services online, by telephone and by email. You can also visit our website at [www.townshipofperry.ca](http://www.townshipofperry.ca) for more information.

Thank you for your patience and understanding during these unprecedented times.

Disclaimer: This email is intended solely for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, dissemination, copying, printing or other use of this email by persons or entities other than the addressee is prohibited. If you have received this email in error, please contact the sender immediately and delete the material from any computer.

*Villages*  
of *Almaquin*

## Brenda Fraser

---

**From:** Judy Kosowan <clerk@ryersontownship.ca>  
**Sent:** September 21, 2020 11:14 AM  
**To:** 'Beth Morton'; 'John Theriault'; Brenda Fraser; 'Nicky Kunkel'; 'Cheryl Marshall, Clerk'; 'Clerk'  
**Cc:** 'Melinda Torrance'; 'Kim Seguin'  
**Subject:** RE: Mutual Assistance Agreement

Hi Beth: It's so great that you sent this out. We have certainly been having discussions here about business continuity, especially with road department winter operations coming up. I wonder if these agreements should be updated to add during pandemics in addition to a 'declared emergency'. There are also quite a few additional protocols that likely should be in place, to go along with the by-law and agreement.

I think it might be a good idea if we have a go to meeting as you noted.

Judy Kosowan

CAO/Clerk/Deputy Treasurer  
Township of Ryerson  
28 Midlothian Rd.  
Burks Falls, Ontario  
POA 1C0  
705 382-3232

**From:** Beth Morton <beth.morton@townshipofperry.ca>  
**Sent:** September 18, 2020 12:17 PM  
**To:** John Theriault <clerk@armourtownship.ca>; Brenda Fraser <brenda.fraser@townofkearney.ca>; Judy Kosowan (clerk@ryersontownship.ca) <clerk@ryersontownship.ca>; Nicky Kunkel <clerk@burksfalls.ca>; Cheryl Marshall, Clerk <clerk@mcmurrichmonteith.com>; Clerk <clerk@magnetawan.com>  
**Cc:** Melinda Torrance <melinda.torrance@townshipofperry.ca>; Kim Seguin <kim.seguin@townshipofperry.ca>  
**Subject:** Mutual Assistance Agreement

Good afternoon:

In 2017, our municipalities' entered into a Mutual Assistance Agreement to assist other neighbouring municipalities in case of an emergency.

We are starting to see an increase in numbers of confirmed COVID-19 cases and the cold and flu season is quickly approaching which will be another challenge to face.

In case there becomes a situation where one of our municipality's has an outbreak of the flu or confirmed COVID-19 and has a shortage of staff, I wanted to reach out and verify that the attached Mutual Assistance Agreement would be acceptable for sharing of staff resources and equipment. At this time, my biggest concern is our Public Works Department. If there is an illness that goes through the department in the middle of winter, we may not have back up resources for ploughing and maintenance of roads and I expect other municipalities will be in the same boat. In reviewing the attached Agreement, I believe that we have this covered so that we could work with our neighbours for assistance, but would like verification prior to one of us requiring this assistance. Hopefully it will not be necessary, but preparation is key in these trying times!

Please review the attached By-law when you have a moment and I look forward to receiving your comments and suggestions to move forward. Perry would gladly arrange a meeting to further discuss, if needed.

Have a great weekend and take care,

**Beth Morton, Clerk-Administrator**



Township of Perry | 1695 Emsdale Road  
Emsdale ON | (705)636-5941  
[www.townshipofperry.ca](http://www.townshipofperry.ca)

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Thank you for your patience and understanding during these unprecedented times.

**Disclaimer:** This email is intended solely for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, dissemination, copying, printing or other use of this email by persons or entities other than the addressee is prohibited. If you have received this email in error, please contact the sender immediately and delete the material from any computer.





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52 Seguin Street, Parry Sound, Ontario P2A 1B4  
Tel: (705) 746-2101 • Fax: (705) 746-7461 • [www.townofparrysound.com](http://www.townofparrysound.com)

September 9, 2020

**ATTENTION:** Parry Sound District Municipalities

**Re: Supplemental Emergency Medical Services Levy**

We have all been presented with unprecedented challenges throughout 2020. Parry Sound District Emergency Medical Services is no different. Cost overruns have occurred due to significant increases in needed Personal Protective Equipment (including higher than usual costs for the PPE), COVID related sick time and overtime costs associated with sick time.

To meet financial requirements in 2020 without significant decreases to EMS staffing, the EMS Advisory Committee has recommended to the Town of Parry Sound that a one-time supplemental levy be issued to the District Municipalities. Recognizing that unbudgeted provincial transfers are available to deal with financial challenges caused by COVID-19 the Town of Parry Sound concurs with the recommendation of the EMS Advisory Committee and passed resolution 2020-089;

“Recognizing that municipalities can utilize COVID-19 related funding from the Province at their discretion. Now, therefore upon the recommendation of the EMS Advisory Committee, a supplementary levy of \$450,000.00 be applied in 2020 to municipalities in the Parry Sound District using the traditional funding formula; and further that the summer upstaff shift operate until October 13th, 2020.”

Enclosed is an invoice for your municipality as well as a breakdown of the entire levy by municipality based upon weighted assessments.

Thank you

Town of Parry Sound

*Dave Thompson*

Dave Thompson, Director of Emergency and Protective Services



52 Seguin Street,  
Parry Sound, Ontario P2A 1B4  
Tel.: (705) 746-2101 Fax: (705) 746-7461  
e-mail: [tbolwerk@townofparrysound.com](mailto:tbolwerk@townofparrysound.com)

**Bill to:**

EMS-KEARNEY, TOWN  
P O BOX 38, 8 MAIN ST.,  
KEARNEY ON P0A 1M0

**Date:** 9/9/2020

**Invoice #:** [REDACTED]

**Terms:**

**Account Number:** EMS-KEARNEY

*070-021*

HST Registration #: 10698 4735

Item Number	Description	Quantity	Price	Amount
	SUPPLEMENTAL EMS LEVY	1.00	\$11,898.96	\$11,898.96

**Comments :**

<b>Subtotal :</b>	\$11,898.96
<b>HST:</b>	\$0.00
	\$0.00
<b>Total :</b>	<u>\$11,898.96</u>

**2020 EMS Cost Distribution (Supplementary COVID costs)  
(based on 2020 weighted assessment)**

**2020 EMS budget: \$ 450,000.00**

<b>Municipality</b>	<b>2020 Weighed Assessment (\$)</b>	<b>% of Distribution</b>	<b>2020 Levy (\$)</b>
Archipelago Twsp	2,132,732,152	15.1%	67,911.36
Armour	374,297,443	2.6%	11,918.54
Burks Falls	84,531,878	0.6%	2,691.70
Callander	558,818,700	4.0%	17,794.14
Carling	1,044,226,319	7.4%	33,250.70
Joly	58,307,271	0.4%	1,856.64
Kearney	373,682,744	2.6%	11,898.96
Machar	257,783,485	1.8%	8,208.45
Magnetawan	701,415,532	5.0%	22,334.77
McDougall	769,609,563	5.4%	24,506.23
McKellar	670,350,763	4.7%	21,345.59
McMurrich/Monteith	227,433,452	1.6%	7,242.03
Nippissing Twsp	384,405,517	2.7%	12,240.40
Parry Sound	857,885,962	6.1%	27,317.17
Perry	472,012,316	3.3%	15,030.02
Powassan	338,801,125	2.4%	10,788.25
Ryerson	190,280,300	1.3%	6,058.99
Seguin	3,546,407,686	25.1%	112,926.21
South River	71,389,375	0.5%	2,273.21
Strong	296,446,839	2.1%	9,439.59
Sundridge	107,537,318	0.8%	3,424.25
Whitestone	613,735,010	4.3%	19,542.81
<b>Total</b>	<b>14,132,090,750</b>	<b>100.0%</b>	<b>450,000.00</b>


Corporation of the  
**Municipality**  
of  
**Magnetawan**

Incorporated 2000 District of Parry Sound

Tel: (705) 387-3947  
Fax: (705) 387-4875  
www.magnetawan.com

P.O. Box 70, Magnetawan, Ontario P0A 1P0

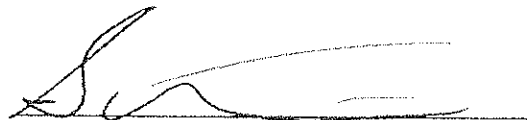
**RESOLUTION NO. 2020 - 139 SEPTEMBER 23, 2020**

Moved by: 

Seconded by: 

**WHEREAS**, the Council of the Municipality of Magnetawan received the correspondence Town of Parry Sound Supplemental Emergency Medical Services Levy;  
**AND WHEREAS** there is a request for funding from the contributing Municipalities in the amount of an additional; \$450,000 which is cost shared based on % of distribution;  
**AND WHEREAS** the Town of Parry Sound is requesting municipalities use the funds received from the Safe Restart Funding;  
**AND WHEREAS** the Town of Parry Sound should petition the Province for these funds rather than levy the Municipalities;  
**AND WHEREAS** the Municipality of Magnetawan understands that the monies received by Municipalities through the Safe Restart Funding is to address their own operation pressures and local needs in dealing with COVID-19 not those of other agencies;  
**AND WHEREAS** there was no itemized listing of the funds requested by the Town of Parry Sound;  
**NOW THEREFORE BE IT RESOLVED** that the Municipality of Magnetawan does not authorize the payment of this supplemental levy at this time and requests an itemized list of expenditures and requests the levy be allocated over a 3 year period to be able to budget accordingly;  
**AND FURTHER THAT** the Clerk forward a letter to the Town of Parry Sound advising same;  
**AND THAT** this resolution be forwarded to partner Municipalities.

Carried  Defeated  Deferred

  
Sam Dunnett, Mayor

Recorded Vote Called by: \_\_\_\_\_

Recorded Vote

Member of Council	Yea	Nay	Absent
Brunton, Tim			
Hetherington, John			
Kneller, Brad			
Smith, Wayne			
Mayor: Dunnett, Sam			

**TOWNSHIP OF MACHAR**

**Resolution Number:** 145-20

**Moved By:** Ken Scarlett

**Seconded By:** Ron McLaren

Sep 28, 2020

WHEREAS we received correspondence from the Town of Parry Sound regarding a Supplemental Emergency Medical Services Levy indicating cost overruns have occurred due to significant increases in needed Personal Protective Equipment (including higher than usual costs for the PPE), COVID related sick time and overtime costs associated with sick time,

WHEREAS there is a request for funding from the contributing municipalities in the total additional amount of \$450,000 apportioned to each municipality with the Township of Machar's share billed at \$8,208.45 in additional costs and EMS summer upstaff shift to operate until Oct 13, 2020 per Town of Parry Sound Sep 9, 2020 correspondence,

WHEREAS the EMS Committee recommended and the Town of Parry Sound is requesting municipalities use the funds received from the Safe Restart Funding – Phase 1,

WHEREAS the municipalities and the Township of Machar have their own increased costs experienced due to Covid-19 and funds allocated through the Safe Restart Funding,

WHEREAS the Covid-19 Pandemic is constantly changing and there may be more costs,

NOW THEREFORE THAT we support the Municipality of Magnetawan's Resolution No. 2020-139 passed Sep 23, 2020 that the Town of Parry Sound should petition the Province for these funds rather than a Supplemental Levy to the municipalities now or in the future,

AND FURTHER THAT we not support the Supplemental Levy to municipalities.

**Carried by:** Lynne Carlson

**Lost by:** \_\_\_\_\_

90 Wollaston Lake Road  
COE HILL, ON K0L 1P0  
clerk@wollaston.ca  
www.wollaston.ca



**MAYOR: BARBARA SHAW**  
**CLERK: BERNICE CROCKER**  
613-337-5731 (Phone)  
613-337-5789 (Facsimile)

---

September 16, 2020

**MINISTRY OF MUNICIPAL  
AFFAIRS AND HOUSING**  
17<sup>th</sup> Floor, 777 Bay street  
TORONTO, ON  
M7A 2J3

**ATTN: THE HON. STEVE CLARK**

Dear Minister Clark:

At a special meeting of council held on August 24, 2020, members discussed concerns regarding the 2018 municipal election.

In the last six weeks of the 2018 municipal election in Wollaston Township, seasonal property owners presented signed leases with family members for sleeping cabins, bunkies and sheds. The \$100.00 leases added a significant number of new non-resident electors to the voters' list.

Although concerns were raised regarding the Township's Comprehensive Zoning By-law and non-use of the standard lease form, the leases were used as eligibility, allowing the children of seasonal property owners access to a Township election for the first time.

Because this gave the appearance of a pay to play campaign, and because the leases were with family members, and because no people actually lived in these structures that lacked hydro, running water and washroom facilities, this was reported to the OPP, who have a duty to enforce the rules and regulations of the *Municipal Elections Act*.

The OPP did not proceed with charges because they said there was no case law.

The following Motion was adopted:

MOTION NO.: 03  
MOVED BY: TIM CONLIN  
SECONDED BY: DARLENE COLTON

**BE IT RESOLVED**, that the Council of Wollaston Township ask Minister of Municipal Affairs and Housing, the Hon, Steve Clark, to review the *Municipal Elections Act* and provide amendments to ensure that loopholes are closed on any pay to play schemes in rural communities where non-resident electors are permitted to participate in elections so that \$100.00 leases do not turn into ballots for garden sheds.

**AND BE IT FURTHER RESOLVED**, that the County of Wollaston Township ask the Minister of Municipal Affairs and Housing, the Hon. Steve Clark, to review the Municipal Elections Act and provide amendments to provide clearer, stronger wording, to assist municipal Clerks in addressing issues to allow for a more definitive decision to be made when adding names to the voters' list.

**AND BE IT FURTHER RESOLVED**, that Council of Wollaston Township ask the Minister of Municipal Affairs and Housing, the Hon. Steve Clark, to ensure that there is a clear and accessible way to report election fraud.

**AND BE IT FURTHER RESOLVED**, that Council of Wollaston Township ask the Minister of Municipal Affairs and Housing, the Hon. Steve Clark, to ensure that the rules described in the Municipal Elections Act are actually enforceable even if there is not current case law.

**AND BE IT FURTHER RESOLVED**, that support for this resolution be sent to Premier Doug Ford, Daryl Kramp, M.P.P. for Hastings-Lennox and Addington, all Ontario Municipalities and the Association of Municipalities of Ontario.

**CARRIED**

Should you have any questions or concerns regarding the above, do not hesitate to contact me.

Sincerely,



**BERNICE CROCKER**  
Clerk/Administrator

cc. Premier Doug Ford, Daryl Kramp, M.P.P. for Hastings-Lennox and Addington, AMO and all Ontario Municipalities.