

# TOWN OF KEARNEY

## AGENDA

### REGULAR COUNCIL MEETING

Council Chambers

Thursday, April 30, 2026 – 6:00 p.m.

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**1. Call the Meeting to Order**

**2. Approval of Agenda**

**3. Disclosure of Interest**

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

**4. Delegations/Presentations/Public Meetings**

4.1. Delegation – Austin Toth re: Huntsville Cancer Clinic Support Pg.3

**5. Consent List**

5.1. DRAFT Regular Council Meeting Minutes Pg.9  
5.2. Recreation Committee March 10, 2026 - Draft Minutes Pg.12  
5.3. Payment Register Pg.15  
5.4. AHHC Minutes – March 5, 2026 Pg.20

**6. Items Referred from the Consent List**

**7. Items for Discussion**

7.1. MEMO: Update on Roads Project Pg.23  
7.2. MEMO: Flooding & Status Pg.24  
7.3. DRAFT MOU for ATV Club Pg.25  
7.4. DRAFT Joint Compliance Audit Committee By-law with Appointments Pg.34  
7.5. AMO Attendance Pg.48  
7.6. DRAFT Deeming By-law Rusnak Pg.49

**8. Notice of Motion**

8.1. Discussion on Encouraging Property Clean – up Pg.50

**9. Correspondence for Information**

9.1. Email from Muskoka River Watershed Staff Working Group Pg.51  
9.2. Muskoka River Watershed Staff Working Group Accord Pg.54

- 9.3. Support Request from AORS Pg.61
- 9.4. Regatta Vendor Call-out poster Pg.65

**10. Bylaws**

- 10.1. By-law 2026-21 Being a By-law to Establish a Joint Compliance Audit Committee and Appoint Committee Members for the 2026 Municipal Election period Pg.66
- 10.2. Bylaw 2026-22 Deeming Bylaw (Rusnak) Pg.80
- 10.3. Bylaw 2026-23 AMPS Pg.81

**11. Closed Session**

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

2(b) Personal Matters about an Identifiable Individual

**12. Confirming Bylaw**

By-law 2026-24 Being a by-law to confirm the proceedings of Council

**13. Adjournment**

**From: Jody MacPherson**

Date: Sun, Apr 12, 2026, 11:59 a.m.

Subject: Address regarding placing oncology unit at Huntsville site

Good morning/afternoon, I regret that I am not able to be present to speak with you today and answer your questions. My name is Jody MacPherson and I have been an employee at Huntsville District Memorial hospital for nearly 36 years. For the past 27 years I have worked in our chemo/oncology/ambulatory care unit. When I began working in the unit, it was staffed by a single nurse and was only open 4 hours twice a week. Today the unit is open 5 days per week 8-4 and is staffed by 4-5 nurse daily. This tremendous growth was supported by Dr Sanjay Jindal who has covered clinic patients since the early 1990"s. Also, by Dr Allison Small who has assisted covering oncology patients for the last 20 years. Another big contributor to growth was Dr Brian Murat. He established his Remicade treatment clinic over 20 years ago. These additional patient visits allowed to increase nurse staffing and secured safe care for oncology/cancer patients. Together with the help of other staff nurses, managers and leaders, the clinic has developed into a caring compassionate service that supports many members of our community. The clinic has alleviated the burden imposed by living many hours' drive from either the Sudbury or Barrie cancer centre. It has lessened travel times and associated expenses, eliminated the need for overnight stays in communities far from home, decreased missed hours of work for family and caregivers and has allowed development of better patient care networks locally. The availability of a local doctor in clinic has decreased the number of emergency room visits needed by local oncology patients and greatly improved the quality of life for our community members with a cancer diagnosis. It has allowed for equitable access to supportive care for our community members north of Huntsville.

Historically, chemotherapy was offered at both the Huntsville and Bracebridge sites. It was determined approximately 13 years ago that maintaining 2 sites in our area diluted nursing staff experience and expertise too much. Also, maintaining two chemotherapy pharmacies was too costly as a special biological safety hood is required to mix chemotherapy drugs safely. Again, the pharmacy staff requires special training and expertise as well. Huntsville site also has dedicated medical staff covering clinic consistently for nearly 30 years and plans and recruitment for future medical coverage is in place. Huntsville was chosen as the logical site as it serviced our community to the north better and ensured equitable access. During Co-Vid , the Bracebridge ambulatory care site was closed related to staffing and planning issues. The site was re-opened approximately 2 years ago as it was deemed that a single site did not service the district well enough. Chemotherapy remained exclusively at the Huntsville site.

I personally have great concerns with the current plans to single site all oncology/chemo and ambulatory care to the Bracebridge site. This is shown in the current architectural drawings. It has already been proven that a single site does not work , in fact failed to meet the needs of the community. I also have concern over the concentration of services to the southern region of our district. This would mean an increase of 30 minutes driving for our northern residents who already drive 45 minutes or an hour to Huntsville in good weather. The residents of Bracebridge and Gravenhurst have a second option for chemotherapy, Orillia. Orillia hospital

offers outpatient chemotherapy within a 30 minute drive for both these communities. The Barrie cancer center is also much closer for the residents of Bracebridge and Gravenhurst.

I feel that there is a wonderful opportunity to create 2 properly serviced ambulatory care clinics at each site with the planned hospitable rebuilds. We could maintain cancer care and oncology care in Huntsville creating equitable access for all our residents. We would have two properly outfitted units with access to planned supportive infrastructure: wall oxygen and suction, proper access to utilities and hygiene spaces for patients and staff, decreased crowding and improved confidentiality for patients. Currently, both units work out of retro fitted spaces which are workable but certainly have limitations and drawbacks. Our northern community populations are only going to continue to grow and will need access within reason distance. Now is the time to ensure proper planning and implementation occurs. This will only happen if we petition in a clear and direct manner for accessible services for our communities. I am happy to answer any questions and provide clarity as best I can as needed. Please bring you questions to Austin or Leah and they can email me. Thank you for your time.

Jody MacPherson



## Cancer Clinic Petition Huntsville

**Petition Mission Statement - We the undersigned would like to ensure the Cancer Clinic remains in the Huntsville District Memorial Site. We affirm the strategic and equitable treatment option of the Huntsville cancer clinic and its continuing operation".**

A person diagnosed with cancer is assessed at a major cancer treatment centre located in Barrie or Sudbury, and provided certain criteria are met can be referred for ongoing treatment at home or if required, to an oncology treatment centre staffed by registered nurses such as is in Huntsville Memorial Hospital Site. For the Almaguin Area, most patients attend Royal Victoria Hospital – Hutson Regional Cancer Centre in Barrie, Ontario, which has an association with Huntsville Memorial Hospital. The type of cancer, treatment required, available resources and individual patient needs as it relates to the need for treatment closer to home to maximize results are the criteria for admission into the satellite programs.

The East Parry Sound Area (including Almaguin Highlands) is in a unique position depending on your address. People diagnosed with cancer are typically referred to Royal Victoria Hospital in Barrie, located 146 to 187 km away, for assessment and initial treatment. If the patient is fortunate they can receive treatment at an Oncology treatment centre like the one located in Huntsville. These centres require specialized staff, and resources to meet the treatment needs of Cancer patients. Huntsville Memorial Site has that kind of specialized, dedicated medical staff and services which Cancer Patients consider as excellent.

For those residing in the Almaguin Area, attending the Huntsville Oncology Clinic can be from 26 km to 80 km from their residence.

We have heard with concern of the possibility of the Cancer Clinic being moved to Bracebridge. For those residing in the Almaguin Area this would be a significant increase driving for treatment. The extra distance would have more impact during winter months.

It should be noted that the Cancer Clinic was originally located in the Bracebridge Hospital location many years ago. At that time, it was decided to move it Huntsville due to location being one of the rationales.

A further obstacle for many Cancer patients is that they should not drive right after treatment, and someone needs to attend with them.

Cancer Patients in Bracebridge have access to both the Orillia Cancer Clinic (56 km) and the Huntsville Clinic (37km).

While there is apparent discussion of providing "public transportation" from Huntsville to Bracebridge, there are concerns which include but are not limited to:

- 1) Having compromised immunity system (Cancer patients) being on public transportation is risky
- 2) The side effects of treatment include nausea and Gastrointestinal issues, which would put patients at further risk on public transportation, not to mention the embarrassment for the patients involved.
- 3) Having to wait around for public transport would be difficult for the same reasons listed above.

In Summary, the current situation is working well *and equitably for cancer patients. It would be unfortunate to change that.*

Below are the one-way distances as per Google Maps from communities in Almaguin Highland area and the Hospitals that have Cancer services.

To Royal Victoria Hospital

South River – 187 km, Sundridge – 178 km, Burks Falls – 159 km, Magnetawan – 181 km, Emsdale/Perry – 146 km, Kearney – 155 km, Dunchurch – 169 km.

To Huntsville Memorial Site

South River – 68 km, Sundridge – 58 km, Burks Falls – 38 km, Magnetawan – 62 km, Emsdale/Perry – 26 km, Kearney – 35 km, Dunchurch – 81km.

To Bracebridge Hospital – South Muskoka Memorial Site

South River – 103 km, Sundridge – 94 km, Burks Falls – 74 km, Magnetawan – 97 km, Emsdale/Perry – 61 km, Kearney – 70 km, Dunchurch – 116 km

Bracebridge to Orillia Soldiers Memorial Hospital – 56 km

Bracebridge to Huntsville Memorial Site – 37 km

Please see map on pages below for visual reference.

Catchment areas of Muskoka Algonquin Healthcare

14,306 views  
Published on November 14, 2024

SHARE

Hospitals

- South Muskoka Memorial Hospital Site
- Huntsville District Memorial Hospital Site

Towns

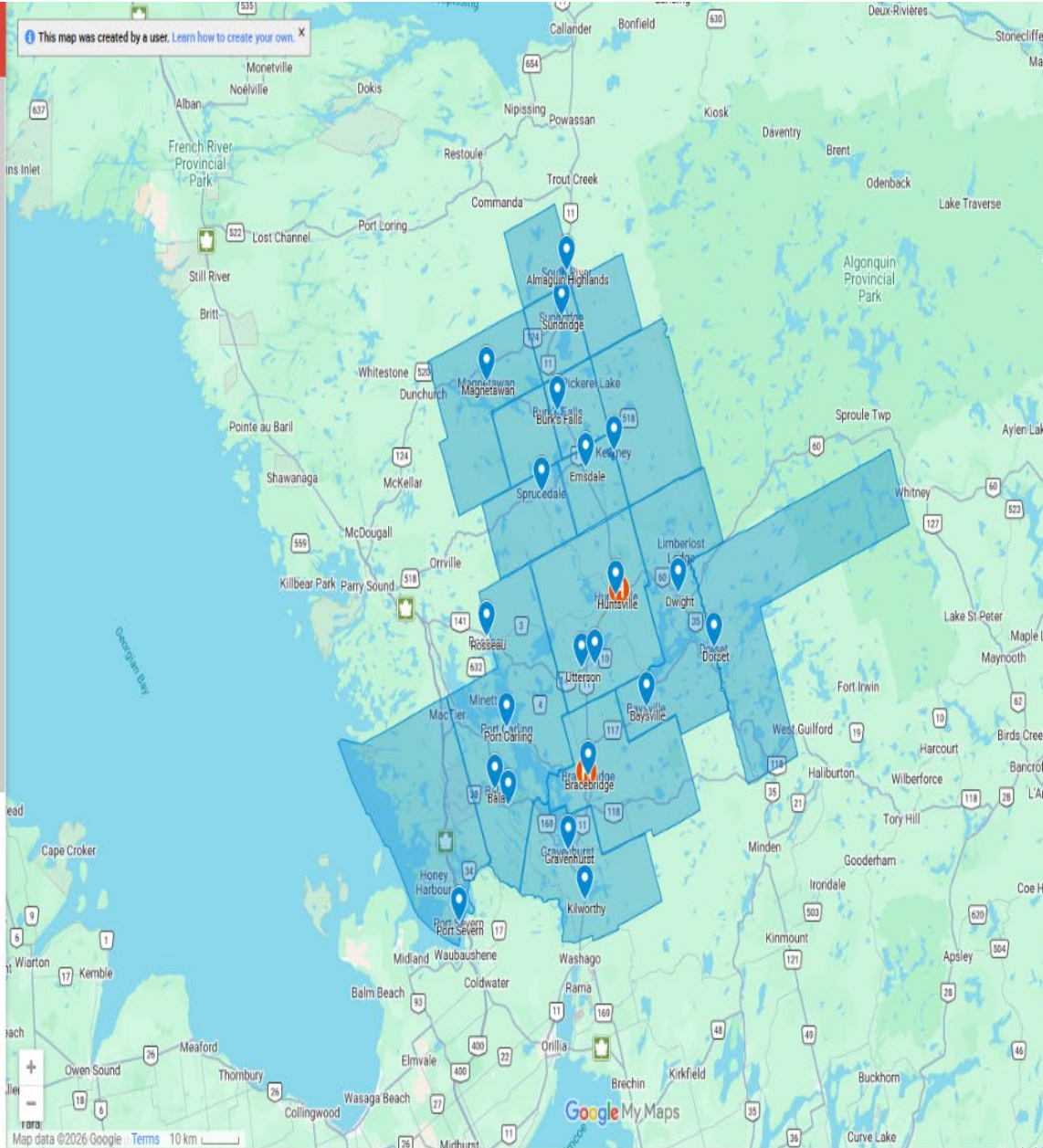
All items

District of Muskoka

- Township of Muskoka Lakes
- Town of Gravenhurst
- Township of Georgian Bay
- Town of Bracebridge
- Township of Lake of Bays
- Town of Huntsville

East Parry Sound District

- Township of Armour
- Township of McMurrich/Monteith
- Township of Ryerson
- Township of Joly
- ... 7 more



**The Corporation of the Town of Kearney**  
**REGULAR COUNCIL MEETING MINUTES**  
**Council Chambers**  
**Thursday, April 9, 2026 – 6:00 p.m.**

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**Council Members Present:** Mayor: Cheryl Philip  
Deputy Mayor: Michael Rickward  
Councillors: Keven Beaucage (virtual), Heather Pateman (virtual), Jill Sharer

**Staff Present:** Nicole Gourlay, CAO-Clerk (CAO)  
Jenny LeBlond, Treasurer  
Cindy Filmore, Deputy Clerk (DC)  
Jason Newman, Bylaw Enforcement  
Austin Wade, Bylaw Enforcement (Co-op Student)

The CAO and the Treasurer were present for the entirety of the meeting. The DC was present for the public portion of the meeting. The Bylaw Enforcement team were present for their portion of the meeting.

1. **Call the Meeting to Order**  
The meeting was called to order at 6:00 p.m.
2. **Approval of Agenda**  
Resolution 2026-075  
Moved by: Deputy Mayor Rickward; Seconded by: Councillor Sharer  
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney adopts the Agenda of April 9, 2026, as circulated  
CARRIED
3. **Disclosure of Interest – None noted**
4. **Delegations/Presentations/Public Meetings**
  - 4.1 Zoning By-law Amendment – Peace Valley Drive (Schaefer)  
Resolution 2026-076  
Moved by: Deputy Mayor Rickward; Seconded by: Councillor Sharer  
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney recesses the Regular Meeting of Council of Thursday, April 9, 2026 at 6:04 pm to hold a Public Meeting pursuant to Section 34 (12), (13), (14) of the Planning Act, R.S.O. 1990, c.P. 13, as amended, to consider one Zoning Bylaw Application:
    1. Application RZ-01-26 (Schaefer), municipally known as 82 Peace Valley Drive  
CARRIED
  - Resolution 2026-077  
Moved by: Councillor Beaucage; Seconded by: Councillor Pateman  
BE IT RESOLVED that the Public Meeting of Council pursuant to Section 34 (12), (13), (14) of the Planning Act, R.S.O. 1990, c.P. 13, as amended, held Thursday, April 9, 2026, be adjourned at 6:10 p.m. and Council returns to the Regular Council Meeting.  
CARRIED
  - Resolution 2026-078  
Moved by: Councillor Sharer; Seconded by: Deputy Mayor Rickward  
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney receives the report from EcoVue Consulting in regard to the Application for Zoning Bylaw Amendment RZ-01-26; AND FURTHER THAT Council supports the proposed amendment to Zoning Bylaw 2022-20 which will rezone a portion of the subject lands from the Rural Exception -16 (RU-16) to a new site-specific Rural Exception-XX (RU-XX) Zone, as a condition of SEPSDPB Consent File B-004/26; AND FURTHER THAT a bylaw to this effect will be passed at this Council meeting.  
CARRIED

**5. Consent List**

Resolution 2026-079

Moved by: Councillor Pateman; Seconded by: Councillor Beaucage

BE IT RESOLVED that the Consent List from the Council Meeting of Thursday, April 9, 2026, be accepted and that all recommendations or support contained therein be adopted and approved as resolutions of Council.

CARRIED

**6. Items Referred from the Consent List**

**7. Items for Discussion**

**7.1 Almaguin Minor Softball Association In-Kind Request**

Resolution 2026-080

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

WHEREAS the Council of the Corporation of the Town of Kearney received a request from the Almaguin Minor Softball Association for both a cash donation and an in-kind donation; AND WHEREAS Council recognizes the extent of volunteerism required of the organizers, the financial burden to carry the league forward, in providing adequate insurance coverage and incidentals as well as the need for access to facilities and equipment; NOW THEREFOR BE IT RESOLVED that the Council of the Corporation of the Town of Kearney determines to donate a total of \$500 to the Almaguin Minor Softball Association; AND FURTHER that Council directs Staff to provide access to the Ball Diamond and the storage building at the Ball Diamond as well as the ball equipment contained within to the Almaguin Minor Softball Association.

CARRIED

**7.2 DRAFT Bylaw to Regulate Dogs**

Resolution 2026-081

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

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby receives and accepts the DRAFT Bylaw to Regulate Dogs; AND FURTHER that Council supports the passing of this bylaw which will take place later in this meeting.

CARRIED

**7.3 DRAFT Administrative Monetary Penalties System Bylaw**

Resolution 2026-082

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

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby receives the DRAFT Administrative Monetary Penalties System Bylaw; AND FURTHER THAT Council requests the following changes: delete item #13 within Schedule A regarding Pit Bulls

CARRIED

**7.4 Staff Report 2026-24 Regarding Council Committee Structure**

Resolution 2026-083

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

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney receives and accepts SR2026-24 from the Treasurer regarding Committees of Council Structure; AND FURTHER that Council directs that the process of moving forward with the transitioning of the current Committees of Council structure to a Volunteer Advisory Councils structure to compliment the newly initiated role of Community Engagement and Recreation Coordinator shall proceed

CARRIED

**7.5 MEMO: Legal Opinion on Section 228(4) of the Municipal Act**

Resolution 2026-084

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

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney receives and accepts the Memo regarding a Legal Opinion received regarding Section 228.4 of the Municipal Act 2001, as amended.

CARRIED

**8. Notice of Motion - Nil**

**9. Correspondence for Information**

Resolution 2026-085

Moved by: Councillor Beaucage; Seconded by: Councillor Sharer

BE IT RESOLVED THAT the Council of the Corporation of the Town of Kearney receives

correspondence list from April 9, 2026, for information; AND FURTHER THAT Council directs staff to write letters of support for the following items:  
9.2 FONOM – key northern investments in Ontario and NORDS Extension  
9.6 Support Resolution – Ontario Property Tax Reform  
9.7 Support Resolution – Motion to Reassess – Unfreeze Ontario  
CARRIED

**10. By-laws**

Resolution 2026-086

Moved by: Councillor Sharer; Seconded by: Councillor Pateman

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

10.1 By-law 2026-17 being a By-law to Amend Zoning By-law 2022 – 20 (Schaefer)

10.2 By-law 2026-18 being a By-law to Adopt an Investment Policy

10.3 By-law 2026 -19 being a By-law to Regulate Dogs in the Town of Kearney

CARRIED

**11. Closed Session**

Resolution 2026-087

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

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney moves into closed session at 6:37 p.m. under Section 230 of the Municipal Act, under the following subsections: 2(b) Personal Matters about an Identifiable Individual; 2(d) Labour Relations or Employee Negotiations.

CARRIED

Resolution 2026-088

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

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney reconvenes in Open Session at 7:47 p.m.

CARRIED

**12. Confirming By-law**

Resolution 2026-089

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

BE IT RESOLVED that By-law 2026-20 being a by-law to Confirm the Proceedings of the Regular Meeting of April 9, 2026, be read a first, second and a third time, passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation, and engrossed in the by-law book.

CARRIED

**13. Adjournment**

Resolution 2026-074

Moved by: Councillor Sharer Seconded by: Councillor Pateman

BE IT RESOLVED that the Regular Council Meeting of the Corporation of the Town of Kearney adjourn at 7:48 pm

CARRIED

**THE CORPORATION OF THE  
TOWN OF KEARNEY**

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Mayor

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Clerk

# The Corporation of the Town of Kearney

## RECREATION COMMITTEE MINUTES

Tuesday, March 10, 2026 – 2:00 p.m.  
Seniors Room

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**Members Present: Secretary Becky Logan, Treasurer Jenny Leblond, Councillor Jill Sharer, Janet Dunsmore, Pauleen Patton, Tracey Mashinter and Debbie Watson.**

**Regrets: Bea Dubuc, Patti Kennery**

**1. Call the Meeting to Order at 2:08pm.**

**2. Approval of Agenda**

Res. No. 11-26 Tracey Mashinter, Janet Dunsmore

BE IT RESOLVED that the Recreation Committee of the Town of Kearney, adopts the agenda as amended and revise Item 6.6 to Summer Programming, including swimming and weekly drop-in sports.

CARRIED

**3. Disclosure of Interest**

None Noted.

**4. Delegations/Presentations**

None.

**5. Adoption of Previous Meeting Minutes**

Res. No. 12-26 Debbie Watson, Jill Sharer

BE IT RESOLVED that the Recreation Committee of the Town of Kearney adopts the minutes of February 10, 2026 as circulated.

CARRIED

**6. Items for Discussion**

**6.1. Staff Activity & Programming Report**

The Committee reviewed the February programming report and noted that fitness class attendance remains stable, with a modest increase in drop-ins. Staff reported that Wednesday evening Yoga ended on its session on March 4, and the instructor is on hiatus until further notice. Kids Dance began its first session of the year on March 5, with nine children registered across both classes. The Committee also reviewed the Staff Report, which included an overview of fitness programming and recommendations to adjust the budget in response to the success of Monday evening fitness. Staff reiterated to the Committee that cost-recovery is not a primary objective for recreational programming. The Committee discussed coordinating another community survey regarding Yoga. The Committee retroactively approved an increase to Lisa's rate and agreed to expand Amanda's program session blocks for the year.

Res. No. 13-26 Janet Dunsmore, Tracey Mashinter

BE IT RESOLVED that the Recreation Committee of the Town of Kearney agrees to increase Lisa's rate from \$50 - \$60 per class for the duration of her contract.

CARRIED

BE IT RESOLVED that the Recreation Committee of the Town of Kearney approves adding four additional 8-week blocks for Monday evening fitness, totaling \$7,200.

CARRIED

#### 6.2. Update on March Break

Staff reported that the approved equipment has been ordered and stored at the community centre. A student volunteer opportunities poster has been shared with Huntsville High School, Almaguin Highlands Secondary School, and the Burk's Falls Cadets, and has also been posted throughout Kearney and Burk's Falls. If no student volunteers come forward, Becky will supervise the gymnasium during open gym programming.

#### 6.3. Legion Easter Sunday Pancake Activities

Lisa Lahn needs volunteers to be at the Legion for 9:30am on Sunday, April 5. A number of Committee members confirmed their availability.

#### 6.4. Update on Music at Mirror Bay

Staff reached out to Cottage Classic Docks and they confirmed that they will donate a stage again this year, from July 1 until the end of August. Cottage Classic Docks has requested to keep the stage at the Mirror Bay parking lot instead of transporting it back and forth. This will help cover live music stage needs for Canada Day, Music on Mirror Bay and Regatta.

#### 6.5. Update on Canada Day

Staff presented a draft map outlining the planned Main Street closure and the detour route from Lakeview Avenue to Rain Lake Road. Proposed Canada Day activities include face painting, crafts, and other kids' activities in the empty lot behind the United Church, with the bouncy castle located on Main Street pending power availability. Staff also confirmed that the Town's newly purchased 10 x 20 tent from Regatta will be available for use on Canada Day. Pauleen reiterated that the Lions will provide popcorn, snow cones and cotton candy. We will direct event-goers to park at the community centre. Staff and the Committee will work on procuring volunteers for the event.

#### 6.6. Summer Programming

The Committee would like Staff to reach out to last year's swimming instructor to being preparations for this year's swim program. Staff will review last year's rates and participation numbers, and will provide an update in April's meeting. The Committee noted that the swim instructor requires advance registration to organize the class schedule, so this should be prioritized. The Committee discussed what age group should be targeted for the Summer Drop-In Sports weekly program. Staff will consult with the Town's insurance provider regarding age requirements for participation without parental supervision. Staff will also review existing programming schedules and long-weekend dates to recommend a suitable day of the week. The Committee agreed to revisit these items in the next meeting once Staff has gathered the necessary information.

**7. Adjournment**

Res. No. 15-26

Janet Dunsmore, Patti Kennerly

BE IT RESOLVED that the Recreation Committee of the Town of Kearney adjourns the meeting at 3:30PM to meet again at 2:00PM on April 14, 2026.

CARRIED

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

DRAFT

**Town of Kearney**  
**A/P Batch Report (April 7, 2026)**  
Batch: 2026-00025 to 2026-00025

Bank Code - AP - GENERAL AP

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
35478	4/10/2026	VOID - Cheque Printing			
35479	4/10/2026	VOID - Cheque Printing			
35480	4/10/2026	Abell Pest Control A7863657 A7819941 A7791794	April Pest Control April Pest Control April Pest Control	65.61 62.15 178.47	306.23
35481	4/10/2026	Action First Aid Inc 102972 102561 KCC 102561 FD	Philips HeartStart Child SMART P; Philips HeartStart Adult SMART P; Zoll AED 3 CPR Uni-Padz	323.54 121.94 363.30	808.78
35482	4/10/2026	AMCTO Zone 7 2026-01	Zone 7 Spring Conference	450.00	450.00
35483	4/10/2026	Bay Press 14658	Printed Logo Envelopes	598.01	598.01
35484	4/10/2026	Bayshore Broadcasting Order6114-00006	Cruiser stop w/speaker and Jack	678.00	678.00
35485	4/10/2026	BDO Canada LLP CINV3840161	Interim Billing for 2025 Year End A	15,113.75	15,113.75
35486	4/10/2026	Bell Canada March 7/26	March Telephone	83.88	83.88
35487	4/10/2026	Bell Mobility Inc. March 11/26 BD March 11/26 PW March 11/26 FD	February Data Flex Plan March Cell Phone Usage x 2 March Cell Phone Usage	146.23 81.71 44.35	272.29
35488	4/10/2026	Bell Canada (Internet) March 19/26	March Internet	180.68	180.68
35489	4/10/2026	BKC Inc. INV-3233	Labour & Repair Tanker 314	711.36	711.36
35490	4/10/2026	Brown, Mike MB Mar 28/26	Boot Allowance Reimbursement	196.59	196.59
35491	4/10/2026	Canada Post Corporation 98000337309	Interim Tax Mailing & Annual BRM	3,224.56	3,224.56
35492	4/10/2026	ClayMar Electric 5292 5274 PW 5274 KCC	Service call and repair to light stan Generator Inspection Generator Inspection	407.92 81.93 81.92	571.77
35493	4/10/2026	Conseil Scolaire Catholique Franco-Nc Levy 1/26 FS	1st qtr Levy French Separate S.B.	1,817.00	1,817.00
35494	4/10/2026	Conseil Scolaire Public Levy 1/26 FP	1st qtr levy - French Public S.B.	711.00	711.00
35495	4/10/2026	CUPE Local 1813 Feb/26 Dues-2	February - Balance of Dues Owed	409.36	409.36
35496	4/10/2026	CUPE Local 1813 Mar/26 Dues	March Union Dues	747.31	747.31
35497	4/10/2026	D.P.S.S.A.B. 3rd qtr Levy/25 1st qtr/26 Levy	3rd qtr levy payment 2025 1st qtr levy for 2026	46,152.69 49,324.04	95,476.73

**Town of Kearney**  
**A/P Batch Report (April 7, 2026)**  
Batch: 2026-00025 to 2026-00025

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
35498	4/10/2026	Dunnett, Peter PD Mar 29/26	Standard First Aid, Level C	900.00	900.00
35499	4/10/2026	Filmore, Cindy CF Mar 31/26	Reimburse Conference Expenses	607.24	607.24
35500	4/10/2026	FONOM 1961-26	Annual Membership	176.40	176.40
35501	4/10/2026	Glen Martin Ltd. 532235	Garbage Bags	86.77	86.77
35502	4/10/2026	Gordon, Carly CG 1174647	Reimburse First Aid Training	192.10	192.10
35503	4/10/2026	Huronian Alarm & Fire Security 1388991	Alarm Monitoring System (Apr-Jun)	81.36	81.36
35504	4/10/2026	.I.machine services 023267	Hydraulic Oil	78.87	78.87
35505	4/10/2026	Inservus Management Systems 2554	Maintenance & Repairs	2,540.36	2,540.36
35506	4/10/2026	Logan, Becky TOK FLOAT/26	Community Events Float	100.00	100.00
35507	4/10/2026	Logan, Becky BL Fish Dinner	Good Friday Dinner - Exp. Reimbu	80.85	80.85
35508	4/10/2026	Manchester, Steve SM March 19/26	Reimburse KM's for Training	91.98	91.98
35509	4/10/2026	Mashinter, Amanda 010 AM Mar29/26	Jan-March Fitness Instructor Fees Reimburse Training Meals Exp	1,514.20 56.57	1,570.77
35510	4/10/2026	McKay, Scott SM-BA/26 SM Exp/26	Reimburse Boot Allowance Exp Reimburse Plate Exp	401.13 59.00	460.13
35511	4/10/2026	Ministry of Finance - Ontario 101603261152087 103003261250097	February OPP LSR Policing Servic LSR 2026 CSPT Grant	29,182.00 -397.00	28,785.00
35512	4/10/2026	Moore Propane Ltd. 6027946 6027805 6027888	Liquid Propane - March 30 Liquid Propane - March 16 Liquid Propane - March 19	902.03 421.49 447.06	1,770.58
35513	4/10/2026	Morrin, Michael MM 26/Boot	Reimburse Boot Allowance Exp	115.79	115.79
35514	4/10/2026	MPAC 1800040382	Property Assessment Services (Ap	15,109.28	15,109.28
35515	4/10/2026	Muskoka Algonquin Healthcare (MAOH 2026-1	MAOHT-HHR Recruitment (Jan-Dc	1,000.00	1,000.00
35516	4/10/2026	Near North Dist. School Board 1st qtr/26 EP	1st qtr Levy - English Public S.B.	149,750.00	149,750.00
35517	4/10/2026	Nipissing-Parry Sound Catholic DSB 1st qtr/26 ES	1st qtr Levy - English Separate S.E	8,914.00	8,914.00
35518	4/10/2026	OMERS Feb/26Pension/2	Feb Bal. of Pension Contributions	9,401.66	9,401.66
35519	4/10/2026	OMERS Mar/26 Pension	March Pension Contributions	13,556.50	13,556.50
35520	4/10/2026	Purolator Inc.			

**Town of Kearney**  
**A/P Batch Report (April 7, 2026)**  
Batch: 2026-00025 to 2026-00025

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			560242125	Courier Charges	5.84	
			595285399	Courier Charges	6.28	
			550242537	Courier Charges	6.28	18.40
<b>35521</b>	<b>4/10/2026</b>	<b>Ransome Well Drilling Ltd</b>				
			794733	Carbon Filters for Water System	258.77	
			794733 PW	Carbon Filters for Water System	258.77	517.54
<b>35522</b>	<b>4/10/2026</b>	<b>Sharer, Jill</b>				
			JS Apr 7/26	Reimburse Expenses	192.29	192.29
<b>35523</b>	<b>4/10/2026</b>	<b>Three Mile Truck &amp; Trailer Repair</b>				
			3058	Labour & Service	343.53	
			3066	Service & Labour (signal line leak)	345.15	688.68
<b>35524</b>	<b>4/10/2026</b>	<b>TTT Farm</b>				
			2026 Regatta	Teeny Tiny Travelling Farm (Anim:	1,000.05	1,000.05
					<b>Total Computer Cheque:</b>	<b>360,143.90</b>

**EFT**

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
<b>284</b>	<b>4/10/2026</b>	<b>Agriculture Forestry Construction Inc.</b>				
			8702	Install Beacon	729.40	
			8729	POS Solder Seal Batt Term Kit	1,681.01	
			8730	Maintenance	2,318.58	
			8750	Maintenance and Repair	2,779.47	
			8757	Hydraulic Oil	685.23	
			8788	Maintenance and Repair	2,766.07	
			8790	CNC Plasma AR Plates	484.77	11,444.53
<b>285</b>	<b>4/10/2026</b>	<b>Bowman Fuels Ltd.</b>				
			839594	Diesel Fuel Mar 16	372.52	
			839593	Diesel Fuel Mar 16	702.01	
			841211	Diesel Fill Mar 24	1,085.81	
			841210	Furnace Oil (March 2)	3,663.10	
			837707	Diesel Fuel Mar 2	2,198.38	
			839481	Diesel Fuel Mar 13	1,658.66	
			843407	Diesel Fuel April 7	1,495.58	
			843406	Diesel Fuel April 7	914.63	12,090.69
<b>286</b>	<b>4/10/2026</b>	<b>Bugelli, Lisa</b>				
			027	March Fitness Instructor Fees	960.00	960.00
<b>287</b>	<b>4/10/2026</b>	<b>Canadian Microwave</b>				
			15703	April Pevensey Tower/Shelter Rent	395.50	395.50
<b>288</b>	<b>4/10/2026</b>	<b>Cedar Signs Inc.</b>				
			INV/2026/0921	WA22 Bump - Non -Reflective	184.97	
			INV/2026/0721	Double sided street name signs	120.62	
			INV/2026/0795	RA1 Stop	386.15	691.74
<b>289</b>	<b>4/10/2026</b>	<b>CGIS Centre</b>				
			46113	2nd Qtr SLIMS GIS Services (Apr-	3,432.15	3,432.15
<b>290</b>	<b>4/10/2026</b>	<b>Currie Truck Centre</b>				
			0597613P	Def Fluid	228.12	228.12
<b>291</b>	<b>4/10/2026</b>	<b>D.M. Wills Associates Limited</b>				
			30371	Landfill Monitoring	915.30	915.30
<b>292</b>	<b>4/10/2026</b>	<b>Fetterley's Gas &amp; Convenience c/o</b>				

**Town of Kearney**  
**A/P Batch Report (April 7, 2026)**  
Batch: 2026-00025 to 2026-00025

EFT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			Mar17-30 Trk13	Fuel	146.00	
			Mar17-30 BD	Fuel	120.00	
			Mar17-30/26 TS	Fuel	181.00	
			Mar17-30/26 FD	Fuel	530.05	
			Mar17-30/26 FDs	Salt for water softener	50.82	
			Mar17-30/26 KCC	Building supplies	81.70	1,109.57
293	4/10/2026	<b>Fibernetics Corporation</b>				
			784506	April Telephone	186.33	
			784509	April Telephone	39.48	
			784532	April Telephone (Kallio)	95.92	
			784545	April Telephone (King William)	33.83	
			784549	April Telephone	33.89	389.45
294	4/10/2026	<b>Fowler Construction Company Limited</b>				
			JB App#1	Release Holdback for Chetwynd R	25,550.00	25,550.00
295	4/10/2026	<b>Hydro One Inc.</b>				
			Apr 7/26 GenGov	February Hydro	1,518.57	
			Apr 7/26 PubLib	February Hydro	404.95	
			Apr 7/26 KCC	February Hydro	3,138.38	
			Apr 7/26 LPark	February Hydro	425.70	
			Apr 7/26 KWTS	February Hydro (King William)	224.30	
			Apr 7/26 StLts	February Hydro	342.34	
			Apr 7/26 PDock	February Hydro	27.59	
			Apr 7/25 KTS	February Hydro (Kallio)	115.65	
			Apr 7/26 PW	February Hydro	880.77	
			Apr 7/26 FD	February Hydro	301.29	7,379.54
296	4/10/2026	<b>1450962 Ont Inc.</b>				
			I5353	March Kallio Portable Service	73.45	
			I5355	March King William Portable Servi	73.45	
			I5354	March Lion's Pk Portable Service	146.90	293.80
297	4/10/2026	<b>Mathews, Dinsdale, &amp; Clark</b>				
			19721-1	General Labour & Employment Ma	5,573.16	5,573.16
298	4/10/2026	<b>Muskoka Auto Parts</b>				
			971227/3	Single Oval Light Box Black	151.80	151.80
299	4/10/2026	<b>Netspectrum</b>				
			117543	April Internet	74.52	74.52
300	4/10/2026	<b>NorthBay ParrySound District Health U</b>				
			May/26 Levy	May Levy Payment	2,599.14	2,599.14
301	4/10/2026	<b>Novexco Inc</b>				
			94529816	Photocopy Paper	112.98	112.98
302	4/10/2026	<b>PPE Solutions Inc</b>				
			PPE13789	Facepieces with Kevlar	1,107.97	1,107.97
303	4/10/2026	<b>Russell Christie LLP</b>				
			52097442 Mar18	General Matters	4,405.31	4,405.31
304	4/10/2026	<b>3244601 Canada Inc.</b>				
			00732711	Sam Pelvic Sling (Large)	270.53	
			00732726	Trauma Gear	316.34	586.87
305	4/10/2026	<b>Spectrum Telecom Group Ltd.</b>				
			INV.58326-C9M6	Shop Supplies	1,141.22	
			INV-58325-L4R6	Install Base Radio in Shop	304.31	1,445.53
306	4/10/2026	<b>Corporation of the Township Of Armou</b>				

**Town of Kearney**  
**A/P Batch Report (April 7, 2026)**  
Batch: 2026-00025 to 2026-00025

EFT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			ARM 26-36	February Hours / Mileage / Expense	6,019.62	
			ARM 26-43	Co-op Student Uniform	168.10	6,187.72
307	4/10/2026	<b>TransCanada Safety</b>	77833	March Inv. - Boots and Coat Defer	4,551.36	4,551.36
308	4/10/2026	<b>Trackmatics Inc.</b>	44872 Trk	April GPS Monitoring	72.13	
			44872 Trk 6	April GPS Monitoring	72.13	
			44872 Trk 10	April GPS Monitoring	72.13	
			44872 Trk 11	April GPS Monitoring	72.13	
			44872 Trk 12	April GPS Monitoring	72.14	
			44872 Grader	April GPS Monitoring	72.14	
			44872 BD	April GPS Monitoring	66.67	
			44872 FD	April GPS Monitoring	287.01	
			44872 Pks	April GPS Monitoring	110.73	
			44872 TS	April GPS Monitoring	66.67	963.88
309	4/10/2026	<b>8755477 Canada Inc.</b>	283336-B5	Cell Phone & Otter Box	582.67	582.67
					Total EFT:	93,223.30
					Total AP:	453,367.20

Report Prepared for Council Meeting of April 30, 2026



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

**Minutes:** March 5, 2026, 10:00 am via Zoom and at the Township of Perry Municipal Office

Present: Rod Ward (Chair), Delynne Patterson, Margaret Ann MacPhail, Vicky Roeder-Martin (Vice- Chair), Sean Cotton, Brad Kneller, Norm Hofstetter, Jim Ronholm, Cheryl Philip, Tom Bryson, Joel Baylis, Courtney Metcalf, David Gravelle, Sandy Zurbrigg, Dr. Sarah Mackinnon, Cheryl Harrison, Sarah Cooke, Deb Raynard, Deb Duce (Secretary)

Regrets: Dr. Sarah MacKinnon

Called to order at 10:00 am by Chair R. Ward

1. 2026-05 Moved by Sean Cotton - Seconded by Delynne Patterson  
**THEREFORE BE IT RESOLVED THAT** the Almaguin Highlands Health Council adopt the amended minutes from the regular meeting of February 5, 2026. Carried.
2. **DECLARATION OF PECUNIARY OF INTEREST:** None
3. **DELEGATIONS:** None
4. **RESOLUTIONS PASSED:** None
5. **ITEMS FOR DISCUSSION:**

a) Updates

**I. Almaguin Highlands Family Health Team – Deb Raynard**

- The HCC unattached waitlist is down to sixty-six (66) and the AFHT has hired contractors with MAOHT PC funding to assist with reduction of the internal waitlist.
- Participated in the first round of trauma-informed training with AFT & SDMC and planning for cancer screening sessions.
- AFHT welcomed a new nurse practitioner, and the space is at capacity. They are investing next steps. D. Raynard and S. Cotton will coordinate a meeting for discussion.

**II. MAOHT Recruiter – David Gravelle**

- At the March 17<sup>th</sup> HHR Task Force member he reported on the budget, events being attended in 2026, recruitment for SDMC.
- Noted that the HHR TF will likely be moving to meeting bi-monthly and is also seeking a new co-chair.

III. MAOHT PFCPAC Partner – Sandy Zurbrigg

- Information about guests at the February PFCPAC meeting, overview of SCOPE a service supporting primary care providers with referrals and information access.
- Other topics include succession planning, MAOHT meeting with Jane Philpott on April 28<sup>th</sup>, and the agenda for the next MAOHT PCAT meeting which will include the McMurrich Monteith access issue.
- Discussion of inviting Marsha Barnes, MAOHT Strategic Advisor to a future AHHC meeting to discuss some OH and MOH items.

IV. **Introduction of Joel Baylis, Almaguin Family Dental in South River**

- Opened new practice and connecting with communities throughout Almaguin Highlands.
- He will be attending AHHC meeting.

b) Armour Township – Expression of Interest – New Health & Innovation Centres for its property at Pegg’s Mountain Road & Ferguson Road.

- Overview of the EOI that will open March 11<sup>th</sup> and close April 27.
- Armour Township has purchased the property and donated the land for a health and wellness centre. Looking forward 40 years – what will be needed.
- Seeking input from primary care providers, community members, patient, families & caregivers, and developers.
- Discussion of municipal commitments/steps: costs, funding, fundraising, and agreements, and upcoming election.

c) Update from Space & Building Subcommittee – Meeting on February 23, 2026.

d) Bank Account Statement

- No change from the last month.

e) Progress Report

- Cambridge area dentist keen to come to Almaguin Highlands. Will share email with information.
- Resolution put forward for approval regarding the Mapping of McMurrich Monteith.

2026-07 Moved by Vickey Roeder-Martin - Seconded by Tom Bryson

**THEREFORE BE IT RESOLVED THAT** the Almaguin Highlands Health Council approved members of Almaguin Highlands Health Council advocating for mapping based on postal codes in healthcare related agreements in the Province of Ontario as per physician letter dated [date) in order to correct the omissions of Kearney & McMurrich Monteith.  
CARRIED

f) Other Business’

- Good work of the AHHC and the development of the infographic to share with councils and community members.

- ROI (return on investment) discussion of the size requirement for the health and wellness centre, meetings to date, needs, costs, agreements and municipal responsibilities.
- Also scenarios if the AHHC no longer existed.

## 6. ADJOURNMENT

2026-06 Moved by Norm Hofstetter - Seconded by Jim Ronholm

**THEREFORE, BE IT RESOLVED THAT** the Almaguin Highlands Health Council adjourn at 11:33 pm to meet again on April 2, 2026, at 10:00 am at Perry Township. Carried.



## Memo

Date: April 30, 2026  
To: Mayor, Deputy Mayor and Members of Council  
From: Public Works Superintendent  
Subject: 8 Road construction update

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The purpose of this memorandum is to provide Council and the public with an update on the status of the 8 Road Capital Project, which was approved by Council as part of the capital budget.

The 8 Road Capital Project was identified to assess and address the condition of several roads with the long-term goal of determining what improvements may be required to bring them to a year-round municipal standard.

Staff have now received the surveys of the traveled portions of the subject roads included in the project scope. These surveys represent an important milestone and will be used to inform the next phase of technical and legal review.

The next step is for Staff to work collaboratively with the Town's Engineer of Record, the Town's Legal Counsel, and KPK Surveying to assess each road individually and determine what is required to bring each one up to a year-round municipal standard. This review will consider technical, legal, and operational requirements.

Following completion of this work, Staff will bring forward individual reports for each road to Council for consideration. These reports will be presented at public Council meetings to allow for public consultation. At that time, each property owner located on the subject road will be notified in advance of the applicable Council meeting.

At each Council meeting, Staff will also provide further information regarding potential cost-recovery mechanisms, including special service charges, local improvements, and the Town's Fees and Charges By-law. Staff will outline recommendations on which funding tools may be most appropriate for each road to assist Council in determining how project costs may be recouped.

Staff will continue to advance the 8 Road Capital Project and will keep Council and the public informed as additional information becomes available. Further updates will be provided through the forthcoming individual road reports and public Council meetings.

**Prepared by:**  
Tom Young, Public Works Superintendent



## MEMO

Date: April 30, 2026  
To: Mayor, Deputy Mayor and Members of Council  
From: Jenny Leblond, Treasurer  
CC: Tom Young, Public Works Superintendent  
Subject: 2026 Flooding update

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This memo is being prepared by the Treasurer as she was covering for the Public Works Superintendent when the flooding was of concern. The 2026 Flooding event was a team effort as the CAO/Clerk, Fire Chief and all Staff were involved in some capacity. Staff really came together to communicate effectively and log calls/concerns in our GIS system to allow all members of Staff to have the most up to date information.

Overall, it is my opinion that the Town of Kearney fared relatively well compared to some of our neighbours. We had many problem areas with washouts but only one full road closure for about a week. There were many significant rainfall weather statements issued during this week as well as fast snowmelt because of the warm temperatures.

The Municipal Office received 14 service requests between April 13 and 20, 2026. Majority of these requests were for flooding and water over road but a few of them were for trees down on roads and plugged culverts.

Our first major washout was on Chetwynd Road where majority of one lane washed out. The Roads team was able to get it repaired quickly and have both lanes fully opened. Staff communicated well with the Township of Armour regarding their section of Chetwynd that seemed to be a bit worse off than ours. The road closure was on Rain Lake Road with the road closed for about a week. The repair had to wait until the water receded enough. There was communication with the Township of Perry as the washout prevented the contractor from getting garbage to the landfill from our transfer stations.

Other problem roads that Public Works were working on included, but not limited to: Stoneway, Grass Lake, Higgins, West Bay, and Taverner's Roads

The Fire Chief/CEMC was able to use the drone to fly over problem areas, mostly around the high lakes and rivers to get some images for current and future prevention efforts.

There were two bridges that Staff monitored closely. One being the bridge on Cashman Creek Road and the other bridge on Main Street between the fire hall and Lions Pavilion. Both bridges had water levels up to or near the bridge deck.

It should be noted the important of road maintenance. In 2025, there was extra work done removing berms and cleaning out ditches on problem roads that would wash out with every rainstorm. One example is North Shore Road; I am happy to announce that it did not washout with all the rain that came down after the work was completed last year.

### **Prepared by:**

Jenny Leblond, Treasurer

**MEMORANDUM OF UNDERSTANDING (MOU)  
PRESCRIBED ATV TRAIL LAND USE PERMISSION**

I, The Corporation of the Town of Kearney, being the owner and/or occupier (hereinafter the "Landowner") of the legally described lands below, hereinafter the "Lands",

<i>Address including lot #, concession # and/or other legal description.</i>	<i>Township, County, District, Region, Municipality. Include all that apply.</i> <b>Kearney</b>
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hereby gives the Algonquin West ATV Club, hereinafter the "Local ATV Club"

and/or "LATVC", a license to enter onto, and access, the Lands on the following terms and conditions:

1. The term of this MOU is from November 30, 2025 to November 30, 2035.
2. The Landowner grants a license to the LATVC so the LATVC can enter the Lands to establish, groom, maintain, sign and use the Lands for the driving of legally permitted all-terrain vehicles ("ATVs") by individual club members.
3. The LATVC will provide the Landowner with liability insurance of \$10,000,000.00 through a LATVC-held insurance policy (the "LATVC Insurance Policy" or "LATVCIP") for liability arising from the grooming, signage, operation, use and maintenance of the ATV trail but only with respect to the negligence of the LATVC or its members for those operations occasioned by or relating to the presence and/or use of an ATV trail. The Landowner's signature on this MOU confirms its coverage provided that the Landowner charges no fee to use the Lands.
4. The Landowner will be added as an additional insured under the LATVCIP required herein. Coverage will be extended to the Lands through an insurance policy held by the LATVC. The LATVCIP does not cover the Landowner's willful misconduct and/or negligence.
5. The LATVC shall provide the Landowner with a current certificate of liability insurance every 6 months for the duration of this agreement. Any cancellation of insurance or changes to the insurance policy affecting coverage of the Landowner shall be presented to the Landowner forthwith.
6. The LATVC shall defend, indemnify and save harmless the Landowner, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the LATVC, its directors, officers, employees, agents, contractors, subcontractors and members, or any of them, in connection with or any way related to the permissions granted herein. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the LATVC in accordance with this agreement and shall survive this agreement.
7. The Landowner and LATVC have each initialed a sketch or map of the Lands attached as "Schedule 'A'" to this MOU.
8. Before or after the months when there is snow cover, the LATVC may access the Lands to open, close, upgrade and maintain the ATV trail.
9. During the non-winter months the LATVC shall maintain that portion of the Lands used as an ATV trail in reasonably good condition for ATVing and the LATVC may also perform other upgrades and/or trail maintenance or other similar works or projects.
10. The LATVC shall post ATVing signage on the ATV trail and annually remove litter from the ATV trail.
11. If valid permitted and exempted ATVs and their riders damage property on the Lands used for ATVing, the LATVC will repair or replace the damaged property.
12. The Landowner authorizes the LATVC's or representative(s) to be its agent(s) to cooperate with local law enforcement agencies' efforts to supervise and enforce the uses of the Lands permitted by this MOU under the *Trespass to Property Act*, R.S.O., 1990 C. T.21, the *Off Roads Vehicles Act*, R.S.O. 1990 c. O.4 and the *Occupiers Liability Act*, R.S.O. 1990 c. O.2, all as amended.
13. Either party may terminate this MOU by providing at least 60 days' prior written notice to the other party as listed below. Minor changes to the Lands/location of the ATV Trail, as set out in Schedule "A", may be agreed upon by the parties in writing without the need to formally amend this agreement.
14. Additional Conditions: **See Schedule "B"**

**LANDOWNER/OCCUPIER**

<i>Name</i> <b>The Town of Kearney</b>	<i>Email</i> <a href="mailto:nicole.gourlay@townofkearney.ca">nicole.gourlay@townofkearney.ca</a>
<i>Address</i> <b>8 Main Street, P.O. Box 38 Kearney, ON P0A1M0</b>	<i>Phone</i> <b>(705) 636-7752</b>

**LOCAL ATV CLUB**

<i>Name - Club Contact</i>	<i>Phone</i>	<i>Email</i>
Bob Harrison, Vice-President	705-788-4027	Bob0459@hotmail.com

**Landowner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Club Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Schedule A Attachments: <input type="checkbox"/> sketch and/or <input checked="" type="checkbox"/> map
--

*Privacy Policy: Personal information provided on this form will only be used for purposes related to this agreement.*

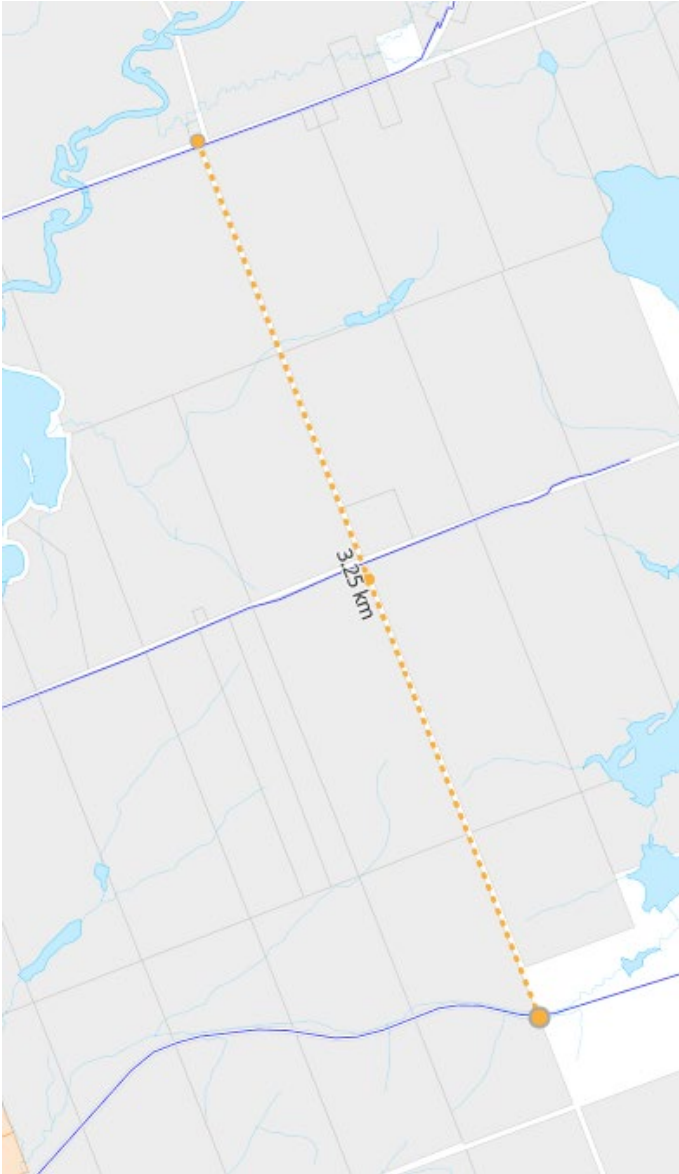
MOU Form: 10-2025

## SCHEDULE B

### Additional Conditions:

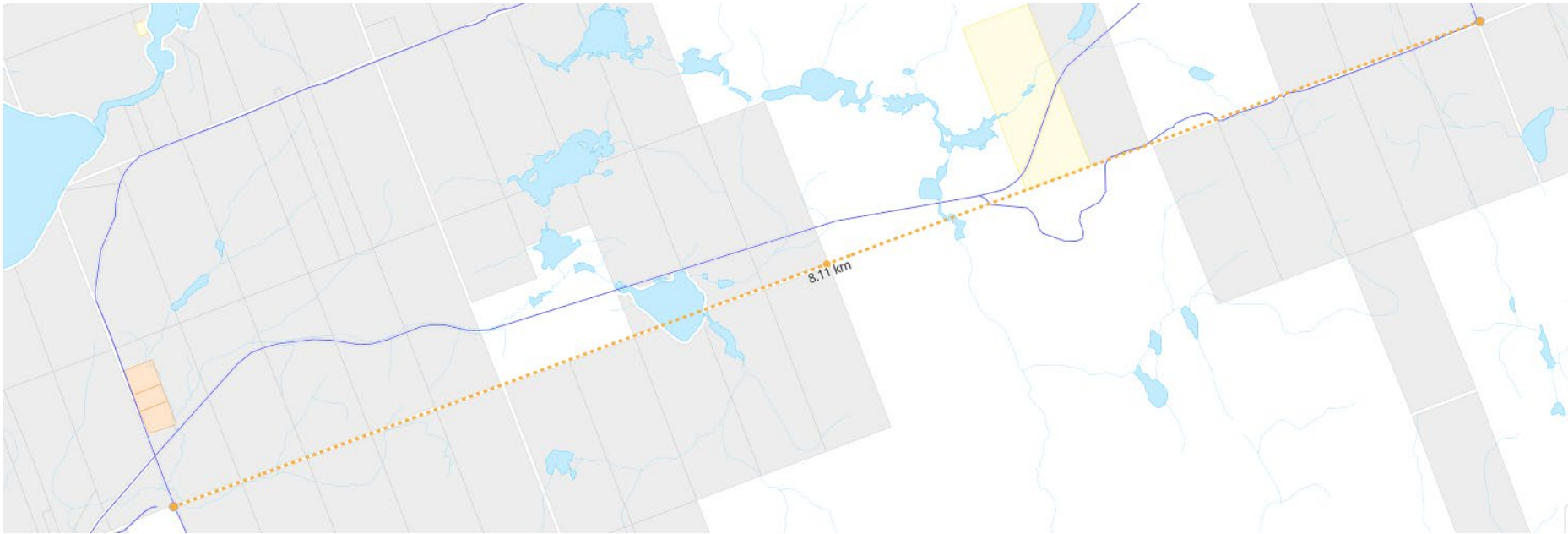
1. The LATVC acknowledges that the subject trail is located upon public highways which are not exclusively devoted to use for ATVing and that this MOU does not grant the LATVC any exclusive use or rights. The LATVC acknowledges that the Landowner's maintenance obligations and activities may interfere with the activities permitted under section 3 of this MOU.
2. The LATVC acknowledges and agrees that it is solely responsible for ensuring that the subject trail is wholly located upon the Landowner's Land and does not encroach upon or affect abutting lands. Should it be discovered that the subject trail has been inadvertently located on lands not owned by the Landowner, the LATVC shall be responsible for forthwith relocating the trail onto the Landowner's land in a location identified by the Clerk Administrator of the Landowner, in her sole discretion.

SCHEDULE A TO MOU – ALGONQUIN WEST ATV CLUB TRAIL LOCATIONS



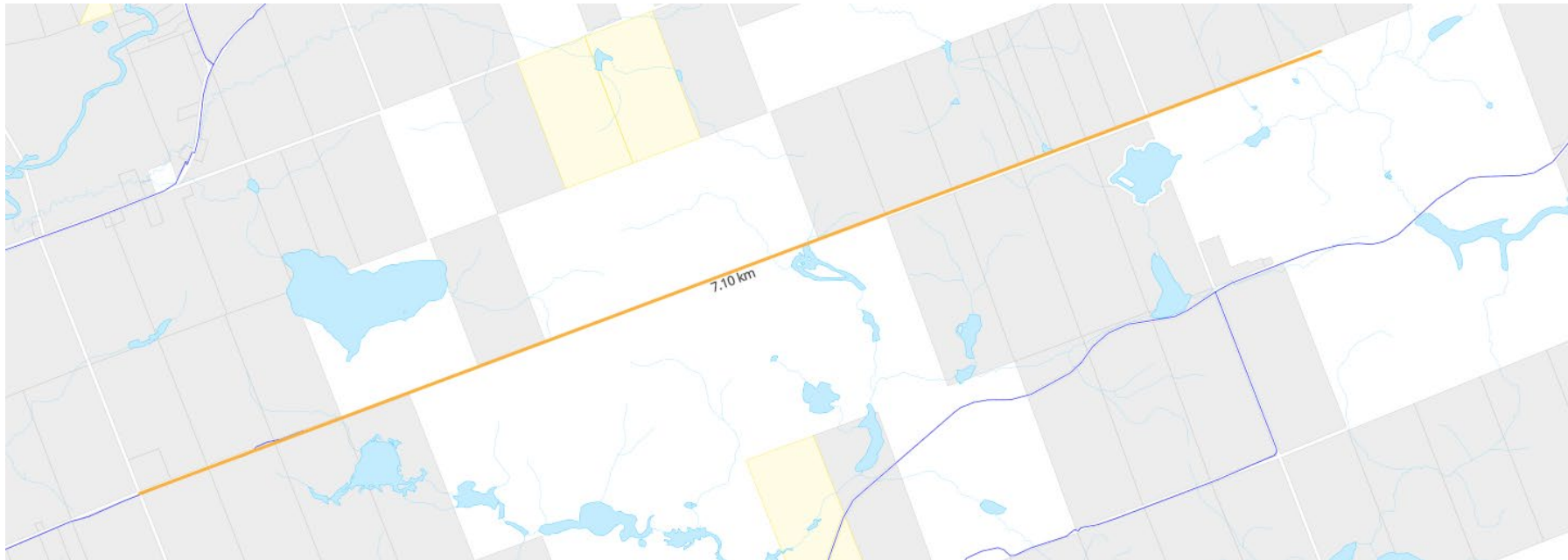
LANDOWNER: PUBLIC AUTHORITY HAVING JURISDICTION

DESCRIPTION: ROAD ALLOWANCE BETWEEN LOTS 10 AND 11 THROUGH CON 11, 12, 13 AND 14 BETHUNE KEARNEY FROM RAIN LAKE ROAD TO ROAD ALLOWANCE BETWEEN BETHUNE AND PROUDFOOT, KEARNEY AKA HWY 518 E 3.25 KM



LANDOWNER NAME: PUBLIC AUTHORITY HAVING JURISDICTION

DESCRIPTION: ROAD ALLOWANCE BETWEEN CON 10 AND CON 11 BETHUNE KEARNEY FROM WESTERN LIMIT LOT 6 TO  
EASTERN LIMIT LOT 26 AKA AHOLA'S ROAD  
8.11 KM



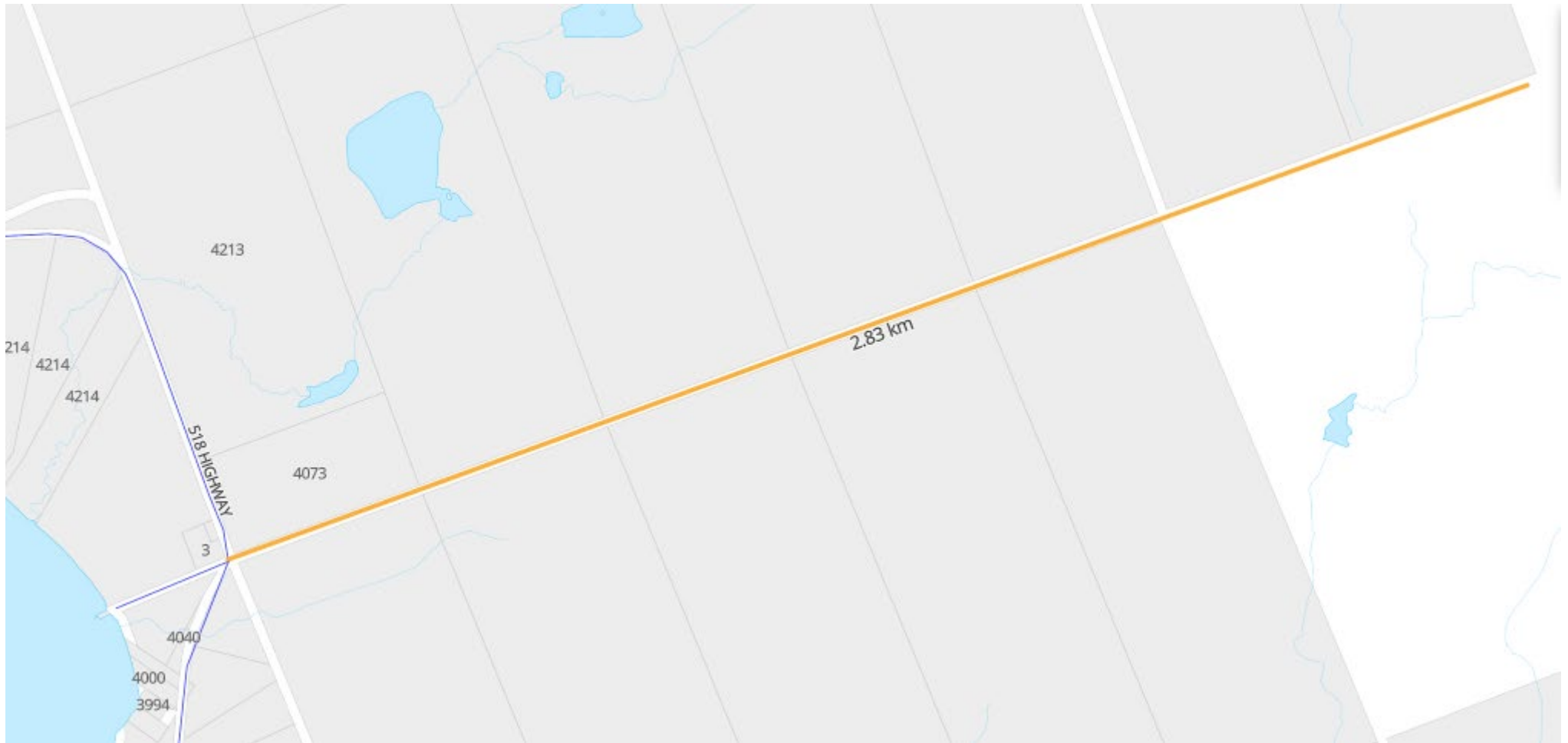
LANDOWNER NAME: PUBLIC AUTHORITY HAVING JURISDICTION

DESCRIPTION: EASTERLY FROM LOT 10 CON 12 BETHUNE KEARNEY TO LOT 28 CON 12 BETHUNE KEARNEY BEING THE ROAD ALLOWANCE BETWEEN THE 12<sup>TH</sup> AND 13<sup>TH</sup> CON BETHUNE AKA STONEWAY ROAD AKA 12<sup>TH</sup> CONCESSION 7.20 KM



LANDOWNER NAME: PUBLIC AUTHORITY HAVING JURISDICTION

DESCRIPTION: NORTHERLY ON ROAD ALLOWANCE BETWEEN LOT 25 CON 11 BETHUNE KEARNEY AND LOT 26 CON 11 BETHUNE KEARNEY AKA AHOLA'S ROAD 1 KM TO RAIN LAKE ROAD. THENCE NORTHERLY ON ROAD ALLOWANCE BETWEEN LOT 25 CON 12 BETHUNE KEARNEY AND PT LOT 26 CON 12 BETHUNE KEARNEY TO CROWN LANDS 1.33 KM



LANDOWNER NAME: PUBLIC AUTHORITY HAVING JURISDICTION

DESCRIPTION: NORTH-EASTERLY ALONG ROAD ALLOWANCE BETWEEN CON 2 PROUDFOOT KEARNEY AND CON 3 PROUDFOOT KEARNEY  
FROM THE WESTERLY LIMIT OF LOT 21 CON 2 PROUDFOOT KEARNEY TO THE EASTERLY LIMIT OF LOT 28 CON 3 PROUDFOOT  
KEARNEY 2.85 KM



LANDOWNER NAME: PUBLIC AUTHORITY HAVING JURISDICTION

DESCRIPTION: EASTERLY ON ROAD ALLOWANCE BETWEEN CON 12 PROUDFOOT KEARNEY AND CON 13 PROUDFOOT KEARNEY FROM EASTERLEY LIMITS OF LOT 20 CON 13 PROUDFOOT KEARNEY TO WESTERLEY LIMITS OF LOT 20 CON 13 PROUDFOOT KEARNEY 0.44 KM

**THE CORPORATION OF THE TOWN OF KEARNEY**

**By-Law No.2026-XX**

**Being a By-law to Establish a Joint Compliance Audit Committee  
and Appoint Committee Members  
for the 2026 Municipal Election period**

**WHEREAS** Section 20 (1) of the Municipal Act, 2001, S.O. 2001, Chapter 25 authorizes municipalities to enter into joint agreements;

**AND WHEREAS** Section 88.37(1) of the *Municipal Elections Act, 1996*, as amended, requires municipalities to establish a Committee prior to October 1, 2026;

**AND WHEREAS** interested municipalities in the Almaguin Highlands and surrounding area have individually agreed by resolution of each respective council, to form a joint committee;

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

1. **That** participation in the Joint Compliance Audit Committee as authorized by this By-law shall be limited to the following municipal corporations:

The Township of Armour	The Village of Burk's Falls
The Township of Joly	The Town of Kearney
The Township of Machar	The Municipality of Magnetawan
The Township of McMurrich/Monteith	The Township of Perry
The Township of Ryerson	The Village of South River
The Township of Strong	The Village of Sundridge

2. **That** the Council of the Corporation of the Town of Kearney agrees to the Terms of Reference, attached hereto as Schedule "A";
3. **That** the following individuals shall be appointed to serve as Committee members on the Joint Compliance Audit Committee for the 2026 Election period from November 15, 2026 to November 16, 2030:
  - **Rakel Carlsen** (Burk's Falls)
  - **Robert Edmonstone** (Ryerson)
  - **Debbie Hope** (Burk's Falls)
  - **Rachael Jackson** (Katrine) – designated as the alternate member;
4. **That** each Committee member named above, adheres to the Terms of Reference attached hereto;
5. **That** By-law No. 2021-22 is hereby repealed as of November 15, 2026;
6. **That** the Mayor and Clerk are hereby authorized to execute the documents by signature and seal of the Corporation of the Town of Kearney.

**READ A FIRST, SECOND AND THIRD TIME**, passed, signed and the Corporate Seal attached hereto, this \_\_\_\_ day of \_\_\_\_\_ 2026.

**THE CORPORATION OF THE  
TOWN OF KEARNEY**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Terms of Reference  
For the Joint Compliance Audit Committee  
Serving the interested Municipalities of the Almaguin Area**

**1. Definitions:**

For the purpose of this Terms of Reference, the following definitions shall apply:

**Almaguin Clerk's Group** – The information organization of Clerks, CAOs, or appointed staff from interested municipalities in the Almaguin Area, who have agreed to pool information, staff, and financial resources for the 2026 election, for the mutual benefit of all participating municipalities.

**Auditor** – An independent person appointed by the Committee pursuant to section 88.33(10) of the Municipal Elections Act, 1996, as amended, who is licensed under the Public Accounting Act, 2004 (Ontario) and authorized to perform public accounting in Ontario, and who is retained to conduct a compliance audit of a candidate's or registered third party's election campaign finances in accordance with the Act.

**Clerk** – The Administrative staff member, generally known to be the Clerk, or Clerk-Administrator from any municipality within the Almaguin Clerk's Group, for which an application for a compliance audit has been received, or who carries out the business of the Council for his or her respective municipality.

**Committee** – The Joint Compliance Audit Committee as established by the respective Councils of those municipalities represented by the Almaguin Clerk's Group, and which have passed a resolution of participation for the 2026 election term.

**Council** – The group of elected officials, generally known to be the Council, from any municipality within the Almaguin Clerk's Group, for which an application for a compliance audit has been received, or who is responsible for making an appointment to a Compliance Audit Committee, as required by Section 88.37 of the *Municipal Elections Act*, 1996, as amended.

**Contributor** – A resident of Ontario who makes a contribution to the election campaign a candidate to support his/her candidacy for municipal election. Additionally, the candidate and his/her spouse can also be contributors to the candidate's election campaign.

**Recruitment Committee** – The sub-committee of the Almaguin Clerk's Group to promote, process, and make recommendation to Council for membership to the Joint Compliance Audit Committee. The sub-committee shall be composed of the following representatives: Nancy Field, Nicole Gourlay, Erica Kellogg and Charlene Watt.

**Interested Municipalities** – Those municipalities in the Parry Sound District who have by mutual agreement established a joint compliance audit Committee, as supported by a resolution of each respective council, and authorized by By-Law from each respective council.

**Registered Third Party** - Means, in relation to an election in a municipality, an individual, corporation or trade union that is registered under Section 88.6 of the *Municipal Elections Act*.

**2. Committee Mandate:**

2.1 The Joint Compliance Audit Committee shall ensure that the provisions relating to election campaign finances under the *Municipal Elections Act*, are not contravened, and shall follow the necessary procedures to ensure compliance when requested.

2.2 The Committee shall abide by any terms and conditions which may be set out by the respective municipality's Solicitor, Auditor, and/or Insurer, for any business relating to a compliance audit, in accordance with the procedural by-law for the respective municipality.

2.3 The Committee will perform all required functions relating to all compliance audit applications. This shall include the following:

- a) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the candidate, the applicant and the public (Section 88.33(5)).

- b) Within 30 days of receipt of an application for a compliance audit from the Clerk, Committee members shall consider the application and decide whether to grant or deny the request (Sec. 88.33(7)).
  - c) The decision of the Committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the Clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant (Sec. 88.33(8)).
  - d) If an application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. (Sec. 88.33(10)).
  - e) Within 10 days after receiving the audit report, the Clerk of the municipality shall forward the report to the Compliance Audit Committee (Sec. 88.33(14)).
  - f) Give consideration to the auditor's report within 30 days of receiving it, to determine if legal proceedings should be commenced against the candidate (Sec. 88.33(17)).
  - g) The decision of the Committee under subsection (f) and brief written reasons for the decision, shall be given to the candidate, the Clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant (Section 88.33(18)).
  - h) If the report indicates that there was no apparent contravention and the Committee finds that there were no reasonable grounds for the application, Council is entitled to recover the auditor's costs from the applicant.
- 2.4 The Committee will perform all required functions relating to receiving a report from the Clerk under the review of contributions to candidates, section 88.34(4) or 88.34(7) of the *Municipal Elections Act*. This shall include the following:
- a) Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention (Section 88.34(8)).
  - b) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the contributor, the applicable candidate and the public (Section 88.34(9)).
  - c) The decision of the Committee under article 4(a) and brief written reasons for the decision, shall be given to the contributor, the clerk of the municipality or the secretary of the local board, if applicable (Section 88.34(11)).
- 2.5 The Committee will perform all required functions relating to receiving a report from the Clerk under the review of contributions submitted by a registered third party, section 88.36(4) of the *Municipal Elections Act*. This shall include the following:
- a) Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention (Section 88.36(5)).
  - b) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the contributor, the registered third party and the public (Section 88.36(6)).
  - c) The decision of the Committee under article 5(a) and brief written reasons for the decision, shall be given to the contributor and the clerk of the municipality (Section 88.36(7)).

### 3. Term of Appointment:

- 3.1 The Committee shall serve for the 2026 – 2030 term of council, which shall be from November 15, 2026 to November 16, 2030, to consider applications originating from the 2026 election, and any by-elections during that term.

Notwithstanding the term identified above, the Committee shall be dissolved at the earliest of:

- a) The conclusion of the requirements noted in Section 88.37 of the *Municipal Elections Act, 1996*; or
- b) On November 16, 2030.

#### **4. Committee Composition**

- 4.1 The Committee shall consist of four (4) members, one of which is to be designated as an alternate.
- 4.2 A Chair, a Vice Chair, and a Secretary shall be appointed at the first Committee meeting.
- 4.3 Membership shall be limited to individuals with a legal or financial background, or who have served on boards or Committees, or who have demonstrated knowledge of campaign finances, including retired municipal professionals.
- 4.4 Members must be bondable to maintain integrity of process and seriousness of position.
- 4.5 Appointment to the Committee shall be by resolution or bylaw of Council.
- 4.6 Members of the Committee shall not be Council members, municipal staff or candidates in the 2026 election or any by-election during the term of Council and must attest to same in writing.
- 4.7 To avoid possible conflict of interest, any auditor or accountant appointed to the Committee may not undertake the audits of preparation of financial statements of any candidates seeking election to Council. Contravention of this requirement shall result in expulsion from the Committee.
- 4.8 The respective Clerk shall provide administrative support to the Committee, and shall establish procedures, as required.

#### **5. Committee Selections:**

##### **Recruitment Committee Selection:**

- 5.1 To ensure adherence with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, a Recruitment Committee shall be established by the Almaguin Clerk's Group, from among its members.
- 5.2 The Recruitment Committee will promote, advertise, interview, and make recommendation for appointment to the joint Committee, having regard for individual municipalities' policies relating to Committee appointment. One individual shall be chosen from within the recruitment Committee to be the Secretary and shall be the contact for resume submission.
- 5.3 The recruitment Committee will receive and review all applications, conduct interviews, and make recommendations to the Almaguin Clerk's Group based on the following:
  - a) Knowledge of rules for municipal election campaign finances
  - b) Experience on a Committee, board, or similar group
  - c) Availability to attend meetings
  - d) Oral and written communication
  - e) Level and area of expertise

- 5.4 The Almaguin Clerk's Group shall prepare an advertisement to be placed on Facebook or other social media platforms, calling for interested, qualified applicants to submit resumes for consideration. The Committee positions shall also be promoted on respective municipal websites for application submission by the date prescribed by the Almaguin Clerk's Group.

**Joint Audit Compliance Committee Selection:**

- 5.5 Applicants will be required to submit a resume outlining their qualifications and experience.
- 5.6 A request for the expulsion of a member of the Committee may be submitted in writing to the Almaguin Clerk's Group by a member of the Committee or by a Clerk of a participating municipality. The written request shall set out the reasons supporting the proposed expulsion.

Upon receipt of such request, the Almaguin Clerk's Group shall review the matter, provide the affected member with an opportunity to respond, and determine whether a recommendation for expulsion is warranted.

If the Almaguin Clerk's Group agrees that expulsion is appropriate, the Group shall forward its recommendation to the participating municipalities for consideration.

Expulsion shall only take effect upon receipt of supporting resolutions from a majority of the Councils of the participating municipalities. Upon confirmation of majority approval, the Clerks of the participating municipalities are authorized to take the necessary administrative steps, including amending the applicable by-laws appointing the member, to give effect to the expulsion.

- 5.7 Reasons for expulsion shall include, but not limited to, the member being in contravention of *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*, the *Municipal Elections Act*, or the Joint Compliance Committee Terms of Reference, or for disrupting the work of the Committee.
- 5.8 Committee members shall be asked to sign an acknowledgement accepting terms and conditions outlined in the above Terms of Reference, and the *Municipal Elections Act*, 1996, as amended.
- 5.9 Where a member is expelled, resigns, becomes ineligible, or is otherwise unable to serve, the vacancy shall be filled in accordance with the recruitment and appointment process outlined in this Terms of Reference.

**6. Meetings:**

- 6.1 The Committee shall hold one initial meeting following submission of all Clerk's reports. Subsequent and additional meetings shall be in response to application(s) for compliance audit, to a maximum of 4 meetings per application, in consultation with the Clerk of the respective municipality.
- 6.2 Following Election Day and the final day for candidates to submit their Financial Statements, the Clerk of the Municipality shall review the Statements and prepare a report regarding spending regulations and limits for the Compliance Audit Committee review.
- 6.3 Meetings shall be conducted using guidelines established in the Municipal Procedural By-Law for the municipality from which an application originated.
- 6.4 Committee members shall be bound by the Code of Conduct in force in the municipality for which they are performing the functions included in this Terms of Reference.
- 6.5 The Chair shall cause notice of the meetings, including the agenda for the meetings to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee.
- 6.6 Minutes shall be recorded at each meeting and shall outline the general deliberations and resulting actions and recommendations.
- 6.7 The location of the meetings shall be set by the Committee. Reasonable notice will be provided.

6.8 Financial consideration shall be as per Section 9.

**7. Closed Meetings:**

7.1 The meeting may be held in whole or in part in a closed session upon affirmative vote of the majority of the membership to do so. Closed sessions shall be conducted only to discuss matters identified under Section 239(2) of the *Municipal Act, 2001*. Should a closed session be required, all attendees who are not Committee members, or the Clerk, or individuals expressly requested by the Committee to remain, shall vacate the meeting premises. Members of the public may return to the meeting, once the closed session has concluded.

**8. Conflicts of Interest:**

8.1 Committee members shall be bound by the *Municipal Conflict of Interest Act*, with respect to financial interest, and shall disclose any pecuniary interest to the Secretary. That member shall then remove himself or herself from that portion of the meeting at which the matter for which pecuniary was declared is discussed.

**9. Financial Compensation:**

9.1 An honorarium of \$500.00 per year shall be provided to each active Committee member, including the alternate member. Payment of the annual honorarium shall be shared equally between the participating municipalities.

9.2 In addition to the annual honorarium, a meeting per diem shall be issued in the amount of \$100.00 per meeting. Mileage shall be reimbursed per the Canada Revenue Agency's reasonable per-kilometre mileage rates (<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances.html>) upon receipt of the request for reimbursement from the Committee member. Payment of the per diem reimbursement, as well as the mileage reimbursement, shall be paid by the municipality for which an application has been received, except in the case of the initial meeting, for which payment of these monies shall be shared equally between the participating municipalities.

9.3 Administration of financial compensation shall be the responsibility of the Office of the Clerk for the Township of Armour.

**10. Resources:**

10.1 Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Sections 88.33 to 88.37 of the *Municipal Elections Act, 1996* as amended.

**11. General Governance Provisions**

**11.1 Procedural Fairness**

The Committee shall conduct its proceedings in accordance with the principles of natural justice and procedural fairness. Without limiting the generality of the foregoing:

- a) Any person whose rights, interests, or obligations may be affected by a decision of the Committee shall be provided with reasonable notice of the matter to be considered;
- b) Such person shall be provided with an opportunity to respond to the substance of the allegations or issues under consideration;
- c) The Committee shall make its decision based solely on the evidence and submissions properly before it;
- d) The Committee shall provide written reasons for its decisions where required by statute or where commencing or declining to commence legal proceedings.

**11.2 Standard of Review – Reasonable Grounds**

In considering an application for a compliance audit under section 88.33 of the *Municipal Elections Act, 1996*, as amended, or a Clerk's report under sections 88.34 or 88.36 of the Act, the Committee shall determine whether there are reasonable grounds to believe that a contravention of the Act has occurred.

The Committee is not required to determine guilt or innocence, but rather whether the statutory threshold to grant an audit or to commence legal proceedings has been met.

### 11.3 Legal Counsel

The Committee may obtain independent legal advice where it considers such advice necessary to fulfill its mandate.

Legal services shall be arranged through the Clerk of the affected municipality, or through such municipality's Solicitor, in accordance with that municipality's procurement and authorization policies.

Where legal proceedings are commenced, the municipality for which the application originated shall coordinate legal representation, unless otherwise agreed by the participating municipalities.

### 11.4 Records Retention

All records of the Committee, including applications, reports, correspondence, minutes, audio recordings (if any), and decisions, shall be maintained in accordance with the records retention by-law and records management policies of the municipality for which the application originated.

Where matters involve multiple participating municipalities, the lead administrative municipality shall ensure records are maintained in accordance with applicable legislative requirements.

### 11.5 Electronic Participation

Meetings of the Committee may be conducted in person, electronically, or in a hybrid format, provided that:

- a) The meeting complies with the open meeting requirements of the Municipal Act, 2001;
- b) Members participating electronically are able to hear and be heard by all other participants;
- c) Public access is provided in a manner consistent with legislative requirements; and
- d) A Member participating electronically shall be deemed to be present for the purposes of quorum and voting, unless otherwise restricted by statute.

### 11.6 Accessibility Compliance

The Committee shall conduct its meetings and activities in a manner consistent with the Accessibility for Ontarians with Disabilities Act, 2005 and applicable municipal accessibility policies.

Reasonable accommodations shall be provided, upon request, to ensure that persons with disabilities are able to participate in Committee proceedings in an accessible manner.

**Roles and Responsibilities**  
**For the Joint Compliance Audit Committee (JCA)**  
Serving the interested Municipalities of the Almaguin Area

**1. Duties of the Clerk for the Municipality requiring the meeting of the JCA**

- 1.1 The Clerk shall ensure the administrative practices and procedures for the Committee are followed and shall carry out any duties required under the Act to implement the Committee's decisions.

**2. Duties of the Chair**

- 2.1 The duties of the Chair are as follows:

- a) Liaise with the Clerk and review meeting agendas.
- b) Call Committee meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow the procedures as set out herein, identify the order of proceedings and speakers and rule on points of order as may be necessary.
- c) The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting.
- d) Participate as an active Member, encouraging participation by all Members.
- e) The Chair is permitted to provide brief comments during discussion, make motions and vote on all matters.
- f) If the Chair is not present within the first fifteen minutes of a Committee meeting or is absent through illness or otherwise, and quorum is still obtained, the Vice Chair shall preside over the meeting,

**3. Duties of Committee Members**

- 3.1 The duties of Committee Members are as follows:

- a) Attend all Committee meetings or notify the Clerk as soon as possible in the event that the member cannot attend.
- b) Understand their role, the Committee's Mandate and meeting procedures.
- c) Declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the matter in accordance with Section 5 of the *Municipal Conflict of Interest Act*.
- d) Participate as an active and voting member, asking questions, and seeking clarification through the Chair.
- e) Develop and maintain a climate of mutual support, trust, courtesy and respect.
- f) Work together to utilize the knowledge, expertise and talents of all members.
- g) Respect the decisions of the Committee and that such decisions reflect the majority view.

**4. Support**

- 4.1 The following support shall be provided to the Committee:

- a) The Recruitment Committee for the Almaguin Joint Compliance Audit Committee shall call the first regular meeting of the Committee to order and conduct the election of the Chair, Vice Chair and secretary of Committee Members.
- b) The affected municipality's staff in conjunction with the Committee secretary shall thereafter:
  - i) Prepare agendas for review by the Committee Chair.
  - ii) Electronically distribute agendas to all Committee Members before the meeting and post to the relevant municipal website.
  - iii) Arrange for or set up meeting areas, giving consideration to the nature of the matters to be discussed, any audio-visual requirements, attendance by the public and ensuring accessibility needs identified have been met.
  - iv) Arrange for attendance of delegations in conjunction with the Chair.
  - v) Attend Committee meetings, record attendance, confirm Quorum and record when the meeting starts and adjourns.
  - vi) Provide procedural advice to the Chair and Committee as required.
  - vii) Take minutes, record a summary of the discussion for each agenda item, record all Committee motions and resolutions including the name of the mover.
  - viii) Record any disclosures of pecuniary interest, including the general nature thereof.
  - ix) Review and correct any errors in the minutes of previous meetings.
  - x) Prepare the Committee minutes.
  - xi) Electronically distribute minutes to all Committee Members and post on the relevant municipal website.
  - xii) Facilitate and complete any additional work to be undertaken on behalf of the Committee.
  - xiii) Maintain Committee agendas, minutes, correspondence, Reports of the Auditor and outstanding items in the Corporation's records management system.

**Procedures  
For the Joint Compliance Audit Committee**

**1. Meeting Procedures**

1.1 The Committee shall meet once prior to November 30<sup>th</sup> after each municipal election to review the Terms of Reference and Committee Procedures

1.2 Calling of Committee Meetings

- i) The Clerk of the relevant municipality will summon a meeting of the Committee when an Application is received.
- ii) Meetings shall be held at such time and location as the Chair deems appropriate.

1.3 Agendas

The following components shall be included in Committee agendas. Specific subject items are to be included under each component:

- i) Consideration of Applications for a Compliance Audit
- ii) Consideration of Auditor/Legal Reports \*
- iii) Adjournment

\*Committee may adjourn to Closed Session in accordance with Section 239 (2) of the Municipal Act, S.O. 2001.

1.4 Quorum

The minimum number of Committee Members required to be present at any meeting in order to conduct Committee business shall be no less than three. If no Quorum is present fifteen minutes after the time fixed for a meeting, or the resumption of a meeting after a recess, or should a Quorum at a meeting be lost for a period of fifteen (15) consecutive minutes, the Clerk or designate will record the names of the Members present and the meeting will stand adjourned until the next meeting scheduled by the Chair.

**2. Conduct of Committee Business**

2.1 All Meetings of the Committee shall be open to the public, except for those circumstances provided for in Sections 239 (2) and (3.1) of the *Municipal Act, 2001*.

2.2 The business of each meeting shall be taken up in the order in which it stands upon the agenda, unless otherwise decided by the Committee.

2.3 Where the agenda includes consideration of more than one Application, applications may be dealt with by the Committee either individually or collectively dependant upon the direction of the Committee.

2.4 The Chair will summarize each Application received and request that the Applicant or his or her agent and Candidate or his or her agent identify themselves.

2.5 Applicant's Delegation

- i) The Applicant or the Applicant's agent may address the Committee for a maximum of 10 minutes unless granted leave by the Chair.
- ii) Members may ask questions of the Applicant or Applicant's agent through the Chair.
- iii) Questions of the Applicant or the Applicant's agent by the Candidate or the Candidate's agent *are not permitted*.
- iv) All materials presented to the Committee in open session are deemed to be public documents.

## 2.6 Candidate's Delegation

- i) The Candidate or the Candidate's agent may address the Committee.
- ii) The Candidate may respond to the content of the Application and Applicant's or the Applicant's Agent's address to the Committee.
- iii) Members may ask questions of the Candidate or Candidate's agent, through the Chair.
- iv) Questions of the Candidate or the Candidate's Agent by the Applicant or the Applicant's agent *are not permitted*.
- v) All materials presented to the Committee in open session are deemed to be public documents.

2.7 Where the agenda includes consideration of more than one Auditor's Report, the Reports may be dealt with by the Committee either individually or collectively dependent upon the direction of the Committee.

## 2.8 Auditor's Report

- i) An Auditor shall be appointed by the Committee as per Section 3 of the Terms of Reference.
- ii) The Auditor shall address the Committee and provide a summary of his or her Report and its conclusions.
- iii) Members may ask questions of the Auditor through the Chair.
- iv) Members may ask questions of any person present at the meeting, such questions to be through the Chair and at the sole discretion of the Chair.
- v) The Candidate, Applicant, their agents or any person present at the meeting may not ask questions of the Auditor or the Committee.

2.9 Decisions of the Committee shall be by resolution. A simple majority vote of the Committee Members present is required to pass a resolution.

Generally, the Committee will render its decision at each meeting. Subject to deadlines imposed by the Act, the Committee may reserve its decision if further deliberation is required.

2.10 The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meetings, subject to an appeal by any Member to the Committee from any ruling of the Chair.

2.11 When two or more Members wish to speak, the Chair shall name the Member who first raised his or her hand.

2.12 A Member shall not:

- i) Speak disrespectfully to or about another member;
- ii) Use offensive words or unparliamentarily language during meetings;
- iii) Disobey the procedures of the Committee, or decision of the Chair or the Committee on questions of procedure;
- iv) Leave his/her seat or make any noise or disturbance while a vote is being taken and until the result is declared;

2.13 In case any Member persists in a breach of the foregoing section after having been called to order by the Chair, he or she may be ordered by the Chair to leave his/her seat for that meeting, but in case of ample apology being made by the offender he or she may, by vote of the Committee, be permitted forthwith to resume his or her seat.

2.14 When a Member desires to address the Committee upon a matter that concerns the rights or Privileges of the Committee collectively or individually, he or she shall be permitted to

raise such matter of Privilege, and a matter of Privilege shall take precedence over other matters.

2.15 When a Member desires to call attention to a violation of the rules of procedure, she or he shall ask leave of the Chair to raise a Point of Order and after leave is granted:

- i) State the Point of Order with a concise explanation and resume his or her seat until the Chair has decided the Point of Order;
- ii) Unless a Member immediately appeals to the Committee, the decision of the Chair shall be final;
- iii) If the decision is appealed, the Committee shall decide the question without debate and its decision shall be final;

2.16 When the Chair calls a Member to order, the Member shall immediately sit down until the Point of Order is dealt with and the Member shall not speak again without permission of the Chair unless to appeal the ruling of the Chair.

### **3. Motions**

3.1 The following rules shall apply to motions:

- a) All motions must be introduced by a mover before the Chair can put the motion on the floor for consideration.
- b) After a motion is properly moved, it shall be deemed to be in the possession of the Committee but may be withdrawn by the mover at any time before a vote with the consent of the Committee.
- c) The number of times a Member may speak on a motion shall not be limited. A Member shall not be restricted to asking questions only of the previous speaker but the question must relate directly to the matter under discussion.
- d) A motion to move a previous motion shall not be allowed.
- e) Any Member may require the motion under discussion to be read at any time, but not so as to interrupt a Member while speaking.
- f) When a motion is under consideration, no motion shall be received other than a motion to:
  - i) Adjourn, which motion is neither amendable nor debatable;
  - ii) Table, which motion is not debatable;
  - iii) Defer action;
  - iv) Refer, which motion is debatable as to its merits only;
  - v) Amend.
- g) A motion to refer shall take precedence over any other amendment.
- h) Only one amendment at a time can be presented to the main motion. Only one amendment can be presented to an amendment, but when the amendment to the

amendment has been disposed of, another amendment may be introduced, and when that amendment has been decided, another may be introduced.

- i) The amendment to the amendment, if any, shall be voted on first, then if no other amendment is presented, the amendment shall be voted on next, then if no other amendment is introduced, the main motion, or if any amendment has carried, the main motion as amended, shall be put to a vote.
- j) Nothing in this section shall prevent other proposed amendments being read for the information of the Members.
- k) When the motion under consideration contains distinct propositions, upon the request of any Member, the vote upon each proposition shall be taken separately.
- l) After the Chair commences to take a vote, no Member shall speak to or present another motion until the vote has been taken on such motion, amendment or sub-amendment.
- m) Every Member present at a meeting when a vote is taken on a matter shall vote unless prohibited by statute, in which case the fact of the prohibition will be recorded in the minutes. If any Member present persists in refusing to vote, she or he shall be deemed as voting in the negative. Any motion on which there is a tie vote shall be deemed to be defeated. Recorded votes are not permitted.
- n) After any matter has been decided by the Committee any Member may move for reconsideration at the same meeting, but no discussion of the motion that has been decided shall be allowed until the motion for reconsideration has carried.
- o) All motions not disposed of, shall be placed on the agenda for the next meeting of the Committee, subject to any deadlines imposed by the Act.

#### **4. Minutes**

- 4.1 Minutes shall be taken for all meetings and briefly outline the substance of item listed on the agenda, including delegations, reports, motions, resolutions and other actions taken. Minutes shall reflect the decision when necessary of the Committee in keeping with the *Municipal Elections Act, 1996, Section 88.33(7)*.

#### **5. Media Relations and Communications**

- 5.1 All media contact shall be made through the Clerk of the municipality whose campaign finances are under review, or through the Chair of the Committee.

#### **6. Conflict of Interest**

- 6.1 Legislated requirements as set out in the *Municipal Conflict of Interest Act* shall apply to all Committee Members. It is the responsibility of each Member to disclose any pecuniary interest prior to discussion of a particular matter. Once declared, the Member shall not discuss or vote on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the Member must leave the meeting during all discussion on the matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Municipal staff does not provide advice or interpretation related to declarations.

#### **7. Matters Not Dealt with in These Procedures**

- 7.1 If the practices and procedures set out herein do not provide for a procedural matter, the

practice or procedure shall be determined by the Clerk or designate in conjunction with the Chair. Where the matter arises during a meeting and cannot be dealt with to the satisfaction of the Chair and Clerk or designate, the matter shall be deferred to the next meeting of the Committee.

DRAFT

**From:** [AMO Events](#)  
**To:** [Stefanie Allen](#)  
**Subject:** Why attend the AMO Conference this year  
**Sent:** 2026-03-25 10:00:42 AM

---



## Where Local Communities Meet Provincial Decision Makers

**AMO 2026**  
**City of Ottawa**  
**August 16-19**

Hello AMO Member,

Municipalities carry significant responsibilities.

Whether it's housing supply and infrastructure delivery, or financial sustainability and community wellbeing, municipalities are constantly challenged to do more with less.

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1. The municipal experience is amplified by a strong, united voice to provincial decision makers
2. Delegation meetings put your local realities on the provincial radar
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\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

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155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

THE CORPORATION OF THE TOWN OF KEARNEY

By-Law No. 2026 - \_\_\_\_\_

---

Being a By-law to deem part of a registered plan of subdivision  
not to be a registered plan of subdivision (Lot 25, Plan 277)

---

**WHEREAS** The Planning Act, R.S.O. 1990, Chapter P.13, Section 50(4) as amended, authorizes a municipality to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of subsection (3);

**AND WHEREAS** it is deemed expedient in order to adequately control the development of land in the municipality that a By-law be passed pursuant to Section 50(4);

**NOW THEREFORE** THE COUNCIL OF THE CORPORATION OF THE TOWN OF KEARNEY HEREBY ENACTS AS FOLLOWS:

1. The part of the plan of subdivision described as follows is hereby designated to be a plan of subdivision or part thereof which shall be deemed not to be a registered plan of subdivision for the purposes of Subsection 50(3) of the *Planning Act*:

**Lot 25, Plan 277**

2. **THAT** this By-law shall take effect upon registration of a certified copy or duplicate thereof in the proper Land Registry Office.

READ a first and second time this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Cheryl Philip, Mayor

\_\_\_\_\_  
Nicole Gourlay, CAO/Clerk

READ a third and final time and enacted in open Council this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Cheryl Philip, Mayor

\_\_\_\_\_  
Nicole Gourlay, CAO/Clerk



## NOTICE OF MOTION FORM

Members of Council may use this form to give notice of a motion to be proposed at a future Council meeting.

Council Member giving Notice:

- |  |   |
|--|---|
| <input type="checkbox"/> Beaucage, Keven                             | <input type="checkbox"/> Beaucage, Keven                  |
| <input type="checkbox"/> Pateman, Heather                            | <input type="checkbox"/> Pateman, Heather                 |
| <input checked="" type="checkbox"/> Rickward, Michael – Deputy Mayor | <input type="checkbox"/> Rickward, Michael – Deputy Mayor |
| <input type="checkbox"/> Sharer, Jill                                | <input type="checkbox"/> Sharer, Jill                     |
| <input type="checkbox"/> Philip, Cheryl – Mayor                      | <input type="checkbox"/> Philip, Cheryl – Mayor           |

**WHEREAS** the Council of the Corporation of the Town of Kearney has a property standards by-law that is to be enforced by the Property Standards Officer;

**AND WHEREAS** Council has received some comments regarding properties in the Town of Kearney;

**AND WHEREAS** Staff encourage members of the community to maintain their properties within the Town of Kearney generally, but property standard complaints are required to be in writing from an individual to be acted upon;

**AND WHEREAS** the current direction through the Property Standards By-law is that enforcement will be done through direct complaints only;

**NOW THEREFORE BE IT RESOLVED** the Council of the Corporation of the Town of Kearney directs Staff to encourage residents to utilize the spring season to clean up their properties by having a positive community clean up blitz;

**AND FURTHER THAT** Staff educate members of the public in our property standards by-law, diversion streams and donation options for items that may be on their properties;

**AND FURTHER THAT** this will begin a two-month property standards education and enforcement blitz.

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

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

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

RESOLUTION NO. 2026 - 87

APRIL 15, 2026

Moved by: John Hetherington

Seconded by: Bishop

**WHEREAS** the Council of the Municipality of Magnetawan thanks Austin Toth for his Deputation Huntsville Cancer Clinic;

**AND WHEREAS** the Huntsville Cancer Clinic currently provides vital oncology services to residents of Huntsville and surrounding communities, including residents of the Municipality of Magnetawan;

**AND WHEREAS** cancer patients often require frequent visits for treatment, making proximity to care a critical factor in patient well-being, treatment adherence, and overall outcomes and relocating these services to Bracebridge would require significantly farther distances for treatment, increasing hardship for individuals already facing serious health challenges;

**AND WHEREAS** rural and northern residents already experience barriers to accessing healthcare, including transportation limitations, weather conditions, and financial constraints and maintaining equitable access to healthcare services across the region is essential to supporting healthy communities;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Magnetawan strongly opposes the relocation of the Huntsville Cancer Clinic to Bracebridge and Council calls upon the Government of Ontario, the Ministry of Health, and Ontario Health to retain cancer care services in Huntsville;

**AND FURTHER THAT** the Municipality of Magnetawan urges other municipalities and stakeholders to join in advocating for the preservation of this critical healthcare service;

**AND THAT** this resolution be circulated to the Honourable Doug Ford, Premier, the Honourable Sylvia Jones, Deputy Premier and Minister of Health, the Honourable Graydon Smith MPP Muskoka Parry Sound, the Honourable Scott Aitchison MP Muskoka Parry Sound, FONOM, AMO, NOMA, and all affected Municipalities including Armour, Burk's Falls, Callander, Joly, Kearney, Machar, Magnetawan, McMurrich-Monteith, Nipissing, Perry, Powassan, Ryerson, South River, Strong, Sundridge, Whitestone, Bracebridge, Gravenhurst, Huntsville, Lake of Bays, and Muskoka Lakes.

Carried  Defeated  Deferred

Sam Dunnett  
Sam Dunnett, Mayor

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

Recorded Vote

Member of Council	Yea	Nay	Absent
Bishop, Bill			
Hetherington, John			
Hind, Jon			
Kneller, Brad			
Mayor: Dunnett, Sam			



*Knowing our heritage  
we will build our future*

**From:** [Cunnington, Glenn](#)  
**To:** [Halford, Melissa](#); [Jennifer Huff](#); [Derek Witlib](#); [Cale Henderson](#); [Forrest Pengra](#); [Preston Nielsen](#); [Sean O'Callaghan](#); [Griffin, Trevor \(MNR\)](#); [Kevin And Moreen](#); [Doyle, Christy](#); "[epurcell@haliburtoncounty.ca](mailto:epurcell@haliburtoncounty.ca)"; [David Zilkey](#); [Maxwell, Kirstin](#); [Willison, Rebecca](#); [Simard, Julie \(MNR\)](#); [Matt Holmes](#); [kbishop@haliburtoncounty.ca](#); [Peter Sale](#); [Vincent, Amanda \(MNR\)](#); "[colette.isaac@mdpfn.com](mailto:colette.isaac@mdpfn.com)"  
**Cc:** [Sarah Nicole Martin](#); [Cindy Filmore](#); "[beth.morton@townshipofperry.ca](mailto:beth.morton@townshipofperry.ca)"; "[admin@mcmurrichmonteith.com](mailto:admin@mcmurrichmonteith.com)"  
**Subject:** Muskoka River Watershed Staff Working Group  
**Date:** April 10, 2026 2:29:36 PM  
**Attachments:** [The Muskoka River Watershed Staff Working Group Accord\\_VF.pdf](#)

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Good afternoon all,

Since we gathered for the inaugural meeting of the IWM Staff Working Group in Bracebridge, our facilitator, Sarah Nicole Martin, has skilfully compiled the collective thoughts of the group into a draft Accord. Thank you to all who reviewed the draft and provided comments and edits to improve that document. I've attached the revised version of the Accord to this email.

### Next Steps

Currently, I plan to soon bring a report forward to District Committee and provide an update on this process. I will also be seeking continued support for ongoing District staff participation in this initiative.

To collectively advance this initiative, I suggest that Working Group participants consider bringing reports or discussions forward as needed to your respective municipalities and communities to provide your own status updates and reaffirm your own continuing participation, if desired. Once any needed Council/Committee/Community conversations have occurred, I suggest that the Working Group look to meet in early fall to begin identifying issues for our collaborative work.

### Timeline

Given that this is an election year, any required updates or discussions with your respective Committees and Councils will ideally occur by late June or early July to avoid conflicts with the nomination and election deadlines. With approvals to continue IWM efforts in place, the Staff Working Group can look ahead and plan for its next meeting and determine matters to be discussed; Our next meeting could likely happen in September.

As always, any municipalities or communities within the Muskoka River Watershed should feel welcome to participate regardless of their involvement to date.

Thanks, and have a great weekend.

Glenn

**Glenn Cunnington** Ph.D  
**Manager, Watershed Programs**

The District Municipality of Muskoka

70 Pine Street, Bracebridge, ON P1L1N3

Phone: (705) 645-2100 Ext: 4667

Fax: (705) 645-2207

[www.muskoka.on.ca](http://www.muskoka.on.ca)

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# **The Muskoka River Watershed Staff Working Group Accord**

**Co-created by members of the Integrated Watershed  
Management (IWM) Staff Working Group**

Process facilitation and draft preparation by Optimal Affect

*April 2, 2026*

*This Accord establishes a shared foundation for collaboration among municipalities and First Nations within the Muskoka River Watershed in support of Integrated Watershed Management. For the purposes of this Accord, “Members” refers to representatives designated by their respective municipality, First Nation, or other level of government to participate in the Integrated Watershed Management Municipal Working Group.*

## A. Purpose

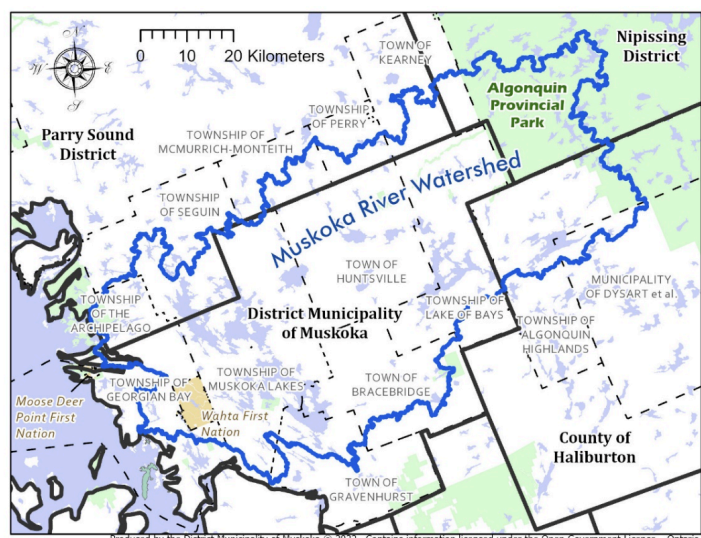
**The purpose of the Integrated Watershed Management Municipal Working Group is to bring municipalities and First Nations together to collaborate across jurisdictions, contributing to a shared Integrated Watershed Management framework. Through this collaboration, the Working Group strengthens coordination at a watershed scale and enables a more unified, informed voice within the broader community of partners and collaborators advancing watershed management.**

The Working Group exists to increase alignment among participating municipalities, First Nations, and other levels of government by pooling knowledge and resources to support consistent, long-term decision-making for the watershed and its interconnected ecosystems. By working together on shared priorities, the group aims to address regional challenges—such as flooding, water quality, and ecosystem health—in a way that strengthens local actions rather than replacing them.

Put simply, the Working Group focuses on “the big stuff” that requires regional coordination and long-term thinking, so that local decisions and initiatives can move forward in lockstep and with greater impact. When issues or emerging challenges arise, the group provides a forum to bring municipalities and First Nations into a broader discussion of goals, values, best science and Indigenous knowledge.

## B. Context and Shared Understanding

The Muskoka River Watershed is a shared place where people live, work, and play. Spanning approximately 5,100 km<sup>2</sup>, the watershed includes three Indigenous communities, four upper-tier municipalities, and thirteen lower-tier municipalities. Its long-term prosperity depends on the integration of a healthy natural environment, a vibrant economy, and caring communities. Water is the watershed’s defining asset, supporting culture, heritage,



ecosystems, and economic activity, and its protection is foundational to the well-being of the region.

Watershed municipalities, First Nations, and other levels of government are facing increasing pressure to respond to environmental challenges with limited resources. Climate-related events such as flooding, drought, and wildfire are occurring more frequently and with greater impact, while population growth and development continue to place additional strain on watershed systems.

Participants recognize that while the watershed remains relatively healthy, conditions are changing. Water quality issues are becoming more frequent, and addressing complex challenges through isolated or piecemeal approaches increases the risk of unintended consequences, higher costs, and reactive decision-making.

There is a shared understanding that the watershed ecosystem connects water and terrestrial systems to all watershed communities. Local actions matter, but without coordination, cumulative impacts across jurisdictions can undermine long-term resilience. With growing political will and interest in collaboration, this Working Group represents a timely opportunity to act proactively and manage watershed challenges at the scale at which they occur.

## **C. Guiding Principles**

Together, these principles guide how the Working Group will collaborate, make decisions, and advance Integrated Watershed Management in a way that is inclusive, informed, and oriented toward long-term stewardship:

### **1. Evidence-Based and Knowledge-Informed**

We will base our decisions on the best available science, best practices, and Indigenous and Traditional Ecological Knowledge, using evidence to inform actions and change.

### **2. Collaboration with Respect for Autonomy**

We will collaborate across municipalities and First Nations toward shared goals while respecting individual mandates, authorities, and decision-making processes.

### **3. Inclusive, Equitable Participation**

We will welcome differing perspectives, promote inclusivity among all members, and ensure meaningful opportunities to contribute to dialogue and decision-making.

### **4. Transparency, Trust, and Accountability**

We will act openly and transparently, build trust among partners, set clear expectations for participation, and remain accountable to the collaborative and to one another.

### **5. Consensus-Oriented and Connected Decision-Making**

We will create time and space for thoughtful, consensus-oriented discussion and bring conversations back to our respective organizations to inform local decision-making.

## **6. Action-Oriented Stewardship and Resilience**

We will focus on actionable policies, programs, and initiatives that contribute to measurable watershed goals, support long-term resilience, and recognize that community well-being and economic health depend on a healthy watershed.

## **7. Open and Evolving Participation**

We will remain open to additional municipalities and First Nations communities joining the Working Group over time, recognizing that inclusive and evolving participation strengthens collective understanding, coordination, and impact. All municipalities and First Nations communities within the watershed are invited to participate at any stage of this collaboration.

# **D. What This Collaboration Could Look Like In Practice**

In practice, this collaboration serves as a forum for coordination, shared learning, and discussion on watershed-scale issues where working together adds value. It is intended to support consistency and alignment across jurisdictions while respecting local authority and decision-making.

### **Scope of the Collaboration**

The collaboration will focus on:

- Discussing and coordinating around key watershed-scale issues and their interconnections.
- Sharing best practices, evidence-informed approaches, and emerging insights related to Integrated Watershed Management.
- Developing shared guidance, positions, or recommendations that participants can bring back to their organizations for consideration in local decision-making.
- Supporting the continued evolution of the Working Group, including opportunities to expand participation over time and ensuring it is meaningfully represented within the broader Integrated Watershed Management collaborative forum.

This collaboration will not:

- Make decisions on behalf of individual municipalities or First Nations.
- Replace existing regulatory, governance, or approval processes.

### **How the Group Comes Together**

The group comes together through regular working meetings, anticipated to be held quarterly, using a hybrid format with virtual meetings as the norm and in-person meetings when appropriate. Meetings would function as working sessions focused on coordination, discussion, and progress rather than information-sharing alone. Leadership could follow a rotating chair model to reinforce shared ownership.

### **What Makes Meetings Effective**

To be useful and productive, meetings could include:

- Clear agendas, materials, and expectations shared in advance.
- Defined objectives and intended outcomes for each meeting.
- Roundtable updates to surface emerging issues and priorities.
- Time and space for consensus-oriented discussion on topics requiring alignment or coordination.

### **Working Between Meetings**

To sustain momentum between meetings, the collaboration could establish time-limited subcommittees or working groups to explore specific issues, develop options, or advance agreed-upon areas of work. These groups would report back to the full collaboration, supporting continuity, shared learning, and progress over time.

## **E. Review and Evolution**

This Accord is intended to be a living document focused on the municipal collaboration within the broader Integrated Watershed Management framework and collaborators. As conditions, knowledge, and priorities evolve, participating municipalities, First Nations, and other levels of government recognize the need to reflect, learn, and adapt how they work together in this municipal forum.

The Accord may be reviewed periodically to assess its relevance, effectiveness, and alignment with the shared purpose and guiding principles. Updates or refinements may be made through collective discussion and agreement, ensuring the Accord continues to support meaningful municipal coordination over time.

This Working Group brings municipal and First Nations partners together to align around a shared understanding and coordinated voice for Integrated Watershed Management. Through this collaboration, members contribute collectively to broader engagement efforts with community members, non-governmental organizations, and other partners. Nothing in this Accord limits or replaces those broader engagement processes; rather, it strengthens how municipalities and First Nations participate in them together.

## **F. Endorsement**

This Accord is endorsed by the participating municipalities and First Nations through their respective approval processes.

By endorsing this Accord, each signatory affirms its commitment to the shared purpose, guiding principles, and collaborative intent outlined herein, while maintaining its own governance authority and decision-making responsibilities.

March 13, 2026

Hon. David Piccini  
Ministry of Labour, Immigration, Training and Skills Development  
14<sup>th</sup> Floor, 400 University Ave  
Toronto ON M7A 1T7

**Re: Request for Provincial Legislation Amendments, Health and Safety Concerns**

Dear Minister Piccini,

At its meeting of Council on March 11, 2026, the Council of the Township of Oro-Medonte received correspondence from Association of Ontario Road Supervisors (AORS) regarding the above-mentioned request for support.

The Township of Oro-Medonte fully supports AORS in their request, as our staff have, on numerous occasions, been subjected to abusive and aggressive behaviour from members of the public. We respectfully request your support in advancing measures that will strengthen protections for municipal workers and contractors. With provincial partnership, municipalities can better safeguard the individuals who work tirelessly to maintain critical services and keep our communities functioning safely.

Sincerely,



Mayor Randy Greenlaw

Cc: Premier Doug Ford  
Hon. Michael Kerzner, Solicitor General of Ontario  
Hon. Jill Dunlop, Minister of Emergency Preparedness and Response  
Hon. Rob Flack, Minister of Municipal Affairs and Housing

Hon. Prabmeet Sakaria, Minister of Transportation  
Hon. Todd McCarthy, Acting Minister of Infrastructure  
Doug Downey, MPP Barrie – Springwater - Oro-Medonte  
Association of Municipalities of Ontario (AMO)  
Association of Ontario Roads Supervisors (AORS)  
Ontario Municipalities  
Members of Oro-Medonte Council



Minister of Labour, Immigration, Training and Skills Development David Piccini  
14<sup>th</sup> Floor, 400 University Avenue  
Toronto, ON M7A 1T7

February 5, 2026

Dear Minister Piccini,

On behalf of Ontario's municipal public works professionals, we are writing to raise an urgent health and safety concern that is increasingly placing municipal workers and subcontractors at risk while they maintain the critical infrastructure our communities rely on every day.

While the Occupational Health and Safety Act establishes important protections against workplace hazards, it does not adequately address a growing and very real threat: unsafe working conditions created by interference, harassment, and dangerous actions from members of the public.

Through consultations with AORS members across the province, we are hearing consistent and deeply troubling examples of escalating behaviour directed at municipal workers - particularly winter maintenance operators. These are not isolated incidents, but a pattern that is becoming increasingly normalized during significant weather events. Examples reported to AORS include:

- An individual throwing a large chunk of ice at an active piece of municipal equipment while it was operating.
- A resident threatening to kill a sidewalk plow operator.
- A man climbing onto a snow plow and refusing to get off until the operator agreed to plow his road next.
- Two municipal staff members being confronted, accosted, and aggressively yelled at in public - one at a gas station and another while simply standing in line for coffee - by individuals angry about road conditions that were not even under that municipality's jurisdiction, as well as a mailbox that had been struck.
- A voicemail left by a resident threatening to shoot a municipal plow driver with a shotgun the next time the street was plowed.
- A resident angry about snow at the end of their driveway jumping in front of an active plow and refusing to move. The plow was delayed for over an hour during a major snow event, placing service levels and the municipality's overall emergency response at risk. The situation was only resolved once supervisors and by-law officers arrived on scene.

These incidents represent only a small sample of what municipal plow drivers and winter maintenance crews are experiencing across Ontario. What was once limited to disgruntled complaints has escalated into direct threats, physical interference, and dangerous confrontations that place workers, subcontractors, and the public at risk. This issue is becoming a systematic threat to municipal service delivery and is only amplified during significant weather events.

Municipal workers and their contracted partners are responsible for maintaining roads, bridges, sidewalks, and other essential services - often in extreme weather and high-risk environments. When these workers are threatened or obstructed, it becomes not only a workplace safety issue, but a broader public safety concern. In some cases, conditions have become so unsafe that

municipal staff and subcontractors have walked off job sites, jeopardizing timely service delivery during critical events.

We respectfully ask the Province to consider the following changes:

- Under the Emergency Management and Civil Protection Act, when a municipality declares a Significant Weather Event, municipal winter maintenance vehicles and operators - including subcontractors working on behalf of municipalities - should be afforded enhanced protection, with interference or obstruction treated with the same severity as interference with police, fire, or paramedic services.
- Establish clear public-safety interference provisions, similar in intent to Ontario's Slow Down, Move Over legislation, that recognize the essential role of municipal roadside workers.
- Consider adopting provisions similar to Manitoba's recently passed Bill 38, an amendment to their Highway Traffic Act effective January 1, 2026, which requires motorists to maintain a minimum distance of 30 metres behind snowplows where speed limits are 80 km/h or lower, and 100 metres where speed limits exceed 80 km/h.

These changes would provide clarity, deterrence, and enforceability—sending a strong message that interference with municipal workers performing essential services will not be tolerated. Just as Ontario protects first responders from obstruction during emergencies, we must extend similar protections to the public works professionals who keep our communities safe, connected, and functioning.

AORS would welcome the opportunity to meet with you and your staff to discuss these concerns further and to collaborate on legislative solutions that better protect municipal workers and subcontractors while strengthening public safety across the province.

Thank you for your consideration of this critical issue.

Sincerely,



Karla Musso-Garcia, CRS-I  
President, Association of Ontario Road Supervisors  
Operations Manager, Township of Oro-Medonte



Kelly Elliott  
Interim Executive Director  
Association of Ontario Road Supervisors

Cc (via e-mail)

Premier Doug Ford

Minister of Emergency Preparedness and Response Jill Dunlop

Minister of Municipal Affairs and Housing Rob Flack

Minister of Transportation Prabmeet Sarkaria

Acting Minister of Infrastructure Todd McCarthy

Scott Butler, Good Roads Executive Director

Walid Abou-Hamde, Ontario Road Builders' Association Chief Executive Officer



Solicitor General of Ontario Michael Kerzner  
George Drew Building, 25 Grosvenor Street  
Toronto, ON M7A 1Y6

February 5, 2026

Dear Solicitor General Kerzner,

On behalf of Ontario's municipal public works professionals, we are writing to raise serious concerns regarding the safety of municipal workers and subcontractors who are increasingly facing harassment, threats, and dangerous interference from members of the public while delivering essential municipal services - particularly during winter maintenance and emergency operations.

Across Ontario, municipal public works teams are responsible for maintaining critical infrastructure that residents depend on every day, including roads, sidewalks, bridges, and drainage systems. During significant weather events, these workers are frontline responders, ensuring emergency vehicles can travel safely and that communities remain connected and accessible. However, the behaviour directed at them has escalated well beyond routine complaints and has become a direct threat to both worker safety and public safety.

Through consultations with AORS members province-wide, we continue to receive troubling reports that illustrate the seriousness of this issue. These include:

- An individual throwing a large chunk of ice at an active piece of municipal equipment while it was operating.
- A resident threatening to kill a sidewalk plow operator.
- A man climbing onto a snowplow and refusing to get off until the driver agreed to plow his road next.
- Two staff members confronted and aggressively accosted in public - one at a gas station and another while simply waiting in line for coffee - by individuals angry about road conditions and a mailbox strike that were not even related to that municipality.
- A voicemail threatening to shoot a plow driver with a shotgun the next time the street was plowed.
- A resident jumping in front of an active plow during a major snow event and refusing to move, delaying operations for over an hour and jeopardizing service levels and overall emergency response.

These examples represent only a small sample of the experiences municipal plow drivers and winter maintenance crews are facing across the province. What was once occasional frustration has escalated into intimidation, threats of violence, and direct interference with equipment and operations.

Equally concerning is that municipalities do not always receive consistent enforcement support when these incidents occur. We have heard directly from members who contacted the Ontario Provincial Police for assistance and were advised that, unless a physical assault had already taken place, the situation was "not a police matter." Waiting until a worker has been physically harmed before intervention is neither preventative nor acceptable.

This gap leaves municipalities and workers vulnerable and sends an unintended message that threatening or obstructive behaviour toward municipal staff carries little consequence. It also places supervisors and by-law officers in situations that may exceed their authority or capacity to manage safely.

We believe a proactive and coordinated response is needed. Municipal workers and their subcontractors should not have to choose between their personal safety and providing critical services during storms and emergencies.

We respectfully ask that the Province of Ontario and the Ontario Provincial Police take a clear and strong stance that interference, threats, and harassment directed at municipal public works staff will not be tolerated. Specifically, we would welcome:

- Clear direction and guidance to police services, including the OPP, that threats, intimidation, and obstruction of municipal workers performing essential duties warrant timely enforcement and support.
- Recognition that interference with winter maintenance and emergency public works operations presents a broader public safety risk, not merely a municipal operational issue.
- Enhanced coordination between municipalities and local police services during significant weather events and emergency responses to ensure worker safety and continuity of service.
- Consideration of legislative or policy tools that provide stronger deterrence and consequences for those who threaten or obstruct municipal staff and contractors.

Municipal public works professionals are essential workers. They keep roads open for ambulances, fire trucks, school buses, and the travelling public. Their safety should be treated with the same seriousness as that of other frontline responders.

AORS would welcome the opportunity to meet with you and your staff to discuss these concerns and explore practical steps to ensure consistent enforcement support and stronger protections for municipal workers across Ontario.

Thank you for your attention to this important matter and for your continued leadership in public safety.

Sincerely,



Karla Musso-Garcia, CRS-I  
President, Association of Ontario Road Supervisors  
Operations Manager, Township of Oro-Medonte



Kelly Elliott  
Interim Executive Director  
Association of Ontario Road Supervisors

Cc (via e-mail)  
Premier Doug Ford



Town of  
**Kearney**

# **Regatta** **2026**

## **IS CALLING FOR** *Vendors!*

Kearney Regatta 2026 is now accepting vendor applications! We're looking for amazing and talented locals to showcase their products at Kearney's biggest summer celebration! Fill out the vendor application to be considered for a spot!\*

*\*Please note that completion of the application does not constitute acceptance or guarantee vendor space.*

**FILL OUT THE APPLICATION AND EMAIL IT TO:**

**[becky.logan@townofkearney.ca](mailto:becky.logan@townofkearney.ca)**



705-636-7752 ext. 102



[becky.logan@townofkearney.ca](mailto:becky.logan@townofkearney.ca)



**THE CORPORATION OF THE TOWN OF KEARNEY**

**By-Law No.2026-21**

**Being a By-law to Establish a Joint Compliance Audit Committee  
and Appoint Committee Members  
for the 2026 Municipal Election period**

**WHEREAS** Section 20 (1) of the Municipal Act, 2001, S.O. 2001, Chapter 25 authorizes municipalities to enter into joint agreements;

**AND WHEREAS** Section 88.37(1) of the *Municipal Elections Act, 1996*, as amended, requires municipalities to establish a Committee prior to October 1, 2026;

**AND WHEREAS** interested municipalities in the Almaguin Highlands and surrounding area have individually agreed by resolution of each respective council, to form a joint committee;

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

1. **That** participation in the Joint Compliance Audit Committee as authorized by this By-law shall be limited to the following municipal corporations:

The Township of Armour	The Village of Burk’s Falls
The Township of Joly	The Town of Kearney
The Township of Machar	The Municipality of Magnetawan
The Township of McMurrich/Monteith	The Township of Perry
The Township of Ryerson	The Village of South River
The Township of Strong	The Village of Sundridge

2. **That** the Council of the Corporation of the Town of Kearney agrees to the Terms of Reference, attached hereto as Schedule “A”;
3. **That** the following individuals shall be appointed to serve as Committee members on the Joint Compliance Audit Committee for the 2026 Election period from November 15, 2026 to November 16, 2030:
  - **Rakel Carlsen** (Burk’s Falls)
  - **Robert Edmonstone** (Ryerson)
  - **Debbie Hope** (Burk’s Falls)
  - **Rachael Jackson** (Katrine) – designated as the alternate member;
4. **That** each Committee member named above, adheres to the Terms of Reference attached hereto;
5. **That** By-law No. 2021-22 is hereby repealed as of November 15, 2026;
6. **That** the Mayor and Clerk are hereby authorized to execute the documents by signature and seal of the Corporation of the Town of Kearney.

**READ A FIRST, SECOND AND THIRD TIME**, passed, signed and the Corporate Seal attached hereto, this \_\_\_\_ day of \_\_\_\_\_ 2026.

**THE CORPORATION OF THE  
TOWN OF KEARNEY**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Terms of Reference  
For the Joint Compliance Audit Committee  
Serving the interested Municipalities of the Almaguin Area**

**1. Definitions:**

For the purpose of this Terms of Reference, the following definitions shall apply:

**Almaguin Clerk's Group** – The information organization of Clerks, CAOs, or appointed staff from interested municipalities in the Almaguin Area, who have agreed to pool information, staff, and financial resources for the 2026 election, for the mutual benefit of all participating municipalities.

**Auditor** – An independent person appointed by the Committee pursuant to section 88.33(10) of the Municipal Elections Act, 1996, as amended, who is licensed under the Public Accounting Act, 2004 (Ontario) and authorized to perform public accounting in Ontario, and who is retained to conduct a compliance audit of a candidate's or registered third party's election campaign finances in accordance with the Act.

**Clerk** – The Administrative staff member, generally known to be the Clerk, or Clerk-Administrator from any municipality within the Almaguin Clerk's Group, for which an application for a compliance audit has been received, or who carries out the business of the Council for his or her respective municipality.

**Committee** – The Joint Compliance Audit Committee as established by the respective Councils of those municipalities represented by the Almaguin Clerk's Group, and which have passed a resolution of participation for the 2026 election term.

**Council** – The group of elected officials, generally known to be the Council, from any municipality within the Almaguin Clerk's Group, for which an application for a compliance audit has been received, or who is responsible for making an appointment to a Compliance Audit Committee, as required by Section 88.37 of the *Municipal Elections Act*, 1996, as amended.

**Contributor** – A resident of Ontario who makes a contribution to the election campaign a candidate to support his/her candidacy for municipal election. Additionally, the candidate and his/her spouse can also be contributors to the candidate's election campaign.

**Recruitment Committee** – The sub-committee of the Almaguin Clerk's Group to promote, process, and make recommendation to Council for membership to the Joint Compliance Audit Committee. The sub-committee shall be composed of the following representatives: Nancy Field, Nicole Gourlay, Erica Kellogg and Charlene Watt.

**Interested Municipalities** – Those municipalities in the Parry Sound District who have by mutual agreement established a joint compliance audit Committee, as supported by a resolution of each respective council, and authorized by By-Law from each respective council.

**Registered Third Party** - Means, in relation to an election in a municipality, an individual, corporation or trade union that is registered under Section 88.6 of the *Municipal Elections Act*.

**2. Committee Mandate:**

2.1 The Joint Compliance Audit Committee shall ensure that the provisions relating to election campaign finances under the *Municipal Elections Act*, are not contravened, and shall follow the necessary procedures to ensure compliance when requested.

2.2 The Committee shall abide by any terms and conditions which may be set out by the respective municipality's Solicitor, Auditor, and/or Insurer, for any business relating to a compliance audit, in accordance with the procedural by-law for the respective municipality.

2.3 The Committee will perform all required functions relating to all compliance audit applications. This shall include the following:

- a) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the candidate, the applicant and the public (Section 88.33(5)).

- b) Within 30 days of receipt of an application for a compliance audit from the Clerk, Committee members shall consider the application and decide whether to grant or deny the request (Sec. 88.33(7)).
- c) The decision of the Committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the Clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant (Sec. 88.33(8)).
- d) If an application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. (Sec. 88.33(10)).
- e) Within 10 days after receiving the audit report, the Clerk of the municipality shall forward the report to the Compliance Audit Committee (Sec. 88.33(14)).
- f) Give consideration to the auditor's report within 30 days of receiving it, to determine if legal proceedings should be commenced against the candidate (Sec. 88.33(17)).
- g) The decision of the Committee under subsection (f) and brief written reasons for the decision, shall be given to the candidate, the Clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant (Section 88.33(18)).
- h) If the report indicates that there was no apparent contravention and the Committee finds that there were no reasonable grounds for the application, Council is entitled to recover the auditor's costs from the applicant.

2.4 The Committee will perform all required functions relating to receiving a report from the Clerk under the review of contributions to candidates, section 88.34(4) or 88.34(7) of the *Municipal Elections Act*. This shall include the following:

- a) Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention (Section 88.34(8)).
- b) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the contributor, the applicable candidate and the public (Section 88.34(9)).
- c) The decision of the Committee under article 4(a) and brief written reasons for the decision, shall be given to the contributor, the clerk of the municipality or the secretary of the local board, if applicable (Section 88.34(11)).

2.5 The Committee will perform all required functions relating to receiving a report from the Clerk under the review of contributions submitted by a registered third party, section 88.36(4) of the *Municipal Elections Act*. This shall include the following:

- a) Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention (Section 88.36(5)).
- b) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the contributor, the registered third party and the public (Section 88.36(6)).
- c) The decision of the Committee under article 5(a) and brief written reasons for the decision, shall be given to the contributor and the clerk of the municipality (Section 88.36(7)).

### **3. Term of Appointment:**

- 3.1 The Committee shall serve for the 2026 – 2030 term of council, which shall be from November 15, 2026 to November 16, 2030, to consider applications originating from the 2026 election, and any by-elections during that term.

Notwithstanding the term identified above, the Committee shall be dissolved at the earliest of:

- a) The conclusion of the requirements noted in Section 88.37 of the *Municipal Elections Act, 1996*; or
- b) On November 16, 2030.

#### **4. Committee Composition**

- 4.1 The Committee shall consist of four (4) members, one of which is to be designated as an alternate.
- 4.2 A Chair, a Vice Chair, and a Secretary shall be appointed at the first Committee meeting.
- 4.3 Membership shall be limited to individuals with a legal or financial background, or who have served on boards or Committees, or who have demonstrated knowledge of campaign finances, including retired municipal professionals.
- 4.4 Members must be bondable to maintain integrity of process and seriousness of position.
- 4.5 Appointment to the Committee shall be by resolution or bylaw of Council.
- 4.6 Members of the Committee shall not be Council members, municipal staff or candidates in the 2026 election or any by-election during the term of Council and must attest to same in writing.
- 4.7 To avoid possible conflict of interest, any auditor or accountant appointed to the Committee may not undertake the audits of preparation of financial statements of any candidates seeking election to Council. Contravention of this requirement shall result in expulsion from the Committee.
- 4.8 The respective Clerk shall provide administrative support to the Committee, and shall establish procedures, as required.

#### **5. Committee Selections:**

##### **Recruitment Committee Selection:**

- 5.1 To ensure adherence with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, a Recruitment Committee shall be established by the Almaguin Clerk's Group, from among its members.
- 5.2 The Recruitment Committee will promote, advertise, interview, and make recommendation for appointment to the joint Committee, having regard for individual municipalities' policies relating to Committee appointment. One individual shall be chosen from within the recruitment Committee to be the Secretary and shall be the contact for resume submission.
- 5.3 The recruitment Committee will receive and review all applications, conduct interviews, and make recommendations to the Almaguin Clerk's Group based on the following:
  - a) Knowledge of rules for municipal election campaign finances
  - b) Experience on a Committee, board, or similar group
  - c) Availability to attend meetings
  - d) Oral and written communication
  - e) Level and area of expertise

- 5.4 The Almaguin Clerk's Group shall prepare an advertisement to be placed on Facebook or other social media platforms, calling for interested, qualified applicants to submit resumes for consideration. The Committee positions shall also be promoted on respective municipal websites for application submission by the date prescribed by the Almaguin Clerk's Group.

**Joint Audit Compliance Committee Selection:**

- 5.5 Applicants will be required to submit a resume outlining their qualifications and experience.
- 5.6 A request for the expulsion of a member of the Committee may be submitted in writing to the Almaguin Clerk's Group by a member of the Committee or by a Clerk of a participating municipality. The written request shall set out the reasons supporting the proposed expulsion.

Upon receipt of such request, the Almaguin Clerk's Group shall review the matter, provide the affected member with an opportunity to respond, and determine whether a recommendation for expulsion is warranted.

If the Almaguin Clerk's Group agrees that expulsion is appropriate, the Group shall forward its recommendation to the participating municipalities for consideration.

Expulsion shall only take effect upon receipt of supporting resolutions from a majority of the Councils of the participating municipalities. Upon confirmation of majority approval, the Clerks of the participating municipalities are authorized to take the necessary administrative steps, including amending the applicable by-laws appointing the member, to give effect to the expulsion.

- 5.7 Reasons for expulsion shall include, but not limited to, the member being in contravention of *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*, the *Municipal Elections Act*, or the Joint Compliance Committee Terms of Reference, or for disrupting the work of the Committee.
- 5.8 Committee members shall be asked to sign an acknowledgement accepting terms and conditions outlined in the above Terms of Reference, and the *Municipal Elections Act*, 1996, as amended.
- 5.9 Where a member is expelled, resigns, becomes ineligible, or is otherwise unable to serve, the vacancy shall be filled in accordance with the recruitment and appointment process outlined in this Terms of Reference.

**6. Meetings:**

- 6.1 The Committee shall hold one initial meeting following submission of all Clerk's reports. Subsequent and additional meetings shall be in response to application(s) for compliance audit, to a maximum of 4 meetings per application, in consultation with the Clerk of the respective municipality.
- 6.2 Following Election Day and the final day for candidates to submit their Financial Statements, the Clerk of the Municipality shall review the Statements and prepare a report regarding spending regulations and limits for the Compliance Audit Committee review.
- 6.3 Meetings shall be conducted using guidelines established in the Municipal Procedural By-Law for the municipality from which an application originated.
- 6.4 Committee members shall be bound by the Code of Conduct in force in the municipality for which they are performing the functions included in this Terms of Reference.
- 6.5 The Chair shall cause notice of the meetings, including the agenda for the meetings to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee.
- 6.6 Minutes shall be recorded at each meeting and shall outline the general deliberations and resulting actions and recommendations.
- 6.7 The location of the meetings shall be set by the Committee. Reasonable notice will be provided.

6.8 Financial consideration shall be as per Section 9.

**7. Closed Meetings:**

7.1 The meeting may be held in whole or in part in a closed session upon affirmative vote of the majority of the membership to do so. Closed sessions shall be conducted only to discuss matters identified under Section 239(2) of the *Municipal Act, 2001*. Should a closed session be required, all attendees who are not Committee members, or the Clerk, or individuals expressly requested by the Committee to remain, shall vacate the meeting premises. Members of the public may return to the meeting, once the closed session has concluded.

**8. Conflicts of Interest:**

8.1 Committee members shall be bound by the *Municipal Conflict of Interest Act*, with respect to financial interest, and shall disclose any pecuniary interest to the Secretary. That member shall then remove himself or herself from that portion of the meeting at which the matter for which pecuniary was declared is discussed.

**9. Financial Compensation:**

9.1 An honorarium of \$500.00 per year shall be provided to each active Committee member, including the alternate member. Payment of the annual honorarium shall be shared equally between the participating municipalities.

9.2 In addition to the annual honorarium, a meeting per diem shall be issued in the amount of \$100.00 per meeting. Mileage shall be reimbursed per the Canada Revenue Agency's reasonable per-kilometre mileage rates (<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances.html>) upon receipt of the request for reimbursement from the Committee member. Payment of the per diem reimbursement, as well as the mileage reimbursement, shall be paid by the municipality for which an application has been received, except in the case of the initial meeting, for which payment of these monies shall be shared equally between the participating municipalities.

9.3 Administration of financial compensation shall be the responsibility of the Office of the Clerk for the Township of Armour.

**10. Resources:**

10.1 Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Sections 88.33 to 88.37 of the *Municipal Elections Act, 1996* as amended.

**11. General Governance Provisions**

**11.1 Procedural Fairness**

The Committee shall conduct its proceedings in accordance with the principles of natural justice and procedural fairness. Without limiting the generality of the foregoing:

- a) Any person whose rights, interests, or obligations may be affected by a decision of the Committee shall be provided with reasonable notice of the matter to be considered;
- b) Such person shall be provided with an opportunity to respond to the substance of the allegations or issues under consideration;
- c) The Committee shall make its decision based solely on the evidence and submissions properly before it;
- d) The Committee shall provide written reasons for its decisions where required by statute or where commencing or declining to commence legal proceedings.

**11.2 Standard of Review – Reasonable Grounds**

In considering an application for a compliance audit under section 88.33 of the *Municipal Elections Act, 1996*, as amended, or a Clerk's report under sections 88.34 or 88.36 of the Act, the Committee shall determine whether there are reasonable grounds to believe that a contravention of the Act has occurred.

The Committee is not required to determine guilt or innocence, but rather whether the statutory threshold to grant an audit or to commence legal proceedings has been met.

### 11.3 Legal Counsel

The Committee may obtain independent legal advice where it considers such advice necessary to fulfill its mandate.

Legal services shall be arranged through the Clerk of the affected municipality, or through such municipality's Solicitor, in accordance with that municipality's procurement and authorization policies.

Where legal proceedings are commenced, the municipality for which the application originated shall coordinate legal representation, unless otherwise agreed by the participating municipalities.

### 11.4 Records Retention

All records of the Committee, including applications, reports, correspondence, minutes, audio recordings (if any), and decisions, shall be maintained in accordance with the records retention by-law and records management policies of the municipality for which the application originated.

Where matters involve multiple participating municipalities, the lead administrative municipality shall ensure records are maintained in accordance with applicable legislative requirements.

### 11.5 Electronic Participation

Meetings of the Committee may be conducted in person, electronically, or in a hybrid format, provided that:

- a) The meeting complies with the open meeting requirements of the Municipal Act, 2001;
- b) Members participating electronically are able to hear and be heard by all other participants;
- c) Public access is provided in a manner consistent with legislative requirements; and
- d) A Member participating electronically shall be deemed to be present for the purposes of quorum and voting, unless otherwise restricted by statute.

### 11.6 Accessibility Compliance

The Committee shall conduct its meetings and activities in a manner consistent with the Accessibility for Ontarians with Disabilities Act, 2005 and applicable municipal accessibility policies.

Reasonable accommodations shall be provided, upon request, to ensure that persons with disabilities are able to participate in Committee proceedings in an accessible manner.

**Roles and Responsibilities**  
**For the Joint Compliance Audit Committee (JCA)**  
Serving the interested Municipalities of the Almaguin Area

**1. Duties of the Clerk for the Municipality requiring the meeting of the JCA**

- 1.1 The Clerk shall ensure the administrative practices and procedures for the Committee are followed and shall carry out any duties required under the Act to implement the Committee's decisions.

**2. Duties of the Chair**

- 2.1 The duties of the Chair are as follows:

- a) Liaise with the Clerk and review meeting agendas.
- b) Call Committee meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow the procedures as set out herein, identify the order of proceedings and speakers and rule on points of order as may be necessary.
- c) The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting.
- d) Participate as an active Member, encouraging participation by all Members.
- e) The Chair is permitted to provide brief comments during discussion, make motions and vote on all matters.
- f) If the Chair is not present within the first fifteen minutes of a Committee meeting or is absent through illness or otherwise, and quorum is still obtained, the Vice Chair shall preside over the meeting,

**3. Duties of Committee Members**

- 3.1 The duties of Committee Members are as follows:

- a) Attend all Committee meetings or notify the Clerk as soon as possible in the event that the member cannot attend.
- b) Understand their role, the Committee's Mandate and meeting procedures.
- c) Declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the matter in accordance with Section 5 of the *Municipal Conflict of Interest Act*.
- d) Participate as an active and voting member, asking questions, and seeking clarification through the Chair.
- e) Develop and maintain a climate of mutual support, trust, courtesy and respect.
- f) Work together to utilize the knowledge, expertise and talents of all members.
- g) Respect the decisions of the Committee and that such decisions reflect the majority view.

**4. Support**

- 4.1 The following support shall be provided to the Committee:

- a) The Recruitment Committee for the Almaguin Joint Compliance Audit Committee shall call the first regular meeting of the Committee to order and conduct the election of the Chair, Vice Chair and secretary of Committee Members.
- b) The affected municipality's staff in conjunction with the Committee secretary shall thereafter:
  - i) Prepare agendas for review by the Committee Chair.
  - ii) Electronically distribute agendas to all Committee Members before the meeting and post to the relevant municipal website.
  - iii) Arrange for or set up meeting areas, giving consideration to the nature of the matters to be discussed, any audio-visual requirements, attendance by the public and ensuring accessibility needs identified have been met.
  - iv) Arrange for attendance of delegations in conjunction with the Chair.
  - v) Attend Committee meetings, record attendance, confirm Quorum and record when the meeting starts and adjourns.
  - vi) Provide procedural advice to the Chair and Committee as required.
  - vii) Take minutes, record a summary of the discussion for each agenda item, record all Committee motions and resolutions including the name of the mover.
  - viii) Record any disclosures of pecuniary interest, including the general nature thereof.
  - ix) Review and correct any errors in the minutes of previous meetings.
  - x) Prepare the Committee minutes.
  - xi) Electronically distribute minutes to all Committee Members and post on the relevant municipal website.
  - xii) Facilitate and complete any additional work to be undertaken on behalf of the Committee.
  - xiii) Maintain Committee agendas, minutes, correspondence, Reports of the Auditor and outstanding items in the Corporation's records management system.

**Procedures  
For the Joint Compliance Audit Committee**

**1. Meeting Procedures**

1.1 The Committee shall meet once prior to November 30<sup>th</sup> after each municipal election to review the Terms of Reference and Committee Procedures

1.2 Calling of Committee Meetings

- i) The Clerk of the relevant municipality will summon a meeting of the Committee when an Application is received.
- ii) Meetings shall be held at such time and location as the Chair deems appropriate.

1.3 Agendas

The following components shall be included in Committee agendas. Specific subject items are to be included under each component:

- i) Consideration of Applications for a Compliance Audit
- ii) Consideration of Auditor/Legal Reports \*
- iii) Adjournment

\*Committee may adjourn to Closed Session in accordance with Section 239 (2) of the Municipal Act, S.O. 2001.

1.4 Quorum

The minimum number of Committee Members required to be present at any meeting in order to conduct Committee business shall be no less than three. If no Quorum is present fifteen minutes after the time fixed for a meeting, or the resumption of a meeting after a recess, or should a Quorum at a meeting be lost for a period of fifteen (15) consecutive minutes, the Clerk or designate will record the names of the Members present and the meeting will stand adjourned until the next meeting scheduled by the Chair.

**2. Conduct of Committee Business**

2.1 All Meetings of the Committee shall be open to the public, except for those circumstances provided for in Sections 239 (2) and (3.1) of the *Municipal Act, 2001*.

2.2 The business of each meeting shall be taken up in the order in which it stands upon the agenda, unless otherwise decided by the Committee.

2.3 Where the agenda includes consideration of more than one Application, applications may be dealt with by the Committee either individually or collectively dependant upon the direction of the Committee.

2.4 The Chair will summarize each Application received and request that the Applicant or his or her agent and Candidate or his or her agent identify themselves.

2.5 Applicant's Delegation

- i) The Applicant or the Applicant's agent may address the Committee for a maximum of 10 minutes unless granted leave by the Chair.
- ii) Members may ask questions of the Applicant or Applicant's agent through the Chair.
- iii) Questions of the Applicant or the Applicant's agent by the Candidate or the Candidate's agent *are not permitted*.
- iv) All materials presented to the Committee in open session are deemed to be public documents.

## 2.6 Candidate's Delegation

- i) The Candidate or the Candidate's agent may address the Committee.
- ii) The Candidate may respond to the content of the Application and Applicant's or the Applicant's Agent's address to the Committee.
- iii) Members may ask questions of the Candidate or Candidate's agent, through the Chair.
- iv) Questions of the Candidate or the Candidate's Agent by the Applicant or the Applicant's agent *are not permitted*.
- v) All materials presented to the Committee in open session are deemed to be public documents.

2.7 Where the agenda includes consideration of more than one Auditor's Report, the Reports may be dealt with by the Committee either individually or collectively dependent upon the direction of the Committee.

## 2.8 Auditor's Report

- i) An Auditor shall be appointed by the Committee as per Section 3 of the Terms of Reference.
- ii) The Auditor shall address the Committee and provide a summary of his or her Report and its conclusions.
- iii) Members may ask questions of the Auditor through the Chair.
- iv) Members may ask questions of any person present at the meeting, such questions to be through the Chair and at the sole discretion of the Chair.
- v) The Candidate, Applicant, their agents or any person present at the meeting may not ask questions of the Auditor or the Committee.

2.9 Decisions of the Committee shall be by resolution. A simple majority vote of the Committee Members present is required to pass a resolution.

Generally, the Committee will render its decision at each meeting. Subject to deadlines imposed by the Act, the Committee may reserve its decision if further deliberation is required.

2.10 The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meetings, subject to an appeal by any Member to the Committee from any ruling of the Chair.

2.11 When two or more Members wish to speak, the Chair shall name the Member who first raised his or her hand.

2.12 A Member shall not:

- i) Speak disrespectfully to or about another member;
- ii) Use offensive words or unparliamentarily language during meetings;
- iii) Disobey the procedures of the Committee, or decision of the Chair or the Committee on questions of procedure;
- iv) Leave his/her seat or make any noise or disturbance while a vote is being taken and until the result is declared;

2.13 In case any Member persists in a breach of the foregoing section after having been called to order by the Chair, he or she may be ordered by the Chair to leave his/her seat for that meeting, but in case of ample apology being made by the offender he or she may, by vote of the Committee, be permitted forthwith to resume his or her seat.

2.14 When a Member desires to address the Committee upon a matter that concerns the rights or Privileges of the Committee collectively or individually, he or she shall be permitted to

raise such matter of Privilege, and a matter of Privilege shall take precedence over other matters.

2.15 When a Member desires to call attention to a violation of the rules of procedure, she or he shall ask leave of the Chair to raise a Point of Order and after leave is granted:

- i) State the Point of Order with a concise explanation and resume his or her seat until the Chair has decided the Point of Order;
- ii) Unless a Member immediately appeals to the Committee, the decision of the Chair shall be final;
- iii) If the decision is appealed, the Committee shall decide the question without debate and its decision shall be final;

2.16 When the Chair calls a Member to order, the Member shall immediately sit down until the Point of Order is dealt with and the Member shall not speak again without permission of the Chair unless to appeal the ruling of the Chair.

### **3. Motions**

3.1 The following rules shall apply to motions:

- a) All motions must be introduced by a mover before the Chair can put the motion on the floor for consideration.
- b) After a motion is properly moved, it shall be deemed to be in the possession of the Committee but may be withdrawn by the mover at any time before a vote with the consent of the Committee.
- c) The number of times a Member may speak on a motion shall not be limited. A Member shall not be restricted to asking questions only of the previous speaker but the question must relate directly to the matter under discussion.
- d) A motion to move a previous motion shall not be allowed.
- e) Any Member may require the motion under discussion to be read at any time, but not so as to interrupt a Member while speaking.
- f) When a motion is under consideration, no motion shall be received other than a motion to:
  - i) Adjourn, which motion is neither amendable nor debatable;
  - ii) Table, which motion is not debatable;
  - iii) Defer action;
  - iv) Refer, which motion is debatable as to its merits only;
  - v) Amend.
- g) A motion to refer shall take precedence over any other amendment.
- h) Only one amendment at a time can be presented to the main motion. Only one amendment can be presented to an amendment, but when the amendment to the

amendment has been disposed of, another amendment may be introduced, and when that amendment has been decided, another may be introduced.

- i) The amendment to the amendment, if any, shall be voted on first, then if no other amendment is presented, the amendment shall be voted on next, then if no other amendment is introduced, the main motion, or if any amendment has carried, the main motion as amended, shall be put to a vote.
- j) Nothing in this section shall prevent other proposed amendments being read for the information of the Members.
- k) When the motion under consideration contains distinct propositions, upon the request of any Member, the vote upon each proposition shall be taken separately.
- l) After the Chair commences to take a vote, no Member shall speak to or present another motion until the vote has been taken on such motion, amendment or sub-amendment.
- m) Every Member present at a meeting when a vote is taken on a matter shall vote unless prohibited by statute, in which case the fact of the prohibition will be recorded in the minutes. If any Member present persists in refusing to vote, she or he shall be deemed as voting in the negative. Any motion on which there is a tie vote shall be deemed to be defeated. Recorded votes are not permitted.
- n) After any matter has been decided by the Committee any Member may move for reconsideration at the same meeting, but no discussion of the motion that has been decided shall be allowed until the motion for reconsideration has carried.
- o) All motions not disposed of, shall be placed on the agenda for the next meeting of the Committee, subject to any deadlines imposed by the Act.

#### **4. Minutes**

- 4.1 Minutes shall be taken for all meetings and briefly outline the substance of item listed on the agenda, including delegations, reports, motions, resolutions and other actions taken. Minutes shall reflect the decision when necessary of the Committee in keeping with the *Municipal Elections Act, 1996, Section 88.33(7)*.

#### **5. Media Relations and Communications**

- 5.1 All media contact shall be made through the Clerk of the municipality whose campaign finances are under review, or through the Chair of the Committee.

#### **6. Conflict of Interest**

- 6.1 Legislated requirements as set out in the *Municipal Conflict of Interest Act* shall apply to all Committee Members. It is the responsibility of each Member to disclose any pecuniary interest prior to discussion of a particular matter. Once declared, the Member shall not discuss or vote on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the Member must leave the meeting during all discussion on the matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Municipal staff does not provide advice or interpretation related to declarations.

#### **7. Matters Not Dealt with in These Procedures**

- 7.1 If the practices and procedures set out herein do not provide for a procedural matter, the

practice or procedure shall be determined by the Clerk or designate in conjunction with the Chair. Where the matter arises during a meeting and cannot be dealt with to the satisfaction of the Chair and Clerk or designate, the matter shall be deferred to the next meeting of the Committee.

THE CORPORATION OF THE TOWN OF KEARNEY

By-Law No. 2026 - 22

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Being a By-law to deem part of a registered plan of subdivision  
not to be a registered plan of subdivision (Lot 25, Plan 277)

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**WHEREAS** The Planning Act, R.S.O. 1990, Chapter P.13, Section 50(4) as amended, authorizes a municipality to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of subsection (3);

**AND WHEREAS** it is deemed expedient in order to adequately control the development of land in the municipality that a By-law be passed pursuant to Section 50(4);

**NOW THEREFORE** THE COUNCIL OF THE CORPORATION OF THE TOWN OF KEARNEY HEREBY ENACTS AS FOLLOWS:

1. The part of the plan of subdivision described as follows is hereby designated to be a plan of subdivision or part thereof which shall be deemed not to be a registered plan of subdivision for the purposes of Subsection 50(3) of the *Planning Act*:

**Lot 25, Plan 277**

2. **THAT** this By-law shall take effect upon registration of a certified copy or duplicate thereof in the proper Land Registry Office.

READ a first and second time this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Cheryl Philip, Mayor

\_\_\_\_\_  
Nicole Gourlay, CAO/Clerk

READ a third and final time and enacted in open Council this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Cheryl Philip, Mayor

\_\_\_\_\_  
Nicole Gourlay, CAO/Clerk

**THE CORPORATION OF THE  
TOWN OF KEARNEY**

**BY-LAW 2026-23**

**A By-law to Implement an Administrative Monetary Penalty System  
in the Town of Kearney**

**WHEREAS** the Town of Kearney is authorized under section 434.1 (1) of the *Municipal Act*, 2001, S.O. 2001, c. 25, to establish a system of Administrative penalties for contraventions of Municipal By-laws;

**AND WHEREAS** section 102.1 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, provides that a Municipality may require a Person(s) to pay an Administrative Monetary Penalty if the Municipality is satisfied that the Person(s) has failed to comply with any By-laws respecting the parking, standing or stopping of vehicles;

**AND WHEREAS** section 391 of the *Municipal Act*, 2001 enables the Municipality to pass By-laws imposing fees or charges on any class of Person(s) for services or activities provided or done by or on behalf of it;

**AND WHEREAS** section 434.2 of the *Municipal Act*, 2001, S.O. 2001, c. 25, provides that an Administrative Monetary Penalty imposed by the Municipality on a Person(s) constitutes a debt of the Person(s) to the Municipality;

**AND WHEREAS** Ontario Regulation 333/07, *Administrative Penalties*, made under the *Municipal Act*, 2001, authorizes the designation of provincial legislation and regulations for the purposes of an administrative monetary penalties system;

**AND WHEREAS** Ontario Regulation 260/25 prescribes and modifies certain requirements, duties, and obligations under the *Fire Protection and Prevention Act*, 1997;

**AND WHEREAS** the Council of the Corporation of the Town of Kearney deems it appropriate to designate provisions of the *Fire Protection and Prevention Act*, 1997, including those provisions as prescribed, supplemented, or modified by Ontario Regulation 260/25, for enforcement through the Administrative Monetary Penalties System;

**AND WHEREAS** sections 23.2, 23.3 and 23.5 of the *Municipal Act*, 2001 authorizes the Municipality to delegate its Administrative and Hearing Powers;

**AND WHEREAS** Ontario Building Code section 15.4.1 (1) A Municipality may require a Person(s), subject to such conditions as the Municipality considers appropriate, to pay an Administrative Penalty if the Municipality is satisfied that the Person(s) has failed to comply with,

- a) a By-law of the Municipality passed under section 15.1; or
- b) an order of an Officer under subsection 15.2 (2) as deemed confirmed or as confirmed or modified by the committee or a judge under section 15.3. 2017, c. 34, Sched. 2, s. 10.

**AND WHEREAS** the Council for the Municipal Corporation of the Town of Kearney considers it desirable and necessary to provide for a system of Administrative Penalties and Administrative Fees for the designated Municipal By-laws, or portions of the designated Municipal By-laws;

**NOW THEREFORE** the Council for the Municipal Corporation of the Town of Kearney enacts as follows:

1. That the following schedules attached hereto form part of this By-law:
  - Schedule A – Designated By-laws
  - Schedule B – Administrative Monetary Penalty Amounts & Administrative Fees
  - Schedule C – Administrative Monetary Penalty System (AMPS) Request Form
2. That the Conflict of Interest in Relation to the AMPS Policy #ADM-009 for the Town of Kearney, attached hereto as Schedule ‘D’ and forming part of this By-law be adopted.
3. That the Prevention of Political Interference to the AMPS Policy #ADM-010 for the Town of Kearney, attached hereto as Schedule ‘E’ and forming part of this By-law be adopted.
4. That the Public Complaints Respecting Administration of the AMPS Policy #ADM-011 for the Town of Kearney, attached hereto as Schedule ‘F’ and forming part of this By-law be adopted.
5. That the Financial Management and Reporting in relation to the AMPS Policy #ADM-012 for the Town of Kearney, attached hereto as Schedule ‘G’ and forming part of this By-law be adopted.
6. That the Financial Hardship in relation to the AMPS Policy #ADM-013 for the Town of Kearney, attached hereto as Schedule ‘H’ and forming part of this By-law be adopted.
7. That this By-law may be cited as the “AMPS By-law”.
8. That this By-law shall come into full force and effect upon its final passing.

## **Definitions**

1.1 In this By-law:

**“Administrative Fee”** means any fee specified in this By-law or set out in Schedule ‘B’;

**“Administrative Penalty”** means an administrative penalty established by this By-law or set out in the attached Schedule(s) for a contravention of a designated By-law;

**“AMPS”** means Administrative Monetary Penalty System;

**“Clerk”** means the Municipal Clerk, their delegate, or anyone designated by the Clerk to perform duties pursuant to the Administrative Monetary Penalty System;

**“Council”** means the Council for the Municipal Corporation of the Town of Kearney

**“Day”** means any calendar day;

**“Designated By-law”** means a By-law, or a part or provision of a By-law, that is designated under this or any other By-law, and is listed in the attached Schedule ‘A’ to which the AMPS applies;

**“Hearing Non-Appearance Fee”** means an administrative fee established by the Municipality from time to time in respect of a person’s failure to appear at the time and place scheduled for a review before a Hearing Officer and listed in Schedule ‘B’;

**“Hearing Decision”** means a notice that contains a decision made by a Hearing Officer;

**“Hearing Officer”** shall mean a person who performs the duties of Hearing Officer as set out in section 5 of this By-law and meeting the requirements that a Hearing Officer cannot be a member of Council or a Municipal employee. The Hearing Officer shall have knowledge of and experience in administrative law; such as a lawyer, retired lawyer, paralegal, retired paralegal, retired Police Officer, retired Municipal Clerk or retired Municipal Deputy-Clerk;

**“Holiday”** means a Saturday, Sunday, any statutory Holiday in the Province of Ontario or any day the offices of the Municipality are officially closed for business;

**“Late Payment Fee”** means an administrative fee established by the Municipality from time to time in respect of a person’s failure to pay an administrative penalty within the time prescribed in this By-law and listed in Schedule ‘B’;

**“Municipality”** means the Municipal Corporation of the Town of Kearney;

**“NSF Fee”** means an administrative fee established by the Municipality from time to time in respect of payment by negotiable instrument received by the Municipality from a person for payment of any administrative penalty or administrative fee, for which there are insufficient funds available in the account on which the instrument was drawn, as listed in Schedule ‘B’;

**“Officer”** means a Municipal By-law Enforcement Officer, Police Officer, Fire Chief or designate appointed by the Municipality to administer and enforce this By-law;

**“Penalty Notice”** means a notice given to a person pursuant to section 3.0 of this By-law;

**“Penalty Notice Date”** means the date of the contravention specified on the penalty notice, in accordance with section 3.2 of this By-law;

**“Penalty Notice Number”** means the reference number specified on the penalty notice that is unique to that penalty notice, in accordance with section 3.2 of this By-law;

**“Person”** includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof;

**“Request for Review by Hearing Officer”** means the request which may be made in accordance with section 5 of this By-law for the review of a screening decision;

**“Request for Review by Screening Officer”** means the request made in accordance with section 4 of this By-law for the review of a penalty notice;

**“Review by Hearing Officer”** and **“Hearing”** means the process set out in section 5 of this By-law;

**“Review by Screening Officer”** and **“Screening Review”** means the process set out in section 4 of this By-law;

**“Screening Decision”** means a notice which contains the decision of a screening officer, delivered in accordance with Section 4.11 of this By-law;

**“Screening Non-Appearance Fee”** means an administrative fee established by the Municipality from time to time in respect of a person’s failure to appear at the time and place scheduled for a review before a screening officer and listed in Schedule “B”;

**“Screening Officer”** means a person from time to time appointed pursuant to this By-law who performs the duties of screening officer as set out in section 4 of this By-law and meeting the requirements that a screening officer cannot be a member of Council; a screening officer may

be a staff member provided that they have no jurisdiction in their job duties that relate in any type of enforcement capacity.

“**Vehicle**” includes a motor vehicle, automobile, bicycle, motorcycle, boat, motor vehicle trailer, traction engine, farm tractor, road building machine and any vehicle propelled or driven by any kind of power including muscular power and such additional definitions as set out in the *Highway Traffic Act*.

### **Application of this By-law**

- 2.1 The Municipal By-laws, or portions of Municipal By-laws, listed in the attached Schedule ‘A’ of this By-law shall be designated By-laws for the purposes of Sections 102.1 and 151 of the *Municipal Act* and paragraph 3(1)(b) of the Regulation. The attached Schedule ‘B’ sets out the administrative penalty and may include short form language to be used on penalty notices, for the contraventions of designated By-laws.
- 2.2 Schedule ‘B’ of this By-law shall also set out administrative fees imposed for the purposes of this By-law.
- 2.3 The *Provincial Offences Act* applies to all designated By-laws except to a designated By-law respecting the parking, standing or stopping of vehicles.

### **Penalty Notices**

- 3.1 Every person(s) in contravention of a designated By-law shall upon issuance of a penalty notice be liable to pay the Municipality an administrative penalty in the amount specified in the attached Schedule ‘A’ to this By-law.
- 3.2 An officer who has reason to believe that a person(s) has contravened any designated By-law may issue a penalty notice as soon as reasonably practicable.
- 3.3 A penalty notice may include the following information:
  - a) the vehicle license plate number or vehicle identification number;
  - b) the penalty notice date;
  - c) a penalty notice number;
  - d) the date on which the administrative penalty is due and payable;
  - e) the identification number and signature of the Officer;
  - f) the name of the person penalized;
  - g) The contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;
  - h) the amount of the administrative penalty;
  - i) such additional information as the Clerk determines is appropriate, respecting the process by which a person(s) may exercise the right to request a screening review of the administrative penalty; and;
  - j) a statement advising that an unpaid administrative penalty, including any applicable administrative fee(s), will constitute a debt of the person(s) to the Municipality unless cancelled pursuant to screening review or hearing.

process.

- 3.4 In addition to the service methods provided in section 6 “Service of Documents” of this By-law, an Officer may serve the penalty notice on a person(s) by delivering it personally to the person(s) contravening the By-law at the time of the offence.
- 3.5 No Officer may accept payment of an administrative penalty or administrative fee.
- 3.6 A person(s) who is served with a penalty notice and who does not pay the amount of the administrative penalty on or before the date on which the administrative notice is due and payable, shall also pay the Municipality any applicable administrative fee(s).

#### **Review by Screening Officer**

- 4.1 A person(s) who is served with a penalty notice may request that the administrative penalty be reviewed by a screening Officer and shall do so on or before the date on which the administrative penalty is due and payable, and in accordance with the process set out in Section 4.3.
- 4.2 If a person(s) has not requested a screening review on or before the date on which the administrative penalty is due and payable, the person(s) may request that the screening Officer extend the time to request a screening review to a date that is no later than forty-five (45) days after the penalty notice date, in accordance with the process set out in Section 4.3.
- 4.3 A person’s right to request an extension of time for a screening review expires, if it has not been exercised, on or before forty-five (45) days after the penalty notice date, at which time:
  - a) the person(s) shall be deemed to have waived the right to request a screening review or request an extension of time for a screening review; and,
  - b) the administrative penalty shall be deemed to be confirmed on the sixteenth (16th) day following the penalty notice date; and,
  - c) the administrative penalty shall not be subject to any further review, including a review by any Court.
- 4.4 A person’s request for review by a screening Officer or request for an extension of time to request a screening review is exercised by:
  - a) a submission in writing to the Clerk or designate of a request for review by a screening Officer or request for an extension of time to request a screening review; in the prescribed form and in accordance with the directions on the prescribed form, attached as Schedule ‘C’.
- 4.5 A request for review by screening Officer of an administrative penalty or a request for an extension of time to request a screening review shall include the penalty notice number and the person’s contact information.
- 4.6 A request for review by screening officer or a request for an extension of time to request a screening review shall only be scheduled by the By-law Enforcement department if the person(s) makes the request on or before the dates established by Sections 4.1 of this By-law.
- 4.7 On a request for an extension of time to request a screening review, the By-law Enforcement department may only extend the time to request a screening review where

the person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.

- 4.8 Where an extension of time to request a screening, review is not granted by the By-law Enforcement department, the administrative penalty and any applicable administrative fee(s) are deemed to be confirmed.
- 4.9 Where a person(s) fails to attend at the time and place scheduled for a screening review of an administrative penalty:
- a) the person(s) shall be deemed to have abandoned the request for a screening review of the administrative penalty;
  - b) the administrative penalty as set out in the penalty notice shall be deemed to be confirmed on the sixteenth (16th) day following the penalty notice date;
  - c) the administrative penalty shall not be subject to any further review, including a review by any Court; and
  - d) the person(s) shall pay to the Municipality a screening non-appearance fee and any other applicable administrative fee(s).
- 4.10 On a review of an administrative penalty, the screening Officer may:
- a) affirm the administrative penalty; or
  - b) cancel, reduce or extend the time for payment of the administrative penalty, including any administrative fee(s), on the following grounds:
    - i) where the person(s) establishes on the balance of probabilities that they did not contravene the designated By-law(s) as described in the penalty notice; or
    - ii) where the person(s) establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the administrative penalty, including any administrative fee(s), is necessary to relieve any undue hardship.
- 4.11 On a screening review of an administrative penalty, before making a decision, a screening Officer shall conduct an interview with the person(s).
- 4.12 After a review by a screening Officer, the screening Officer shall deliver a screening decision to the person(s), in accordance with Section 6 of this By-law.
- 4.13 A screening Officer has no authority to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation or By-law.

### **Review by Hearing Officer**

- 5.1 A person(s) may request a review by hearing Officer during the screening review.
- 5.2 If a person(s) has not made a request for review by hearing Officer at the time of the screening review, the person(s) may make a request for review by hearing Officer before the due and payable date for the administrative penalty listed on the screening decision.
- 5.3 The person's right to request for review by hearing Officer expires if it has not been exercised on or before the due and payable date for the administrative penalty listed on

the screening decision, at which time:

- a) the person(s) shall be deemed to have waived the right to request for review by hearing Officer;
- b) the screening decision and the administrative penalty and any administrative fee(s), if applicable, as modified in the screening decision, shall be deemed to be confirmed; and
- c) the screening decision and administrative penalty shall not be subject to any further review, including a review by any Court.

5.4 A person's request for review by hearing Officer is exercised by:

- a) a submission in writing to the Clerk for a request for review by a hearing Officer, or request for an extension of time to request a hearing; or
- b) attending in person at the location listed on the screening decision to make request for review by a hearing Officer or request an extension of time to request a hearing; or
- c) calling the telephone number listed on the screening decision to make a request for review by hearing Officer or request an extension of time to request a hearing.

5.5 A request for review by hearing Officer shall only be scheduled by the By-law Enforcement Department if the person(s) makes the request within the time limits set out in Section 5 of this By-law.

5.6 Where a person(s) fails to appear at the time and place scheduled for a hearing:

- a) the person(s) shall be deemed to have abandoned the hearing for review of a screening decision;
- b) the screening decision and the administrative penalty and any administrative fee(s) shall be deemed to be confirmed;
- c) the screening decision and the administrative penalty and any administrative fee(s) shall not be subject to any further review, including a review by any Court; and
- d) the person(s) shall pay to the Municipality a hearing non-appearance fee, late payment fee(s) and any other applicable administrative fee(s).

5.7 On a review of a screening decision, the hearing Officer may:

- a) confirm the screening decision; or
- b) cancel, reduce or extend the time for payment of the administrative penalty, including any administrative fee(s), on the following grounds:
  - i) where the person(s) establishes on a balance of probabilities that they did not contravene the designated Bylaw(s) as described in the penalty notice; or
  - ii) where the person(s) establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the administrative penalty, including any administrative fee(s), is necessary to relieve any undue hardship.

- 5.8 A hearing Officer shall not make any decision respecting a review of a screening decision unless the hearing Officer has given the person(s) and a representative of the Municipality an opportunity to be heard at the time and place scheduled for the hearing.
- 5.9 All hearings by a hearing Officer shall be conducted in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S.22, as amended.
- 5.10 A hearing Officer has no authority to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation or By-law.
- 5.11 After a hearing is complete, the hearing Officer shall deliver to the person(s) a hearing decision, in accordance with Section 6 of this By-law.
- 5.12 The decision of a hearing Officer is final.

### **Service of Documents**

- 6.1 The service of any document, notice or decision, including a penalty notice, pursuant to this By-law, when served in any of the following ways, is deemed effective:
- a) immediately, when a copy is delivered to the person(s) to whom it is addressed;
  - b) on the seventh (7th) day following the date a copy is sent by registered mail to the person's last known address;
  - c) immediately upon sending a copy by electronic mail (i.e. e-mail) to the person's last known electronic mail address.
- 6.2 For the purposes of subsections 6.0 (b), (c) and (d) of this By-law, a person's last known address and electronic mail address includes an address and electronic mail address provided by the person(s) to the Municipality as may be required by a form, practice or policy under this By-law.

### **Administration**

- 7.1 The Clerk, their delegate, or anyone designated by the Clerk shall administer this By-law and establish any additional practices, policies and procedures necessary to implement this By-law and may amend such practices, policies and procedures from time to time as they deem necessary, without amendment to this By-law.
- 7.2 The Clerk, their delegate, or anyone designated by the Clerk shall prescribe all forms and notices, including the penalty notice, necessary to implement this By-law and may amend such forms and notices from time to time as they deem necessary, without amendment to this By-law.
- 7.3 An administrative penalty, including any administrative fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the Municipality owed by the person(s).
- a) Pursuant to subsections 398 (1) and (2) of the *Municipal Act*, where an administrative penalty, including any administrative fees(s) remain unpaid after the final date on which it is payable as specified in the penalty notice, the administrative penalty including any administrative fees(s) shall be deemed to be unpaid taxes and the outstanding amount shall be added to the tax roll and collected in the same manner as Municipal taxes.

- 7.4 Where an administrative penalty is not paid by the date on which the administrative penalty is due and payable; the person shall pay to the Municipality a late payment fee(s), in addition to the administrative penalty and any applicable administrative fee(s).
- 7.5 Where a person makes a payment to the Municipality of any administrative penalty, administrative fee or late payment fee, by negotiable instrument, for which there are insufficient funds available in the account on which the instrument was drawn, the person shall pay to the Municipality the NSF fee set out in the Municipality's Fees and Charges By-law.
- 7.6 Where an administrative penalty is cancelled by a screening Officer or hearing Officer, any administrative fee(s) are also cancelled.
- 7.7 Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.
- 7.8 A person(s) claiming financial hardship under this By-law shall provide documented proof of the financial hardship to the Clerk, their delegate, or anyone designated by the Clerk, the screening Officer or the hearing Officer, as applicable.
- 7.9 Any schedule attached to this By-law forms part of this By-law.

#### **Severability**

- 8.0 Should any provision, or any part of a provision, of this By-law be declared invalid, or to be of no force and effect, by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, shall be severed from this By-law, and every other provision of this By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

#### **Interpretation**

- 9.0 The provisions in Part VI of the *Legislation Act, 2006*, S.O. 2006, c.21, Sched. F, shall apply to this By-law.

#### **Short Title**

- 10.0 This By-law may be referred to as the AMPS By-law.

#### **Effective Date**

- 11.0 That this By-law shall come into effect on the day it was passed.

**Administrative Corrections**

The Clerk of the Town of Kearney is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the By-law and schedule(s) as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

Read in its entirety, approved,  
signed and the seal of the  
Corporation affixed thereto and  
finally passed in open Council this  
\_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**THE CORPORATION OF THE  
TOWN OF KEARNEY**

**SCHEDULE “A”  
BY-LAW 2026-23**

**Administrative Monetary Penalty By-law for  
Non-Parking Offences Designated By-laws**

**Designated By-laws:**

Regulate Dogs within the Town of Kearney By-law  
Waste Management By-law  
Fireworks By-law  
Noise By-law  
Open Air Burning By-law  
Trailer By-law  
Road Damaging By-law  
Entrance By-law  
Depositing of Snow on Municipal Highways

1. For the purposes of Section 2 of this By-law, Column 1 in the following Table lists the provisions in the designated By-law identified in the Schedule, as amended.
2. Column 2 in the following Table sets out the short form wording to be used in a penalty notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following Table sets out the administrative penalty amount that is payable for contraventions of the designated provisions listed in Column 1.

**THE CORPORATION OF THE  
TOWN OF KEARNEY**

**SCHEDULE "A"  
BY-LAW 2026-23**

**Administrative Monetary Penalty By-law for  
Non-Parking Offences Designated By-laws**

**BY-LAW 2026-19  
REGULATE DOGS WITHIN  
THE TOWN KEARNEY**

ITEM #	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	PENALTY
1.	Fail to obtain dog license	Section 2.1	\$300.00
2.	Fail to secure dog tag	Section 2.5	\$300.00
3.	Keep more than 4 dogs	Section 3.1	\$300.00
4.	Fail to clean-up and dispose of excrement	Section 3.2	\$300.00
5.	Fail to properly restrain or muzzle	Section 3.3	\$300.00
6.	Allow dog to run large	Section 3.4	\$300.00
7.	Permit dog to trespass on private property	Section 3.6	\$300.00
8.	Permit dog to bark or make excessive noise	Section 3.7	\$300.00
9.	Permit dog in swimming area	Section 3.8	\$300.00
10.	Permit dog to be unleashed on park or trail	Section 3.9	\$300.00
11.	Fail to comply with muzzle order	Section 5.0	\$300.00
12.	Fail to obtain kennel license	Section 6.1	\$300.00

**BY-LAW 2025-37  
WASTE MANAGEMENT**

ITEM #	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	PENALTY
1.	Dump or dispose refuse on a highway	Section 5.1	\$300.00
2.	Dump or dispose refuse on municipal, provincial, or federal lands	Section 5.2	\$300.00
3.	Dump or dispose refuse on private lands	Section 5.3	\$300.00
4.	Store compost permit escape noxious gases	Section 5.4	\$300.00
5.	Dispose refuse at Transfer Station without consent	Section 5.6	\$300.00
6.	Dispose refuse at Transfer Station gates	Section 5.7	\$300.00
7.	Dispose prohibited substances	Section 5.8	\$300.00
8.	Dispose recycling not properly sorted	Section 5.10	\$300.00
9.	Conceal prohibited items	Section	\$300.00

**FIREWORKS**

ITEM #	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	PENALTY
1.	Causing or permitting fireworks to be set off during a fire ban or extreme conditions	Section 2.1	\$300.00
2.	Set off consumer fireworks	Section 3.1	\$300.00
3.	Set off display fireworks on public property without permission	Section 3.1	\$300.00
4.	Discharge, fire, set off, or cause to be set off, any firecrackers	Section 4.1	\$300.00
5.	Set off display fireworks without approval	Section 5.1	\$300.00
6.	Set off display fireworks in unsafe manner	Section 5.5	\$300.00
7.	Hinder or obstruct any Officer performing a duty under this By-law	Section 7.1	\$300.00

**BY-LAW 2025-72**  
**NOISE CONTROL**

ITEM #	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	PENALTY
1.	Permitting noise from electronic device during prohibited time	Section 2.1 schedule A (1)	\$300.00
2.	Permitting noise from auditory signaling device during prohibited time	Section 2.1 schedule A (2)	\$300.00
3.	Permitting noise from construction equipment during prohibited time	Section 2.1 schedule A (3)	\$300.00
4.	Permitting noise from a toy, model or replica during prohibited time	Section 2.1 schedule A (4)	\$300.00
5.	Permitting noise from a motorized conveyance during prohibited time	Section 2.1 schedule A (5)	\$300.00
6.	Permitting noise from a motorized conveyance resulting in excessive noise	Section 2.1 schedule A (6)	\$300.00
7.	Permitting persistent noise from a domestic pet during prohibited time	Section 2.1 schedule A (7)	\$300.00
8.	Permitting noise from any tool, equipment or appliance during prohibited time	Section 2.1 schedule A (8)	\$300.00
9.	Permitting noise from solid waste bulk lift or refuse compacting	Section 2.1 schedule A (9)	\$300.00
10.	Making or permitting noise by yelling, shouting, hooting or hollering during a prohibited time	Section 2.1 schedule A (10)	\$300.00
11.	Permitting noise from loud playing of musical instruments during prohibited time	Section 2.1 schedule A (11)	\$300.00
12.	Permitting noise by detonating fireworks or explosive devices during prohibited time	Section 2.1 schedule A (12)	\$300.00
13.	Permitting the operation of a motorized conveyance in such a way to rev the engine	Section 2.1 schedule A (13)	\$300.00
14.	Permitting noise from a domestic generator during prohibited time	Section 2.1 schedule A (14)	\$300.00

**BY-LAW 2025-65**  
**REGULATE OPEN AIR BURNING**

ITEM	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	PENALTY
1.	Burning without a Permit	Section 2.01	\$300.00
2.	Burn in unsafe conditions	Section 2.02	\$300.00
3.	Fail to have fire supervised by competent person	Section 2.03	\$300.00
4.	Burning prohibited materials not permitted	Section 2.05	\$300.00
5.	Burn in incinerator- high fire hazard	Section 2.09	\$300.00
6.	Burn – fail to comply with permit conditions	Section 3.01	\$300.00
7.	Burn materials other than wood, leaves or brush	Section 3.01.1	\$300.00
8.	Burning outside during prohibited hours	Section 3.01.4	\$300.00
9.	Burning within 10 meters (30 feet) of a combustible structure	Section 3.01.5	\$300.00
10.	Fail to have campfire supervised to extinguishment	Section 4.01.2	\$300.00

**BY-LAW 2013-17**  
**TRAILER**

ITEM #	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	PENALTY
1.	Use camper or trailer for more than 30 days without permit	Section 2 (a)	\$ 300.00
2.	Owner use camper or trailer for more than 30 days without permit	Section 2 (b)	\$ 300.00
3.	Camper not connected or served by appropriate sewage system	Section 3 (d)	\$ 300.00

**BY-LAW 2025-43**  
**ROAD DAMAGING**

ITEM #	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	PENALTY
1.	Cross or damage curbs, sidewalk or roadways or paved boulevards or equipment	Section 2.1	\$ 300.00
2.	Fail to take necessary steps to prevent material, waste, soil, or any other thing from being spilled or tracked on to a highway	Section 2.4	\$ 300.00
3.	Fail to repair damage caused to roads or highways	Section 2.6	\$ 300.00
4.	Obstruct highway or deposit items to interfere with public travel on a roadway	Section 4.1	\$ 300.00
5.	Throw, place, or deposit dirt, filth, glass, hand bills, paper rubbish or the carcass of any animal on the highway	Section 5.1	\$ 300.00
6.	Permit animals to trespass on highway or bridge	Section 7.1	\$ 300.00

**BY-LAW 2026-01**  
**ENTRANCE**

ITEM #	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	PENALTY
1.	Entrance constructed without permit	Section 1	\$300.00
2.	Damage to Municipal infrastructure	Section 9	\$300.00
3.	Apply asphalt or hard surface without authorization	Section 13	\$300.00
4.	Fail to obtain final inspection	Section 14	\$300.00
5.	Second or subsequent entrance without permission	Section 15	\$300.00

**BY-LAW 2022-08**  
**PROHIBIT DEPOSIT OF SNOW AND ICE ON HIGHWAYS**

ITEM #	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	PENALTY
1.	Deposit snow or ice onto roadway without permission	Section 2.1	\$300.00
2.	Move snow from one side to other side of roadway	Section 2.1	\$300.00
3.	Remove snow from or perform winter maintenance to any highways without permission	Section 2.1	\$300.00

**THE CORPORATION OF THE  
TOWN OF KEARNEY**

**SCHEDULE "B"  
BY-LAW 2026-23**

**Administrative Monetary Penalty By-law for  
Non-Parking Offences Designated By-laws**

**Administrative Fees**

ITEM #	ADMINISTRATIVE FEE	AMOUNT
1.	Late Payment Fee	\$50.00
2.	MTO Plate Denial Fee	\$50.00
3.	MTO Search Fee	\$50.00
4.	Screening No Show Fee	\$50.00
5.	Hearing No Show Fee	\$50.00
6.	Insufficient Funds Fee (NSF)	As per the Municipality's Fees By-law

**THE CORPORATION OF THE TOWN  
OF KEARNEY**

**SCHEDULE "C"  
BY-LAW NO.2026-23**

**Administrative Monetary Penalty By-law for  
Non-Parking Offences Designated By-laws**

**AMPS REQUEST FORM**

**IMPORTANT INFORMATION TO READ PRIOR TO COMPLETING REQUEST FORM**

- Applicants are responsible for completing all required portions of the applicant portion of this form, and any false or misleading information may lead to this request being null and void.
- Personal information contained on this form is collected under the authority of Part IV and Section 11 of the *Municipal Act, 2001* and will be used for the administration of the AMPS Program. Questions concerning collection of Personal information should be directed to the Clerk.
- Any supporting evidence (photos or documents) for your Screening Request must be brought with you or attached to this completed form and the number of items noted.
- Any supporting evidence NOT presented for the Screening is NOT ADMISSABLE at the Hearing.

**TO BE COMPLETED BY APPLICANT**

- Penalty Notice Recipient       Authorized Representative       Property Owner

**PENALTY NOTICE RECIPIENT**

NAME (First and Last)	ADDRESS (Street, Town, Province)	POSTAL CODE
EMAIL	HOME PHONE #	OTHER PHONE #

**AUTHORIZED REPRESENTATIVE**

**(to be completed IF REPRESENTATIVE is accompanying Recipient)**

NAME (First and Last)	ADDRESS (Street, Town, Province)	POSTAL CODE
EMAIL	HOME PHONE #	OTHER PHONE #

**PENALTY NOTICE INFORMATION (found on Notice received)**

PENALTY NOTICE #	NAME / ADDRESS ON NOTICE	OFFENCE COMMITTED
BY-LAW / SECTION #	ADDRESS OF OFFENCE	ISSUED: IN PERSON/MAIL/VEHICLE

**TYPE OF REQUEST (Under AMPS By-law)**

<input type="checkbox"/> SCREENING REVIEW	<input type="checkbox"/> APPEAL TO HEARING	<input type="checkbox"/> EXTENSION OF TIME TO PAY	<input type="checkbox"/> EXTENSION OF TIME FOR A SCREENING	<input type="checkbox"/> EXTENSION OF TIME FOR A HEARING
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**In the space below, provide a factual and detailed explanation of your reason(s) for the Request:**

**APPLICANT SIGNATURE**

**DATE / TIME**

**AMPS REQUEST MUST BE SUBMITTED BY:**

In Person or by Mail: Town of Kearney, PO Box 38, 8 Main Street, Kearney, ON. P0A 1M0

Email completed and signed form (with attachments) to [nicole.gourlay@townofkearney.ca](mailto:nicole.gourlay@townofkearney.ca)

**TO BE COMPLETED BY TOWN / APPOINTED OFFICER / AUTHORIZED STAFF**

Name	Role / Position	Date Received	Signature / Initials
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IS REQUEST COMPLETE? (applicant information complete / Request signed)

FEE REQUIRED FOR TYPE OF REQUEST?

Additional information / evidence attached to Request?

Number of attachments:

SUBJECT:	Conflict of Interest in Relation to the Administration of the Administrative Monetary Penalty System (AMPS) program BY-LAW No.2026-23 - Schedule "D"	POLICY #: ADM-009	
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**1. POLICY STATEMENT**

1.1. To define what constitutes a conflict of interest in relation to the AMPS program, to prevent such conflicts of interest and to redress such conflicts should they occur.

**2. PURPOSE**

2.1. To define what constitutes a conflict of interest in relation to the AMPS program, to prevent such conflicts of interest and to redress such conflicts should they occur.

2.2. To establish conflict of interest guidelines to ensure that AMPS program responsibilities are conducted in accordance with fundamental principles of justice, which include judicial and prosecutorial independence, fairness, impartiality, competence and integrity.

**3. SCOPE**

3.1 This policy applies to all Screening Officers, Hearing Officers and all Municipal officials and staff involved in the administration of the AMPS program.

3.2 For Municipal staff engaged in the administration of the AMPS program, the Code of Conduct and Ethics shall also apply in regard to the activities of an employee in the administration of the AMPS program.

**4. PROCEDURE**

4.1. Appointment of Screening Officers and Hearing Officers:

4.1.1. Screening Officers and Hearing Officers shall be appointed by a bylaw passed by Council in accordance with the provisions of BY-LAW No.2026-23.

4.1.2. Screening Officers are Persons (either independent citizens, employees of the Municipality, or employees of another Municipality, where an agreement for such services exist) appointed by Council to review screening Requests. Screening Officers employed by a Municipality are not permitted to be involved in the Day-to-Day supervision or management of Officers issuing Penalty Notices under AMPS.

4.1.3. Hearing Officers are independent citizens appointed by Council to conduct Hearing Reviews in the public interest. While not a mandatory qualification, it is encouraged that Hearing Officers have a familiarity with legal processes and an educational/employment background in legal matters.

4.1.4. The following Persons are not eligible for appointment as a Screening Officer or Hearing Officer:

1. A Member of Council or a relative of a Member of Council. A relative, for the purposes of this policy, is defined to include a
  - a) Spouse, common-law partner, or any Person with whom the Person is living as a spouse outside of marriage;
  - b) Parent;
  - c) Child, including a step child and grandchild;
  - d) Siblings and children of siblings;
  - e) Aunt, uncle, niece and nephew;

- f) In-laws, including mother, father, sister, brother, daughter and son; or
  - g) Any Person who lives with the Person on a permanent basis; or
2. A Person indebted to the Municipality other than:
- a) in respect of current real property taxes; or
  - b) Pursuant to an agreement with the Municipality the terms with which the Person is in compliance.

## 5. CONFLICT OF INTEREST

5.1. A conflict of interest arises where a Screening Officer, Hearing Officer or staff Person involved in the administration of the AMPS program has a Personal or business interest that conflicts, might conflict, or may be perceived to conflict with the interests of the AMPS program. A conflict of interest could arise in relation to Personal or business matters including:

- a) directorships or other employment;
- b) interests in business enterprises or professional practices;
- c) share ownership or beneficial interests in trusts;
- d) existing professional or Personal associations with a Person;
- e) professional associations or relationships with other organizations; and
- f) Personal associations with other groups or organizations, or family relationships including relatives as defined in this policy.

5.1.1. A Screening Officers must be and appear to be impartial at all times. It would be inappropriate for a Screening Officer to review a Penalty Notice for a personal or business acquaintance or relative (as defined above). A conflict of interest includes an actual conflict and a potential or perceived conflict.

5.1.2. Hearing Officers have obligations to conduct Hearing reviews in an impartial manner. Hearing Officers, in conducting a Hearing Review, are bound by the Statutory Powers and Procedures Act, as well as bound by general Administrative common law principles (i.e., procedural fairness, natural justice, impartial and unbiased Decision making, legitimate expectation, etc.). Hearing Officers must be and appear to be impartial at all times. It would be inappropriate for a Hearing Officer to review a Screening Review Decision for a Personal or business acquaintance or relative, as defined by this policy. A conflict of interest includes an actual conflict and a potential conflict.

5.1.3. Every Screening Officer, Hearing Officer or other Municipal staff Person involved in the administration of AMPS, must disclose any obligation, commitment, relationship or interest that could conflict or may be perceived to conflict with his or her duties to or interests in the administration of the AMPS program. A Screening Officer or Hearing Officer shall not represent any Person at a Screening Review or Hearing Review.

5.2. Conduct of a Screening Officers and Hearing Officers:

5.2.1. All Screening Officers and Hearing Officers shall conduct themselves in the following manner:

5.2.2. With independence:

- must both be and appear to be independent, impartial, and unbiased.
- must avoid all conflicts of interest, whether real or perceived, and are responsible for promptly taking appropriate steps to disclose, resolve, or obtain advice with respect to such conflicts when they arise.
- should not be influenced by partisan interests, public opinion, or by fear of criticism.

- should not use their title and position to promote their own interests or the interests of others.
- should discharge their duties in accordance with the law, Municipal By-laws and AMPS policy, procedures, and guidelines.

5.2.3. With knowledge:

- should maintain their competence through their work, by participating in training and education courses and by seeking guidance from their colleagues and Municipality, as required.
- should remain up to Date on changes in the law, Municipal By-laws, policy, and procedures relevant to their function.

5.2.4. With conduct becoming:

- are subject to ongoing public scrutiny and therefore they must respect and comply with the law and conduct themselves at all times in a manner that promotes public confidence in the integrity and impartiality of the AMPS program.
- should approach their duties in a calm and courteous manner when dealing with the public and others and should present and conduct themselves in a manner consistent with the dignity of the AMPS system and their appointment.
- should convey in plain language their Decisions and the reasons therefore where such are required.
- must safeguard the confidentiality of information that comes to them by virtue of their work and should not disclose that information except as required by law.
- in discharging their duties, must treat those with whom they deal in a respectful and tolerant manner regardless of the gender, sexual orientation, race, religion, culture, language, mental abilities, or physical abilities of those Persons.

5.2.5. With administration of natural justice paramount:

- shall refrain from openly and publicly criticizing the administration of the AMPS program or the conduct of others. Screening and Hearing Officers shall recognize that only the Clerk and CAO may speak publicly on behalf of the Municipal AMPS program. Any criticisms, suggestions, or concerns related to the AMPS program should be communicated through appropriate channels to the Clerk.
- should deal with the tasks that come before them in a timely manner and should make themselves accessible to those requiring their services.
- must not knowingly exercise a power or function for which they have not been Designated.

5.2.6. Procedures may be defined by the Clerk to address specific implementation of this policy.

5.3. Preventing Conflict of Interest:

5.3.1. The keys to preventing conflicts of interest are disclosure and withdrawal from the power of Decision in regards to a Screening Review or Hearing review.

5.3.2. The need for disclosure and withdrawal from a power of Decision applies to any real or perceived conflict of interest.

5.3.3. If a Screening Officer or Hearing Officer becomes aware of any real or perceived conflict of interest in regard to a review of an Administrative Penalty

or Screening Decision, as the case may be, the Screening Officer or Hearing Officer shall notify the Clerk or his or her designate(s), of the conflict of interest and

- a) in the case of a scheduled review of an Administrative Penalty or Screening Decision that has not yet commenced, request another Screening Officer or Hearing Officer to conduct the review to avoid actual or potential conflicts of interest; or
- b) in the case of a review of an Administrative Penalty or Screening Decision that has commenced, adjourn the review, and withdraw from the power of Decision, and advise the Clerk, or his or her designate. The Municipality will reschedule the Screening Review or Hearing Review with another Screening Officer or Hearing Officer, as the case may be.

5.3.4. If all appointed Screening Officers and/or Hearing Officers have a conflict of interest with a matter, then the Clerk shall retain another Screening Officer or Hearing Officer to handle the matter that is the subject of the conflict of interest.

5.3.5. Questions related to this policy are to be directed to the Clerk. Should legal clarification be required, a solicitor used by the Municipality may be contacted by the Clerk.

#### 5.4. Addressing Conflicts if they Occur:

5.4.1. The Municipality's Code of Conduct and Ethics has a process to deal with breaches of the Code by employees in the administration of the AMPS program.

5.4.2. If someone suspects that a Screening Officer or Hearing Officer conducted a Screening Review or Hearing review where there was a conflict of interest, the Person shall advise the Clerk and an investigation may be conducted in accordance with Municipal policies.

5.4.3. Any finding of a conflict of interest, shall be reported to the Clerk by the responsible Municipal official, including any recommendation for appropriate disciplinary action, up to and including revocation of appointment.

#### 5.5. Influence:

5.5.1. No Person shall attempt, directly or indirectly, to communicate for the purpose of influencing or interfering, financially, politically or otherwise, with employees or other Persons performing duties related to the administration of AMPS.

5.5.2. No Person shall attempt, directly or indirectly, to communicate for the purpose of influencing or interfering, financially, politically or otherwise, a Screening Officer or Hearing Officer respecting the determination of an Administrative Penalty matter and/or respecting a delegated power of Decision in a proceeding that is or will be pending before the Screening Officer or Hearing Officer, except a Person who is entitled to be heard in a Screening Review or Hearing Review.

#### 5.6. Charges under the Criminal Code or Other Statutes or Regulations:

5.6.1. Where a Screening Officer or Hearing Officer is charged with an offence under the Criminal Code of Canada or any other federal statute or regulation that is dealt with under the Criminal Code of Canada, such charge shall be disclosed forthwith to the Clerk.

5.6.2. Where a Screening Officer or Hearing Officer is charged with an offence under other federal or provincial statutes or regulations and where continuing to perform his or her duties may erode public confidence in the administration of the AMPS program, the charge shall be disclosed to the Clerk.

5.6.3. A determination will be made by the Clerk as to whether or not an actual or perceived conflict of interest exists or if public confidence in the administration of the AMPS program has been compromised and, if so, the Screening Officer or Hearing Officer may be removed from his or her duties until the final disposition of the charge.

## **6. COMMUNICATION / IMPLEMENTATION**

6.1 This policy shall form part of the orientation for all current and new Screening Officers and Hearing Officers and AMPS administration staff.

## **7. ACCOUNTABILITY**

7.1 All Screening Officers, Hearing Officers and Municipal staff involved in the administration of the AMPS program is accountable for implementing and abiding by this policy. Accountability for interpretation of this policy in relation to a real or perceived conflict of interest shall be determined by the Clerk.

## **8. EVALUATION**

8.1 The effectiveness of this policy will be evaluated by the CAO/Clerk from time to time or as required by legislative changes.

8.2 Any identified deficiencies or non-compliance issues will be addressed promptly, with corrective measures documented and implemented.

SUBJECT:	Prevention of Political Interference in the Administrative Monetary Penalty System (AMPS) Program BY-LAW No.2026-23 - Schedule "E"	POLICY #: ADM-010	
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**1. POLICY STATEMENT**

1.1. This policy is to prevent political interference in the administration of the Administrative Monetary Penalty System (AMPS).

**2. PURPOSE**

2.1. To prevent political interference of any kind in the administration of the AMPS program, and to minimize and restrict opportunities for political interference, intentionally or unintentionally.

2.2. To define what constitutes political interference in relation to the AMPS program, to ensure the responsibilities of the Screening and Hearing Officers are conducted in accordance with fundamental principles of justice, which include Decision making and procedural independence, fairness, impartiality and integrity, without any political interference.

**3. SCOPE**

3.1. This policy applies to all elected Members of the Council of the Town of Kearney, as well as other Municipal officials and staff.

3.2. In regard to Members of Council, this policy should be read and interpreted within the context of prevailing provincial legislation (i.e., Municipal Conflict of Interest Act) and the Council Code of Conduct, including its related policies, procedures and guidelines.

**4. PROCEDURE**

4.1. Principles of Preventing Political Interference:

4.1.1. No Person shall attempt, directly or indirectly, to communicate for the purpose of influencing or interfering, financially, politically, or otherwise, with employees or other Persons performing duties related to the administration of AMPS.

4.1.2. No Person shall attempt, directly or indirectly, to communicate for the purpose of influencing or interfering, financially, politically or otherwise, a Screening Officer or Hearing Officer respecting the determination of an Administrative Penalty matter and/or respecting a delegated power of Decision in a proceeding that is or will be pending before the Screening Officer or Hearing Officer, except a Person who is entitled to be heard in a Screening Review or Hearing Review.

4.1.3. All Persons involved with the enforcement and administration functions of the AMPS program shall endeavor to carry out such duties in a manner, which upholds the integrity of the administration of justice

4.1.4. If someone attempts to influence a Screening Officer, Hearing Officer or Municipal employee engaged in the administration of the AMPS program, contrary to the rules above, the Screening Officer, Hearing Officer or Municipal employee, as the case may be, shall report the incident to the Clerk as soon as possible. No action will be taken against a Screening Officer or Hearing Officer for making any such report in good faith.

4.1.5. Procedures may be defined by the Clerk to address specific implementation of this policy.

**5. IMPLEMENTATION**

5.1 All Members of Council shall be provided with a copy of this policy and the policy shall form part of the Council Code of Conduct.

5.2 This policy shall form part of the orientation for all Members of Council at the start of new term of Council, as well as all current and new Municipal officials and staff, with the potential for interaction with the AMPS program.

5.3 This policy shall form part of the orientation for all current and new Screening and Hearing Officers and AMPS administration staff.

## **6. ACCOUNTABILITY**

6.1 Attention is brought to the fact that any interference with the AMPS program may result in charges under the Criminal Code of Canada, Provincial statutes, or other disciplinary action.

6.2 A Screening or Hearing Officer, employee or other Person performing duties related to the AMPS program under this policy shall report any attempt at political influence or interference, financial, political, or otherwise, to the Clerk. No action shall be taken against the employee or other Person(s) for making any such report in good faith.

6.3 Where any employee, Screening Officer, Hearing Officer or other Person performing duties related to the AMPS program, is contacted by a Member of Council or Municipal official with respect to the administration of the AMPS program, he or she shall immediately disclose such contact to the Clerk in order to maintain the integrity of the AMPS program.

6.4 A Screening Officer or Hearing Officer shall disclose any actual or perceived political interference as soon as possible to the Clerk.

## **7. ADMINISTRATION**

7.1 This policy shall be administered by the Clerk.

## **8. EVALUATION**

8.1 The effectiveness of this policy will be evaluated by the CAO and Clerk from time to time or as required by legislative changes.

8.2 Any identified deficiencies or non-compliance issues will be addressed promptly, with corrective measures documented and implemented.

SUBJECT:	Public Complaints Process Respecting Administrative Monetary Penalty System (AMPS) Program BY-LAW No.2026-23- Schedule "F"	POLICY #: ADM-011	
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**1. POLICY STATEMENT**

1.1. This policy is to address any public complaint regarding the administration of the Administrative Monetary Penalty System (AMPS).

**2. PURPOSE**

2.1 To ensure the AMPS program remains an open, accessible, responsive, accountable, efficient, and effective system for enforcement of Municipal By-laws in the Town of Kearney, and any public complaints are addressed in a timely and responsible manner.

**3. SCOPE**

3.1. This policy applies to all public complaints, informal or formal, regarding all aspects of the AMPS program, and applies to all Administrative actions and functions of all Municipal employees and other Persons responsible for the administration of the AMPS program.

3.2. Screening Officers and Hearing Officers do not have jurisdiction to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation or By-law. Any public complaints regarding the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation or By-law will not be processed through this policy.

3.3. This policy is not intended to replace other specific Municipal programs, policy/procedures and legal processes available to the public to address public concerns with the AMPS program.

**4. PROCEDURE**

4.1. A public complaint shall be processed in keeping with all applicable statutes, By-laws, and policies of the Town of Kearney. The complaint process shall be as follows:

4.1.1. Any public complaint must be in writing, identifying the name and full contact information of the complainant, and sent to the Clerk, or his or her delegate(s), within 30 Days in respect to the Date of the event for which the complaint is being made. Complaints that are anonymous will not be accepted.

4.1.2. All complaints shall be treated as confidential by the Clerk, respecting Personal information privacy and confidentiality, subject to legislative provisions.

4.1.3. Any complaint regarding a Member of Council in respect of the administration of AMPS shall be processed in accordance with the Council Code of Conduct.

4.1.4. The Clerk, or his or her designate(s), will not address or process any public complaint that is deemed by the Clerk, or his or her designate(s), as frivolous, vexatious, trivial or made in bad faith.

4.1.5. A complainant may withdraw his/her complaint at any time.

4.1.6. Where possible, attempts will be made to address public complaints through an informal resolution process before proceeding to a formal resolution process.

4.1.7. Any deemed resolution of a formal complaint will be addressed by written response by the Clerk, or his or her designate(s), to the Person filing the complaint. A public complaint sustained through a review cannot be used as the basis to change or void a Decision of a Screening Officer or Hearing Officer, including any Penalty fines and Administrative Fees due or paid.

4.1.8. The Clerk in conjunction with the Municipal By-law Enforcement Officer will report annually as part of the annual AMPS program report on the summary of public complaints filed and addressed in respect of the AMPS program.

4.1.9. Procedures may be defined by the Clerk to address specific implementation of this policy.

## **5. ACCOUNTABILITY**

5.1 All Persons responsible for administering the AMPS program shall be responsible for implementation of this policy. The Clerk, or his or her designate(s), unless otherwise noted, shall be responsible for addressing public complaints regarding the administration of the AMPS program.

## **6. ADMINISTRATION**

6.1 This policy shall be administered by the Clerk.

## **7. EVALUATION**

7.1 The effectiveness of this policy will be evaluated by the CAO and Clerk from time to time or as required by legislative changes.

7.2 Any identified deficiencies or non-compliance issues will be addressed promptly, with corrective measures documented and implemented.

SUBJECT:	Financial Management and Reporting for the Administrative Monetary Penalty System (AMPS) Program BY-LAW No.2026-23 - Schedule "G"	POLICY #: ADM-012	
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**1. POLICY STATEMENT**

1.1. This policy is to affirm that the Town of Kearney’s Administrative Monetary Penalty System (AMPS) shall follow the existing corporate policies and procedures related to financial management and reporting.

**2. PURPOSE**

2.1. To ensure all financial management and reporting responsibilities related to the AMPS program conform to current corporate policies and procedures for financial management and reporting.

**3. SCOPE**

3.1. This policy applies to all financial management and reporting responsibilities and accountabilities regarding the AMPS program. All Town employees and other Persons responsible for the administration of the AMPS program shall comply with this policy.

**4. PROCEDURE**

4.1. Overall Financial Management and Reporting:

4.1.1. Preparation of the Town’s budget revolves around priority setting that reflects the Town’s Strategic Plan, Council priorities, service delivery objectives and standards and historical financial performance; all balanced with the need for prudent financial management. Priority setting and budgeting with respect to the AMPS program shall be the responsibility of the Clerk in conjunction with the Municipal Law Enforcement Officer.

4.1.2. Through the process of current and capital financial management and reporting for the AMPS program, the Clerk shall:

- a) Review and monitor current year actual, budgeted and projected financial performance and operating results.
- b) Proactively compare program financial activity with past performance to identify trends, issues and opportunities.
- c) Comply with all reporting standards and requirements as part of the Town’s financial management and reporting processes.
- d) Comply with all Town procurement policies and procedures in regard to the AMPS program.

4.1.3. Screening Officers and Hearing Officers are prohibited from directly accepting any Payment from any Person in respect of an Administrative Penalty. Any Person issuing a Penalty Notice in respect of the contravention of a Designated By-law is not permitted to accept Payment in respect of an Administrative Penalty.

4.1.4. If a Person has paid any Administrative Fees in respect of an Administrative Penalty and the Penalty is subsequently cancelled by a Screening Officer or Hearing Officer, the Town shall refund in full such Administrative Fees to the Person.

4.1.5. All Town employees engaged in the administration of the AMPS program shall ensure all work activities are conducted in accordance with the Code of Conduct and Ethics. Town employees shall ensure compliance with cash/Payment handling procedures for financial stewardship.

## 5. METHODS OF PAYMENT

5.1 Following the issue of a Penalty Notice, the Person is permitted to make a voluntary Payment by using one of the following methods:

- a) Online: e-Transfer to: [payment@townofkearney.ca](mailto:payment@townofkearney.ca)  
Indicate "Penalty Notice" as subject, include Penalty Notice Number, and security password needs to be "Kearney"
- b) In Person: Cash or Debit Card  
Personal Cheques/Certified Cheques/Money Order (include Penalty Notice Number) and made payable to "Town of Kearney"
- c) Overnight Drop box (located at front doors of the Municipal Office)
- d) By Mail to the Municipal Office  
Town of Kearney, P.O. Box 38, 8 Main Street  
Kearney, Ontario, P0A 1M0  
Personal Cheques/Certified Cheques/Money Order (include Penalty Notice Number) and made payable to "Town of Kearney"

5.2 Payment is not considered made until received by the Town. Persons must allow sufficient mailing time for Payments. Persons should not send cash by mail. Post-Dated cheques or Payment by installations are not accepted. NSF cheques will be subject to an Administrative charge.

## 6. AMPS PROGRAM ADMINISTRATIVE FEES

6.1 Various Administrative Fees may be payable by a Person with a Penalty Notice and Administrative Penalty due and payable, as set out in the Municipality's current Administrative Monetary Penalty System By-law.

## 7. REPORTING AND TRACKING ADMINISTRATIVE PENALTIES AND ADMINISTRATIVE FEES

7.1 Upon receipt of a Penalty Notice Payment, a Town employee will apply the Payment to a specific Penalty Notice and provide notification to the MLEO that the Notice has been paid.

7.2 The Town employee will process the various methods of Payment as follows:

- a) In Person  
Apply the various methods of Payments to the Penalty Notice. Provide a Person with a receipt of Payment for their records.
- b) By Mail  
Apply the cheque Payment to the Penalty Notice Mail receipt if Requested by the Person.
- c) Online  
Apply the e-transfer Payment to the Penalty Notice. Provide a receipt if Requested by the Person.

7.3 Procedures may be defined by the Clerk or designate to address specific implementation of this policy.

## 8. ACCOUNTABILITY

8.1 All Persons responsible for administering the AMPS program shall be responsible for implementation of this policy.

## 9. ADMINISTRATION

9.1 This policy shall be administered by the Clerk or designate.

## **10. EVALUATION**

- 10.1 The effectiveness of this policy will be evaluated by the CAO and Clerk or designate from time to time or as required by legislative changes.
- 10.2 Any identified deficiencies or non-compliance issues will be addressed promptly, with corrective measures documented and implemented.

SUBJECT:	Financial Hardship Policy for the Administrative Monetary Penalty System (AMPS) Program BY-LAW No.2026-23 - Schedule "H"	POLICY #: ADM-013	
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**THE MUNICIPAL CORPORATION OF THE TOWN  
OF KEARNEY**

**SCHEDULE “J”  
BY-LAW 2026-23**

**ONTARIO REGULATION 260/25**

made under the

**FIRE PROTECTION AND PREVENTION ACT, 1997**

Made: November 20, 2025

Filed: November 26, 2025

Published on e-Laws: November 26, 2025

Published in *The Ontario Gazette*: December 13, 2025

**ADMINISTRATIVE PENALTIES**

**PART I  
INTERPRETATION**

**Definitions**

1. In this Regulation,

“municipality” means the municipality in which the contravention that is the subject of a penalty order occurred; (“municipalité”)

“penalty order” means an order imposing an administrative penalty that is made under subsection 30.2 (2) of the Act. (“ordonnance de pénalité”)

**PART II  
PENALTY ORDERS**

**Persons who may impose administrative penalty in municipalities**

2. (1) Subsection (2) applies to municipalities that have both a screening officer and a hearing officer described in section 7.

(2) The following persons are prescribed as authorized persons for the purpose of section 30.2 of the Act in respect of any contravention that takes place in a municipality described in subsection (1) of this section:

- The Fire Marshal.
- An assistant to the Fire Marshal.

**Prescribed provisions that may give rise to administrative penalty**

3. The provisions listed in Schedule 1 to this Regulation are prescribed for the purposes of subsection 30.2 (2) of the Act.

**Amount of penalty**

4. (1) The amount of the penalty for a contravention of a provision listed in Schedule 1 to this Regulation is,

(a) the first time an order is issued for a contravention of the provision, \$200;

(b) the second time an order is issued for a contravention of the same provision, \$400; or

(c) the third or subsequent time an order is issued for a contravention of the same provision, \$600.

(2) For the purposes of subsection (1), a penalty order for the contravention of a provision is considered to be a second, third or subsequent order in respect of the same provision if the order is issued within three years after the first order was issued.

**Service of penalty order**

5. A penalty order shall be served on the person who is subject to the order in accordance with section 77 of the Act.

**PART III  
REVIEW AND PAYMENT OF PENALTY ORDERS IN MUNICIPALITIES**

**REVIEW**

**Application**

6. This Part applies to penalty orders for contraventions that occurred in a municipality and that are issued by an authorized person described in subsection 2 (2).

**Prescribed reviewer**

7. (1) The following persons are prescribed for the purposes of subsection 30.2 (9) of the Act in respect of the stages of a review described in paragraphs 1 to 3 of subsection 8 (1) of this Regulation:

1. A screening officer appointed by the municipality to review administrative penalties described in section 2 of Ontario Regulation 611/06 (Administrative Penalties) made under the *City of Toronto Act, 2006*.

2. A screening officer appointed by the municipality to review administrative penalties described in section 2 of Ontario Regulation 333/07 (Administrative Penalties) made under the *Municipal Act, 2001*.

3. A screening officer appointed by the municipality to review penalty orders.

- (2) The following persons are prescribed for the purposes of subsection 30.2 (9) of the Act in respect of the stages of a review described in paragraphs 4 to 7 of subsection 8 (1) of this Regulation:

1. A hearing officer appointed by the municipality to review administrative penalties described in section 2 of Ontario Regulation 611/06 (Administrative Penalties) made under the *City of Toronto Act, 2006*.

2. A hearing officer appointed by the municipality to review administrative penalties described in section 2 of Ontario Regulation 333/07 (Administrative Penalties) made under the *Municipal Act, 2001*.

3. A hearing officer appointed by the municipality to review penalty orders.

**Review process**

8. (1) A review of a penalty order described in section 6 shall be conducted as follows:

1. A person who is subject to the penalty order may commence the first stage of a review by requesting, in the manner set out in the order, a review of the order by a screening officer.

2. The screening officer may affirm or rescind the penalty order, or amend it to reduce the amount of the penalty, and shall do so as soon as practical after the review is complete.

3. The screening officer shall send a copy of the decision to the person who requested the review by mail, courier or electronic means as soon as practical after the decision is made.

4. The person who requested the first stage of the review may commence the second stage of the review by requesting a review of the screening officer's decision by a hearing officer.

5. A request under paragraph 4 must be made within 30 days after the date of the decision of the screening officer.

6. The hearing officer may affirm or rescind the penalty order, or amend it to reduce the amount of the penalty, and shall do so as soon as practical after the review is complete.

7. The hearing officer shall send a copy of the decision to the person who requested the review by mail, courier or electronic means as soon as practical after the decision is made.

- (2) If a screening officer considers it fair and appropriate in the circumstances, the officer may extend the 30-day period to commence a review under subsection 30.2 (10) of the Act, and the extension may be made even after the 30-day period has expired.

- (3) If a hearing officer considers it fair and appropriate in the circumstances, the officer may extend the 30-day period mentioned in paragraph 5 of subsection (1) to request a review and the extension may be made even after the 30-day period has expired.

**Conduct of a review**

9. (1) A screening officer or hearing officer shall determine whether the stage of the review for which they are responsible is to be conducted orally, electronically or in writing and shall ensure that the person who requested the review is informed of the determination.

- (2) If a date and time is set for the person who requested the review to make submissions in respect of any stage of a review, the person shall attend at the set date and time.

(3) A screening officer or hearing officer, as the case may be, shall not decide whether to affirm or rescind the penalty order, or amend it to reduce the amount of the penalty, unless the person who requested the review has been given an opportunity to make submissions in the same manner in which the review is to be conducted.

(4) A hearing officer shall not decide whether to affirm or rescind the penalty order, or amend it to reduce the amount of the penalty, unless a representative of the municipality has been given an opportunity to make submissions in the same manner in which the review is to be conducted.

(5) No witnesses shall be called in the review.

#### **Determination of a review**

10. (1) In deciding whether to affirm or rescind the penalty order, or amend it to reduce the amount of the penalty, a screening officer shall determine whether it was reasonable for the authorized person to impose the order.

(2) In deciding whether to affirm or rescind the penalty order, or amend it to reduce the amount of the penalty, a hearing officer shall determine whether the decision of the screening officer was reasonable.

(3) In making a determination mentioned in subsection (1) or (2), the screening officer or hearing officer, as the case may be, may consider the following information:

1. Photographs, drawings or other images.

2. Statements, including certified statements, made by the authorized person who imposed the penalty order.

3. Documents, including certified documents.

4. Statements by the person who requested the review made either in writing or in the manner in which the review is conducted.

5. Statements by or on behalf of the municipality made either in writing or in the manner in which the review is conducted.

6. Any other information, materials or submissions that the screening officer or hearing officer considers to be credible or trustworthy in the circumstances.

#### **Jurisdiction**

11. A screening officer or hearing officer, as the case may be, does not have jurisdiction to consider questions relating to the validity of a statute or regulation or the constitutional applicability or operability of any statute or regulation.

### **PAYMENTS**

#### **Payment recipient**

12. (1) An administrative penalty for a penalty order described in section 6 is payable to the municipality.

(2) The municipality shall collect payment of the administrative penalty.

#### **Deadline for payment if review occurs**

13. If a review of a penalty order does not result in the order being rescinded, the person who is subject to the order shall pay the administrative penalty within 30 days after,

(a) the date of the decision by the screening officer, if no request for a review of the decision was made under paragraph 4 of subsection 8 (1); or

(b) the date of the decision by the hearing officer, if a request for review was made under paragraph 4 of subsection 8 (1).

#### **Extension of payment deadline, plan of periodic payments**

14. (1) If a screening officer or hearing officer, as the case may be, considers it fair and appropriate in the circumstances, the officer may approve a plan of periodic payments that extends beyond the deadline set out in section 30.2 of the Act or in section 13 of this Regulation.

(2) An approval mentioned in subsection (1) may be conditional on the payment of a specified amount of the administrative penalty being made on or before a specified date.

(3) A plan of periodic payments may be approved even after the 30-day period has expired.

#### **Undue hardship**

15. (1) The municipality may excuse a person from paying all or part of an administrative penalty if it determines that requiring the person to pay the penalty would cause undue hardship.

(2) The municipality shall establish a procedure for assessing applications to have all or part of the payment of an administrative penalty excused due to undue hardship.

(3) A person who wishes to have all or part of their payment excused due to undue hardship shall apply to the municipality in accordance with the procedure established by the municipality.

### **Municipal fees**

**16.** (1) A municipality shall not charge any fees to,

- (a) commence a review in respect of a penalty order;
- (b) extend, under subsection 8 (2) or (3), the period of time in which to commence a review; or
- (c) approve, under subsection 14 (1), a plan of periodic payments.

(2) A municipality may, by by-law, impose fees or charges, other than those mentioned in subsection (1), under section 259 of the *City of Toronto Act, 2006* or under section 391 of the *Municipal Act, 2001*, as the case may be, in respect of services related to an administrative penalty imposed under section 30.2 of the Act, but any such fee or charge shall not be included in the amount of the administrative penalty and may be collected at the time that the related service is provided.

## **PART IV COMMENCEMENT**

### **Commencement**

**17. This Regulation comes into force on the latest of the following days:**

1. January 1, 2026.
2. The day section 1 of Schedule 10 to the *Enhancing Access to Justice Act, 2024* comes into force.
3. The day this Regulation is filed.

**SCHEDULE 1  
PROVISIONS OF FIRE CODE THAT ARE SUBJECT TO ADMINISTRATIVE PENALTY**

**Division B provisions subject to administrative penalty**

1. The following provisions of Division B of the fire code are subject to an administrative penalty:

1. Article 1.1.1.1.	2. Sentence 1.1.1.2.(3).	3. Sentence 1.1.2.1.(1).
4. Sentence 1.1.2.1.(2).	5. Sentence 1.1.2.1.(3).	6. Sentence 1.1.2.1.(4).
7. Clause 1.1.2.2.(1)(a).	8. Clause 1.1.2.2.(1)(b).	9. Sentence 1.1.2.2.(2).
10. Sentence 2.1.3.5.(7).	11. Sentence 2.1.3.5.(8).	12. Clause 2.2.3.2.(1)(a).
13. Clause 2.2.3.2.(1)(b).	14. Clause 2.2.3.2.(1)(c).	15. Clause 2.2.3.2.(1)(d).
16. Article 2.2.3.3.	17. Sentence 2.2.3.4.(1).	18. Sentence 2.2.3.4.(5).
19. Clause 2.4.1.4.(1)(a).	20. Clause 2.4.1.4.(1)(b).	21. Article 2.4.1.5.
22. Sentence 2.4.3.1.(2).	23. Article 2.4.3.2.	24. Sentence 2.4.4.1.(2).
25. Sentence 2.4.4.1.(3).	26. Article 2.4.4.3.	27. Sentence 2.4.4.4.(1).
28. Sentence 2.5.1.2.(1).	29. Sentence 2.5.1.2.(2).	30. Article 2.5.1.3.
31. Article 2.5.1.4.	32. Clause 2.6.1.4.(2)(a).	33. Clause 2.6.1.4.(2)(b).
34. Article 2.6.1.5.	35. Sentence 2.6.1.8.(1).	36. Article 2.6.1.9.
37. Clause 2.6.1.10.(1)(a).	38. Clause 2.6.1.10.(1)(b).	39. Clause 2.6.1.10.(1)(c).
40. Sentence 2.6.1.14.(1).	41. Sentence 2.6.1.14.(2).	42. Sentence 2.6.3.3.(2).
43. Article 2.6.4.1.	44. Article 2.6.4.2.	45. Sentence 2.7.1.5.(1).
46. Sentence 2.7.1.5.(2).	47. Sentence 2.7.1.7.(1).	48. Sentence 2.7.1.7.(2).
49. Sentence 2.7.1.8.(1).	50. Sentence 2.7.1.8.(2).	51. Sentence 2.7.1.9.(1).
52. Sentence 2.7.1.9.(5).	53. Sentence 2.7.2.2.(4).	54. Sentence 2.7.2.2.(5).
55. Clause 2.7.2.2.(6)(b).	56. Sentence 2.7.2.3.(2).	57. Sentence 2.7.2.3.(3).
58. Sentence 2.7.2.3.(4).	59. Article 2.7.2.4.	60. Article 2.7.3.1.
61. Sentence 2.7.3.2.(1).	62. Clause 2.7.3.3.(3)(a).	63. Clause 2.7.3.3.(3)(b).
64. Sentence 2.7.3.3.(4).	65. Sentence 2.7.4.1.(2).	66. Sentence 2.8.1.2.(1).
67. Clause 2.8.1.3.(1)(a).	68. Clause 2.8.1.3.(1)(b).	69. Article 2.8.1.4.
70. Sentence 2.8.2.1.(1).	71. Sentence 2.8.2.1.(3).	72. Sentence 2.8.2.1.(4).
73. Sentence 2.8.2.1.(6).	74. Sentence 2.8.2.1.(7).	75. Sentence 2.8.2.1.(8).
76. Article 2.8.2.4.	77. Sentence 2.8.2.8.(1).	78. Clause 2.8.2.8.(2)(a).
79. Clause 2.8.2.8.(2)(b).	80. Sentence 2.8.2.8.(3).	81. Sentence 2.8.3.2.(1).
82. Sentence 2.8.3.2.(2).	83. Clause 2.8.3.2.(3)(a).	84. Clause 2.8.3.2.(3)(b).
85. Clause 2.8.3.2.(3)(c).	86. Clause 2.8.3.2.(4)(a).	87. Clause 2.8.3.2.(4)(b).
88. Clause 2.8.3.2.(4)(c).	89. Sentence 2.8.3.2.(5).	90. Sentence 2.8.3.2.(6).
91. Sentence 2.8.3.2.(7).	92. Article 2.8.3.3.	93. Sentence 2.8.3.4.(1).
94. Sentence 2.8.3.4.(2).	95. Article 2.8.3.5.	96. Sentence 2.9.3.1.(1).
97. Article 2.10.2.1.	98. Article 2.10.2.2.	99. Article 2.12.1.5.
100. Article 2.12.1.7.	101. Clause 2.13.2.1.(1)(a).	102. Clause 2.13.2.1.(1)(b).
103. Clause 2.13.2.1.(1)(c).	104. Clause 2.13.2.1.(1)(d).	105. Sentence 2.13.2.1.(2).
106. Sentence 2.14.1.2.(2).	107. Sentence 2.14.1.5.(2).	108. Clause 2.16.2.1.(1)(a).
109. Clause 2.16.2.1.(1)(b).	110. Clause 2.16.2.1.(2)(a).	111. Clause 2.16.2.1.(2)(b).
112. Clause 2.16.2.1.(2)(c).	113. Clause 2.16.2.1.(2)(d).	114. Clause 2.16.2.1.(3)(a).
115. Clause 2.16.2.1.(3)(b).	116. Clause 2.16.2.1.(3)(c).	117. Clause 2.16.2.1.(4)(a).
118. Clause 2.16.2.1.(4)(b).	119. Clause 2.16.2.1.(4)(c).	120. Clause 2.16.2.1.(4)(d).
121. Sentence 2.16.2.1.(5).	122. Sentence 2.16.2.1.(8).	123. Sentence 2.17.2.1.(1).
124. Sentence 2.17.2.1.(2).	125. Sentence 2.17.2.1.(3).	126. Sentence 2.17.2.1.(4).
127. Sentence 2.17.2.1.(5).	128. Sentence 3.2.1.3.(2).	129. Sentence 3.2.7.4.(1).
130. Sentence 3.3.1.3.(3).	131. Sentence 3.3.1.3.(4).	132. Sentence 3.3.1.5.(2).
133. Sentence 3.3.1.7.(1).	134. Clause 3.3.1.7.(2)(g).	135. Sentence 3.3.1.8.(5).

136. Sentence 3.3.1.8.(6).	137. Article 3.3.1.11.	138. Article 3.3.2.6.
139. Article 3.3.2.7.	140. Sentence 3.3.2.13.(2).	141. Article 3.3.2.23.
142. Sentence 3.3.2.24.(3).	143. Article 3.3.3.3.	144. Sentence 3.3.3.4.(1).
145. Sentence 3.3.3.4.(2).	146. Article 3.3.3.11.	147. Sentence 3.4.2.1.(4).
148. Sentence 3.4.2.2.(2).	149. Article 3.5.1.1.	150. Article 3.5.1.2.
151. Article 3.5.1.3.	152. Article 3.5.1.10.	153. Article 3.5.2.3.
154. Sentence 3.5.2.4.(1).	155. Clause 3.5.2.4.(2)(a).	156. Clause 3.5.2.4.(2)(b).
157. Sentence 3.5.2.4.(3).	158. Clause 5.5.5.7.(1)(a).	159. Sentence 5.12.11.4.(2).
160. Sentence 5.14.5.3.(2).	161. Article 5.14.9.2.	162. Sentence 5.16.2.7.(2).
163. Article 6.2.1.5.	164. Article 6.2.4.4.	165. Sentence 6.2.7.4.(1).
166. Article 6.2.7.5.	167. Sentence 6.2.7.9.(1).	168. Article 6.3.1.1.
169. Clause 6.3.2.2.(4)(a).	170. Clause 6.3.2.2.(4)(b).	171. Sentence 6.3.2.2.(5).
172. Sentence 6.3.2.6.(3).	173. Sentence 6.3.2.6.(4).	174. Sentence 6.3.2.6.(5).
175. Sentence 6.3.2.6.(6).	176. Sentence 6.3.3.3.(1).	177. Sentence 6.3.3.3.(2).
178. Article 6.3.3.4.	179. Article 6.3.3.6.	180. Sentence 6.3.4.3.(1).
181. Sentence 6.3.4.3.(2).	182. Article 6.3.4.4.	183. Article 6.3.4.6.
184. Article 6.4.2.2.	185. Article 6.4.2.3.	186. Sentence 6.4.2.6.(1).
187. Sentence 6.4.2.6.(2).	188. Sentence 6.4.3.7.(1).	189. Clause 6.4.3.7.(3)(a).
190. Clause 6.4.3.7.(3)(b).	191. Clause 6.4.3.7.(3)(c).	192. Clause 6.4.3.7.(3)(d).
193. Clause 6.4.3.7.(3)(e).	194. Clause 6.4.3.7.(3)(f).	195. Clause 6.4.3.7.(3)(g).
196. Clause 6.4.3.7.(3)(h).	197. Sentence 6.4.3.7.(4).	198. Sentence 6.5.1.8.(1).
199. Sentence 6.5.1.8.(2).	200. Article 6.5.2.1.	201. Sentence 6.5.2.2.(1).
202. Sentence 6.5.2.2.(2).	203. Article 6.5.5.1.	204. Article 6.5.6.2.
205. Article 6.6.2.10.	206. Article 6.6.4.2.	207. Article 6.6.4.3.
208. Article 6.6.5.7.	209. Article 6.6.5.8.	210. Clause 6.7.1.6.(2)(a).
211. Clause 6.7.1.6.(2)(b).	212. Article 6.8.2.2.	213. Article 6.8.2.4.
214. Article 6.8.2.5.	215. Sentence 6.10.1.1.(3).	216. Sentence 6.10.1.2.(1).
217. Sentence 7.2.5.1.(4).	218. Sentence 7.2.5.1.(5).	219. Sentence 7.2.5.1.(6).
220. Sentence 7.2.5.1.(7).	221. Sentence 8.1.2.2.(5).	222. Sentence 8.1.2.7.(1).
223. Clause 8.1.2.8.(2)(a).	224. Clause 8.1.2.8.(2)(b).	225. Clause 8.1.2.8.(2)(c).
226. Clause 8.1.2.8.(2)(d).	227. Clause 8.1.2.8.(2)(e).	228. Clause 8.1.2.8.(2)(f).
229. Clause 8.1.2.8.(2)(g).	230. Clause 8.1.2.8.(3)(a).	231. Clause 8.1.2.8.(3)(b).
232. Article 9.1.4.8.	233. Article 9.2.3.14.	234. Clause 9.3.3.10.(2)(a).
235. Clause 9.3.3.10.(2)(b).	236. Clause 9.3.3.10.(2)(c).	237. Sentence 9.3.4.5.(1).
238. Sentence 9.3.4.5.(2).	239. Sentence 9.3.5.1.(1).	240. Sentence 9.3.5.1.(2).
241. Article 9.4.2.9.	242. Sentence 9.5.2.4.(3).	243. Sentence 9.5.3.3.(3).
244. Clause 9.5.3.5.(1)(a).	245. Clause 9.5.3.5.(1)(b).	246. Clause 9.5.3.5.(1)(c).
247. Clause 9.5.3.5.(3)(a).	248. Clause 9.5.3.5.(3)(b).	249. Clause 9.5.3.5.(3)(c).
250. Clause 9.5.3.5.(3)(d).	251. Sentence 9.7.4.3.(1).	252. Sentence 9.8.4.2.(4).
253. Sentence 9.8.6.1.(2).	254. Sentence 9.8.6.1.(3).	255. Sentence 9.9.1.2.(1).
256. Sentence 9.9.3.10.(3).	257. Sentence 9.9.4.13.(1).	

**Division C provisions subject to administrative penalty**

2. The following provisions of Division C of the fire code are subject to an administrative penalty:

1. Clause 1.2.1.2.(1)(a).	2. Clause 1.2.1.2.(1)(b).	3. Sentence 1.2.1.2.(3).
4. Sentence 1.2.1.3.(2).	5. Clause 1.2.2.2.(1)(a).	6. Clause 1.2.2.2.(1)(b).
7. Sentence 1.2.2.2.(3).	8. Sentence 1.2.2.3.(2).	9. Clause 1.2.3.2.(1)(a).
10. Clause 1.2.3.2.(1)(b).	11. Clause 1.2.3.3.(1)(a).	12. Clause 1.2.3.3.(1)(b).