AGENDA

REGULAR COUNCIL MEETING
Council Chambers
Thursday, February 2nd, 2022 – 6:00 p.m.

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

1. **Call the Meeting to Order**
2. **Approval of Agenda**
3. **Declaration of Pecuniary Interest and the General Nature Thereof**
4. **Delegations/Presentations**
   - **(a) Delegations** - Nil
   - **(b) Presentations** - Nil
5. **Minutes**
   - **(a) Adoption of Minutes**
     - (i) **Regular Meeting,** *Draft* Minutes – January 11th, 2023
   - **(b) Receive Committee Minutes**- Nil
6. **Committee Resolutions for Consideration**
   - **(a) Dog Sled Races Advisory Committee re:** Resolution to approve Invoices
7. **Public Meetings (Pursuant to the *Planning Act*) -** Nil
8. **Public Meetings (Pursuant to the *Municipal Act*)** - Nil
9. **Unfinished Business** - Nil
10. **Reports and By-laws**
    - **(a) Building**
      - (i) **Report and Resolution re**: Annual Report on Building Permit Fees for 2023
    - **(b) Planning** - Nil
    - **(c) Operations**
      - (i) **Transfer Station Report re**: December 30th, 2022 – January 3rd, 2023
      - (ii) **Report and Resolution re**: Engineer of Record appointment
      - (iii) **Resolution re**: Recommendation for Equipment Operator position
      - (iv) **Resolution re**: Appointment of Selection Team for General Maintenance Attendant position
      - (v) **Discussion and Resolution re**: Request for ownership of Part 8 of Gray Jay Lane
    - **(d) Administration**
      - (i) **By-law No. 2023-xx re:** 2023 Hiring Policy
      - (ii) **Discussion and Resolution re**: 2023 AMO Annual General Meeting and Conference

(iii) **Discussion and Resolution re:** 2023 FONOM Conference

(iv) **By-law Enforcement Officer report re:** 2022 Year in Review

(v) **By-law No. 2023-xx re:** Appointment of Joint Compliance Audit Committee

(vi) **Discussion and Resolution re:** Health Human Resources Recruiter Support

(vii) **Resolution re**: Resolution Report

(viii) **Resolution re**: Appointment of Recreation Committee Volunteer members

(ix) **Report and Resolution re:** Design Build Proposals for Boat Ramp repairs

(e) Treasury

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

(f) Fire and Emergency Services

(i) **Report re**: Fire Chief, Fire Department Report for Regular Council Meeting on February 2, 2023

(g) Facilities and Buildings

(i) **Update re**: KCC Construction renos

(ii) **Update re**: KCC Grant process

(h) Council Presentations

(i) **Deputy Mayor Rickward discussion re:**

a) KCC Construction renovation status
b) KCC Grant options for allocation of dollars
c) Annual performance reviews for Staff
d) **Resolution re**: Request for presentation from Almaguin Economic Development Committee
e) **Resolution re**: Fire fighters Activities to be considered as payable duties
f) **Discussion and Resolution re**: Training on Official Plan and Zoning By-law

11. Correspondence

(a) Action Items - Nil

(b) Information Items

(i) **Cheryl, Ross and family re:** Card of Thanks

(ii) **Almaguin Highlands Health Centre re**: *Draft* Minutes – January 5, 2023

12. Other Business

13. Closed Session

Council will enter into a Closed Session for discussion regarding:

(a) *Labour relations or employee negotiations* - UFCW

14. Business Arising from Closed Session

15. Confirming By-Law

By-Law 2022-xx being a By-law to confirm the proceedings of Council at its Regular Meeting held on February 2nd, 2023.

16. Adjournment

The Corporation of the Town of Kearney

8 Main Street Box 38 Kearney ON P0A 1M0

MINUTES

REGULAR COUNCIL MEETING
Council Chambers
Wednesday, January 11th, 2023
1:00 p.m.

Council Members Present: Mayor Cheryl Philip
Councillors: Keven Beaucage; Heather Pateman; Mike Rickward; and Jill Sharer

Staff Present: Brenda J Fraser, CAO/Clerk/Treasurer
Cindy Filmore, Deputy Clerk
Leslie Harvie, Deputy Treasurer
Scott McKay, Public Works Working Foreperson
Matt Clouthier, Deputy Chief Building Official

1. **Call the Meeting to Order**
Res. No. 1/11/01/2023 Jill Sharer, Mike Rickward
BE IT RESOLVED that the Regular Council Meeting of the Corporation of the Town of Kearney on January 11th, 2023 be declared open and called to order at 1:01 p.m. **CARRIED**

2. **Approval of Agenda**
Res. No. 2/11/01/2023 Jill Sharer, Keven Beaucage
BE IT RESOLVED that the Agenda of the Regular Council Meeting of the Corporation of the Town of Kearney on December 14th, 2022 be adopted as amended.

ADD 6(a) Dog Sled Races Advisory Committee Resolution re: Road Closure

CARRIED

3. **Declaration of Pecuniary Interest and the General Nature Thereof**
Councillor Rickward declared a pecuniary interest with regard to Payment Register Cheque # 32316, the reason being: Cheque to family business.
Councillor Pateman declared a pecuniary interest with regard to List of Accounts Cheques Numbers 32292 and 32334, the reason being: Written to my business
Councillor Beaucage declared a pecuniary interest with regard to Closed Session Item #4.1 - Communications & Public Relations Co-Ordinator, the reason being: Daughter was interviewed for the position.

4. **Delegations/Presentations**

(a) **Delegations**

(i) **Jacqueline Tumber re**: Use of Ball Diamond
Ms. Tumber approached Council to discuss the use of the Ball diamond as a dog park and her concern for the health and well being of children also using this space. Discussion of Council resulted in the following Resolution.

Res. No. 4(a)(i)/11/01/2023 Jill Sharer, Mike Rickward
WHEREAS Council has received concerns regarding the use of the Ball Diamond property as a dog park;
NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs that signage be installed stating that no animals are permitted within the fenced area of the Ball Diamond property. **CARRIED**

(b) **Presentations – Nil**

5. **Minutes**

(a) Adoption of Minutes
Res. No. 5(a)(i)-(iii)/11/01/2023 Keven Beaucage, Jill Sharer
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney approves the Minutes of the Council Meeting(s) as follows:

(i) Regular Meeting, *Draft* Minutes – December 14th, 2022
(ii) Public Meeting, Draft Minutes - RZ-07-22 (Bailey)
(iii) Public Meeting, Draft Minutes – RZ 05-22 (MacEachren) **CARRIED**

(b) **Receive Committee Minutes** - Nil

6. **Committee Resolutions for Consideration**

Res. No. 6(a)/11/01/2023 Jill Sharer, Keven Beaucage

WHEREAS Council had previously authorized the closure of the section of Main Street from the intersection of Lakeview Avenue and Main Street, to the parking lot of the LCBO near the intersection of Rain Lake Road and Main Street, for the duration of the 2023 Dog Sled Races event;

AND WHEREAS the Advisory Committee has recommended using the Baseball Diamond property instead of the Community Centre property as a result of the current KCC renovations;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Kearney authorizes the closure of the section of Patton Road from the intersection of Park Street to King William Road for the duration of the Dog Sled Races 2023 community festival;

AND FURTHER access shall remain open for Public Works operations during this weekend event;

AND FURTHER Council authorizes the rental OR purchase of a suitable structure as a warming area for the dog sled races event. **CARRIED**

Res. No. 6(b)/11/01/2023 Mike Rickward, Keven Beaucage

BE IT RESOLVED THAT the Council of the Corporation of the Town of Kearney directs that the Kallio Transfer Station site will be open 9 a.m. – 5 p.m. during the Dog Sled Races event.

CARRIED

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

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

9. **Unfinished Business – Nil**

10. **Reports and By-laws**

(a) **Building**

(i) **Report re**: 2022 Year End Building Activity Report

Res. No. 10(c)(i)/11/01/2023 Jill Sharer, Mike Rickward

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney acknowledges receipt of the Building Activity Report for 2022 from CBO Brian Horsman.

CARRIED

(b) **Planning - Nil**

(c) **Operations**

(i) **Transfer Station Report re:** December 9th, 2022 – December 27th. 2022 **Report only**.

(ii) **Report and Resolution re:** West Bay Road maintenance/extension

Res. No. 10(c)(ii)/11/01/2023 Keven Beaucage, Jill Sharer

WHEREAS Council has received requests from residents on West Bay Road to provide winter maintenance beyond West Bay Road bridge;

AND WHEREAS the Town has multiple unmaintained roads;

AND WHEREAS prior to this maintenance being instigated, road improvements will be required to ensure the safety of municipal staff and road users;

NOW THEREFORE BE IT RESOLVED that Council directs Staff to obtain estimated costs for consideration in our 2023 Budget for the road improvements being discussed and for all Town Owned unmaintained roads to be included. **CARRIED**

Res. No. 10(c)(ii)(a)/11/01/2023 Mike Rickward, Keven Beaucage

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney determines to form a Roads Committee to review and make recommendations to Council regarding improvements to our Town's unmaintained Roads. **CARRIED**

Res. No. 10(c)(ii)(b)/11/01/2023 Mike Rickward, Keven Beaucage

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs Staff to verify the dollar amount insurance requirement being stated by the Town, for plowing unmaintained Town roads;

AND FURTHER seed confirmation that the Town is not required to be named as an Insured.

CARRIED

Res. No. 10(c)(ii)(c)/11/01/2023 Mike Rickward, Jill Sharer

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs Staff to provide sand, in a small container, to the bridge at West Bay Road. **CARRIED**

(iii) **Report and Resolution re:** Island Lake Road extension

Res. No. 10(c)(iii)/11/01/2023 Keven Beaucage, Heather Pateman

WHEREAS Council has received a request to consider extending Island Lake Road approximately two kilometers;

AND WHEREAS a road in the requested vicinity traverse across private property;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs Staff to prepare a Policy for Council consideration that addresses requests for Town road improvements.

DEFERRED

(iv) **Resolution re**: Tender for Engineer of Record

Res. No. 10(c)(iv)/11/01/2023 Jill Sharer, Mike Rickward

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney authorizes Staff to request proposals from qualified professionals, for an Engineer of Record;

AND FURTHER that a recommendation be provided at the next regular Council meeting, to appoint the successful Engineering Firm.

CARRIED

(v) **Resolution re**: Letter to Engineers for payout of Cashman Creek Bridge Tender

Res. No. 10(c)(v)/11/01/2023 Keven Beaucage, Mike Rickward

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney authorizes Staff to consult our legal advisor for options as a result of the Engineer's recommendation to release funds at the completion of the Cashman Creek Bridge replacement project.

CARRIED

(vi) **Discussion and Resolution re**: Sand Lake Boat Tamp Tender; Beaver Lake Boat Ramp Tender

Res. No. 10(c)(vi)/11/01/2023 Keven Beaucage, Heather Pateman

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs Staff to provide the draft Boat Ramp Tenders for Sand Lake and Beaver Lake and reach out to Engineering Firms with experience in ramps and Marine facilities, for review and processing.

CARRIED

(vii) **Resolution re**: Appointment of Selection Team for Equipment Operator

Res. No. 10(c)(vii)/11/01/2023 Jill Sharer, Keven Beaucage

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby appoints Scott McKay, Brenda Fraser and Heather Pateman as members of the Selection Team, for the Equipment Operator position.

CARRIED

(viii) **Discussion and Resolution re**: Gray Jay Lane

Res. No. 10(c)(viii)(a)/11/01/2023 Jill Sharer, Mike Rickward

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs Staff to contact the property owners who previously accessed their residences via Gray Jay Lane but are now accessing their properties via Sunken Island Lane, to advise them of a civic address change for their respective properties.

CARRIED

(ix) **Discussion and Resolution re:** St Patrick's Church parking lot plowing

Res. No. 10(c)(ix)/11/01/2023 Keven Beaucage, Heather Pateman

WHEREAS the Town has been plowing the parking lot at St. Patrick's Church for a number of years;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney determines to search for a Resolution.

CARRIED

(d) <u>Administration</u>

(i) **Discussion and By-law No. 2023-01 re:** Changes to Procedural By-law

Res. No. 10(d)(i)/11/01/2023 Jill Sharer, Keven Beaucage

By-law No. 2023-01, Being a By-law to Govern the Calling, Place and Proceedings of Meetings of Council and Committees, be read a first, second and third time and numbered 2023-01 and that the said By-law be signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.

CARRIED

(ii) **By-law No. 2023-xx re:** Zoning By-law Amendment RZ-07-22 (Bailey)

Res. No. 10(d)(ii)/11/01/2023 Jill Sharer, Mike Rickward

By-law No. 2023-02, Being a By-law under the provisions of Sections 34 of the *Planning Act, R.S.O. 1990*, c.P.13, as amended, to amend By-law No. 2022-20, as amended, the Town of Kearney Zoning By-law , with respect to lands described as Pt Lt 17 Con 4 Proudfoot, Kearney, being all of the lands described in ARN 4918 030 001 35800 in the Geographic Township of Proudfoot, now in the Town of Kearney, be read a first, second and third time and numbered 2023-02 and that the said By-law be signed by the Mayor and Clerk, sealed with the Seal of the Corporation and be engrossed in the By-law Book.

CARRIED

(iii) **By-law No. 2023-xx re:** Zoning By-law Amendment RZ-05-22 (MacEachren)

Res. No. 10(d)(iii)/11/01/2023 Mike Rickward, Jill Sharer

By-law No. 2023-03, Being a By-law under the provisions of Sections 34 of the *Planning Act, R.S.O. 1990,* c.P.13, as amended, to amend By-law No. 2022-20, as amended, the Town of Kearney Zoning By-law , with respect to lands described as Pt Lt 12 Con 8 Proudfoot, Kearney, being all of the lands described in ARN 4918 030 001 51300 in the Geographic Township of Proudfoot, now in the Town of Kearney, be read a first, second and third time and numbered 2023-03 and that the said By-law be signed by the Mayor and Clerk, sealed with the Seal of the Corporation and be engrossed in the By-law Book. **CARRIED**

(iv) **By-law No. 2023-xx re:** Levying of Interim Tax Rates

Res. No. 10(d)(iv)/11/01/2023 Jill Sharer, Mike Rickward

By-law No. 2023-04, Being a By-law to Authorize the Levying of Interim Tax Rates, be read a first, second and third time and numbered 2023-04 and that the said By-law be signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and be engrossed in the By-law Book. **CARRIED**

(v) **By-law No. 2023-xx re:** Agreement for Integrity Commissioner Services

Res. No. 10(d)(v)/11/01/2023 Keven Beaucage, Heather Pateman

By-law No. 2023-05, Being a By-law to Appoint an Integrity Commissioner, be read a first, second and third time and numbered 2023-05 and that the said By-law be signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and be engrossed in the By-law Book. **CARRIED**

(vi) **Resolution re**: Council honorarium

Res. No. 10(d)(vi)/11/01/2023 Keven Beaucage, Heather Pateman

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney shall increase Council honourarium beginning February 1, 2023, as follows:

- Councillors from $800 / month to $950 / month Increase of $150 per month
- Mayor from $1,000/month to $1,300 /month Increase of $300 per month

AND FURTHER that Councillor Rickward shall donate his 2023 honorarium as follows: Six (6) months to the Kearney and Area Library; Three (3) months to Kearney Environmental Watershed Foundation, and three 3 months for flowers for downtown beautification. **CARRIED**

(vii) **Discussion and Resolution re**: Advertisement for a full-time General Maintenance Attendant

Res. No. 10(d)(vii)/11/01/2023 Jill Sharer, Mike Rickward

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney authorizes the Clerk to advertise a full time Employment Opportunity for the position of General Maintenance Attendant. **CARRIED**

(viii) **Discussion and Resolution re:** 2023 Hiring Policy

Res. No. 10(d)(viii)/11/01/2023 Jill Sharer, Heather Pateman

By-law No. 2023-06, Being a By-law to Establish a Hiring Policy and Process, be read a first and second time and numbered 2023-06. **CARRIED**

(ix) **Resolution re**: Appointments to Town Committees

Res. No. 10(d)(ix)/11/01/2023 Jill Sharer, Mike Rickward

WHEREAS Council is accepting applications from members of the public to sit on our Town Committees;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs Staff to promote two Committees, individually, for a _2_ week period, outlining specifics of each Committee and inviting individuals to volunteer. **CARRIED**

(x) Resolutions re: Appointments to joint Committees for our Zone

Res. No. 10(d)(x)/11/01/2023 Keven Beaucage, Heather Pateman

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney shall defer nominating 'joint' appointees, until we receive appointment resolutions from the other municipalities in our zone. **CARRIED**

(xi) Report and Resolution re: Emergency Response Plan

Res. No. 10(d)(xi)/11/01/2023 Jill Sharer, Mike Rickward

WHEREAS our Emergency Response Plan has not been updated in many years;

AND WHEREAS Emergency Management training and an annual exercise are required for compliance with legislation;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney requests Staff to provide an updated Plan for Council review and enactment;

AND FURTHER Council requests that Staff provide available dates for training, at our next Regular Meeting.

(xii) **Resolution re:** Resolution Report

Res. No. 10(d)(xii)/11/01/2023 Jill Sharer, Keven Beaucage
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney has received the Resolution Report update to January 10, 2023. **CARRIED**

(e) Treasury

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

Res. No. 10(e)(i)(a)/11/01/2023 Mike Rickward, Jill Sharer
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs that the Town Staff will manage the recycling of metal, effective January 11, 2023. **CARRIED**

Res. No. 10(e)(i)(b)/11/01/2023 Keven Beaucage, Jill Sharer
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney has received the 'List of Accounts' for Cheques #32280 to #32370 in the total amount of $454,939.50. **CARRIED**

(ii) **Report re:** Budgetary Control – December 2022

Res. No. 10(e)(ii)/11/01/2023 Jill Sharer, Mike Rickward
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney has received the Budgetary Control Report for the period 2022-01-01 to 2022-12-31. **CARRIED**

(iii) **Discussion and Resolution re:** Treasurer position – see (iv) below

(iv) **Discussion and Resolution re:** Financial Consultant

Res. No. 10(e)(iii)-(iv)/11/01/2023 Keven Beaucage, Heather Pateman
WHEREAS in an earlier decision of Council, duties were removed from the External Auditor Request for Proposal;
NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs Staff to provide a new job description for a Treasurer and also for a financial consultant position. **CARRIED**

(f) Fire and Emergency Services

(i) **Report re**: Fire Chief, Fire Department Report for Regular Council Meeting on January 11, 2023 – **Report only.**

(g) Facilities and Buildings – Nil

(h) Council Presentations

(i) **Councillor Beaucage re**: Information to be included in the Town Newsletter
Council discussed reviewing the Interim Tax Notice newsletter for items to be included.

(ii) **Councillor Pateman re:** Unceded Territory Land Claim
Councillor Pateman shared the details she has been able to obtain regarding Unceded Land claims.

(ii) **Mayor Philip re**: Date for 2023 Budget discussions
Council discussion resulted in the decision to hold a Special Meeting on January 31st, 2023 at 6:00 p.m. to discuss the 2023 Budget.

(iii) **Deputy Mayor Rickward re**: Rental of Park Office
Discussion of Council resulted in the following Resolution.

Res. No. 10(h)(iv)/11/01/2023 Mike Rickward, Keven Beaucage
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney has further discussed the Parks Office space and determines to continue the use of the Parks Office in that space for 2023. **CARRIED**

11. Correspondence

(a) Action Items – Nil

(b) Information Items

(i) **Eastholme, Home for the Aged re**: Administrator's Report - December 2022

(ii) **Kearney Watershed Environmental Foundation re**: December 2022 Newsletter

12. Other Business – Nil

13. **Closed Session**

Res. No. 13(a)-(c)/11/01/2023 Jill Sharer, Mike Rickward

BE IT RESOLVED that in accordance with Section 239, (1), (2), (3) and (3.1) of the Municipal Act, c. 25, S.O. 2001, as amended, the Council for the Corporation of the Town of Kearney will convene in Closed Session at 4:16 p.m. for discussion regarding:

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

(b) *Advice that is subject to solicitor-client privilege, including communications necessary for that purpose*

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

CARRIED

Res. No. 13(d)/11/01/2023 Jill Sharer, Keven Beaucage

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney reconvene in Open Session and report on matters discussed in Closed Session. Closed Session adjourned at 5:22 p.m.

CARRIED

14. **Business Arising from Closed Session**

Res. No. 14(a)/11/01/2023 Mike Rickward, Jill Sharer

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney does hereby go past the four hour curfew.

CARRIED

Mayor Philip reported on matters discussed in Closed Session.

15. **Confirming By-Law**

Res. No. 15/11/01/2023 Jill Sharer, Mike Rickward

By-law No. 2023-07, Being a By-law to confirm the proceedings of Council at its Public Meeting held on December 14th, 2022 (RZ-07-22); at its Public Meeting held on December 14th, 2022 (RZ-05-22); and at its Regular Meeting held on January 11th, 2023, be read a first, second and third time and numbered 2023-07 and that the said By-law be signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book. **CARRIED**

16. **Adjournment**

Res. No. 16/11/01/2023 Jill Sharer, Mike Rickward

BE IT RESOLVED that the Regular Council Meeting of the Corporation of the Town of Kearney adjourn at 5:24 p.m. to meet again at 6:00 p.m. on Thursday, February 2nd, 2023, in the Council Chambers, Kearney, Ontario.

CARRIED

THE CORPORATION OF THE
TOWN OF KEARNEY

_____

Cheryl Philip, Mayor

_____

Brenda J. Fraser, Clerk

http://kearneydogsledraces.ca/ info@kearneydogsledraces.ca

KEARNEY DOG SLED RACES

MOVED BY: Sarah MacPherson

SECONDED BY: Sue Fetterley

Dog Sled Races
Advisory Committee

BE IT RESOLVED that Kearney Dog Sled Races Advisory Committee request payments for:

Pro Image Crest - Paw Patches $369.50 (mail chq)
Abitibi Sled Dogs - Dog Sled Rides $2,681.54 (BAL)
Top Notch Promotional Products - Souvenirs - $2893.75 (mail chq)
Kaitlynn TIDWELL - VISAPRINT - Flyers, Thankyou cards $846.20 (hold for PU)
Call of Wild - Portable Restrooms - $1378.60
James Gray - Music $400.00
Jim Cunningham - Race Marshall $1000.00
Hunters Bay Radio - Advertising $565.00 (mail chq)
~~Marcel Gauvreau~~
Leslie Morrison - Race Timers $800.00
Prize Money - Break Down Attached $7710.00
Float - ~~Break Down Attached~~ $1,000.00
→ $5 and $10 Bills

CARRIED_____ DEFEATED_____ WITHDRAWN _____ DEFERRED _____

DECL OF INT BY _____ RECORDED VOTE BY_____

ABSTAIN	YEA	VOTING	NAY
	✓	Susan Fetterley	
	✓	Andre Dellaire	
	✓	Randy Mitson	
	✓	Sarah MacPherson	
	✓	Sue Fitzsimmons	

CHAIR: [signature]

DATE: Jan 19, 2023

RES NO.: 04-01-19-2023
(#-day-month-year)

CORPORATION OF THE TOWN OF
KEARNEY ®

Email: info@townofkearney.com
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P.O. Box 38
8 Main Street
Kearney, Ontario
POA 1M0

REPORT TO COUNCIL

TO: Mayor and Council

FROM: Brian Horsman CBO

RE: Annual Report on Building Permit Fees for 2023

DATE: January 6, 2023

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

Consideration : Please refer to the year end report on Building Activity for 2022. Our intention to meet the growing demands on the Building Department has been well established and growth this year will continue at an equal or even greater pace than 2022.

Our goal to bring permit fees closer to a User Fee has almost been realized. The building activity in Kearney continues to grow and our obligations to provide and meet service level demands remain constant. As we enhance our service levels we must remain vigilant of the cost to provide the service.

Due to a number of issues last year the Building By-Law Fee Schedule was left unchanged.

I have reviewed the fee schedule of Building By-law 2021-18 in conjunction with the Yearly Activity Report and I would recommend that we leave the values as shown in the Construction Cost Guidelines of Schedule 'B' to By-Law 2021-18. The cost of construction has escalated and our guidelines is a reflection of a more conservative

baseline to determine permit fees and in addition I would also recommend that we leave the Cost Guidelines as is for this year.

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

The purpose of this report is to determine whether to increase, decrease or leave fees as they are for 2023. In 2022 we issued 79 permits and from that activity we generated $257,060.00 which exceeded our projected revenue of $119,525.00. We continue to utilize a three year rolling average to predict building activities and revenues. The cost to operate the Building Department for 2022 was approximately $247,000.00. We had a very good year for 2022 and our expectations for 2023 is the same or better. The projection for 2023 indicates a permit fee revenue of approximately $186,784.00 based on 57 permits and our expenditures are estimated to be $280,000.00. (2023 projection is based on the established three year rolling average, however based on our experience and constant communication with property owners, developers and the construction community we believe the outcome for 2023 will be at least equal to 2022) Expenditures will continue to increase as our obligations and demands on service levels grow. I am recommending we continue to maintain a "Status Quo " approach (as we did in 2022) until we can identify and cost any additional requirements for service levels.

FURTHER CONSIDERATION: I am providing the following options for Council's consideration

OPTIONS: 1) – Revise Schedule 'B' to By-Law 2021-18 to increase Construction Cost Guidelines as shown on the attached revised schedule.

2) – Revise Schedule 'B' to By-Law 2021-18 to increase Cost Guidelines for the Base Cost to $200.00 (non-refundable) plus $16.00 per thousand. This will cover the cost of a permit through the Cloudprint format , which will be initiated in 2023.

3) – Revise Schedule 'B' to By-Law 2021-18 to amend Cost Guidelines Item "Fee Doubled " by adding "the fees are doubled up to a Maximum of $2,500.00 for a dwelling unit.

4) – Revise Schedule 'B' to By-Law 2021-18 to amend Cost Guidelines By adding – i) $500.00 -- Moving Permit for a one story building and ii) $750.00 – Moving Permit for a two story building.

4 (A) – If Option 4 is selected then Schedule ‘A’ to By-Law 2021-18 will require an amendment to the Class of Permits designations by adding No.10 – Moving Permit -- A building unit or structure moved from elsewhere to be placed on a property within the limits of the Town of Kearney prior to obtaining a Building Permit or in conjunction with an application for a Building Permit.

RECOMMENDATION: 1) That Council select Option No. 2 , 3 , 4 and Option No. 4(A) and to amend By-Law 2021-18 to reflect the changes

2) That Council accept the report from the Chief Build Official

OPTION NO.1 - REVISED
SCHEDULE 'B' TO BY-LAW 2021-18

SCHEDULE "B"
By-law 2021 - 18
PERMIT FEE SCHEDULE

Cost Guidelines

$100.00	+ $16.00 per Thousand
$100.00	Change of Use Permit – Inspection fee only with no Building Permit Issued
$100.00	Transfer Permit
$100.00	Searching of Records (Building and Zoning compliance letters)
$100.00	Re-inspection
$50.00	Per page for review of revised plans or plans submitted with application and no permit issued and/or an amendment to a current permit
$100.00	+$50.00 per page for review of revised plans and/or documents to amend an existing Building Permit
$200.00	Application fee for Alternative Solution Design by an Architect and/or Engineer
$200.00	Special Inspection Fee, to inspect buildings or structures where a request has been made for a final inspection, or occupancy/use where the permit has been inactive for more than one year, or to determine the status of Dormant Files
FEE DOUBLED	Building without a Permit

CONSTRUCTION COST GUIDELINES – cost per square foot of floor area

Residential Unit:		
Single Storey House	$175.00 minimum per square foot	200.00
Two Storey House (1st floor)	$150.00 minimum per square foot	200.00
Each Additional Storey	$ 75.00 minimum per square foot	100.00
Attached Garage	$ 40.00 minimum per square foot	50.00
Cottage / Recreational Dwelling:		
Dwelling with Basement	$175.00 minimum per square foot	200.00
Dwelling on Piers / Frost Wall	$125.00 minimum per square foot	150.00
Dwellings on Slab	$125.00 minimum per square foot	150.00
Each Additional Storey	$ 75.00 minimum per square foot	100.00
Garage / Farm Buildings:		
Garage / Shed on Slab	$40.00 minimum per square foot	50.00
Garage / Shed no floor	$30.00 minimum per square foot	40.00
Barns / Outbuildings located on Assessed Farm Lands	$25.00 minimum per square foot	50.00
Commercial – Industrial:		
Based on cost price.....or	$95.00 minimum per square foot	100.00
Renovations:	Based on cost price estimates	

Decks / Porches / Additions: $50.00 per square foot

Demolition Permits: $15.00 minimum per square foot

The cost construction guidelines are only a guideline. The Chief Building Official may place a valuation on the cost of the proposed work as per Section 5 of this Building By-law.

No permit is required for re-shingling a roof.
A permit is required for re-roofing with metal or metal siding.
No permit is required for a shed less than 108 sq.ft. provided that the principal structure is erected on the property or a permit for such structure has been issued. Lot coverage and setback distances for the Accessory Building must also comply with the Zoning By-law.
No Permit is required for a tent structure not exceeding sixty (60) square metres.

TO OBTAIN A BUILDING PERMIT, it is necessary to first apply and receive the following:

1. **A septic permit for a Class 4 Sewage system from the North Bay Mattawa Conservation Authority in all areas not serviced by Municipal Sewers and for Buildings that require plumbing facilities.**
2. **An Entrance Permit or Culvert Permit from the Municipality if necessary.**
3. **An Entrance Permit or Building Permit from the Ministry of Transportation if the property fronts onto a Provincial Highway or Secondary Highway.**
4. **A legal Survey may be required if the survey stakes are not clearly visible to the Chief Building Official.**

OPTION NO. 2 - REVISED BASE COST

SCHEDULE "B"
By-law 2021 - 18
PERMIT FEE SCHEDULE

Cost Guidelines

200.00 $100.00	+ $16.00 per Thousand
$100.00	Change of Use Permit – Inspection fee only with no Building Permit Issued
$100.00	Transfer Permit
$100.00	Searching of Records (Building and Zoning compliance letters)
$100.00	Re-inspection
$50.00	Per page for review of revised plans or plans submitted with application and no permit issued and/or an amendment to a current permit
$100.00	+$50.00 per page for review of revised plans and/or documents to amend an existing Building Permit
$200.00	Application fee for Alternative Solution Design by an Architect and/or Engineer
$200.00	Special Inspection Fee, to inspect buildings or structures where a request has been made for a final inspection, or occupancy/use where the permit has been inactive for more than one year, or to determine the status of Dormant Files
FEE DOUBLED	Building without a Permit

CONSTRUCTION COST GUIDELINES – cost per square foot of floor area

Residential Unit:

Single Storey House	$175.00 minimum per square foot
Two Storey House (1st floor)	$150.00 minimum per square foot
Each Additional Storey	$ 75.00 minimum per square foot
Attached Garage	$ 40.00 minimum per square foot

Cottage / Recreational Dwelling:

Dwelling with Basement	$175.00 minimum per square foot
Dwelling on Piers / Frost Wall	$125.00 minimum per square foot
Dwellings on Slab	$125.00 minimum per square foot
Each Additional Storey	$ 75.00 minimum per square foot

Garage / Farm Buildings:

Garage / Shed on Slab	$40.00 minimum per square foot
Garage / Shed no floor	$30.00 minimum per square foot
Barns / Outbuildings located on Assessed Farm Lands	$25.00 minimum per square foot

Commercial – Industrial:

Based on cost price.....or	$95.00 minimum per square foot
Renovations:	Based on cost price estimates

Decks / Porches / Additions: $50.00 per square foot

Demolition Permits: $15.00 minimum per square foot

The cost construction guidelines are only a guideline. The Chief Building Official may place a valuation on the cost of the proposed work as per Section 5 of this Building By-law.

No permit is required for re-shingling a roof.
A permit is required for re-roofing with metal or metal siding.
No permit is required for a shed less than 108 sq.ft. provided that the principal structure is erected on the property or a permit for such structure has been issued. Lot coverage and setback distances for the Accessory Building must also comply with the Zoning By-law.
No Permit is required for a tent structure not exceeding sixty (60) square metres.

TO OBTAIN A BUILDING PERMIT, it is necessary to first apply and receive the following:

1. **A septic permit for a Class 4 Sewage system from the North Bay Mattawa Conservation Authority in all areas not serviced by Municipal Sewers and for Buildings that require plumbing facilities.**
2. **An Entrance Permit or Culvert Permit from the Municipality if necessary.**
3. **An Entrance Permit or Building Permit from the Ministry of Transportation if the property fronts onto a Provincial Highway or Secondary Highway.**
4. **A legal Survey may be required if the survey stakes are not clearly visible to the Chief Building Official.**

OPTION NO. 3 REVISED
FEE DOUBLED

SCHEDULE "B"
By-law 2021 - 18
PERMIT FEE SCHEDULE

Cost Guidelines

$100.00	+ $16.00 per Thousand
$100.00	Change of Use Permit – Inspection fee only with no Building Permit Issued
$100.00	Transfer Permit
$100.00	Searching of Records (Building and Zoning compliance letters)
$100.00	Re-inspection
$50.00	Per page for review of revised plans or plans submitted with application and no permit issued and/or an amendment to a current permit
$100.00	+$50.00 per page for review of revised plans and/or documents to amend an existing Building Permit
$200.00	Application fee for Alternative Solution Design by an Architect and/or Engineer
$200.00	Special Inspection Fee, to inspect buildings or structures where a request has been made for a final inspection, or occupancy/use where the permit has been inactive for more than one year, or to determine the status of Dormant Files
FEE DOUBLED	Building without a Permit the fees are doubled, up to a maximum of $2,500.00 for a dwelling unit

CONSTRUCTION COST GUIDELINES – cost per square foot of floor area

Residential Unit:	
Single Storey House	$175.00 minimum per square foot
Two Storey House (1st floor)	$150.00 minimum per square foot
Each Additional Storey	$ 75.00 minimum per square foot
Attached Garage	$ 40.00 minimum per square foot
Cottage / Recreational Dwelling:	
Dwelling with Basement	$175.00 minimum per square foot
Dwelling on Piers / Frost Wall	$125.00 minimum per square foot
Dwellings on Slab	$125.00 minimum per square foot
Each Additional Storey	$ 75.00 minimum per square foot
Garage / Farm Buildings:	
Garage / Shed on Slab	$40.00 minimum per square foot
Garage / Shed no floor	$30.00 minimum per square foot
Barns / Outbuildings located on Assessed Farm Lands	$25.00 minimum per square foot
Commercial – Industrial:	
Based on cost price.....or	$95.00 minimum per square foot
Renovations:	Based on cost price estimates

Decks / Porches / Additions: $50.00 per square foot

Demolition Permits:	$15.00 minimum per square foot

The cost construction guidelines are only a guideline. The Chief Building Official may place a valuation on the cost of the proposed work as per Section 5 of this Building By-law.

No permit is required for re-shingling a roof.
A permit is required for re-roofing with metal or metal siding.
No permit is required for a shed less than 108 sq.ft. provided that the principal structure is erected on the property or a permit for such structure has been issued. Lot coverage and setback distances for the Accessory Building must also comply with the Zoning By-law.
No Permit is required for a tent structure not exceeding sixty (60) square metres.

TO OBTAIN A BUILDING PERMIT, it is necessary to first apply and receive the following:

1. **A septic permit for a Class 4 Sewage system from the North Bay Mattawa Conservation Authority in all areas not serviced by Municipal Sewers and for Buildings that require plumbing facilities.**
2. **An Entrance Permit or Culvert Permit from the Municipality if necessary.**
3. **An Entrance Permit or Building Permit from the Ministry of Transportation if the property fronts onto a Provincial Highway or Secondary Highway.**
4. **A legal Survey may be required if the survey stakes are not clearly visible to the Chief Building Official.**

OPTION NO. 4 – ADD NEW CATEGORY TO COST GUIDELINES FOR MOVING PERMITS

SCHEDULE "B"
By-law 2021 - 18
PERMIT FEE SCHEDULE

Cost Guidelines

$100.00	+ $16.00 per Thousand
$100.00	Change of Use Permit – Inspection fee only with no Building Permit Issued
$100.00	Transfer Permit
$100.00	Searching of Records (Building and Zoning compliance letters)
$100.00	Re-inspection
$50.00	Per page for review of revised plans or plans submitted with application and no permit issued and/or an amendment to a current permit
$100.00	+$50.00 per page for review of revised plans and/or documents to amend an existing Building Permit
$200.00	Application fee for Alternative Solution Design by an Architect and/or Engineer
$200.00	Special Inspection Fee, to inspect buildings or structures where a request has been made for a final inspection, or occupancy/use where the permit has been inactive for more than one year, or to determine the status of Dormant Files
FEE DOUBLED	Building without a Permit

* $500.00 – MOVING PERMIT FOR A ONE STORY BUILDING

CONSTRUCTION COST GUIDELINES – cost per square foot of floor area

$750.00 — MOVING PERMIT FOR A TWO STORY BUILDING

Residential Unit:	
Single Storey House	$175.00 minimum per square foot
Two Storey House (1st floor)	$150.00 minimum per square foot
Each Additional Storey	$ 75.00 minimum per square foot
Attached Garage	$ 40.00 minimum per square foot
Cottage / Recreational Dwelling:	
Dwelling with Basement	$175.00 minimum per square foot
Dwelling on Piers / Frost Wall	$125.00 minimum per square foot
Dwellings on Slab	$125.00 minimum per square foot
Each Additional Storey	$ 75.00 minimum per square foot
Garage / Farm Buildings:	
Garage / Shed on Slab	$40.00 minimum per square foot
Garage / Shed no floor	$30.00 minimum per square foot
Barns / Outbuildings located on Assessed Farm Lands	$25.00 minimum per square foot
Commercial – Industrial:	
Based on cost price.....or	$95.00 minimum per square foot
Renovations:	Based on cost price estimates

Decks / Porches / Additions: $50.00 per square foot

Demolition Permits:	$15.00 minimum per square foot

The cost construction guidelines are only a guideline. The Chief Building Official may place a valuation on the cost of the proposed work as per Section 5 of this Building By-law.

No permit is required for re-shingling a roof.
A permit is required for re-roofing with metal or metal siding.
No permit is required for a shed less than 108 sq.ft. provided that the principal structure is erected on the property or a permit for such structure has been issued. Lot coverage and setback distances for the Accessory Building must also comply with the Zoning By-law.
No Permit is required for a tent structure not exceeding sixty (60) square metres.

TO OBTAIN A BUILDING PERMIT, it is necessary to first apply and receive the following:

1. **A septic permit for a Class 4 Sewage system from the North Bay Mattawa Conservation Authority in all areas not serviced by Municipal Sewers and for Buildings that require plumbing facilities.**
2. **An Entrance Permit or Culvert Permit from the Municipality if necessary.**
3. **An Entrance Permit or Building Permit from the Ministry of Transportation if the property fronts onto a Provincial Highway or Secondary Highway.**
4. **A legal Survey may be required if the survey stakes are not clearly visible to the Chief Building Official.**

OPTION 4(A) REVISED
TO ADD MOVING PERMIT

SCHEDULE "A"
By-law 2021 - 18

CLASSES OF PERMITS

1. **Building Permit**
To be for the purpose of allowing the construction of a building, includes erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit moved from elsewhere.

2. **Demolition Permit**
For the demolition of all or part of a building.

3. **Conditional Permit**
Pertains to construction only and may be issued only in accordance with Section 8(3) of the *Building Code Act*.

4. **Stage of Construction**
For the purpose of allowing the commencement of construction of a building or part thereof and completion to a certain stage as permitted by such Permit and includes but is not limited to solid fuel burning appliances, heating, ventilation systems and air conditioning systems, or any part thereof.

5. **Designated Structure**
To be for the purpose of constructing a designated structure as defined in the *Ontario Building Code*.

6. **Temporary Structure**
To permit the erection of a tent or temporary structure which exceeds sixty (60) square metres in ground area.

7. **Transfer Permit**
To be issued to a new owner where ownership changes occur during or prior to the closing of any previously issued permit.

8. **Occupancy Permit**
To allow occupancy of an unfinished building in accordance with the Building Code.

9. **Change of Use Permit**
To comply with the requirements of Part 10 of the Building Code.

10. MOVING PERMIT
To permit a building unit or structure moved from elsewhere to be placed on a property prior to obtaining a Building Permit.

Town of Kearney

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

REQUEST FOR PROPOSAL

No. 2023- 01

The Town of Kearney is requesting proposals from qualified Engineering Firms for civil engineering services. This will involve providing advice and recommendations based on the day-to-day requirements of the municipality, as well as recommendations on upcoming municipal capital projects, developer contributions and master plan updates.

Please submit a sealed hardcopy of the RFP to the undersigned in and envelope marked

"Request for Proposal – MUNICIPAL ENGINEERING SERVICES"

to: The Corporation of the Town of Kearney
8 Main Street, PO Box 38
Kearney, ON
P0A 1M0

The Town reserves the right to waive formalities, reject any or all proposals or accept the proposal deemed most favorable to the Town.

The lowest or any proposal may not necessarily be accepted.

Variations from these specifications that do not, in the opinion of the Town of Kearney, adversely affect the service of the firm will not necessarily result in disqualification.

RFP must be submitted by Wednesday February 1st 2023, at 4 p.m., to the Town of Kearney Municipal Office

It is the responsibility of each interested firm to ensure that all of the required information is received by the date, time and at the address indicated above or they will not be accepted.

1. INTRODUCTION

Town Administration will evaluate proposals for a recommendation to Council. During the evaluation process, the Town of Kearney reserves the right, where it may serve the Town of Kearney's best interest, to request additional information or clarification from submitters, hold interviews or to allow corrections of errors or omissions.

2. SCOPE OF SERVICES

The Town of Kearney is soliciting proposals for an engineering firm. Services will involve providing advice and recommendations based on day-to-day requirements from the municipality, as well as recommendations on upcoming municipal capital projects, developer contributions, studies and master plan updates.

The Town of Kearney reserves the right to ensure that the successful engineering firm is exclusive and solely working for the Town of Kearney in all dealings within the Town of Kearney and not representing developers (in corporate or surrounding communities). This will be considered as a conflict of interest.

Each firm must show experience providing consultation, design, and construction management of municipal construction projects including, but not limited to water, roads, sidewalks, storm water and drainage, environmental assessments and other civil engineering related projects.

Additionally, the Town will give consideration to the Engineering firm that can assist with recommendations on subdivision plans and documentation, develop permits and drawings, GIS and mapping services, developer's construction projects and consult on various engineering matters.

The successful consultant will be expected to become familiar with the Town of Kearney policies/procedures, organizational structure and operating/software systems. In addition, the consultant firm will become familiar with the Town of Kearney's master plans and strategies. The consultant will be available on an on call basis to address any engineering consulting requirements the Town of Kearney may have throughout the term of the Standing Offer Agreement.

Typical projects, studies, design and engineering for approved projects that may occur are shown in the following chart:

CHART OF TYPICAL PROJECTS*

Water Management/Storm Water Management
- Concept/Preliminary Design
- Feasibility Studies

Transportation Systems
- Functional Planning Studies
- Concept/Preliminary Design
- Estimating/Budgeting
- Modeling
- Detailed/Construction Design
- Tender/Construction Supervision

Utilities Systems
- Concept/Preliminary Design
- Feasibility Studies
- Estimating/Budgeting
- Modeling
- Detailed/Construction Design
- Tender/Construction Supervision

Parks and Trails
- Concept/Preliminary Design
- Feasibility Studies
- Estimating/Budgeting
- Modeling
- Detailed/Construction Design
- Tender/Construction Supervision

Development Related
- Developer supplied Engineering Drawing Review
- Developer supplied Study Review
- Standards Development/Updates
- Capital planning/budgeting

Miscellaneous Studies/Projects
- Site Investigation and Geotechnical Studies
- Document Development
- Drafting
- Data Base and collection of information

Land Use and Municipal Planning
- Concept Plans
- Area Structure Plans and Area Structure Plan Reviews
- Land Use Re-designation and Plan of Subdivision Review
- Development Application Review

GIS
- Engineering Records Management that includes geo-referenced GIS data
- Support and work with the Towns GIS provider

ASSET MANAGEMENT
- Life Cycle analysis planning and management

***List to include other scopes of work that may be assigned as required by the Town of Kearney**

In addition to the previous and important to the Town of Kearney is the Consultants ability to provide innovative, cost effective and flexible solutions that meet the needs of the present and builds on meeting the future needs of the community through such processes as:

- Consultation with Town Staff on subdivision proposals being presented and assist with subdivisions and work with the Town's Planning and Building Departments;
- Consultation on questions arising from the day-to-day operations of the municipality;
- Consultation with Town Staff on other engineering related questions that may arise during the normal course of business;
- Cost estimates for budgeting purposes, design work and construction management services as requested for capital projects, from time to time;

- Preliminary planning activities, detailed design and coordination of the construction of new infrastructure related to transportation, storm water, etc.;
- Generate tender proposal documents, specifications and cost estimates;
- Administer construction contracts;
- Provide inspection services for capital construction and maintenance projects to ensure that work is completed in accordance with specifications and engineering standards;
- Evaluate requests for capital program projects and recommends solutions based on sound engineering principles;
- Co-ordinate with the Province and/or Federal Government on municipally designated roadways and water & wastewater infrastructure funding agreements;
- Participate in long and short term planning for the extension and upgrading of municipal infrastructure to accommodate growth, ensure public safety and the efficiency and reliability of the infrastructure;
- Liaison with other levels of government, utility companies and community groups on engineering issues;
- Provide the Town with GIS updates

The Town of Kearney desires to enter into a professional contract for a Town Engineer to provide general engineering services on an as needed basis. The Town of Kearney reserves the right to either Tender all engineering tasks/projects or to enter into contract with the Town Engineer for engineering services of that particular task/project. All tendering and purchasing processes are the Town's discretion.

3. PROPOSAL INFORMATION

1. The proposal, including the cover sheet, shall be in English, no more than 20 single sided 8.5 x 11 inch pages, single spaced using font size 10. A maximum of 2 of the 20 pages can e 11 x 17 if required, and submitted as a single PDF file on a USB flash drive;
2. The proposal shall highlight the lead Engineer (primary contact) who must have a valid Engineering Permit in the Province of Ontario and must also include a secondary contact for the company;
3. The ability to provide engineering services throughout each discipline of civil engineering that may be required by the municipality must be shown;
4. Indicate the process that your Firm would follow in order to obtain knowledge of current and upcoming projects that the Town is considering and how they would provide budgetary engineering assistance;
5. Outline your methodology for administering the invoices for operating works, capital works, payment certificates and general inquiry information and specific works. Costing shall be provided based on the firm's personnel categories at a fixed hourly rate. The Town will use these rates for all future general engineering tasks and projects. The Town will not pay for any travel time or mileage outside of the standard disbursements provided under the costing submitted during the RfP.

4. EXPERIENCE

The Town is interested in Firms who have demonstrated experience providing cost effective, long term, sensible solutions for small to mid-sized Towns such as the Town of Kearney. The Town expects very timely and effective response to its problems and expects matters to be dealt with economically and professionally. This Firm will have a valid Ontario Permit to Practice and stand behind the Staff's advice and take responsibility for remedying errors in design or calculations.

The Firm must provide consultation, as needed, so timely availability of the Firm's Staff is extremely important in the evaluation. Each submission must indicate the method that communications will flow from the Firm to the Town. This communication plan will require the lead Engineer and secondary contact to be in attendance for day meetings with shareholders and project teams.

Provide a detailed company profile of the Firm's engineering team, the primary and secondary contact individual qualifications who would be directly involved with the Town of Kearney and the support staff commonly used.

Provide three references for the lead Engineer, the secondary contact and your Firm that can attribute to the quality, accuracy and professionalism of your employees and your Firm. Include the company name, contact person, phone number and years that you provided engineering work for that entity.

5. PROPOSAL EVALUATION

The Town of Kearney will be evaluating the proposals based on a weighted scoring system. Rating will be given based on understanding of the Town and overall experience, references, overall profile, response time, methodology and price as outlined below:

Criterion	Rating
Understanding of the Town and Experience	0 - 20
References	0 - 10
Overall Profile	0 - 10
Response Time	0 - 20
Methodology	0 - 20
Price	0 - 20
Proposal Rating	/100

6. CLARIFICATION OF PROPOSALS

The Town of Kearney is not obligated to seek clarification of material contained in a proposal but reserves the right to do so. The Town of Kearney may choose to obtain this clarification verbally, in writing or in a face-to-face meeting. All requests for clarification will be documented by Staff and forwarded to the Firm. The Firm must immediately respond to any disagreement with written points of clarification in writing. All information submitted in response to a request for clarification becomes part of the proposal.

7. ENGINEERING FIRM COSTS

All costs and expenses incurred by the Firm relating to the proposal and any negotiations with the Town of Kearney will be borne by the Firm. The Town of Kearney is not liable to pay such costs or expenses or reimburse or compensate the Firm under any circumstances, including the rejection of any or all other proposals. The Town of Kearney will not accept responsibility for any delays or costs associated with any reviews or the approval process.

8. INSURANCE

Each Firm shall provide evidence satisfactory to the Town of public liability insurance in the amount of at least five million ($5,000,000.00) dollars and errors and omissions insurance in the amount of at least five million ($5,000,000.00) dollars.

9. FORM OF AGREEMENT

The successful Firm will enter into a written contract with the Town of Kearney prepared by the Town of Kearney. Should negotiations with the successful Firm be discontinued, the Town of Kearney reserves the right to open discussions with the other Firms.

THE CORPORATION OF THE TOWN OF KEARNEY

STAFF REPORT

TO: Mayor and Council

FROM: Cindy Filmore, Deputy Clerk

SUBJECT: Engineer of Record

DATE: February 2, 2023

Recommendation:

WHEREAS the Council of the Corporation of the Town of Kearney requested that staff release and RFP for an Engineer of Record for the Town of Kearney;

AND WHEREAS such a tender was released to not less than 3 qualified engineering firms;

AND WHEREAS a response was received from Tatham Engineering which included requisite information and hourly rates of charge dependant upon the project

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby _____

Background:

At the January 11, 2023 Regular Council Meeting, Council passed a resolution to direct staff to release an RFP for Engineering Services, and Council members assisted Staff in determining which firms were deemed as qualified.

Considerations:

Tatham Engineering was the sole respondent to the RFP.

Tatham has worked with the Town of Kearney previously, on our 2020 Roads Needs Study.
The firm has provided an extensive list of projects, references from 9 mid-sized municipalities within central Ontario, and a list of hourly rates per staff member classification dependent upon the project type and scope.

Further Considerations:

Council may wish to consider checking references and reviewing the proposal.

Recommendations:

Tatham Engineering appears to meet the needs and desires of the Municipality in regards to engineering services.

Respectfully submitted by: Cindy Filmore

From: Cheryl Philip
Sent: Monday, January 16, 2023 1:55 PM
To: Brenda Fraser; Michael Rickward; maureen armstrong
Subject: Re: Issue of Gray Jay Lane, Kearney, ON

Dear Maureen

Thank you for this information. I will have Brenda forward this information to the remainder of Council to be placed on the Agenda of the next Council meeting. At that time Council can review your request and determine how they wish to move forward with it.

Please take care and I look forward to discussing this at the meeting. Should you have any other questions or concerns please feel free to contact me at your convenience.

Cheryl Philip
Mayor

On Mon, Jan 16, 2023 at 1:42 PM maureen armstrong <m.armstrong1963@yahoo.com> wrote:
Good Afternoon Mayor Philip,

Re: Part 8 of Gray Jay Lane, Kearney, Ontario

I wanted to follow up with you that I heard back from my lawyer today and he has confirmed that I am the only owner of the property on both sides of Part 8 of Gray Jay Lane, and that Part 8 only goes to my property, but that Part 8 is not part of my Deed/Title. He has confirmed that it was owned by her Majesty the Queen in Right of Ontario as Represented by the Ministry of Transportation and Communications pursuant to a transfer on June 12, 1979. I believe it was then transferred to the Town of Kearney in September 2020.

I would therefore like to re-submit my letter of November 22nd (attached), requesting ownership of Part 8 of Gray Jay Lane from the Town of Kearney, as per the offer of Council on August 2nd, 2022.

I also wanted to acknowledge that in going back through my paperwork on my property, I had made this request to council back in May of 2010, but after much back and forth between the Town of Kearney and the Ministry of Transportation, I was told in November 2010, that Part 8 and 9 were transferred to the Ministry of Transportation to hold for the local Roads Board. The information noted that the Local Roads Board was no longer in existence so the Ministry was going to transfer the road back to the Town of Kearney. I was told this could take up to 2 years and never heard anything further.

Anyway, I appreciate you taking the time to review my request and look forward to your decision.

Thanks very much.
Maureen Armstrong

On Tuesday, January 10, 2023 at 11:23:45 AM EST, Cheryl Philip <mayorcherylphilip@gmail.com> wrote:

Good Morning Maureen

Thank you for your email. I am happy that you are seeking legal help with this matter and hope that that help will be the resolve you require in this matter. I look forward to hearing from you in due course.

Cheryl Philip
Mayor

On Mon, Jan 9, 2023 at 11:39 AM maureen armstrong <m.armstrong1963@yahoo.com> wrote:
Good Morning Mayor Philip and Happy New Year,

Thank you for coming out to view my property in December 2022, specifically relating to the issue of Part 8 of Gray Jay Lane. You noted in your visit that you didn't see an issue with Part 8 being transferred to me, but you wanted me to check my deed to see if Part 8 was already included in my deed. I have asked my lawyer to check into this, but I have not heard back from him as of yet. I did check my deed and it indicates 2 PIN #'s.

One PIN (52158-0060 LT) states the description as PCL 19964 SEC SS. PT LT 1 CON 12 BETHUNE PT 1 42R3181 EXCEPT PT 2 42R7638; KEARNEY

The other PIN (52158-0115 LT) states the description as PCL 11154 SEC SS; PT BROKEN LT 1 CON 12 BETHUNE PT 1, 2, 3 & 7 PSR669; **T/W PT 8 & 9** PSR669 AS IN LT54252; S/T PT 2 PSR669 AS IN LT54252; KEARNEY

I have no idea what this all means, other than it does state part 8 and 9 in the deed as high-lighted above. I will advise once I hear back from my lawyer, but am sending this just in case you are able to provide any clarification.

Thanks so much and talk soon.

Maureen Armstrong
49 Gray Jay Lane, Kearny
705-627-0016

On Tuesday, November 22, 2022 at 10:20:37 AM EST, maureen armstrong <m.armstrong1963@yahoo.com> wrote:

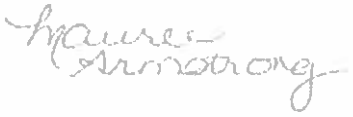
Good Morning Mayor Cheryl Philip,

First I would like to say Congratulations on being elected Mayor for our beautiful town of Kearney for the period of 2022-2026. I am very happy with the newly elected council and feel you will all do a great job representing our town over the next four years.

I sent a letter to former Mayor Ballantyne back in August 2022, with respect to Part 8 of Gray Jay Lane and she responded that Council will consider this in future discussions of Gray Jay Lane. As you are now the new Mayor and we have a new Council, I thought it would be best if I re-submit my letter with respect to Part 8 of Gray Jay Lane. Please share with Kearney Council members, as appropriate.

I look forward to your response.

SIncerely,



Maureen Armstrong

Tuesday November 22, 2022

Town of Kearney
8 Main Street
Kearney, ON
P0A 1M0

Delivered by email to: mayorcherylphilip@gmail.com; Brenda.fraser@townofkearney.ca

Attention: Mayor Cheryl Philip and Kearney Council

RE: Issue of GRAY JAY LANE (Parts 8 and 9)

Dear Mayor Cheryl Philip and Kearney Council,

I am writing to thank you for working with the residents of Gray Jay Lane to address the impending issue of ownership and maintenance of Gray Jay Lane in Kearney.

Further to your offer at the August 2nd, 2022 closed Council Meeting, I would be willing to accept ownership and responsibility of Part 8 of Gray Jay Lane. This will aid in helping to facilitate a resolution of the above-mentioned issue.

I look forward to working with the Town of Kearney.

Kindest Regards,

Maureen Armstrong

Maureen Armstrong
49 Gray Jay Lane,
Kearney, ON P0A 1M0
(705) 627-0016

cc. bonesdave7@gmail.com
lrenaud@renaudford.com
bchillman@mctaguelaw.com

Registration

AMO 2023 Annual General Meeting and Conference

Hosted by the City of London at RBC Place London and DoubleTree by Hilton

August 20 - 23, 2023

Registration for AMO 2023 will open on **January 17, 2023.**

Early bird rates will apply until 4:00 P.M. EST on Thursday, March 2, 2023. Regular rates will apply after this time.

Rates are as follows:

- **Package A:** full conference access, including Tuesday evening networking event
- **Package B:** full conference access, excluding Tuesday evening networking event
- **Day passes:** all conference access on that given day, excluding Tuesday evening networking event
- **Social Pass A:** for guests of delegates, access to receptions on Sunday, Monday, and Tuesday
- **Social Pass B:** for guests of delegates, access to receptions on Sunday and Monday

2023

Package Type	Member Rate	Non Member Rate
Package A - Early	$820	$1,080
Package B - Early	$755	$1,010
Monday - Early	$585	$715
Tuesday - Early	$585	$715
Wednesday - Early	$585	$715
Package A - Regular	$920	$1,130
Package B - Regular	$855	$1,060
Monday - Regular	$625	$755
Tuesday - Regular	$625	$755
Wednesday - Regular	$625	$755
Package A - Onsite	$1,010	$1,200
Package B - Onsite	$935	$1,130
Monday - Onsite	$670	$795

Package Type	Member Rate	Non Member Rate
Tuesday - Onsite	$670	$795
Wednesday - Onsite	$670	$795
Social Pass A	$130	$160
Social Pass B	$55	$75
Cancellation	$100	$120

Hotel Information

Registration

Sponsorship and Exhibitor Information

2023 FONOM Conference

Connecting the North

Hosted by the Town of Parry Sound

May 8, 9 and 10, 2023 at the Charles W. Stockey Centre for the Performing Arts,

2 Bay St, Parry Sound, Ontario

Delegate Registration Form

(Please complete ONE FORM for each person attending)

Name: _____

Title/Position: _____

Municipality or Organization: _____

Address: _____

Postal Code: _____ E-mail: _____

Tel: _____ Fax: _____ Cell: _____

Full Delegate Package Includes all meals (2 breakfasts, 3 lunches, 4 breaks, Welcome Reception on Monday and Banquet on Tuesday), Trade Show, all sessions/workshops and a delegate kit.	By April 7 ☐ After April 7 ☐	**$400** **$440**
One Day – Monday, May 8 Includes lunch, afternoon break and Welcome Reception, all sessions on Monday, Trade Show and a delegate kit.	By April 7 ☐ After April 7 ☐	**$180** **$210**
One Day – Tuesday, May 9 Includes breakfast, lunch, morning & afternoon breaks, all sessions/ workshops on Tuesday, Trade Show and a delegate kit. Does NOT include Banquet ticket – order below.	By April 7 ☐ After April 7 ☐	**$190** **$220**
One Day – Wednesday, May 10 Includes breakfast, lunch, morning break and Ministers' Forum and a delegate kit. Also includes the FONOM Annual Business Meeting if you are a FONOM member.	By April 7 ☐ After April 7 ☐	**$160** **$210**
Extra Banquet Ticket Any banquet attendee can note special dietary requirements below:	☐	**$145**
(Payable to the Town of Parry Sound)	**Total**	**$**
	HST - 13%	**$**
	Final Total	**$**

Send payment and completed form to: Town of Parry Sound
52 Seguin St,
Parry Sound, On
P2A 1B4

Inquiries:
Navi Bhagla
Administrative Assistant - Economic Development
Tel: (705) 746-2101 ext (261)
Email: nbhagla@townofparrysound.com

Please register by April 7th to obtain early bird rate. Your sent registration form by this deadline will guarantee the lower price. Payment must be received by the first day of the conference.
Cancellation Policy: Registration fees, less a $50 administration charge, are refundable only if written notification is received by Friday, April 7th. No refunds will be made after April 7th, 2023, however substitutions may be made without financial penalty.

FONOM collects, uses and discloses the information requested to promote the interests of the municipal sector. It may also be shared with selected third parties to generate operating revenues for FONOM. Under the Federal Personal Information Protection and Electronic Documents Act (PIPEDA) some of the information may constitute personal information. By filling out this form you agree that all personal information provided by you on the form may be collected, used and disclosed by FONOM for all purposes described above.

Kearney	**By-Law Report**
To:	Mayor and Council
From:	Municipal Law Enforcement Officer Caitlin Deevey
Date of Meeting:	February 02, 2023
Report Title:	2022 By-Law Year in Review
Report Date:	January 10, 2022

Recommendation

Receive for Information purposes.

Summary

Training and Education:
-Site alteration
-Licensing
-Short term rentals
-Administrative monetary penalties seminars
-Body worn cameras
-Mental health seminars
-Certified Municipal Law Enforcement Officer
-Certified Property Standards Officer

Upcoming training

-Use of force: oc munitions recertification, catch pole, conflict avoidance, animal legislation, apprehension and safety, licensing

Courts

The courts are returning to in person attendance in February, aswell as continuing with virtual dates. Recently one case was concluded from 2020. The by-law department currently has 13 charges pending and 2 currently before the courts.

Complaints and Investigations

Clean yards – 22

-these concerns are the milder side of property standards and are usually simpler fixes to gain compliance but can escalate into property standards. Most concerns under clean yards pertain to weeds and long grass.

Property Standards – 25

-All valid complaints, warnings and Orders issued. 18 have complied or been brought into compliance, two have been postponed due to weather restrictions but will be promptly follow up on in the spring and one is pending investigational follow up

-These are very time consuming and often require work with other departments and agencies. On average a single valid property standards complaint can easily consumes 40hours of investigating, working with property owners, and follow up inspections.

Off-road vehicles in beach area – 7

-all found committing, warnings issued and immediate compliance was obtained upon education

Zoning – 25

-These are often worked in conjunction with other enforcement agencies, planners, clerks, and other departments.

- these can include accessory structures, zoning uses, nonsufficient setbacks, lot clearing and land uses.

Deposit snow on/across highway/roadway – 34

Dogs at large/trespass – 58

Drainage - 7

Snowmobiles on sidewalk – 27

Fail to purchase dog license – 15

Shipping containers -3

-use not permitted, or improper setbacks

Unauthorized work on municipal lands/ damage to roadway – 2

- Education was provided.

Trailers – 67

-Upon complaint, or observation of no trailer license an inspection is conducted to see that it is a possibility for them to obtain compliance. A letter is sent out giving the owners a chance to bring it into compliance within 14-21days. If no compliance or attempt is made a follow up letter with an Order is sent out. The order is also posted on the property giving the property owners one last chance for compliance within 14 days. If no compliance a charge is issued, the trailer is removed and impounded.

Persistent Dog Barking – 4

Dog bites/attacks - 11

-all bites/scratches are reported to health unit, notices are served for health unit as professional courtesy. Dog attacks are on the rise through out the district as many canines were not

socialized over the covid years. Education, warnings, muzzle orders, and fines are not issues lightly but perhaps should be heavier to encourage proper training, socialization, and obedience.

Use/alteration of unopened and/or unmaintained road allowances – 2

Dogs in prohibited areas – 28

Parking – 51

-mostly winter complaints, blocking snow routes, parking opposite of traffic or on sidewalk. Multiple charges and warnings. **Parking bylaw is under review for 2023*

Illegal dumping – 7

-4 witnessed by Bylaw and compliance was obtained immediately. Education was given.
-2 not found
-1 insufficient evidence provided by complainant

Noise – 62

- Multiple complaints received at addresses operating as short-term rentals that required more than one attendance for compliance.

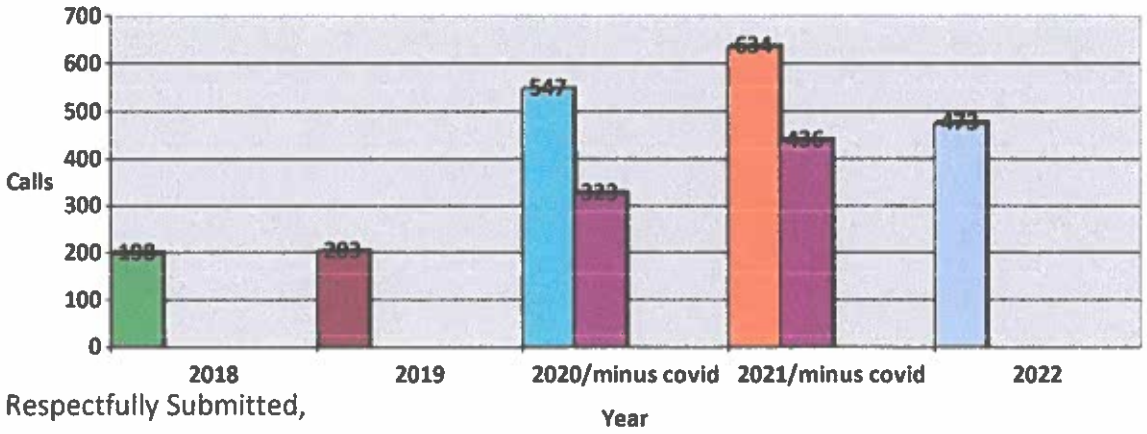
Fireworks -16

**Please note that this report does not include public inquiries regarding bylaws or complaints deferred to other departments or agencies.*

Bylaws under review to be updated

Parking
Trailers

Insights and Trends:



Respectfully Submitted,

Caitlin Deevey

Caitlin Deevey, MLEO©,C.P.S.O.
Municipal Law Enforcement Officer

THE CORPORATION OF THE TOWN OF KEARNEY

STAFF REPORT

TO: Mayor and Council

FROM: Cindy Filmore, Deputy Clerk

SUBJECT: Boat Launch Tender

DATE: February 2, 2023

For Council Information

Background:

Council has requested that staff contact qualified companies in order to seek a Design/Build Tender for the Sand Lake Boat Launch & Dock and the Beaver Lake Boat Launch

Considerations:

Due to the complexity of this project, and despite staff's attempts to define the needs and wants of Council, exacting parameters were difficult to determine. For these reasons, staff elected to contact the three qualified builders they were able to find and request an Expression of Interest.

Further Considerations:

The Expression of Interest request outlined the general location of the projects, the uses and the particular problems each project had encountered previously. As well, a deadline of February 10th was given for a response, along with a request for a broad estimate of potential costs to aid in budgetary discussions.

Recommendations:

Should responses not be forthcoming from the 3 businesses queried, Staff would recommend that a formal Tender package be created by an engineering firm (Engineer of Record).

Respectfully submitted by: Cindy Filmore

Muskoka and Area
Ontario Health Team

Almaguin Highlands Health Council
C/O The Village of Burk's Falls
P.O. Box 160, Burk's Falls, ON
P0A 1C0

October 25, 2022

Subject: Health Human Resources Recruiter Support

Dear Members of the Health Council,

On behalf of the MAOHT Health Human Resources (HHR) Task Force and Collaboration Steering Committee, we would like to officially request your municipality's support for the hiring of a Human Resources Recruiter for the Muskoka and Area Ontario Health Team (MAOHT).

The MAOHT is a voluntary formal collaboration of 13 health and social service providers that has been in place since 2019 and includes our local hospital, family health teams, Nurse Practitioner-Led Clinic (NPLC), hospice and home care providers.

It is estimated that Muskoka and Area currently needs 4 Primary Care Practitioners (PCP) immediately and will require 15-17 new PCPs in three years to meet projections. The MAOHT has created a HHR Task Force that will focus efforts on recruitment and retention of primary care clinicians (i.e., family physicians and nurse practitioners) followed by recruitment of specialist physicians and other health care providers.

The MAOHT will be making a financial contribution to the effort, but does not currently have a substantial funding base, nor multi-year funding in order to support the entire project. The HHR Task Force is approaching community partners (including hospital foundations, family health teams); the District and lower-tier municipalities; community businesses (through Chambers of Commerce); and local service groups (e.g., Rotary) to request a collaborative fundraising commitment to hire a dedicated HHR recruiter.

In this regard, we ask that Almaguin Health council please consider a financial contribution of $3,000 - $10,000 annually over the next 3 years. The MAOHT is committed to using this time to demonstrate the efficacy of the Recruiter position to the province to secure ongoing funding, at which time the community partner contributions would cease.

Further background information and analysis is attached in a copy of the staff template used in Bracebridge in its submission to Council for this project.

For more information, please contact Project Manager, Ryan Coyne: rcoyne@maoht.ca

Muskoka and Area
Ontario Health Team

Please don't hesitate to contact us should you have any questions.

Sincerely,

David Mathies *Lorraine Johnston*

Dr. David Mathies and Lorraine Johnston, NP,
Co-Chairs of MAOHT Collaborative Steering Committee

Attachment: Bracebridge Staff Template

For more information, please contact Project Manager, Ryan Coyne: rcoyne@maoht.ca

BRACEBRIDGE
The Heart of Muskoka

TO: Councillor D. Smith, Chair and Members of General Committee

FROM: S. Rettie, Chief Administrative Officer

J. Clancy, Manager of Economic Development

SUBJECT: Recruitment Funding Support for Muskoka and Area Ontario Health Team

RECOMMENDATION

1. That a financial contribution up to a maximum of $6,250 for 2022 be approved to support the Muskoka and Area Ontario Health Team collaborative effort to retain a dedicated Health Human Resources Recruiter who will focus on attracting and retaining primary care providers for the Muskoka area.

2. That the Town of Bracebridge commit to a maximum contribution of $25,000 in each of the next three years, subject to staff confirmation of successful implementation of the Muskoka and Area Ontario Health Team's hiring of a dedicated Health Human Resources Recruiter, with financial contributions to cease upon confirmation of provincial funding or an alternate funding model.

3. That $25,000 be included in the draft 2023 Municipal Budget and Business Plan to meet the commitment for 2023.

4. That Ontario's Minister of Health be advised of the Town of Bracebridge's support for provincial funding to be provided for the Muskoka and Area Ontario Health Team's Health Human Resources Recruiter position.

ORIGIN

5. Ontario Health Teams (OHTs) are groups of providers and organizations that are clinically and fiscally accountable for delivering a full and coordinated continuum of care to a defined geographic population.

6. The Muskoka and Area Ontario Health Team (MAOHT) is a voluntary formal collaboration of 13 health and social service providers that has been in place since 2019 and includes the local hospitals, family health teams, Nurse Practitioner-Led Clinics (NPLC), hospices and home care providers. The MAOHT has successfully implemented a number of new programs and secured project funding from the Ministry of Health and Ontario Health.

7. At a mature state, the MAOHT will offer patients 24/7 access to coordination of care and system navigation services and work to ensure patients experience seamless transitions throughout their care journey, improve patient outcomes and experience, improve provider experience, and lower the cost of delivering high-quality health care.

8. Being acutely aware of recent health care provider shortages, the MAOHT has created a Health Human Resources (HHR) Task Force that will focus efforts on recruitment and retention of primary care clinicians (i.e., family physicians and nurse practitioners) followed by specialist physician recruitment and other health care providers.

9. To facilitate the work of the HHR Task Force, small subgroups have been formed to focus on early deliverables. The Funding and Recruiter Task Group has developed recommendations to facilitate recruitment of a dedicated "HHR Recruiter" position, including but not limited to options for funding and position description. The Town's Chief Administrative Officer serves as Co-Chair of the Funding and Recruiter Task Group.

10. The Funding and Recruiter Task Group is approaching community partners, including hospital foundations, family health teams, municipalities, community businesses (through Chambers of Commerce) and local service groups (e.g., Rotary) to request a collaborative fundraising commitment to hire a dedicated HHR Recruiter for the MAOHT catchment area. The MAOHT will also be making a financial contribution to the effort, but does not have a substantial funding base, nor multi-year funding commitments in order to support the entire project.

11. This Staff Report has been prepared to recommend financial commitments from the Town of Bracebridge to support the MAOHT's collaborative effort to secure a dedicated HHR Recruiter for the MAOHT's catchment area.

ANALYSIS

12. The waitlist for a primary care provider in Muskoka is currently estimated to be in excess of 3,300 individuals. This figure does not take into account the waitlist for the North Muskoka Nurse Practitioner-Led Clinic (NPLC) and walk-in clinics. With a number of primary care physicians entering retirement and with expected population growth, the HHR Task Force has estimated there could be between 15,000 and 18,000 people without a primary care provider within three years. These numbers do not take into account the primary care providers needed to cover the hospital (Emergency Department, inpatient) or for specialized areas of practice like geriatrics, palliative care, obstetrics and long-term care home coverage.

13. It is estimated that the MAOHT service area needs four primary care providers immediately and will require 15-17 new primary care providers in three years to meet projected need.

14. Primary care is a foundational element of a sustainable, well-functioning health care system and a fundamental requirement to support economic and population growth.

15. The following relevant background information has been collected to outline the existing health care environment:

    15.1. Over 1 million Ontarians do not have a primary care provider;

    15.2. Nearly 22% of those in Muskoka and Area do not have a primary care provider;

    15.3. Muskoka and Area has fewer primary care providers than provincial average (90 per 100,000 versus 115 per 100,000 population);

    15.4. There is a shortage of specialists – 71% of specialist visits occur outside of Muskoka;

    15.5. 20% of local nursing positions and 40% of Personal Support Worker positions are currently vacant;

    15.6. Muskoka and Area residents have lower incomes (21% lower than provincial median) and have a higher rate of mortality (1.6 times provincial average);

15.7. Over 27% of attributed population are seniors, with seniors being the fastest growing demographic across the province;

15.8. The waitlist for Long Term Care (LTC) in Muskoka is greater than 1,500 – triple the current bed capacity;

15.9. Muskoka has a very large influx of seasonal residents – nearly one-quarter of patients seen by local providers are visitors;

15.10. Many seasonal residents are staying longer – a trend amplified by the COVID-19 pandemic. These outside patients put additional strain on the local health system; and

15.11. Population within MAOHT catchment area has grown 22.2% in 5 years (2016-2021).

16. Using a dedicated recruiter to tackle health care human resource challenges is considered best practice. Financial incentives to attract care providers have achieved minimal results; however, having a dedicated recruiter whose role is to network and establish personal connections with potential candidates has been shown to significantly increase the likelihood of attracting and retaining dedicated care providers.

17. For reference, the HHR Funding and Recruiter Task Group has drawn on the following resources for information regarding recruitment best practices:

17.1. Physician Recruitment and Retention. (2019). Health Force Ontario: https://www.healthforceontario.ca/UserFiles/file/PRC/recruitment-essentials-rr-en.pdf; and

17.2. Canadian Society of Physician Recruitment. (2022): https://caspr.ca.

18. There are several examples of other communities using a similar approach, including:

18.1. Kincardine: https://www.kincardine.ca/en/living-here/physician-recruitment.aspx;

18.2. Haliburton: https://www.haliburtoncounty.ca/en/county-office/physician-recruitment.aspx;

18.3. Prince Edward County: https://buildanewlife.ca/physician-recruitment/;

18.4. Kitchener-Waterloo: https://kwphysicians.com; and

18.5. Espanola: https://espanolaregionalhospital.ca/about-erhhc/physician-recruitment.

19. The proposed total annual contribution (including municipal, health care and community support) is $150,000 to $200,000 to cover salary, marketing, and other costs required to execute the duties of the position.

20. Hiring will be conducted by the MAOHT hiring partner, Cottage Country Family Health Team. The Recruiter will report directly to the MAOHT Director of Operations and receive guidance regarding priorities from the HHR Task Force.

21. Proposed municipal contribution amounts are based on proportional population size to support the overall targeted municipal contribution toward the cost of the recruiter position.

22. A chart of proposed contribution by municipality is provided below:

Municipality	Population Estimate	Proposed Annual Contribution
District of Muskoka	Total=146,600; Year-round: 63,290; Seasonal: 83,310 (2020)	$10,000 - $25,000
Town of Huntsville	21,147 (2021)	$10,000 - $25,000
Town of Bracebridge	17,305 (2021)	$10,000 - $25,000
Town of Gravenhurst	13,157 (2021)	$10,000 - $25,000
Township of Lake of Bays	3,759 (2021)	$3,000 - $5,000
Township of Muskoka Lakes	7,652 (2021)	$3,000 - $5,000
Township of Georgian Bay	3,441 (2021)	$3,000 - $5,000
Almaguin Health Council	~13,000 (2021)	$3,000 - $10,000

23. Note: Contribution amounts will be pro-rated for current fiscal year (based on October start). See Table below:

Municipality	Range of Proposed Annual Contribution	Pro-Rated Contribution for 2022
District of Muskoka	$10,000 - $25,000	$2,500 - $6,250
Town of Gravenhurst	$10,000 - $25,000	$2,500 - $6,250
Town of Bracebridge	$10,000 - $25,000	$2,500 - $6,250
Town of Huntsville	$10,000 - $25,000	$2,500 - $6,250
Township of Muskoka Lakes	$3,000 - $5,000	$750 - $1,250
Township of Georgian Bay	$3,000 - $5,000	$750 - $1,250
Township of Lake of Bays	$3,000 - $5,000	$750 - $1,250
Almaguin Health Council	$3,000 - $5,000	$750 - $2,500

24. Community support for this initiative is strong. The Bracebridge and Muskoka Lakes Chambers of Commerce have committed to supporting this project and will be seeking contributions from across their membership. Verbal support has been obtained from the Hospital Foundations and confirmation of commitments are pending from the MAOHT, Muskoka Algonquin Health Care and other provider organizations.

25. Once a recruiter is hired, the MAOHT will collect data to evaluate the success of the recruitment program through metrics that analyze impacts to process, results and the health care system. Below is a non-exhaustive list of examples:

    25.1. Process:

        25.1.1. Number of interactions with identified specialties (e.g., family medicine, Nurse Practitioner, surgeon, etc.);

        25.1.2. Number of tours provided; and

        25.1.3. Number of social media engagements.

    25.2. Results:

        25.2.1. Number of primary care providers hired;

        25.2.2. Change in number of patients connected to primary care provider; and

        25.2.3. Number of patients retained after change of practice (i.e., retirement).

    25.3. System:

        25.3.1. Reduction in unnecessary Emergency Department visits; and

        25.3.2. Reduction in wait lists for primary care provider.

26. Financial commitments from local partner organizations will enable the MAOHT to proceed with hiring a recruiter without further delay to support the goals of the HHR Task Force and begin addressing the region's immediate health care needs.

27. This community-led pilot program will favourably position the MAOHT to obtain provincial funding support for longer-term financial sustainability, which in turn will alleviate the financial impacts on the municipalities and other local partners.

LINKAGE TO COMMUNITY BASED STRATEGIC PLAN

28. Supporting health care human resources recruiting in Muskoka and area is well aligned with the following strategic themes:

MODERN & PROSPEROUS ECONOMY	Develop and engage in policies and initiatives to enhance Bracebridge as a service community for the surrounding areas. Recognize the importance of Town decisions in attracting and retaining talent. Work to diversify the local economy to create an open for business all year round environment.

CREATIVE & CONSIDERATE PLANNING	Recognize the importance of the Town's decisions in shaping the future of the community. Ensure that the Town's planning practices, policies and processes encourage responsible growth and development that aligns with the community's identity and heritage. Focus on specific areas highlighted as priorities, including, development of options to support the diversification and affordability of housing options to meet the needs of the entire community.
COMMUNITY WELLNESS & CULTURAL VITALITY	Ensure that the Town offers a welcoming and equitable environment for residents and visitors of all ages. Promote a vibrant community that celebrates the critical role of arts, culture and heritage in promoting quality of life. Promote health and wellness in the community through Town facilities, programmes and partnerships.
GOVERNANCE & CIVIC ENGAGEMENT	Continually strive to improve efficiency and accountability in governance. Encourage civic engagement as a means to foster a strong and transparent relationship between the Town and community. Commit to partnering and working with outside organizations to leverage efforts with the community.

29. The Town of Bracebridge is committed to the implementation of the Community-Based Strategic Plan that was developed through extensive community input and involvement.

30. Specifically, supporting health care human resources recruiting in Muskoka and area will:

    30.1. Support Community Wellness and Cultural Vitality by promoting health and wellness in the community through Town facilities, programmes and partnerships, and through advocacy with other levels of government to ensure access to health services and infrastructure;

    30.2. Support Creative and Considerate Planning by recognizing the importance of the Town's decisions in shaping the future of the community; and

    30.3. Support Governance and Civic Engagement through a commitment to partnering and working with outside organizations to leverage efforts with the community.

LINKAGE TO COUNCIL PRIORITIES

31. The Recruitment Funding Support for Muskoka and Area Ontario Health Team supports Physician Recruitment and Advocacy on Heath Care and Hospital, both of which have been identified by Council as 2018-2022 priority areas.

ALTERNATIVE(S)

32. The following alternative is available for Committee consideration:

Alternative #1

The Committee could recommend that the Town of Bracebridge does not include a financial contribution of $25,000 in the draft 2023 Municipal Budget and Business Plan and not commit to three years of financial contributions to support the Muskoka and Area Ontario Health Team collaborative effort to hire a dedicated Health Human Resources Recruiter.

This alternative is not recommended as this request aligns with Council's priorities to support physician recruitment and advocacy on health care and hospital, and this pilot project will favourably position the MAOHT for provincial funding support for longer-term financial sustainability, which in turn will alleviate the financial impacts on the municipalities and other local partners.

Alternative #2

The Committee could recommend that the Town of Bracebridge include a lesser or no financial contribution in 2022.

This alternative is not recommended as this request aligns with Council's priorities to support physician recruitment and advocacy on health care and hospital, and it could jeopardize the viability of this pilot project moving forward.

EXISTING POLICY

33. Community-Based Strategic Plan, 2018-2028; and

34. Council's Strategic Priorities, 2018-2022.

FINANCIAL IMPLICATIONS

35. The recommendation includes a financial contribution of up to $6,250 for 2022 and three years of annual contributions of up to $25,000 to support the MAOHT's Health Human Resources Recruiter position.

36. A $25,000 allocation would be included in the draft 2023 Municipal Budget and Business Plan if the recommendation is approved.

37. Staff believe the $6,250 contribution allocation for 2022 can be accommodated with funding available in the 2022 Municipal Budget and Business Plan.

COMMUNICATIONS

38. This staff report was distributed to Council, Media, the HHR Task Force, and all Town staff and was published on the Town's website in accordance with the Town's Procedural By-law.

Prepared By:	**Approved By:**	**Prepared By and Approved for Submission to General Committee By:**
J. Clancy Manager of Economic Development Ext. 3510	**C. Kelley** Director of Planning and Development Ext. 3500	**S. Rettie, CPA, CMA** Chief Administrative Officer Ext. 3100

The Corporation of the Township of Perry

Box 70 1695 Emsdale Road Emsdale, Ontario P0A 1J0

Date: January 18, 2023

Resolution No.: **2023-** 07

Moved By: Paul Sowrey **Seconded By:** Jim Cushman

Be it resolved that the Council of the Corporation of the Township of Perry hereby supports the request from the Almaguin Highlands Health Council (AHHC) and will commit up to $1,000 annually for three years, to support the Muskoka and Area Ontario Health Team (MAOHT) Human Resources Task Force for the Human Resources Recruiter Initiative.

Carried: ✓ **Defeated:** _____

Norm Hofstetter, Mayor

RECORDED VOTE			
Council		**For**	**Against**
Councillors	Jim Cushman		
	Joe Lumley		
	Margaret Ann MacPhail		
	Paul Sowrey		
Mayor	Norm Hofstetter		

TOWNSHIP OF MCMURRICH/MONTEITH

Resolution

Number: 2022- 390

December 19, 2022

Moved by:			Seconded by:		
	Currie, Terry	☐		Currie, Terry	☐
	Dyson. Wesley	☑		Dyson, Wesley	☐
	O'Halloran, Daniel	☐		O'Halloran, Daniel	☐
	Roeder-Martin, Vicky	☐		Roeder-Martin, Vicky	☑
	Robinson, Glynn	☐		Robinson, Glynn	☐

Signature: _____ Signature: V. Roeder Martin

Be it Resolved that Council receives the letter on behalf of the Muskoka and Area Ontario Health Team Health Human Resources Task Force regarding the Health Resources Recruiter and supports the request and further resolves to commit up to $1,000 annually for three years to support the Recruiter position.

Mayor _____ Carried ✓ Defeated _____

Declaration of Pecuniary Interest by: _____

Recorded vote requested by: _____

Recorded Vote:	Yays	Nays
Currie	____	____
Dyson	____	____
O'Halloran	____	____
Roeder-Martin	____	____
Robinson	____	____

P.O. Box 129, 110 Main Street, Sundridge, Ontario, P0A 1Z0

Telephone (705) 384-5316
Fax (705) 384-7874
Email: naustin@sundridge.ca

Village of Sundridge Council Resolution
December 14, 2022
Item (9.1)

Almaguin Highlands Health Centre: Financial Commitment Request

Resolution #2022-399
Moved By: Fraser Williamson
Seconded By: Sharon Smith

THAT the Council for the Corporation of The Village of Sundridge receive the Almaguin Highlands Health Council Resolution No. 2022-28, dated December 3rd, 2022;

AND THAT a dedicated Human Resources Recruiter position would be an asset to our community, the Almaguin Highland Health Centre, the Sundridge & District Medical Centre, and the entire MAOHT catchment area;

THEREFORE, Council will make a financial commitment in the amount of $1,000.00 annually for three years to support the Recruiter position.

Recorded Vote	**For**	**Against**
Jackson, Shawn	**x**	
MacLachlan, Jim	**x**	
Smith, Sharon	**x**	
Williamson, Fraser	**x**	
Leveque, Justine	**x**	

Carried

www.sundridge.ca

Town of Kearney

Date Printed
2023-01-24 4:47 PM

List of Accounts Report (Summary)

Batch: 2022-00101 to 2023-00008

(Dec. 31/22 - Jan. 23/23)

Bank Code: AP - GENERAL AP

COMPUTER CHEQUE

Payment #	Date	Vendor Name		Payment Amount
32371	2022-12-31	Bell Canada (Internet)	December Internet Fees	180.68
32372	2022-12-31	Bennett, Ken	Reimburse Cost for Survey	4,657.89
32373	2022-12-31	Burk's Falls Building Ctr Ltd	F/D Training Materials for Floor Prop	1,103.89
32374	2022-12-31	Cloudpermit Inc.	B/O Cloudpermit building Module	2,260.00
32375	2022-12-31	Fetterley's Gas & Convenience	Vehicle Fuels December	249.36
32376	2022-12-31	Hydro One Networks Inc.	December Hydro	3,425.08
32377	2022-12-31	Kidd's Home Hardware Bldg. Centre	KCC Supplies	24.85
32378	2022-12-31	Stephen Mulligan	F/D Santa Sleigh	237.30
32379	2022-12-31	Purolator Inc.	F/D Return Product to M&K Supply	8.48
32380	2022-12-31	Reeder Web Design	Dog Sled Annual Website Renewal	28.24
32381	2022-12-31	Marjorie Robinson	General and Seniors Accounting June - Dec	3,938.89
32382	2022-12-31	Russell Christie LLP	General legal Gray Jane Lane	102.04
32383	2022-12-31	Sands Canada Inc./Angus	First Response Medical Supplies	595.39
32384	2023-01-16	Bradanick Construction Services	KCC Kitchen Renos (to Nov. 14/22)	99,484.06
32385	2023-01-23	Abell Pest Control	KCC and P/W Monthly Pest Control	201.87
32386	2023-01-23	ACI-Accelerated Connections	Office, F/D, P/W January Internet	466.46
32387	2023-01-23	AMCTO	Administration Annual Memberships x 3	1,450.92
32388	2023-01-23	AMO	2023 Membership	1,933.24
32389	2023-01-23	Bell Mobility Inc.	P/W Cell & B/O Data (December)	158.40
32390	2023-01-23	Bell Canada	December Phone Bill	758.31
32391	2023-01-23	Bowman Fuels Ltd.	Vehicle Diesel Fuel	12,204.79
32392	2023-01-23	Burk's Falls Building Ctr Ltd	KCC Winter Sidewalk Salt	9.70
32393	2023-01-23	CRA - Receiver General	January Payroll Remittance	13,193.11
32394	2023-01-23	City of Cornwall	By-law OK Munitions Certification	480.00
32395	2023-01-23	Fetterley's Gas & Convenience	Vehicle Fuels January	588.52
32396	2023-01-23	Fisher's Regalia	F/D Safety Rain Jackets x 2	876.50
32397	2023-01-23	Glen Martin Ltd.	KCC and F/D Maintenance Supplies	178.62
32398	2023-01-23	Griffiths Bros Service Centre	P/W Freightliner Tow	1,130.00
32399	2023-01-23	Debbie Ann Hall	By-law Legal Matters	836.20
32400	2023-01-23	Kent Harvie	Transfer Station Mileage	20.13
32401	2023-01-23	Huronia Alarm & Fire Security	KCC Alarm Monitoring Jan - Mar	74.58
32402	2023-01-23	Kidd's Home Hardware Bldg. Centre	Roads - Replace Damaged Mailbox	195.37
32403	2023-01-23	Lake Country Office Solutions	Office December Photocopier	140.47
32404	2023-01-23	Lakeland Energy Ltd.	Roads Streetlight Maintenance	633.93
32405	2023-01-23	LAS-Local Authority Services	Admin Office Supplies	225.86
~~32406~~	~~2023-01-23~~	~~LEA-Larocque Elder Architects~~	(Wrong Payee) VOIDED	~~264,487.42~~
32407	2023-01-23	MPAC-Municipal Property Assmt	1st Qtr Billing (Jan - Mar)	14,012.25
32408	2023-01-23	Min Of Fin-Ontario	November OPP LSR Billing	25,870.00
32409	2023-01-23	Moore Propane Ltd.	KCC & P/W Propane Deliveries	1,635.98
32410	2023-01-23	Northern Nerds	Admin - Paymate Annual Update	744.39
32411	2023-01-23	Novexco Inc	Admin Office Supplies	91.40
32412	2023-01-23	Royal Bank Visa	December Statement	4,130.12
32413	2023-01-23	Sands Canada Inc./Angus	Interest Charge on chq. 32383	5.95
32414	2023-01-23	Spectrum Telecom Group Ltd.	F/D Monthly Tower Rental & Internet	320.86
32415	2023-01-23	Telequip Systems Limited	P/W Monthly Radio Usage	257.07
32416	2023-01-23	Telizon Inc	December Long Distance	1.40
32417	2023-01-23	Three Mile Truck	P/W Vehicle Maintenance	1,282.55
32418	2023-01-23	Toromont Ind. Ltd.	Monthly Cat Service Contract	389.41
32419	2023-01-23	Village Of Burks Falls	2022 Council Training	1,101.40
32420	2023-01-23	Waste Connections of Canada	Trans Stn. Blue Box Recycling	9,843.07
32421	2023-01-23	Workplace Safety & Ins.Board	4th Qtr Remittance	10,663.78

Date Printed
2023-01-24 4:47 PM

Town of Kearney
List of Accounts Report (Summary)
Batch: 2022-00101 to 2023-00008
(Dec. 31/22 - Jan. 23/23)

COMPUTER CHEQUE

Payment #	Date	Vendor Name		Payment Amount
32422	2023-01-23	The Ontario Aggregate	Annual Permit & Royalty Fees 2022	1,100.88
32423	2023-01-23	Aird & Berlis LLP	2022 Cannabis and ZBA	4,601.93
32424	2023-01-23	APC Auto Parts Centres	P/W Shop Supplies	21.78
32425	2023-01-23	Bumper to Bumper - H.E. Brown	P/W Shop Supplies	83.11
32426	2023-01-23	Currie Truck Centre	P/W Repair Parts	368.81
32427	2023-01-23	Garage Door Store	P/W Shop Supplies	482.45
32428	2023-01-23	OGRA-Ont.Good Roads Assoc.	2023 Membership	821.08
32429	2023-01-23	Leonard Peacock	Parks Ball Diamond Signs	70.00
32430	2023-01-23	Muskoka Rent-All Huntsville	P/W Shop Supplies	447.40
32431	2023-01-23	Duke Engineering	Roads - Chetwynd Rd Driveway	847.50
32432	2023-01-23	City of Barrie	By law Canine Training	288.90
32433	2023-01-23	Munisoft	2023 SSA Software Maintenance	5,151.67
32434	2023-01-23	Marjorie Robinson	Reimburse for Petty Cash	40.35
32435	2023-01-23	StarMetroLand Media	Christmas Greeting Ad	101.70
32436	2023-01-23	Township Of Armour	Kearney/Armour Rd. Maintence Agmnt	3,729.00
32437	2023-01-23	Wurth Canada Ltd	P/W Shop Supplies	147.00
32438	2023-01-23	VOID - Cheque Printing		0.00
32439	2023-01-23	VOID - Cheque Printing		0.00
32440	2023-01-23	VOID - Cheque Printing		0.00
32441	2023-01-23	VOID - Cheque Printing		0.00
32442	2023-01-23	VOID - Cheque Printing		0.00
32443	2023-01-23	VOID - Cheque Printing	Printing error	0.00
32444	2023-01-23	VOID - Cheque Printing		0.00
32445	2023-01-23	VOID - Cheque Printing		0.00
32446	2023-01-23	VOID - Cheque Printing		0.00
32447	2023-01-23	VOID - Cheque Printing		0.00
32448	2023-01-23	VOID - Cheque Printing		0.00
32449	2023-01-23	CRA - Receiver General	December Payroll Remittance Adjustment	160.55
32450	2023-01-23	Bradanick Construction Services	KCC Kitchen Renos to Dec 31/22	264,487.42

505,354.29

Moved by:

Seconded by:

Be it resolved that Council have received the 'List of Accounts' report
for Cheques #32371 to #32450 in the total amount of $505,354.29

Note: Cheque 32406 and cheques 32438 to 32449 were all voided

Mayor

Clerk/CAO/Treasurer

Administrator

CHIEFS REPORT TO COUNCIL

January 26th,2023.

Training

We have had a fire vital sign practice, check medical gear. SCBA donning and doffing, PPE inspections, truck check night. Recruit class training has also begun, plus a recruit class weekend session.

Fire Prevention

Ongoing safety messages on our Facebook page, as well as the Town sign.

Equipment

The tanker has been brought to Lewis trucks. I have arranged a pick-up time to get the truck back in service as soon as possible. All other equipment is working as it should.

We have had four medical calls, two fire calls one Automatic aid.

SIR reports have been entered for 2022.

I attended our monthly Chiefs meeting. And calls as required.

Hall checks, reports, gear checks and paperwork as required.

Budget preparations.

As&E written and practical testing this past weekend in Perry

Recruitment flyer and mailout completed, Thank you for all your help Cindy.

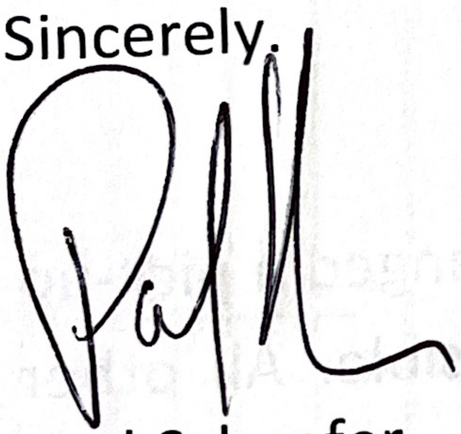
We are having ongoing issues with the firehall internet, speed is so slow we cannot perform internet related work at the hall.

Union negotiations have started.

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

Stay safe

Sincerely,



Paul Schaefer

Fire Chief

Town of Kearney



Jan 20, 2023

Dear Staff,

Many thanks for the beautiful plant container you sent to me and my brother Ross & our family.

Your kind words & consideration are very much appreciated.

Cheryl, Ross & family

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

Minutes: January 5, 2023, 10.00 am via Zoom and in the AHHC boardroom

Present: Rod Ward (Chair), Tom Bryson, Delynne Patterson, Norm Hofstetter, Brad Kneller, Jim Ronholm, Vicky Roeder-Martin, Chris Hope, Fraser Williamson (Vice Chair), Camille Barr (Secretary)
Regrets: Cheryl Philip
Guests: Kevin MacLeod (BFFHT), Margaret Ann MacPhail

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

1. 2023-01 Moved by B. Kneller - Seconded by D. Patterson
   THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the minutes from the regular meeting of December 3, 2022. Carried.

2. **DECLARATION OF PECUNIARY OF INTEREST**: None

3. **DELEGATIONS**: None

4. **RESOLUTIONS PASSED**: None

5. **ITEMS FOR DISCUSSION**

   A) **Council Appointment to Date**
   Mayor Chris Hope was welcomed as the newest member to the Council. All representatives are in place to represent the 10 member municipalities.

   B) **MAOHT Recruitment Funds Request- Update**
   In response to Resolution 2022-28 (MAOHT Health Human Resource Recruiter financial support) 4 official resolutions of support were received to date. These are from Ryerson, McMurrich-Monteith, Sundridge, and Strong. R. Ward verbally confirmed Armour also supported the request.

MAOHT is pleased with the response so far. They continue to look for permanent ways to fund the position. An update of further resolutions will be provided next meeting.

C) **Hospital 'Local Share' Update**
On January 6, MAHC is holding a meeting to provide Mayors with an update on the Hospital 'local share'.

Discussion occurred around the ever increasing projected cost as it is estimated the build is 10 years out. Discussions with AMO are occurring regarding the impact this legislation has on municipalities with small tax bases. Is it realistic?

CAO of MAHC is aware of the concerns. Cheryl will be invited to attend the February meeting of the AHHC. She agreed to attend quarterly to provide the group with an update.

MAHC is hosting community open houses in January. Information on the open house was sent to Council and Clerk's of member municipalities. It is also being shared widely on social media. All are encouraged to attend to receive an update on the builds, ask questions, and provide input.

D) **Suggested Adjustment to the Terms of Reference**

The Municipality of Magnetawan reviewed the AHHC Term of Reference and provided feedback. Feedback was reviewed and discussed by this Council with the following alterations to be made:

Pg. 3. Add- "if in the event Burk's Falls is unable to provide an administrator/secretary, the vacancy will be brought to the Council for consideration by member municipalities".

Pg. 5. No change as quorum is 50% plus one of appointed members therefore it is unlikely there is a long gap. As with what occurred this year, municipalities sent a representative (non-voting) until one was voted in.

It was discussed that community members and others are able to attend the meetings as non-voting participant however at this time it will continue to be municipal representatives that make up the voting membership.

Pg. 6. Remove repetitive section. Already covered on Pg 5.

Pg. 7. Add "of all health care services as recommended".

Pg. 7. Separate the section about the Almaguin Highlands Health Centre ownership from the section about additional health care services and add "space in all member Municipalities".

Secretary to make the above adjustments and send amended copy to Council.

It was suggested that some municipal councils would prefer receiving a budget or a projection for the building ahead of time vs being asked for financial support and not prepared for the ask.

Discussion occurred about the Almaguin Highlands Health Centre and the concept of a proposed shared service agreement for the Centre. More conversations to occur on this matter and a draft resolution to be prepared for review by this Council.

E) **Other business**
Financial statement for the Health Council account was received by the Chair.

Secretary informed Council that Home and Community Care provided notice and are no longer operating out of the Almaguin Highlands Health Centre. The Village is actively working with interested parties to lease the space.

The waitlist for the BFFHT is approx. 475 people with an average of 5 patients being accepted per week.

The Algonquin Family Health Team will operate a clinic in Huntsville (library) to deal specifically with those experiencing cold and flu symptoms. This clinic will help alleviate some of the burden from the ER. Visits must be scheduled via online booking. Clinic will be open 2-3 days per week.

Pharmacists in Ontario are now able to prescribe 13 common treatments to patients without a doctor order. The aim is take pressure off doctors so they may deal with more complex conditions.

2023- 02 Moved by T. Bryson - Seconded by N. Hofstetter
THEREFORE, BE IT RESOLVED THAT the Almaguin Highlands Health Council adjourn at 11:16 am to meet again on February 2, 2023, at 10:00 am. Carried.

Location will be in person at the AHHC unless notified otherwise.

DRAFT

TERMS OF REFERENCE FOR

ALMAGUIN HIGHLANDS HEALTH COUNCIL

(UPDATED: JANUARY 2023)

Definitions

"Almaguin Highlands Health Centre" is a health centre building located at 150 Huston Street in Burk's Falls, Ontario and owned by Village of Burk's Falls. The Village of Burk's Falls manages the physical building and the leases with various healthcare service professionals housed in the building.

"Almaguin Highlands Health Council" is the name of the committee made up of appointed Municipal Council representatives from participating member municipalities. The mandate and composition of the Almaguin Highlands Health Council is outlined in this document.

"Approval" means the approval of the majority of the Health Council members.

"Health Council Member" is any member who sits on the Almaguin Highlands Health Council.

"Health Council" is an abbreviated name for the Almaguin Highlands Health Council.

"Village" means the Village of Burk's Falls.

"User(s)" is / are any member of the public using healthcare services in the Almaguin Highlands region.

BACKGROUND

After the closure of the hospital, including the emergency departments in 2010, the former Burk's Falls and District Hospital was returned to the Village of Burk's Falls from Muskoka Algonquin Health Care (MAHC) due to a past agreement. The building, now known as the Almaguin Highlands Health Centre, continues to be owned and maintained by the Village of Burk's Falls. In 2011, a committee structure was created to represent the Health Centre and to advocate for continued health care services within the Almaguin Highlands Health Centre. The organization was comprised of municipal elected officials, area residents and members of health care agencies. A Letters Patent was filed in 2011 to become a non-profit charitable organization (Ontario Corporation Number 1836004, under the name Almaguin Highlands Health Centre) allowing the organization to receive donations from the public and private

sectors along with private citizens; however, Terms of Reference for the committee were not created at that time.

Since 2011, membership has experienced fluctuation, both in terms of members and represented municipalities. In 2018 following the municipal elections a call out for representation was made with ten municipalities appointed representation. In 2020, the organization re-branded its name from the original Almaguin Highlands Health Centre Committee to the Almaguin Highlands Health Council to separate its activities from those within the physical Health Centre building and to reflect a focus on healthcare services across the Almaguin Highlands region.

As the organization's representation has changed over the years so have its goals and intentions, including a focus beyond the Almaguin Highlands Health Centre building to services provided across the entire Almaguin Highlands region. These Terms of Reference have been created to finalize the structure of the Almaguin Highlands Health Council and to outline the roles and responsibilities for both the Council and the Village of Burk's Falls (being the property owner of the Almaguin Highlands Health Centre building).

MANDATE OF THE ALMAGUIN HIGHLANDS HEALTH COUNCIL

Following are the key objectives of the Almaguin Highlands Health Council:

1. Represent the needs of citizens across the Almaguin Highlands region from a healthcare perspective;

2. Promote current healthcare related services delivered within the region of the Almaguin Highlands;

3. Advocate for the development of new / future services in the region, highlighting potential needs of the population to the administering Ministry or other governing body;

4. Actively participate on local healthcare boards, committees and other decision bodies in an effort to ensure that the Almaguin Highlands region has an appropriate level of representation and decision-making capability with respect to healthcare-related decisions and investments;

5. Assist with the development of healthcare services through fund-raising efforts and via resolutions with the various represented Municipalities to support specific healthcare initiatives.

GUIDING PRINCIPLES

Build and foster strong relationships with healthcare providers and governing bodies with respect to healthcare initiatives across the Almaguin Highlands.

Advocate and champion meaningful partnerships.

Foster an environment of positive progress toward healthcare excellence for our region.

Communicate and share our goals and successes with our partners and constituents.

ENGAGEMENT APPROACHES

1. **Consult** with our partners, healthcare providers, Ministry experts, and users of the healthcare system in our region. This will enable us to gain knowledge on funding models, determine healthcare service delivery options and determine areas of focus for the Health Council.

2. **Advocate** for health care service delivery providers and/or agencies as a means to inform governing bodies of the need and demand for the continuation and/or expansion of services within the Almaguin Highlands area.

3. **Collaborate** with stakeholders on enhancements to healthcare service delivery models in the Almaguin Highlands.

4. **Assist** healthcare providers through promotion of the Almaguin Highlands in efforts to recruit and retain healthcare professionals.

5. **Communicate** our activities and success across the Almaguin Highlands region.

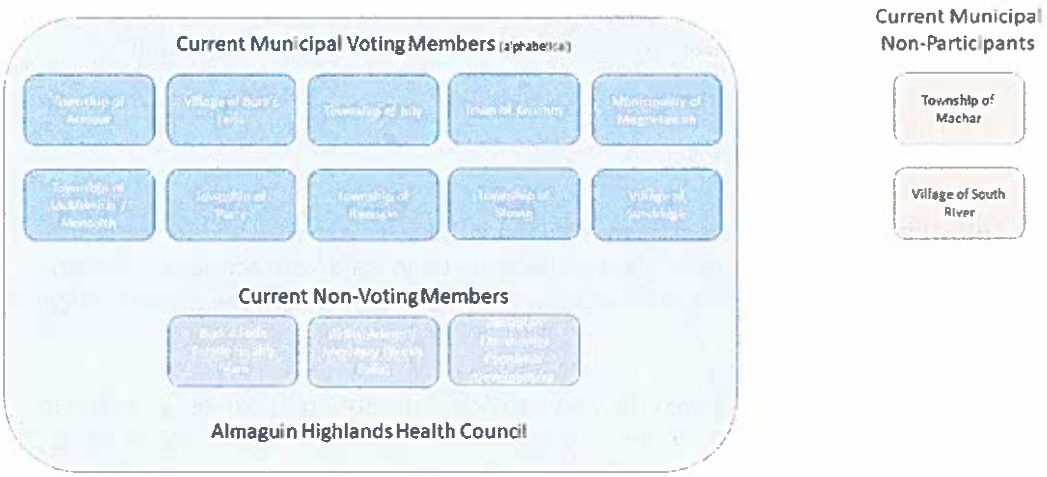
Almaguin Highlands Health Council

Composition

The Council shall consist of municipal representation, community advocates, and healthcare professionals. This may include, but not be limited to, physicians / nurses / nurse practitioners, healthcare administrators, healthcare management, senior care services, patient advocates, and economic development representatives. Health Council participation is a voluntary position. In addition to the Council members, the Village of Burk's Falls will appoint one (1) person to act as the Administrator / Secretary for the Council (non-voting). In the event Burk's Falls is unable to provide an Administrator/Secretary, the vacancy will be brought to the Council for consideration by member municipalities.

There shall be a maximum of fourteen (14) and a minimum of eight (8) members of the Council.

As at November 2018 and until such time as voting membership changes (see "Appointing Members" and "Termination of Members" below), following is the make-up of the voting Municipal members across the Almaguin Highlands:





Member Roles

As elected representatives of the respective communities represented on the Almaguin Highlands Health Council, only municipally-appointed members will be "voting" members of the AHHC Council.

Each member of the Health Council shall have one vote of equal value on all decisions. From the membership there shall be two appointed positions, determined by majority vote from the entire appointed membership, for the positions of Chair and Vice-chair. Proxy votes shall not be permitted.

Municipal representation on the Almaguin Highlands Health Council will align with the four-year municipal term.

Almaguin Highlands Health Council Chair Responsibilities

a) The Chair shall preside over meetings ensuring each member provides input on matters. This position calls meetings to order and follows the prepared agenda items for discussions and summarizes outcome.
b) The Chair shall call for a vote on all decisions to be made by the Council.
c) The Chair shall have one vote and shall vote last on decisions.
d) The Administrator / Secretary shall report to the Chair any concerns between meetings regarding service delivery. The Chair will determine if the matter is urgent to call a Council meeting, or if it can hold until the next regular meeting.
e) The Chair shall ensure all members show respect during a meeting and shall have the right to remove a member should they continue to act out at a meeting.
f) The Chair shall act as a signing authority for the Health Council, where applicable.
g) The Chair acts as the official liaison with media.
h) A Vice Chair will be appointed amongst members and will attend meetings related to the Health Council if the Chair is unavailable.

Almaguin Highlands Health Council Member Responsibilities

a) Attend monthly meetings and special meetings as required.
b) Actively seek and foster working relationships with health and mental health providers and/or agencies.
c) Assist and participate in all decision-making processes.
d) Follow guiding principles of Terms of Reference.
e) Report back to respective Municipal Councils on the activities of the Almaguin Highlands Health Council and make requests of their Municipal Councils as required.

Administrator / Secretary Responsibilities

a) The Administrator / Secretary shall prepare agendas in conjunction with the Chair and record minutes for all Health Council meetings, as well as sending notice to each member of upcoming meetings.
b) The Administrator / Secretary shall collect and mail as necessary to ensure the Chair can compose timely responses to those inquiries.
c) The Administrator / Secretary shall ensure there is quorum for every meeting.
d) Working with the Chair coordinates the matters for discussion at each meeting through the preparation of an agenda.
e) The Administrator / Secretary shall be responsible for prompt payment of all bills.
f) The Administrator / Secretary shall be responsible for maintaining accurate and complete accounting records of all receipts and disbursements and submit a monthly and annual statement to the Health Council.

Appointing Members to the Almaguin Highlands Health Council

Every four years, after a municipal election the Administrator / Secretary shall solicit municipalities within the Almaguin Highlands area to appoint a representative to become an Almaguin Highlands Health Council member. This will include solicitation of all twelve (12) municipal councils in the region, whether or not they were participants in previous terms.

Should a vacancy occur mid term then a request will be made to that municipal Council seeking an alternative member from that Council.

Members from the healthcare field or the Almaguin Highlands community shall be accepted as non-voting members provided the maximum number is not exceeded. These members will be accepted by resolution through a majority vote of the Health Council.

Should a member wish to leave the Health Council a written resignation letter to the Chair shall be submitted with as much notice as possible.

Termination of Member Appointment

Should an appointed member miss more than three (3) consecutive meetings without prior and reasonable explanation the member's seat will be deemed vacant and a replacement sought.

Should the Chair and a quorum of the Health Council agree that an appointed member has disrupted the ease of the Council and/or has breeched the code of conduct, ethics or any other behaviour that could cause the Almaguin Highlands Health Council harm and/or created a negative image of the Health Council, said member shall be terminated from the Health Council through notification to the representative municipality.

Should a represented Municipal Council decide to cease its participation in the Almaguin Highlands Health Council, a resolution indicating its decision from the individual Municipal Council shall be presented to the Almaguin Highlands Health Council Administrator / Secretary and / or Chair. This will be the case whether participation is ceased mid-term (i.e. of the four-year municipal term) or at the start of a new four-year term.

Council Quorum

The quorum of the Group will be 50%+1 of its membership. If quorum is not achieved within 15 minutes of the meeting time, the meeting will not proceed, and no discussion or decisions will be made.

Council Meeting Terms & Requirements

A meeting will be called by the Chair once a month to discuss Almaguin Highlands Health Council progress. Every member of the Health Council is expected to attend all meetings. Each member of the Council will receive an agenda at least two days prior to the meeting date. A meeting may also be called when 2/3 of the members call one.

Almaguin Highlands Health Council Funds

Funds received by the Almaguin Highlands Health Council shall be derived from donations and / or from solicitation by resolution to the represented Municipal Councils. These funds shall be managed through the Village of Burk's Falls with use of funds determined by the Health Council. Funds will be used for the continuation and / or expansion of current and future health care

services across the Almaguin Highlands region, as appropriate and agreed. Disbursement of funds shall be agreed through resolution and majority vote by the Health Council.

Funds collected from participating Municipal Councils for a specific, named purpose shall be used only for that purpose unless a resolution is received from each contributing Municipality directing the funds elsewhere. Tracking and allocation of these funds will be administered by the Village of Burk's Falls. Funds not directed for a specific, named use will be disbursed at the discretion of the Health Council through resolution and majority acceptance.

The Village of Burk's Falls will be accountable for the maintenance and repair of the Almaguin Highlands Health Centre Building, located at 150 Huston Street in Burk's Falls, Ontario.

As representatives of their respective Municipal Councils, AHHC members will also consider requests for additional funding for the improvement of all healthcare services and to be first brought forward to the Health Council for discussion and transparency. Funding requests to member municipalities, however, will be made directly by the Village of Burk's Falls. Each Municipal Council must agree, by their own resolution, to assist.

Health Council Conflict of Interest

Any form of conflict must be disclosed prior to each meeting to avoid any unfair voting or decision making. The Health Council is open to feedback from all members who are not in conflict. Every member is encouraged to read the Conflict of Interest Act to ensure their understanding of rules.

Health Council Nepotism

The Council shall not hire, contract or favour any business based on relations between individuals. The Council shall not engage in meaningful occupational gain with parents, children or grandparents/children of member from the Council.

Health Council Code of Conduct

All members of the Health Council are mandated to follow the Code of Conduct, and Workplace Harassment Policies. Failure to do so will result in removal from the Council.

Village of Burk's Falls

As the Village of Burk's Falls maintains ownership of the properties located at 150 Huston Street and 162 Huston, the day-to-day operations of these buildings, including tenant relations is under the care and control of the Village of Burk's Falls. It is anticipated, however, that due its mandate, the Almaguin Highlands Health Council will provide input and assistance with respect to the addition of healthcare services at the building and in all member municipalities.

AHH Council – Key Areas of Focus & Progress- January 2023

This summary provides the information related to the key areas of Focus and Progress as outlined in June 2019 for the Almaguin Highlands Health Council…

Ontario Health Team Partnership	High-Speed Internet Throughout Almaguin Highlands	Attract & Retain Healthcare Professionals	Coordinate Healthcare Services to Serve Entire Region
Document and communicate the specific healthcare needs of the entire Almaguin Highlands in order to create our vision of people-centred care within our own community. Establish partnership with OHT (or OHT's) which aligns with and supports our vision.	Ensure that high-speed internet, a key component in the future of healthcare delivery, is available to every resident of the Almaguin Highlands. The goal is to help level the playing field and ensure our residents can access existing and future digital healthcare options.	Ensure excellent healthcare to our region through continuous efforts to both attract new professionals and retain the ones we have. The goal is to build an exceptional team of healthcare professionals, working together across the region.	Advocate for new and expanded healthcare services and help influence decisions which protect our region. Continually partner with our healthcare providers in support of the specific healthcare needs of our community.

Progress: Items in red and bolded below are new this month…

- AHHC participation in MAOHT Digital Working Group (on-going)
- AHHC participation in MAOHT Collaboration Steering Committee (on-going)
- AHHC now part of MAOHT Health Human Resources Working Group (on-going)

- High-speed build-out by Bell announced for portions of Almaguin region August 2022 (details TBD)

- **Confirmed additional AHHC funding to assist with OTN / BFFHT renovations**
- **Resolutions for MAOHT "recruitment funding" sent to all AHHC municipalities – 5 supporting resolutions to-date**
- Physician-candidate enrollment at NOSM increased for 2022 (announced March 2022)

- **MAHC update meeting scheduled for 6-Jan-2023 with all heads of Council (Muskoka and Area)**
- **MAHC "local share" funding to be discussed by Almaguin heads of Council 26-Jan-23**
- **AHHC membership for 2022-2026 term confirmed**