AGENDA

REGULAR COUNCIL MEETING
Council Chambers
Thursday, March 2, 2023 – 6:00 p.m.

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

A Moment of Silence to Honour the memory of Ken Corsini

1. **Call the Meeting to Order**
2. **Approval of Agenda**
3. **Declaration of Pecuniary Interest and the General Nature Thereof**
4. **Delegations/Presentations**
   - **(a) Delegations**
     - (i) **Rod Ward re**: Local Share for Hospital Build
5. **Minutes**
   - **(a) Adoption of Minutes**
     - (i) **Special Meeting,** *Draft* Minutes – February 16, 2023
     - (ii) **Special Closed Council Meeting Report –** February 16, 2023
     - (iii) **Regular Meeting,** *Draft* Minutes – February 16, 2023
     - (iv) **Special Meeting** , *Draft* Minutes – February 21, 2023
   - **(b) Receive Committee Minutes**
     - (i) Joint Waste Management Board Minutes – February 22, 2023
     - (ii) Joint Waste Management Board – Draft Budget 2023
6. **Committee Resolutions for Consideration** - Nil
7. **Public Meetings (Pursuant to the *Planning Act*) -** Nil
8. **Public Meetings (Pursuant to the *Municipal Act*)** - Nil
9. **Unfinished Business** - Nil
10. **Reports and By-laws**
    - **(a) Building**
      - (i) **By-law 2023-XX** - Being a By-law to amend the Building By-law 2021-18
    - **(b) Planning**
      - (i) **By-law 2023-16 –** Being a By-law to Close and Sell the Shore Road Allowance (2866185)
    - **(c) Operations**
      - (i) **Transfer Station Report re**: January 6th, 2022 – February 7th, 2023
    - **(d) Administration**
      - (i) **Report and Resolution re:** Datafix
      - (ii) **Report and Resolution re**: Council Training on Official Plan and Zoning By-law
      - **(iii) Memo re:** RFP for Auditor Services – update

(iv) Report and Resolution re: Applications to Committees
(v) Report and Resolution re: Proposed Procedural Amendments
(vi) Report and Resolution re: Clerk Job Description

(e) Treasury
(i) **Report re**: Payment Register
(ii) **Report and Resolution re**: Additional Expense Cards for Staff

(f) Fire and Emergency Services
(i) **Report re**: Fire Chief, Fire Department Report for Regular Council Meeting on March 2, 2023

(g) Facilities and Buildings - Nil

(h) Council Presentations
(i) **Councillor Keven Beaucage re**: Library Board update

11. Correspondence

(a) Action Items -Nil

(b) Information Items
(i) DPSSSAB – Confirmation of area appointed members
(ii) Ministry of Natural Resources re: Camping on Water over Public Lands

12. Other Business

13. Talk to the Mayor

14. Closed Session

Council will enter into a Closed Session for discussion regarding:
(i) *Personal matters about an identifiable individual, including municipal or local board employees - clerk vacancy and related matters*

15. Business Arising from Closed Session

16. Confirming By-Law

By-Law 2022-17 being a By-law to confirm the proceedings of Council at its Special Meeting held on February 21, 2023 and at its Regular Meeting held on March 2, 2023.

17. Adjournment



Update from Almaguin Highlands Health Council

17-Feb-2023

Approach to MAHC Hospital Build "Local Share" Commitments

Rod Ward – Chair, AHHC

Almaguin
Embrace our nature

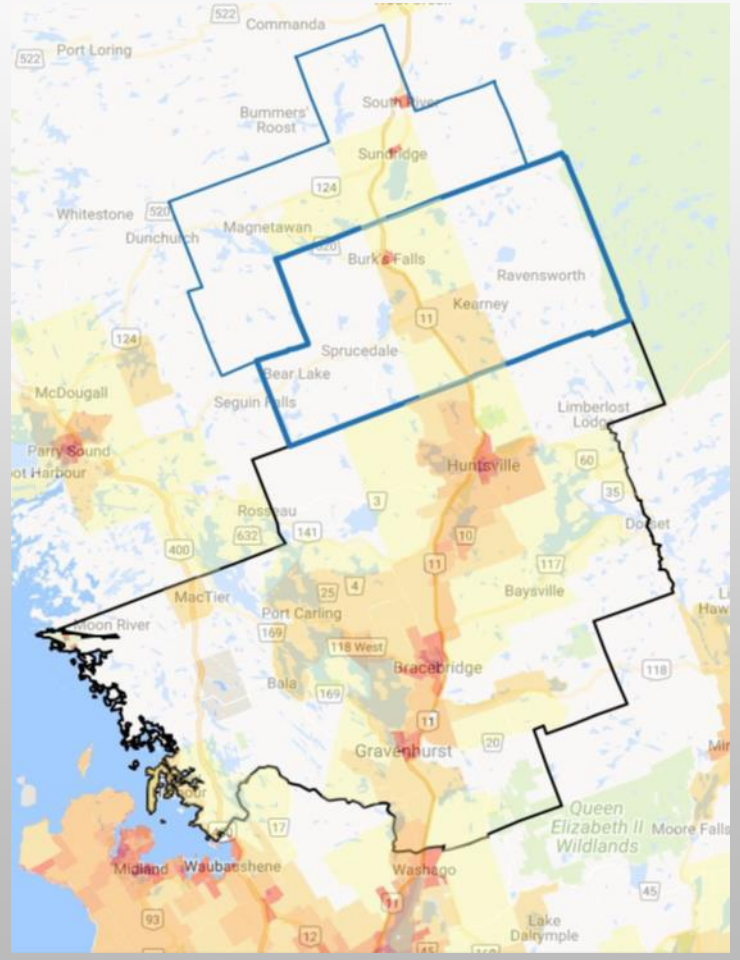
Preliminary: For Discussion Purposes Only

Background and Preamble…

- Muskoka Algonquin Health Care (MAHC) requires immediate input from all funding partners (hospital foundations, MAHC hospital, municipalities within ‘catchment’) with respect to the Local Share…
- We need to start somewhere…
- There is still a great deal of work to do and discussion to have…
- We need to make some assumptions in order for discussions to move forward…

Preliminary: For Discussion Purposes Only

Focus geographic area for MAHC hospital builds

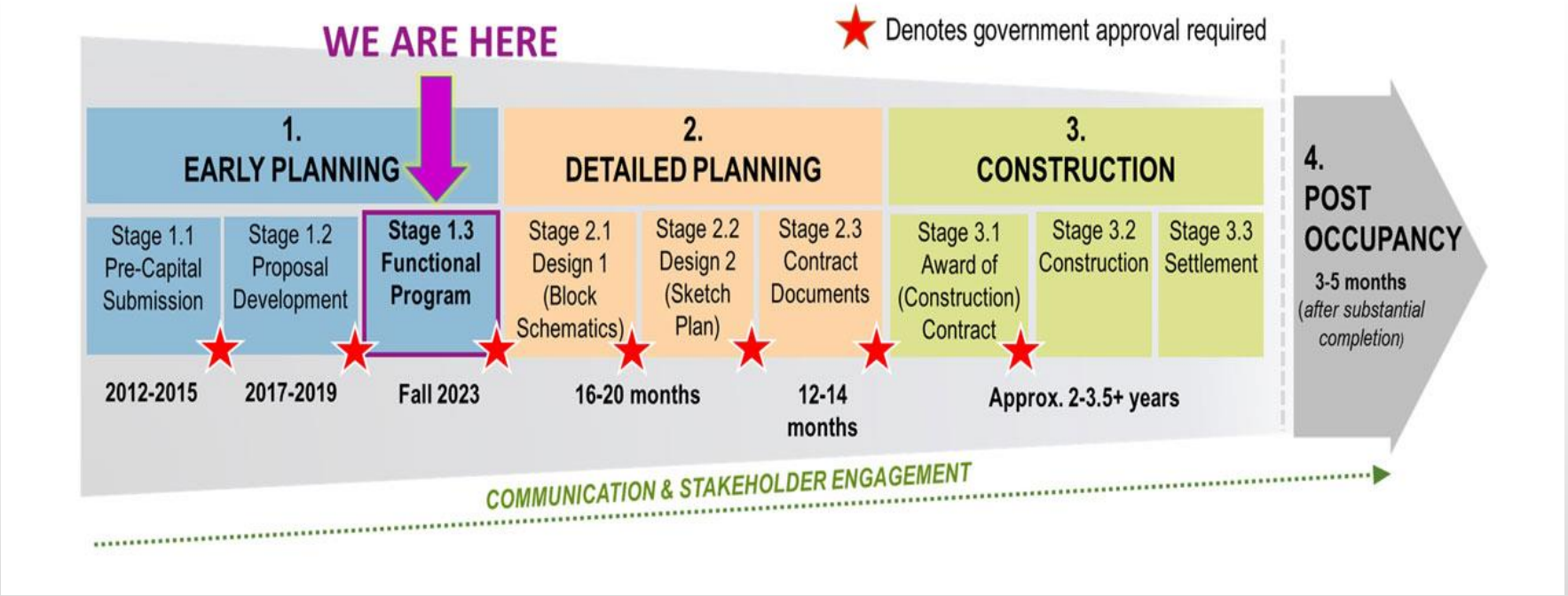




- Over 70,000 permanent residents, over 80,000 seasonal residents and over 2 million annual visitors
- Area services a broad and dispersed geography (over 5000 square kilometers).
- Recognize that municipalities on the outer 'borders' likely receive hospital services from multiple hospital locations (MAHC, NORTH BAY, WEST PARRY SOUND, ORILLIA)

Preliminary: For Discussion Purposes Only

Muskoka Algonquin Health Care (MAHC) Hospital Builds (Huntsville / Bracebridge) – Impact of Local Share



- Local Share costs are mandated by provincial legislation
- Local community is required to cover 10% of capital building costs + 100% equipment costs
- Local Share was estimated to be $129-m at project outset in 2019
- Projected Local Share at project completion is now estimated to be $225-m
- Two hospital foundations, MAHC and municipalities are part of local share discussion
- Formula and estimates have yet to be determined
- AHHC has seat at the ‘local share’ table on behalf of Almaguin municipalities

Preliminary: For Discussion Purposes Only

Updated Project Cost Projections

March 2019 Assumptions

- Project Cost: $561M
- Local Share: $129M

2019 Project in September 2022 dollars

- Project Cost: $722M
- Local Share: $165M

2019 Project Fall 2027 RFP

- *Potential* Project Cost: $967M
- *Potential* Local Share: $225M

* **Final costs are unknown and will evolve through the planning process**

Preliminary: For Discussion Purposes Only

Impacts to the Almaguin Highlands: *What we know…*

If we want our community to support the hospital builds we are obligated to contribute to Local Share…

MAHC will re-group with the Local Share Committee on **February 27, 2023…**

Our actual financial contribution is not expected in the short term – build must be 'substantially completed' before any funds change hands...

AHHC has already indicated to MAHC that we wish to see healthcare services in the Almaguin Highlands community as part of the project…

Preliminary: For Discussion Purposes Only

Current assumptions…

The **upper limit** total Local Share is assumed to be **$225-million** – there is no expectation that this number can continue to grow.

Almaguin Highlands (AHHC) has stated an assumption that the hospital **Foundations** will account for **30%* of Local Share** (~$67.5-m).

Almaguin Highlands (AHHC) has stated an assumption that **Muskoka Algonquin Healthcare (MAHC)** will cover **20%* of Local Share** (~$45-m).

This leaves **50%* (~$112.5-m)** to be covered by **all municipalities** in the catchment area.

Financing assumed to be over longer term **(10-15 years)** with funds set aside in **reserves** by each municipality each year.

No funds to be handed over to MAHC until the build is **"substantially complete".**

Based on **Assessment Numbers (from 2021)** the total 'municipal' share for the **Almaguin Highlands** region is about **9.98%** (or about **$11.2-million**), based on above assumptions.

* Note: These percentage assumptions are based on other Ontario hospital builds in the last 3 years.

Preliminary: For Discussion Purposes Only

Further assumptions…

It is assumed that areas receiving largest economic benefit (Huntsville/Bracebridge) will contribute “more than average”.

It is assumed that areas on the ‘outer reaches’ of the catchment area will contribute “less than average” (under the further assumption that they already contribute to healthcare projects to the north, west and/or south).

It is assumed that all 12 municipalities in the Almaguin Highlands part of the catchment area will contribute something.

It is assumed that there is no perfect approach to determining the share for each municipality. Compromise is required.

We have not yet had enough time to investigate other potential avenues for funding, such as grants, fund-raising initiatives, etc..

Preliminary: For Discussion Purposes Only

Options for Almaguin Highlands

Option	Potential Pros / Benefits	Potential Cons / Risks
Do nothing…	• Minimal time / effort	• Local share for Almaguin municipalities will be driven by other groups / areas / government bodies • We will have zero influence on how or where healthcare dollars are spent • We will still face a cost to our taxpayers (i.e. the local share doesn't 'go away') • Risks loss of MAHC services provided in Almaguin today (which impacts Almaguin citizens and primary care providers in Burk's Falls / Sundridge)
Each municipality approaches funding separately and "does what they can"	• Based on individual municipal budgets • Potentially minimizes local taxpayer impact	• Removes leverage for potential future healthcare services in Almaguin • Likely falls short of Local Share requirements • Divides the region • Does not guarantee that there won't be further contribution requests down the road • Risks loss of MAHC services provided in Almaguin today (which impacts Almaguin citizens and primary care providers in Burk's Falls / Sundridge)
Approach the issue Almaguin-wide and determine a best-fit which serves the area, the needs of Local Share, and the needs of residents. 12 Almaguin municipalities for $12-m in 12 years. "12 for 12 in 12"	• Provides commitment to hospital builds • Allows for funding of additional healthcare services in Almaguin, for Almaguin • Provides strength of an 'all-region' approach • Supports our residents, our current healthcare providers, future development and growth • Still allows for negotiation within Almaguin to account for special circumstances	• Requires a near-term 'soft' commitment for long-term funding • Still requires negotiation within Almaguin

Preliminary: For Discussion Purposes Only

Recommended approach – Local Share with Almaguin Highlands Focus

Recommended Step	Specifics	How established
Establish baseline percentages, based on 2021 Assessments	Estimates substantially complete for Almaguin Highlands purposes. The "formula", however, has not been established by the Local Share committee.	Via resolution with the full Local Share committee for MAHC.
Determine per-year, per-municipality requirement over 12 year period – 12 municipalities reserving a total of $12-m over a 12 year period	Estimates substantially complete, based on Almaguin Highlands assessment numbers.	Via individual municipal council resolution.
Commit (via resolution) 80% of funds toward the MAHC builds	Total ~$9.5-million committed to MAHC hospital builds as part of Phase 1.3 requirements of hospital build. See detail slides.	Via individual municipal council resolution
Commit (via resolution) remaining 20% of funds to healthcare services in the Almaguin Highlands (future needs)	Remaining ~$2.5-million committed to future healthcare services in the Almaguin Highlands…could include any service benefitting the region and could still be transferred to the MAHC build, if desired, at later date. See detail slides.	Via individual municipal council resolution

Target $12-million for 12 municipalities in 12 years…

Preliminary: For Discussion Purposes Only

Muskoka and Area Assessment and Cost Sharing Breakdowns – No Adjustments

Municipality	2021 Total Assessment	Percentage of Overall	Municipal Share	Muskoka Share	Almaguin Share
Township of Muskoka Lakes	$ 10,272,422,309.00	31.48%	$ 35,412,999.69	**Assumption:** How these amounts get 'spiit' between District of Muskoka and the lower tiers is still TBD but overall totals do not change.	
Township of Lake of Bays	$ 3,236,108,027.00	9.92%	$ 11,156,111.88		
Town of Huntsville	$ 4,274,289,337.00	13.10%	$ 14,735,123.07		
Town of Bracebridge	$ 3,422,018,877.00	10.49%	$ 11,797,018.25		
Town of Gravenhurst	$ 3,621,765,727.00	11.10%	$ 12,485,622.64		
Township of Georgian Bay	$ 2,831,160,000.00	8.68%	$ 9,760,099.92		
Township of Algonquin Highlands	$ 1,719,587,527.00	5.27%	$ 5,928,081.10		
				90.02%	
TOTAL MUSKOKA PORTION				**$ 101,275,056.56**	
Township of Armour	$ 377,699,218.00	1.16%	$ 1,305,000.00		
Village of Burk's Falls	$ 81,953,600.00	0.25%	$ 281,250.00		
Township of Ryerson	$ 191,791,700.00	0.59%	$ 663,750.00		
Township of McMurrich/Monteith	$ 230,998,900.00	0.71%	$ 798,750.00		
Township of Perry	$ 482,164,500.00	1.48%	$ 1,665,000.00		
Municipality of Magnetawan	$ 711,934,009.00	2.18%	$ 2,452,500.00		
Township of Strong	$ 298,402,100.00	0.91%	$ 1,023,750.00		
Village of Sundridge	$ 106,024,400.00	0.32%	$ 360,000.00		
Village of South River	$ 71,525,700.00	0.22%	$ 247,500.00		
Township of Machar	$ 262,725,000.00	0.81%	$ 911,250.00		
Township of Joly	$ 61,786,900.00	0.19%	$ 213,750.00		
Town of Kearney	$ 379,068,309.00	1.16%	$ 1,305,000.00		
TOTAL ALMAGUIN PORTION		9.98%			**9.98%**
					$ 11,227,500.00
	$ 32,633,426,140.00	100.00%	$ 112,500,000.00		
	TOTAL LOCAL SHARE		$ 225,000,000.00		

Assumptions:

30% of $225-m local share - Foundations
20% of $225-m local share - MAHC
50% of $225-m local share - Municipalities
* Assumes 12-year investment period

- **Preliminary: For Discussion Purposes Only**

Muskoka and Area Assessment and Cost Sharing Breakdown Estimates – Almaguin Highlands Focus

Municipality	2021 Total Assessment	Percentage of Overall	Municipal Share	Almaguin Share	MAHC Share (80%)	*Per Year	Almaguin "Holding" (20%)	*Per Year	*Total Per Year Reserves
Township of Armour	$ 377,699,218.00	1.16%	$ 1,305,000.00		$ 1,044,000.00	$ 87,000.00	$ 261,000.00	$ 21,750.00	$ 108,750.00
Village of Burk's Falls	$ 81,953,600.00	0.25%	$ 281,250.00		$ 225,000.00	$ 18,750.00	$ 56,250.00	$ 4,687.50	$ 23,437.50
Township of Ryerson	$ 191,791,700.00	0.59%	$ 663,750.00		$ 531,000.00	$ 44,250.00	$ 132,750.00	$ 11,062.50	$ 55,312.50
Township of McMurrich/Monteith	$ 230,998,900.00	0.71%	$ 798,750.00		$ 639,000.00	$ 53,250.00	$ 159,750.00	$ 13,312.50	$ 66,562.50
Township of Perry	$ 482,164,500.00	1.48%	$ 1,665,000.00		$ 1,332,000.00	$ 111,000.00	$ 333,000.00	$ 27,750.00	$ 138,750.00
Municipality of Magnetawan	$ 711,934,009.00	2.18%	$ 2,452,500.00		$ 1,962,000.00	$ 163,500.00	$ 490,500.00	$ 40,875.00	$ 204,375.00
Township of Strong	$ 298,402,100.00	0.91%	$ 1,023,750.00		$ 819,000.00	$ 68,250.00	$ 204,750.00	$ 17,062.50	$ 85,312.50
Village of Sundridge	$ 106,024,400.00	0.32%	$ 360,000.00		$ 288,000.00	$ 24,000.00	$ 72,000.00	$ 6,000.00	$ 30,000.00
Village of South River	$ 71,525,700.00	0.22%	$ 247,500.00		$ 198,000.00	$ 16,500.00	$ 49,500.00	$ 4,125.00	$ 20,625.00
Township of Machar	$ 262,725,000.00	0.81%	$ 911,250.00		$ 729,000.00	$ 60,750.00	$ 182,250.00	$ 15,187.50	$ 75,937.50
Township of Joly	$ 61,786,900.00	0.19%	$ 213,750.00		$ 171,000.00	$ 14,250.00	$ 42,750.00	$ 3,562.50	$ 17,812.50
Town of Kearney	$ 379,068,309.00	1.16%	$ 1,305,000.00		$ 1,044,000.00	$ 87,000.00	$ 261,000.00	$ 21,750.00	$ 108,750.00
TOTAL ALMAGUIN PORTION		9.98%		9.98%					
				$ 11,227,500.00	$ 8,982,000.00		$ 2,245,500.00		

12 For 12 in12 …

Preliminary: For Discussion Purposes Only

$12-m for 12 municipalities in 12 years…Local Share with Almaguin Highlands Focus

The good news…

- Fund-raising efforts will focus on enhancing healthcare services in the Almaguin Highlands
- An Almaguin-wide approach will demonstrate a significant contribution to healthcare
- Healthcare is the largest (sector) employer in the region
- There are groups lobbying for changes to the Local Share – 'urban versus rural' realities
- We have an extended period to raise funds
- Any funds raised will directly benefit healthcare in the Almaguin Highlands
- **For all of us, it represents a commitment to healthcare in our region**

Overall Local Share = $225-million

Funder	Projected Total	Percentage
Hospital Foundations *	$67.5-m	30%
MAHC *	$45-m	20%
Municipal Share *	$112.5-m	50%
**Almaguin Highlands Share ** **	**$9.5-m**	**4.22%**

*Based on previously listed assumptions

****Based on 12-year fund-raising target; $9.5-m to Local Share; $2.5-m to Almaguin healthcare directly**

Almaguin
Embrace our nature

MINUTES

SPECIAL COUNCIL MEETING

Thursday, February 16th, 2023

Council Members Present: Mayor Cheryl Philip
Deputy Mayor Michael Rickward
Councillors: Keven Beaucage, Heather Pateman and Jill Sharer

Staff Present: Cindy Filmore, Acting Clerk
Brian Horsman, CBO

Others Present: Jean Larocque – Larocque Elder Architects
Jeff DeDecker – Larocque Elder Architects
James Goodreau - Bradanick Contracting

1. **Call the Meeting to Order**

   Res. No. 1/16/02/2023 Keven Beaucage, Heather Pateman
   BE IT RESOLVED that the Special Council meeting of the Corporation of the Town of Kearney on February 16th, 2023, be declared open and called to order at 12:05 p.m.
   CARRIED

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

3. **Council Resolution re:** Adopt Agenda as Amended

   Res. No. 2/16/02/2023 Jill Sharer, Heather Pateman

   BE IT RESOLVED that the Agenda of the Special Council Meeting of Council of the Corporation of the Town of Kearney on February 16, 2023 be adopted as amended – Defer 3.3 Resolution re Internet Connectivity to Regular Council Meeting at 6 pm
   CARRIED

4. Council Discussion with Laroque Elder Architects and Bradanick Contracting regarding KCC Renovations took place.
   - James @ Bradanick noted supply issues and resolutions as well as the goals met to date.
   - Jeff @ LEA explained the process being followed on the project and explained things that have been accomplished thus far
   - Discussions between Council and the contractors covered:
     - Septic system issues
     - The possibility of relocating the public washrooms
     - The consideration of flooring and finishes such as acoustic treatments, PA and audio visual systems
   - Jeff @ LEA spoke of change orders, explaining how they worked, and the manner in which costs and savings were observed using the cash allowances built in to the project budget.

   Councillors, team members from Larocque Elder Architects and contractor toured the construction site.

   Res. No. 4 (a)/16/02/2023 Keven Beaucage, Heather Pateman

   WHEREAS the Council of the Corporation of the Town of Kearney has retained the services of Larocque Elder Architects as the project managers on the KCC renovations
   AND WHEREAS, as part of these renovations, the need for a new septic system has been identified;
   NOW THEREFORE BE IT RESOLVED that Council directs LEA to develop the scope of work for a new septic system for the KCC project.
   CARRIED

   Res. No. 4.(b)/16/02/2023 Keven Beaucage, Heather Pateman

   WHEREAS the Council of the Corporation of the Town of Kearney has determined that the renovations to the KCC should include consideration of floors and finishes;
   NOW THEREFORE BE IT RESOLVED that Council directs LEA to develop the scope of work for the floor and finishes, including a new P.A. system, improvements to acoustics and new Audio Visual system.
   CARRIED

Draft

Res. No. 4.(c)/16/02/2023 Jill Sharer, Mike Rickward

WHEREAS the Council of the Corporation of the Town of Kearney has determined the need to relocate the washroom facilities within the Kearney Community Centre;

NOW THEREFORE BE IT RESOLVED that Council directs LEA to develop the scope of work for this relocation.

CARRIED

5. Adjournment

Res. No. 05.16/02/2023 Keven Beaucage, Heather Pateman

BE IT RESOLVED that the Special Council Meeting of the Corporation of the Town of Kearney adjourn at 12:02 p.m. to meet again at 6 pm on Thursday, February 16th, 2023 in the Council Chambers, Kearney Ontario. **CARRIED**

THE CORPORATION OF THE TOWN OF KEARNEY

_____

Cheryl Philip, Mayor

_____

Cindy Filmore, Clerk

Draft

5(a)(4)

Town of Kearney

REPORT

CLOSED COUNCIL MEETING

Tuesday, February 16, 2023

Council Members Present: Mayor: Cheryl Philip
Deputy Mayor: Mike Rickward
Councilors: Keven Beaucage, Heather Pateman (remotely) and Jill Sharer

Staff Present: Cindy Filmore, Acting Clerk

Guests Present: Tom Agnew of Hicks Morley attended remotely
Karen Fraser

The closed meeting commenced at 5:57 p.m.

The following items were discussed:

(a) Personal matters about an identifiable individual, including municipal or local board employees;
   i. Clerk vacancy and related matters

Karen Fraser presented a proposal Council's consideration. After review and discussion, Council requested that a resolution be passed in open session immediately after rising from the closed meeting.

(b) Personal matters about an identifiable individual, including municipal or local board employees
   i. Union employee matter

Council received an update on this matter.

(c) Advice that is subject to solicitor/client privilege, including communications necessary for that purpose
   i. Clerk vacancy and related matters

Mr. Agnew provided information to Council. After consideration, Council gave direction to Mr. Agnew. Additional information to be provided by Mr. Agnew at a future date.

(d) Advice that is subject to solicitor/client privilege, including communications necessary for that purpose
   i. Union employee matter

Council received information on the status of this matter and provided additional direction.

THE CORPORATION OF THE
TOWN OF KEARNEY

_____
Cheryl Philip, Mayor

_____
Cindy Filmore, Acting Clerk

Draft

The Corporation of the Town of Kearney

8 Main Street Box 38 Kearney ON P0A 1M0

MINUTES

REGULAR COUNCIL MEETING
Council Chambers
Thursday, February 16th, 2023
6:00 p.m.

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

Staff Present: Cindy Filmore, Deputy Clerk
Leslie Harvie, Deputy Treasurer
Brian Horsman, Chief Building Official

1. Call the Meeting to Order

Res. No. 1/16/02/2023 Keven Beaucage, Heather Pateman
BE IT RESOLVED that the Regular Council Meeting of the Corporation of the Town of Kearney on February 16th, 2023 be declared open and called to order at 6:03 p.m.
CARRIED

2. Approval of Agenda

Res. No. 2/16/02/2023 Keven Beaucage, Jill Sharer
BE IT RESOLVED that the Agenda of the Regular Council Meeting of the Corporation of the Town of Kearney on February 16th, 2023 be adopted as amended.

ADD 10(d)(ix) By-law No. 2023-10 re: Appoint Acting Clerk
ADD 10(d)(x) By-law No. 2023-11 re: Appoint Acting Treasurer
ADD 10(d)(xi) Report and Resolution re: Internet Connectivity
ADD 10. (xii) By-law No. 2023-15 re: Appoint Acting Interim Clerk
ADD 11. (b)(iii) DPSSSB – CAO Report for February

CARRIED

3. Declaration of Pecuniary Interest and the General Nature Thereof

Councillor Pateman declared a pecuniary interest with regard to List of Accounts Cheques Number 32463, the reason being: Cheque to my business- Fetterleys

4. Delegations/Presentations

(a) Delegations

(i) Lanny Dennis re: Removal of Condition regarding EIS – Mosmann Severances B-045 to B-047/22
(ii) Victoria Perr re: Dog Park in Kearney

(b) Presentations – Nil

5. Minutes

(a) Adoption of Minutes

Res. No. 5(a)(i)/02/02/2023 Jill Sharer, Mike Rickward
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney approves the Minutes of the Council Meeting(s) as follows:

(i) **Special Meeting**, *Draft* Minutes – January 31, 2023
(ii) **Regular** Meeting, *Draft* Minutes – February 2, 2023
(iii) **Special** Meeting, *Draft* Minutes – February 9, 2023

CARRIED

(b) Receive Committee Minutes - Nil

6. Committee Resolutions for Consideration - Nil

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

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

DRAFT

9. Unfinished Business – Nil

10. Reports and By-laws

(a) Building

(i) **Report and Resolution re**: Permit Clerk Job Description

Res. No. 10(a)(i)/16/02/2023 Mike Rickward, Jill Sharer

WHEREAS the Council of the Corporation of the Town of Kearney had requested a Job Description for the approved position of Building Department Permit Clerk

AND WHEREAS the Chief Building Official has provided the proposed Job Description (as attached)

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby approves the Job Description for the Building Department Permit Clerk

DEFERRED

(b) Planning

(i) **Res. No. 10. (b)/16/02/2023**

(i) **BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney hereby recommends denial of Consent Applications B -080-22 (O'Hara) as the application is not consistent with the PPS, does not conform to the Town of Kearney Official Plan and does not comply with the Town of Kearney Zoning By-law No. 2022-20

DEFEATED

(ii) Res. No. 10 (b)(i) 16/02/2023 Mike Rickward, Jill Sharer

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby approves Consent Application B-080/22 (O'Hara) provided that the conditions outlined by our Planner in their report (attached) are met.

CARRIED

For reference, the report included the following:

"1. An Aggregate Impact Study be undertaken to demonstrate the proposed severed lot will not have a negative impact on the abutting aggregate use on the proposed retained lands as it currently exists and in the future.

2. That prior to the finalization of the consents, confirmation that the North Bay Mattawa Conservation Authority has no concerns or objections with regard to existing or proposed sewage disposal systems on the subject lands, shall be provided.

3. Confirmation in writing from the Town of Kearney that a 911 Address Numbers to the new lots created have been assigned.

4. A payment-in-lieu of a parkland dedication shall be paid in accordance with Section 51.1 of the Planning Act acceptable to the Town of Kearney in cash or certified cheque.

5. That all Municipal taxes to date shall be paid in full.

6. The applicant provides confirmation from the Town of Kearney Roads Foreman with respect to entrance approval.

7. That all Town fees and disbursements (legal, engineering, planning), if any incurred by the Town with respect to this application shall be paid for by the owner.

8. A draft reference plan of survey be provided to the Town of Kearney for review prior to registration."

(ii) Res. No. 10. (b)(ii)/16/02/2023 Keven Beaucage, Jill Sharer

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney recommends approval of Consent Application B-094-22 (Dault/Clark) subject to the following conditions:

1. That all Municipal taxes to date shall be paid in full
2. That all Town fees and disbursements (legal, engineering, planning), if any incurred by the Town with respect to this application shall be paid for by the owner.
3. A draft reference plan of survey be provided to the Town of Kearney for review prior to registration.

CARRIED

(c) Operations

(i) **Transfer Station Report re:** January 6th, 2023 to February 7, 2023 - **Report only**.

(ii) **Report re:** Sand Lake and Beaver Lake Boat Launch RFT

(d) Administration

(i) **By-law No. 2023-06 re:** 2023 Hiring By-law

DRAFT

Res. No. 10(d)(i)/16/02/2023 Jill Sharer, Mike Rickward
By-law No. 2023-06, Being a By-law to Establish a Hiring Policy and process, be read a first, second and third time and numbered 2023-06 and that the said By-law be signed by the Mayor and Clerk, sealed with the Seal of the Corporation, and engrossed in the By-law Book.
CARRIED

(ii) **By-law 2023-12**

Res. No. 10(d)(ii)/16/02/2023 Mike Rickward, Jill Sharer
By-law 2023-13, Being a by-law to Repeal By-law No. 2020-01 (by-law which declared Granny Whites Farm property as surplus), be read a first, second and third time and numbered 2023-12 and that the said By-law be signed by the Mayor and Clerk, sealed with the Seal of the Corporation and engrossed in the By-law Book
CARRIED

(iii) **Report and Resolution re:** 2866185 Ontario Ltd. – Shore Road Allowance Notice

Res. No. 10(d)(iii)/16/02/2023 Keven Beaucage, Heather Pateman
WHEREAS Notice was given for a Shore Road Allowance closing with the time of the meeting indicating 1:00 p.m. where it should have stated 6:00 p.m.;

AND WHEREAS the time has been corrected in the Notice, to reflect the meeting being held at 6:00 p.m.;

AND WHEREAS our Notice By-law allows that Council may reduce or amend the notice requirements upon passage of a motion at a duly call meeting of Council;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs that, with respect to the road closing and sale application of 2866185 Ontario Ltd, for part of the original shore road allowance in front of Lot3, Concession 12, Geographic Township of Bethune now in the Town of Kearney, District of Parry Sound, designated as Part 3, Plan 42R-19393, Council deems the following:

1. Publishing for three (3) consecutive weeks in the local newspaper, not less than six (6) days or more than thirty (30) days prior to the proposed date for the passing of the By-law will be adequate in the circumstance;
2. Posting for three (3) consecutive weeks in six(6) of the most public places in the immediate neighbourhood of the subject highway will be adequate in this circumstance.

CARRIED

(iv) **Resolution re: Resolution Report** – **Deferred**.

(v) **Discussion and Resolution re:** Job description for Treasurer - Deferred

(vi) **Discussion and Resolution re**: Job Description for Financial Consultant - Deferred

(vii) **By-Law 2023-12** Being a By-law to Designate a Community Safety Zone

Res. No. 10(d)(vii)/16/02/2023 Keven Beaucage, Jill Sharer
BY-LAW 2023-13 BEING A By-law to Designate a Community Safety Zone, be read a first, second and third time and numbered 2023-12 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

(ix) **By-Law 2023-10** Being a By-law to Appoint Cindy Filmore as Acting Clerk

Res. No. 10(d)(ix)/016/02/2023 Jill Sharer, Mike Rickward
BY-LAW 2023-10 Being a By-law to appoint Cindy Filmore as Acting Clerk be read a first, second and third time and numbered 2023-10 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

(x) **By-law 2023-11** Being a By-law to Appoint Leslie Harvie as Acting Treasurer

Res. No. 10(d)(x)/16/02/2023 Jill Sharer, Heather Pateman
BY-LAW 2023-11 Being a By-law to appoint Leslie Harvie as Acting Treasurer be read a first, second and third time and numbered 2023-11 and that the said By-law be signed by the Mayor and Clerk, sealed with the Seal of the Corporation and be engrossed in the By-law Book

DRAFT

CARRIED

(xi) **Report and Resolution re:** Internet Connectivity

Res. No. 10(d)(xi)/16/02/2023 Keven Beaucage, Heather Pateman

WHEREAS Council has determined that the current status of office accessibility and internet connectivity is not conducive to the daily operations of the municipality;

AND WHEREAS Council has previously directed Staff to determine the necessary steps to upgrade the computer access of the Administrative Office, the Public Works Office and the Fire Department, to contact Lake Country Office Solutions and Galaxy Broadband to determine pricing to provide these upgrades to service;

NOW THEREFORE BE IT RESOLVED *that Council directs staff to:*

- purchase the StarLink RV unit ($759 for hardware and $170/mo for internet access) for the Fire Department
- purchase the Netgear M5 Modem through WPCI (latest price was $318/yr for 2 years along with a monthly plan through WPCI ($45/month) for data for the Public Works Department
- purchase the Starlink RV unit ($759 for hardware and $170/mo. for internet access to be used for Council meetings and municipal office accessibility
- implement Managed IT Services provided by Lake Country Office Supplies ($1080/mo.)
- purchase of the Hybrid Meeting Technology offered by Lake Country Office Solutions ($11,999.00 or $299/mo)

AND FURTHER, Council supports the purchase of two laptop computers at a cost of $1604.00 each for the Communications and Public Relations Intern and the General Maintenance/Facilities personnel.

CARRIED

(xii) By-law 2023-15 Being a By-law to Appoint an Interim Acting Clerk

Res. No 10.(d)(xii)/16/02/2023 Keven Beaucage, Jill Sharer

By-law No. 2023-15, Being a By-law to Appoint Karen Fraser as Interim Acting Clerk, be read a first, second and third time and numbered 2023-15 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

(e) <u>Treasury</u>

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

(f) <u>Fire and Emergency Services</u>

(i) **Report re**: Fire Chief, Fire Department Report for Regular Council Meeting on February 16, 2023 – **Report only.**

(g) <u>Facilities and Buildings</u> - Nil

(h) <u>Council Presentations</u>

(i) Mayor Cheryl Philip re:

(a) Almaguin Highlands Health Council Local Share

(b) Roads Advisory Committee re: Date of first meeting

Res. No 10. (h)(i)(b) 16/02/2023 Mike Rickward, Jill Sharer

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney determines that the first meeting of the Roads Advisory Committee shall be April 18th, 2023 at 6 pm

CARRIEED

(ii) Deputy Mayor Mike Rickward re:

(a) Recreational Advisory Committee re: Discussion

11. Correspondence

(a) Action Items – Nil

(b) Information Items

(i) **District of Parry Sound Municipal Association re:** Appointments for the 2022 to 2026 term

(ii) **District of Parry Sound Social Services Administration Board re**: Honorariums and Expenses of area representatives.

DRAFT

12. ~~Other Business~~ – Nil

13. Talk to the Mayor

Members of the public were invited to converse with Council.

14. Closed Session

Res. No. 14(a)-(b)/16/02/2023 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 8:25 p.m. for discussion regarding:

(a) *Personal matters about an identifiable individual, including municipal or local board employees – Staff vacancy and related matters.*

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

CARRIED

Res. No. 14(c)/16/02/2023 Mike Rickward, Jill Sharer

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 10:02 p.m.

CARRIED

15. Business Arising from Closed Session

Res. No. 15. (i)16/02/2023 Mike Rickward, Jill Sharer

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby extends the Council meeting past the 4 hour curfew

CARRIED

16. By-law 2023-14 Being a By-law to Confirm the Proceedings of Council

Res. No. 16/16/02/2023 Keven Beaucage, Heather Pateman

By-law No. 2023-14, Being a By-law to confirm the proceedings of Council at its Special Council Meeting of February 9th, of its Special Council Meeting of February 16th, and of its Regular Meeting held on February 16th, 2023, be read a first, second and third time and numbered 2023-14 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

17. Adjournment

Res. No. 17/16/02/2023 Keven Beaucage, Jill Sharer

BE IT RESOLVED that the Regular Council Meeting of the Corporation of the Town of Kearney adjourn at 10:04 p.m. to meet again at 6:00 p.m. on Thursday, March 2nd , 2023, in the Council Chambers, Kearney, Ontario. **CARRIED**

THE CORPORATION OF THE
TOWN OF KEARNEY

_____

Cheryl Philip, Mayor

_____

Cindy Filmore, Clerk

DRAFT

The Corporation of the Town of Kearney

8 Main Street Box 38 Kearney ON P0A 1M0

MINUTES

SPECIAL COUNCIL MEETING
Council Chambers
Tuesday, February 21, 2023
6:00 p.m.

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

Staff Present: Cindy Filmore, Acting Clerk
Karen Fraser, Interim Acting Clerk

1. **Call the Meeting to Order**
Res. No. 1/21/02/2023 Keven Beaucage, Jill Sharer
BE IT RESOLVED that the Special Council Meeting of the Corporation of the Town of Kearney on February 21st , 2023 be declared open and called to order at 5:55 p.m.
CARRIED

2. **Approval of Agenda**
Res. No. 2/21/02/2023 Keven Beaucage, Jill Sharer
BE IT RESOLVED that the Agenda of the Special Council Meeting of the Corporation of the Town of Kearney on February 16th, 2023 be adopted as circulated.
CARRIED

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

4. **Enter Closed Session**
Res. No. 4(a)/21/02/2023 Mike Rickward, Jill Sharer
BE IT RESOLVED THAT IN ACCORDANCE WITH Section 239, (a)(2, (3) and (3.1) of the Municipal Act, c.24, S.O. 2001, as amended, the Council of the Corporation of the Town of Kearney will convene in Closed Session at 5:57 pm for discussion regarding:
   (a) Personal matters about an identifiable individual, including municipal or local board employees – clerk vacancy and related matters
   (b) Personal matters about an identifiable individual, including municipal or local board employees – union employee matter
   (c) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose – clerk vacancy and related matters
   (d) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose – union employee

CARRIED

Return from Closed Session to discuss matters from Closed Session
Res. No. 4(b)/21/02/2023 Mike Rickward, Jill Sharer
WHEREAS the CAO/Clerk/Treasurer position is currently vacant, and
WHEREAS an Acting Clerk and Acting Treasurer have been appointed in the interim, and
WHEREAS Council deems it necessary to consider how best to fill this vacancy in the most expeditious manner; and
WHEREAS Council has certain legislative responsibilities with respect to the financial and administrative interests of the municipality pursuant to Section 224 of the Municipal Act, 2001, S.O. 2001, c25, and
WHEREAS it is Council's desire to maintain continuity of business in the most responsible manner; and
WHEREAS, Council has received a proposal from a qualified Municipal Administrator to assist staff and Council with its immediate short-term administration;
NOW therefore be it resolved;
That Karen Fraser be hired on a temporary part-time basis as discussed in a closed meeting of Council on February 21, 2023; and

That the Section 5.5.3 of the Town of Kearney Hiring Process and Policies (By-law 2023-06) be waived in this instance.

5. **Adjourn**

Res. No. 5/21/02/2023 **Keven Beaucage, Jill Sharer**

BE IT RESOLVED that the Special Council Meeting of the Corporation of the Town of Kearney adjourn at 7:51 pm to meet again at 6:00pm on Thursday March 2, 2023 in the Council Chambers, Kearney, Ontario

THE CORPORATION OF THE
TOWN OF KEARNEY

_____

Cheryl Philip, Mayor

_____

Cindy Filmore, Clerk

5(b)(i)

JOINT WASTE MANAGEMENT COMMITTEE
MINUTES
Wednesday February 22, 2023
Electronic Meeting Hosted by
Perry Township

Attendance
Board Members: Jill Sharer, Keven Beaucage, Sean Murdy, Jim Cushman

Absent: Gina Newhall (technical difficulties), Paul Sowrey

Staff: Kim Seguin, Secretary-Treasurer

The meeting was called to order at 6:20pm by the Secretary. (The meeting started late due to technical difficulties)

The Secretary introduced the committee members and requested the members review the Code of Conduct policy which was included with the agenda and to provide a signed declaration to the Secretary Treasurer.

A Call for nominations for the Chair was conducted, Gina Newhall had advised that she would like to put her name forward, no other members indicated interest in the position.

The secretary advised that if Ms. Newhall was appointed then a further resolution would be required to nominate some one to stand as acting chair for the current meeting.

It was;
Moved by: Keven Beaucage
Seconded by: Sean Murdy
Resolution 2023-01
Be it Resolved that the Joint Waste Committee appoint Gina Newhall as Chair person for the Term 2023-2026.

Carried

It was;
Moved by: Jim Cushman
Seconded by: Jill Sharer
Resolution 2023-02
Be it Resolved that the Joint Waste Committee appoint Sean Murdy as Acting Chair person for the February 22, 2023 meeting.

Carried

Pecuniary Interest: None were declared

DRAFT

The report on the signing authorities was reviewed and it was;
Moved by: Jill Sharer
Seconded by: Sean Murdy
Resolution 2023-03
Be it Resolved that the Joint Waste Committee remove existing signing authorities Cheryl Philip and Jim Cushman, and appoint the following committee members for signing authority for the Kawartha Credit Union on behalf of the Kearney Perry Joint Waste Management Committee:

Jim Cushman, Keven Beaucage and Kim Seguin any two of the three are to sign.

Carried

Moved by: Sean Murdy
Seconded by: Jill Sharer
Resolution 2023-04
Be it Resolved that the Joint Waste Committee remove existing signing authorities Cheryl Philip and Jim Cushman, and appoint the following committee members for signing authority for the Scotiabank on behalf of the Kearney Perry Joint Waste Management Committee:

Jim Cushman, Keven Beaucage and Kim Seguin any two of the three are to sign.

Carried

The report regarding the Public Liaison Committee Member was reviewed and it was;
Moved by: Keven Beaucage
Seconded by: Sean Murdy
Resolution 2023-05
Be it Resolved that the Joint Waste Committee appoint Jim Hilt as the Public Liaison Committee member for the Term March 1, 2023 to November 30, 2026.

Carried

The minutes of the October 26, 2022 meeting were reviewed, and it was;
Moved by: Sean Murdy
Seconded by: Keven Beaucage
Resolution 2023-06
Be it Resolved that the minutes of the October 26, 2022 meeting of the committee be approved as circulated.

Carried

Business Arising from the Minutes:
The report from the secretary was reviewed on the status of cell 1 which is being closed and cell 2 is currently in use. The Secretary advised that the work required to carryout for the closing of cell 1 which includes the moving of the clay silt to cap the cell, topsoil and seeding can be contracted to our current operator Waste Connections Canada Inc, as they have the means to

DRAFT

oversee and carryout out the work. In addition the installation of the monitoring well in cell 1 to replace the damaged one can be overseen by the current engineering firm WSP Canada Inc.

A tentative onsite meeting has been scheduled for May 11 with the engineers and the contractor to review the requirements according to the Certificate of Approval for the closing of cell 1 and the installation of the monitoring well.

It was
Moved by: Keven Beaucage
Seconded by: Jill Sharer
Resolution 2023-07
Whereas the Joint Waste Committee has contracted with Waste Connections Canada Inc for the operation of the Rain Lake Landfill Site
And Whereas the Cell 1 is required to be closed and remediated and Cell 2 requires excavation
And Whereas Waste Connections Canada Inc is willing to be the lead in contracting the required equipment to carryout the required work
Now Therefore the Joint Waste Committee hereby appoints Waste Connections Canada Inc to be the lead contractor for the work to close and remediate Cell 1 and excavation of Cell 2. **Carried**

And further it was;
Moved by: Jim Cushman
Seconded by: Sean Murdy
Resolution 2023-08
Whereas the Joint Waste Committee has contracted with WSP Canada Inc for the Monitoring and Reporting of the Rain Lake Landfill Site
And whereas a new monitoring well is to be installed in Cell 1 to replace the existing damaged one once Cell 1 has been remediated,
And Whereas WSP Canada Inc can arrange and over see the required work for the installation of the monitoring well as per the Environmental Certificate of Approval.
Now Therefore the Joint Waste Committee hereby appoints WSP Canada Inc to be the lead for the work installation of the monitoring well in Cell 1.
Carried

The Bank Reconciliations for October, November, December 2022 and January 2023 for Kawartha Credit Union and Scotiabank accounts were reviewed, it was;
Moved by: Keven Beaucage
Seconded by: Jill Sharer
Resolution 2023-09
Be it Resolved that the Kearney Perry Joint Waste Management Committee have received and reviewed the bank reconciliations for October, November, December 2022 and January 2023 for the Scotiabank and Kawartha Credit Union accounts.
Carried

DRAFT

The bill payment list was presented, it was;
Moved by: Jill Sharer
Seconded by: Sean Murdy
Resolution 2023-10
Be it Resolved that the bill payment report as of February 15, 2023 in the amount of $70,189.02 be approved. **Carried**

The Financial Report 2022 year to date as of December 31, 2022 was reviewed, it was
Moved by: Keven Beaucage
Seconded by: Jill Sharer
Resolution 2023-11
Be it Resolved that the Kearney Perry Joint Waste Management Committee accept the 2022 Year to Date report as of December 31, 2022 as presented.
Carried
The Proposed 2023 budget was reviewed and presented, it was
Moved by: Keven Beaucage
Seconded by: Jim Cushman
Resolution 2023-12
Be it Resolved that the Joint Waste Committee recommend the 2023 Proposed Budget for a total amount of $282,920.00 to the Township of Perry and the Town of Kearney for approval. **Carried**

New Business
It was requested that the secretary provide information to the committee members on changes to recycling programs in Ontario that will be coming into effect. Information will also be provided on composting.

Being that there was no further business, it was;
Moved by: Sean Murdy
Seconded by: Jill Sharer
Resolution 2023-13
Be it resolved that the Kearney Perry Joint Waste Management Committee does hereby adjourn at 6:53 pm until the next regular meeting or at the call of the Chair.
Carried

Sean Murdy Acting Chairperson Kim Seguin Recording Secretary
These minutes are not official until reviewed and passed by the Committee.

DRAFT

5(b)(11)

Kearney Perry Joint Waste Management Committee
2023 Proposed Budget

	Budget 2022	Actual 2022	Budget 2023
REVENUE			
Kearney	$ 80,424.23	$ 80,424.23	$ 87,120.68
Perry	$ 101,572.13	$ 101,572.13	$ 109,730.25
Transfer from Reserve	$ -		$ 75,000.00
Prior year surplus	$ 3,423.64	$ -	$ 8,669.07
Miscl Revenue	$ -		
Bank Interest	$ 2,400.00	$ 8,027.05	$ 2,400.00
Total	**$ 187,820.00**	**$ 190,023.41**	**$ 282,920.00**
EXPENDITURES			
Advertising	$ 200.00	$ -	$ 200.00
Audit	$ 3,400.00	$ 4,130.44	$ 4,400.00
Engineering	$ 16,000.00	$ 14,757.86	$ 16,000.00
Fuel	$ 3,500.00	$ 4,920.16	$ 3,500.00
Service Charges	$ 20.00	$ 4.00	$ 20.00
Site/Misc.	$ 1,200.00	$ -	$ 1,200.00
Site - Sand cover material	$ 16,000.00	$ 19,312.67	$ -
Legal	$ -		$ -
Packer Repairs	$ 4,000.00	$ 2,198.90	$ 4,000.00
Contract Cost Per year	$ 130,000.00	$ 127,340.44	$ 130,000.00
Backhoe Rental	$ 13,500.00	$ 12,113.51	$ 13,500.00
Capital - wells	$ -		$ 25,100.00
Cell 1 Closing Costs	$ -		$ 85,000.00
To Reserves Wells	$ -	$ -	
To Reserves - Equipment	$ -	$ -	$ -
To Reserves - Closure	$ -	$ -	$ -
Total	**$ 187,820.00**	**$ 184,777.98**	**$ 282,920.00**
Current Year Surplus/(Deficit)	$ -	$ 5,245.43	$ -
Prior Year Net Surplus/(Deficit)		$ 3,423.64	
Net Surplus (Deficit) End of Period	**$ -**	**$ 8,669.07**	**$ -**

As at December 31/2022	
Equipment Reserve *	123,123.39
Monitoring Well Reserve	-
Closure Reserve **	244,918.85
2023 Budgeted Reserve transfer	-
	368,042.24

2023 ASSESSMENT		
Kearney	399,691,309	44.26%
Perry	503,419,300	55.74%
Total	903,110,609	100.00%

2023 LEVY	
Kearney	**$ 87,120.68**
Perry	**$ 109,730.25**
Total	**$ 196,850.93**

CORPORATION OF THE TOWN OF
KEARNEY ®

Email: info@townofkearney.com
Website: www.townofkearney.com
Phone: 705 636 7752
Fax: 705 636 0527

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

REPORT TO COUNCIL

TO: Mayor and Council

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

10(b)(i)

THE CORPORATION OF THE TOWN OF KEARNEY
BY-LAW NO. 2023-16

A BY-LAW TO CLOSE AND SELL PART OF THE ORIGINAL SHORE ROAD ALLOWANCE LYING IN FRONT OF LOT 3, CONCESSION 12, TOWN OF KEARNEY (2866185 ONTARIO LTD.)

WHEREAS pursuant to *The Municipal Act, R.S.O. 2001*, Chapter 25, Council is empowered to close highways;

AND WHEREAS pursuant to the said *Municipal Act*, Council is empowered to sell any highway which has been closed and declared surplus;

AND WHEREAS The Corporation of the Town of Kearney (the "Corporation") has complied with the requirements of its By-law respecting the Sale of Land and its Notice By-law with respect to the lands more particularly described in Schedule "A" attached hereto;

AND WHEREAS the Corporation received a request from the abutting landowner for a conveyance of the said lands.

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

1. Close – This Council does hereby close the highway on the lands more particularly described in Schedule "A" attached hereto.

2. Lands Are Surplus – This Council does hereby declare this said land to be surplus.

3. Easements – This Council does hereby authorize the transfer of such easements over the lands described in Schedule "A" attached hereto as required by utility providers.

4. Authorization of Sale – This Council does hereby authorize the sale of the said lands by way of direct sale to 2866185 Ontario Ltd. for the consideration of $4,802.13 plus HST of $624.28, subject to any easements as set out in Paragraph 3 above.

5. Execution of Documents – This Council does hereby authorize the Mayor and Clerk or Deputy Clerk to sign all documents and to take all action necessary to carry out the intent of this By-law.

READ a First and Second Time this 2nd day of March, 2023.

THE CORPORATION OF THE TOWN OF KEARNEY

_____
Cheryl Philip, Mayor

_____
Cindy Filmore, Acting Clerk

READ a Third and Final Time and Enacted in Open Council this 2nd day of March, 2023.

THE CORPORATION OF THE TOWN OF KEARNEY

_____
Cheryl Philip, Mayor

_____
Cindy Filmore, Acting Clerk

SCHEDULE "A" TO BY-LAW NO. 2023-16
OF THE CORPORATION OF THE TOWN OF KEARNEY

Part of the original shore road allowance lying in front of Lot 3, Concession 12, Geographic Township of Bethune, now in the Town of Kearney; District of Parry Sound; designated as Part 3, Plan 42R-19393.

10(C)(1)

REPORT FROM: Feb. 10 – 20

Date	Curbside Pick-up	Kearney	$	Sand Lake	$	Notes
FEB 10		38	Ø	14	30	C 30
FEB 11				20	25	F 10 C 15
FEB 12	CLOSED FOR DOG SLEDS			28	Ø	
FEB 13	22	42	16	19	Ø	
FEB 14		35	Ø	11	45	C 45
FEB 17		34	Ø	15	Ø	
FEB 18		35	Ø	6	Ø	
FEB 19		53	4	12	20	C 20
FEB 20	7	27	10	9	Ø	
FEB 21						
TOTALS	29	264	30	134	120	150

COMMENTS TRAFFIC AT BOTH KING WILLIAM AND KALLIO SITES HAVE BEEN LOW THROUGH OUT THE MONTH OF FEBRUARY. THE REPORT IS INCOMPLETE AS FEB 20TH WAS MY LAST DAY IN THE TRANSFER STATIONS.

Attendant KENT HARVIE

Date FEBRUARY 20 2023

10(d)(i)

Town of Kearney

Staff Report

Staff Report No. SR-2023-02
Date: March 2, 2023
To: Mayor, Deputy Mayor and Members of Council
From: Cindy Filmore, Acting Clerk
Subject: Data Fix

Recommendation:

That Council authorize the Early Renewal Option to allow staff to have continued access to Voterview through to the next scheduled election for 2026.

Background:

Voterview is the management system utilized to build and access the municipal election voters list through an on-line platform that bases its primary list on MPAC's information.

While this system is designed to reflect each taxpayer/property owner and provide quick changes based on the tax roll, it is more accurate if staff is able to regularly update new contact information as it becomes available. As well, as new residents move to the area, as property owners change or are removed from a property, staff can ensure that the election voter's list remains viable resulting in fewer changes being made at the polls.

During the past few years, staff situations have resulted in this continued access not being utilized which then created a situation which required a large number of corrections, deletions and additions to the voters list during election time. By continuing with Voterview through the Early Renewal Option, and with the additional support staff employed, we can help to avoid the past situation.

Respectfully Submitted by:

Cindy Filmore

DataFix

Early Renewal Option Offer

VOTERVIEW LIST MANAGEMENT SERVICES AGREEMENT TO SUPPORT ELECTION 2026

As you are aware, DataFix offers an early renewal option that allows you to have continued access to VoterView through to the next election scheduled for 2026. This early renewal option is for List Management only.

Agreements will start going out in late March 2023, and will include the option to amortize the fee over a 4-year period.

Please indicate your interest in the early renewal option by checking one (1) of the boxes below.

Once completed, please email the form to me at hharvey@datafix.com

☐ I am interested in the early renewal option for Voter List Management Services. The **person(s) authorized to sign the agreement** _____

_____

Please **forward the Agreement to**_____

☐ I am NOT interested in the early renewal option for VoterView List Management Services and will renew the Agreement at a later date. I understand the following:

a) DataFix will not maintain the data currently in VoterView and all the data will be permanently deleted on the date I indicate below.
b) Once the data is deleted the data cannot be restored.
c) After the data is deleted, DataFix will provide confirmation of the secure delete.
d) At the time of renewal, a $750.00 activation/set-up fee will be applicable.

Below is my **authorization to delete the data** for _____
Municipality Name

I have downloaded all of the election reports and statistics from VoterView for my municipality.

Please delete the data on _____
Data Deletion Date

Authorized by: _____
Print Name

Title: _____
Title

_____
Date

Town of Kearney

Staff Report

Staff Report No. SR-2023-03
Date: March 2, 2023
To: Mayor, Deputy Mayor and Members of Council
From: Cindy Filmore, Acting Clerk
Subject: Official Plan and Zoning By-law Training

Recommendation:

That Council authorize staff to engage the services of EcoVue Consulting Services to provide Council and staff with a training session that focuses on general land use planning and procedures ("Planning 101"), with an emphasis on official plans and zoning by-laws.

Background:

Council had previously requested staff enquire as to the possibility of EcoVue Consulting Services providing Council with a training session focused on land use planning and procedures, specifically highlighting our own Official Plan and Zoning By-laws.

Kent Randal has provided a quote which outlines the proposed services and costs, as attached.

Staff respectfully requests that interested staff members also have the opportunity to attend.

Respectfully Submitted by:

Cindy Filmore

311 George St. N. Suite 200
Peterborough, ON K9J 3H3
T 705.876.8340 | F 705.742.8343
www.ecovueconsulting.com

February 17, 2023

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

Attn: Cindy Filmore
Deputy Clerk

Re: **Planning Information Session for Council – Proposal**
Town of Kearney
EcoVue Reference: 23-2095-01

Dear Cindy,

We are pleased to provide you with the following cost estimate to undertake a Planning Information Session/Orientation with the Town of Kearney Council. It is our understanding that the Town would like EcoVue to administer a training session that focuses on general land use planning and procedures ("Planning 101"), with an emphasis on official plans and zoning by-laws. The session will also focus on the implementation and administering of Community Improvement Plans (CIP). It is our intention to provide this information in a concise and understandable manner, as the planning world, particularly planning procedure, can be confusing and difficult to navigate. Our goal is to provide clarity to Council and staff in this regard. Furthermore, we are hopeful that these sessions will help mobilize Council into developing a CIP, as this document is a useful tool for maintaining a viable, prosperous, and livable community.

The Planning Information Session will focus on the following topics (with particular points of emphasis):

1. The Provincial Planning Hierarchy
2. The Provincial Policy Statement
3. Municipal Official Plans
4. Zoning By-laws
    - The importance of Zoning By-laws
    - What are the primary components of a Zoning By-law?
5. Minor Variances
    - Explanation of the "Four Tests" and what does not constitute a "Test"

6. Official Plan Amendments
    - When is it OK to amend your Official Plan?
7. Division of Land
    - Plans of Subdivision or Condominium
    - Severances
8. Site Plan Approval
9. Community Improvement Plans
    - What are the benefits of a CIP?
    - How are they administered?
    - How can residents take advantage?

As such, we propose the following cost estimate for the training session with 2 planners from EcoVue (costs do not include HST or mileage):

Task	Cost
Travel	$1,600.00
Session (4 hours)	$1,100.00
Total	**$2,700.00**

Preparation time for the Session will not be charged to the Town. EcoVue can provide handouts (hard copies or USBs) of presentation summaries and content literature at your request.

We trust that this sufficiently addresses your request for a cost estimate for the Planning Information Session. If you have any questions, please do not hesitate to contact the undersigned.

Respectfully submitted,

ECOVUE CONSULTING SERVICES INC.

J. Kent Randall B.E.S. MCIP RPP
Principal Planner

J. KENT RANDALL
REGISTERED PROFESSIONAL PLANNER
R.P.P.
ONTARIO PROFESSIONAL PLANNERS INSTITUTE
INSTITUT DES PLANIFICATEURS PROFESSIONNEL DE L'ONTARIO

10(d)(iii)

Town of Kearney

Memo

Date: March 2, 2023
To: Mayor, Deputy Mayor and Members of Council
From: Cindy Filmore, Acting Clerk
Subject: Auditor Services

Staff emailed an RFP for Auditor Services to KPMG, to Grant Thornton and to Baker-Tilly on February 9, 2023 which had a response deadline of March 16th, 2023.

Staff anticipates providing an update at the April 6th Council meeting.

Respectfully Submitted by:

Cindy Filmore

Town of Kearney

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

Request for Proposal

External Audit Services

Brenda J. Fraser, CAO Clerk Treasurer
Email: brenda.fraser@townofkearney.ca
Phone: (705) 636-7752
Fax: (705) 636-0527

1. INTRODUCTION

The Council of the Corporation of the Town of Kearney wishes to appoint an Auditor to provide external auditing services for the Town of Kearney. The appointment will be for a three-year term, commencing with services for the fiscal year ending December 31, 2022.

At the end of this term, consideration would be given to extending the appointment for a further two-year term.

Council reserves the right to terminate the appointment if dissatisfied in any way with performance, fees charged, or any other aspect of the services provided.

2. BACKGROUND INFORMATION

The Corporation of the Town of Kearney is a single tier Municipality in the District of Parry Sound, located north of the Town of Huntsville, on secondary provincial highway 518 E. Kearney has a permanent population of 974 and total households of 1,195. It is governed by a five member Council and currently employs thirteen full-time staff and two part-time staff. Local government services are administered from the municipal office, located at 8 Main Street, Kearney, Ontario.

The financial records of the Kearney & Area Public Library, a fully-consolidated Board of the Town of Kearney, are maintained separately by the Library staff. The Treasurer or designate reviews the records of these entities prior to the annual audit.

The Kearney-Perry Joint Waste Management Committee, a proportionally consolidated joint committee, is administered by the Township of Perry. The audited financial statements are the responsibility of the Township of Perry.

The Town of Kearney uses Munisoft software for most of its' standard accounting functions including taxation, receipts, general ledger and accounts payable. The Town uses Paymate software to process payroll transactions. An Excel spreadsheet is used to track the historical cost and accumulated amortization of its capital assets.

Further information regarding the Town of Kearney can be found by viewing our website at www.townofkearney.ca or by contacting Brenda J. Fraser, CAO Clerk Treasurer by telephone (705) 636-7752, fax (705) 636-0527, or email Brenda.Fraser@townofkearney.ca.

3. AUDIT SCOPE AND REQUIREMENTS

Audit
The audit shall include the examination, analysis and documentation of the operating systems, control programs and procedures and financial records to the degree necessary to express an audit opinion on:

- the consolidated financial statements of the Town of Kearney

A separate audit opinion **is not** required for the Kearney & Area Public Library.

The Auditor will be provided with a complete, organized set of year-end working papers at the commencement of the audit, tailored to the specific requests of the Auditor.

The Auditor may also be required to prepare the Consolidated Financial Statements of the Town.

Special Services
From time to time, the Auditor may be called on to give professional advice and provide additional assistance as requested by the Treasurer or designate, on non-routine accounting matters. This may include the preparation of the annual Financial Information Return (FIR).

4. PROPOSAL CONTENT

Sealed proposals must be received by the Corporation of the Town of Kearney, 8 Main Street, P O Box 38, Kearney, ON P0A 1M0, Attention: Brenda J. Fraser, CAO Clerk Treasurer, no later than **12:00 noon** on **March 6, 2023**. The envelope must be clearly marked "*Request for Proposal - External Audit Services*".

Three (3) copies of the response to the Request for Proposal must be provided. Each copy is to include a cover that clearly identifies the audit firm responding. A separate sealed envelope, clearly marked as to the contents, containing the fee schedule information as outlined in Section 4.5, shall be submitted at the same time.

The proposal should include a table of contents that clearly cross-references the information requested in the categories below.

4.1 Mandatory Eligibility Criteria
A statement confirming that the Respondent meets the following mandatory eligibility criteria is required:

a) Is licensed under the *Public Accounting Act,* 2004, and as outlined in Section 296 of *The Municipal Act, 2001*, c.25, as amended;

b) Has sufficient resources/support services available to address the scope of audit in a timely and efficient manner;

c) Has comprehensive knowledge of provincial municipal financial reporting and legislation governing municipal operations;

d) Provides proof of WSIB coverage.

4.2 Audit Firm Technical Qualifications
Provide a profile of the firm, including a description of resources and services available and experience in municipal auditing.

4.3 Audit Personnel Technical Qualifications
Identify the partner, manager and senior staff that would be responsible for the audit and provide a summary of their individual qualifications and experience.

4.4 References
Provide the names, telephone numbers and contact persons of current and/or prior municipal clients that may be contacted as references for the firm/partner/other personnel to be assigned to the audit.

4.5 Fee Schedule
The proposal should include a firm quotation for the fees to be charged for each year of the engagement. The fees related to the preparation of the Consolidated Financial Statements and the Financial Information Return must be identified separately. An additional schedule, outlining the hourly chargeout rate for each staff level - applicable to any requested special service(s) - should also be provided. All fees should exclude applicable taxes.

The quoted fee should include all costs that could reasonably be anticipated in connection with the audit. This should include expense reimbursement, if applicable, as well as reasonable allowances for:

a) consultation connected with regular audit procedures;
b) proposing journal entries as may be deemed necessary as a result of the audit process;
c) reviewing and testing internal controls and reporting on any areas of concern;
d) reporting any significant negligence, irregularity or deviation from prescribed accounting principles observed during the course of the audit;

e) commenting on operational effectiveness of the accounting systems employed by the Town;

f) meeting with Town management and governance to review the financial results for the year, to discuss management letters and to provide suggestions to the Town to streamline the audit process.

4.6 Advisory/Supplementary Services

Information should be included in the proposal regarding any advisory services which may be available to the Town of Kearney free of charge. These may include staff assistance and/or publications relating to the economy, income tax, payroll, commodity and excise taxes, employee benefit plans management, PSAB/asset management, etc.

4.7 Conclusion

Provide a brief explanation of why your firm should be selected. This should include information about your firm/staff that you believe would distinguish you from other respondents.

5. SELECTION PROCESS

Proposals will be opened as soon as possible after the submission deadline by the CAO Clerk Treasurer or designate, who will review and evaluate the proposals and make a recommendation to Council. The CAO Clerk Treasurer may contact firms for clarification, and may invite firms to make an oral presentation to Council. The Council of the Town of Kearney will make a decision on the appointment of the successful firm. It is expected that this process will be completed by March 16, 2023.

The proposals received shall be evaluated with consideration to the following:

a) Firm experience and qualifications;
b) Personnel experience and qualifications;
c) Overall impression including the quality of the written/oral proposal;
d) References;
e) Proposed fees.

The Town reserves the right to reject any, or all, submissions and to determine in its own judgment the organization/firm best qualified to undertake this RFP. The Town is not obligated to accept the lowest cost or any proposal submitted.

The Town will not be responsible for any cost incurred by Respondents in the preparation or submission of the proposal.

6. SUPPLEMENTARY INFORMATION

The following supplementary information is attached:

a) 2021 Consolidated Financial Statements – Town of Kearney;

It is the responsibility of the respondent to seek clarification of any matter they consider unclear before submitting a proposal.

Staff Report

Staff Report No. SR-2023-04
Date: March 2, 2023
To: Mayor, Deputy Mayor and Members of Council
From: Cindy Filmore, Acting Clerk
Subject: Appointment to Committees

Recommendation:

That Council direct staff to submit Committee Applications to each Committee for consideration.

Background:

Council had previously requested staff to advertise to attract members to the various committees that have been determined to be Committees of Council for the 2022-2026 term. While a number of applications have been received, staff have also received applications for committees which have not been determined as Committees of Council. As such, staff proposes that copies of the applications received be given to those Committees and/or Council members appointed to the Committees named in order that those applicants can be accepted to the committee.

To date, we have received:

Kearney Community Centre Building Advisory Committee: David McCartney

Library Board: Linda Boughner, Karen Pudsey

Roads Committee: Paul Shermet

Business & Commerce: Sean Murdy, Linda Boughner, Tom Adair, Shawn Armstrong

Regatta Committee: Dorothy Hopson, Lisa Lahn, Jacqueline Tumber

Respectfully Submitted by:

Cindy Filmore

10(a)(iv)

Town of Kearney

STAFF REPORT

Staff Report No. SR-2023-005

Date: March 2, 2023

To: Mayor, Deputy Mayor and Members of Council

From: Karen Fraser, Interim Acting Clerk

Subject: Proposed Procedural Amendments

Recommendation:

That Council approve the suspension of Sections 9 & 10 of Procedural By-law 2023-01 commencing immediately until April 30, 2023 in order for staff to explore and propose an alternate council meeting agenda format including the following:

- **Revised agenda headings/items to eliminate redundancies and improve meeting flow**
- **A consent portion of the agenda for items that require minimal action by Council**
- **Revised agenda release dates for Council and public**
- **Other Procedural items that might improve transparency and efficiency**

Background:

Recently, staff have been working to improve efficiency and transparency. Council will notice that a public-facing closed meeting report has been introduced. The Resolution Report is also being reviewed and will be updated for Council's review at the March 16, 2023 Council meeting.

To that end, staff is proposing changes to the Council agenda and subsequent changes to the minutes.

Analysis:

Pursuant to Section 2.2 of Procedural By-law 2023-01, Council has the authority to suspend any non-statutory rules and regulations of Council proceedings.

A suggested trial period of 2 months, from March 16 to April 30, 2023, be established to allow stakeholders to take the new format and procedures for a "test run".

Financial Consideration:

There are no budgetary or other cost implications for this proposal.

Conclusion:

By undertaking a trial period during which procedures are suspended, Council can determine the suitability of the proposed changes before they become embedded in the existing By-law.

Prepared by:

Karen Fraser
Acting Interim Clerk

10(a)(iv)

Town of Kearney

STAFF REPORT

Staff Report No. SR-2023-005

Date: March 2, 2023

To: Mayor, Deputy Mayor and Members of Council

From: Karen Fraser, Interim Acting Clerk

Subject: Proposed Procedural Amendments

Recommendation:

That Council approve the suspension of Sections 9 & 10 of Procedural By-law 2023-01 commencing immediately until April 30, 2023 in order for staff to explore and propose an alternate council meeting agenda format including the following:

- **Revised agenda headings/items to eliminate redundancies and improve meeting flow**
- **A consent portion of the agenda for items that require minimal action by Council**
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Background:

Recently, staff have been working to improve efficiency and transparency. Council will notice that a public-facing closed meeting report has been introduced. The Resolution Report is also being reviewed and will be updated for Council's review at the March 16, 2023 Council meeting.

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Analysis:

Pursuant to Section 2.2 of Procedural By-law 2023-01, Council has the authority to suspend any non-statutory rules and regulations of Council proceedings.

A suggested trial period of 2 months, from March 16 to April 30, 2023, be established to allow stakeholders to take the new format and procedures for a "test run".

Financial Consideration:

There are no budgetary or other cost implications for this proposal.

Conclusion:

By undertaking a trial period during which procedures are suspended, Council can determine the suitability of the proposed changes before they become embedded in the existing By-law.

Prepared by:

Karen Fraser
Acting Interim Clerk

Town of Kearney

STAFF REPORT

Staff Report No.	SR-2023-007
Date:	March 2, 2023
To:	Mayor, Deputy Mayor, and Members of Council
From:	Karen Fraser, Interim Acting Clerk
Subject:	Job Description - Clerk

Recommendation:

Whereas the Town of Kearney participates in a Collective Agreement with the Canadian Union of Public Employees (CUPE) through Local 1813; and

Whereas a Letter of Understanding between the Town of Kearney and the CUPE Local is required to ratify fulfilment of the Clerk's role on a temporary basis by a member of the bargaining unit; and

Whereas a stand-alone job description for the position of Clerk does not currently exist, and is required prior to drafting and executing the LOU;

Now Therefore Be it Resolved that Council approves the Job Description for the position of Clerk, as attached to Staff Report SR-2023-007 on March 2, 2023 and directs staff to forward same to the CUPE National Representative for review and preparation of the required Letter of Understanding for future review and execution by both parties.

Background:

As a result of the CAO/Clerk/Treasurer vacancy, staffing gaps currently exist. As a timely and temporary solution, and as permitted by provisions in the *Municipal Act*, the Deputy Clerk and the Deputy Treasurer, have assumed responsibility for the Clerk's role and the Treasurer's role, respectively. To that end, By-law 2023-10 (Appoint an Acting Clerk) and By-law 2023-011 (Appoint an Acting Treasurer) were passed on February 16, 2023.

The Clerk's role is currently part of a combined position (CAO/Clerk/Treasurer), which is identified as "Management" under the current organizational structure, and falls outside the Local Bargaining Unit.

The Treasurer's position is also a Management position and will require a similar arrangement for consideration at the March 16, 2023 Council meeting.

Analysis:

In order to move from within the bargaining unit to outside the unit, such as with this temporary appointment from Deputy Clerk to Acting Clerk, a Letter of Understanding (LOU) between the *Town of Kearney* and the *Canadian Union of Public Employees and its Local 1813* and the Town is required. Furthermore, CUPE requires a copy of the approved Job Description in order to draft the LOU. Once prepared, the LOU will be provided to the Town for review and execution.

The job description attached provides for duties of the incumbent Acting Clerk where no job description previously existed. Council approval is required to implement the new job description.

Financial Consideration:

There are no financial considerations for approval of the job description, or for preparation and drafting of the LOU.

Conclusion:

The current appointments and associated authorizations are temporary until a recruitment and hiring commitment are undertaken. Staff is reviewing current organizational structure and will make recommendations to Council by April 6, 2023 or earlier.

Council requested a new job description for the Treasurer and also a Financial Consultant Position through Resolution No. 10(e)(iii)-(iv)/11/01/2023 on January 11, 2023. A draft job description for the position of Treasurer will be provided to Council on March 16, 2023.

Prepared by:
Karen Fraser
Interim Acting Clerk

THE CORPORATION OF THE TOWN OF KEARNEY

POSITION DESCRIPTION

POSITION TITLE:	Clerk
DEPARTMENT:	Administration
GENERAL SUPERVISOR:	Mayor and Council
SALARY GROUP:	Management
DATE:	March 2, 2023

Position Summary

The Clerk is an integral member of the Administrative Management in the Town of Kearney. The position will perform the statutory duties of the Clerk pursuant to the Municipal Act and any other applicable legislation. The Clerk is responsible for managing the daily administration of the municipal office, providing leadership and supervision to municipal staff when required.

Control

Receives general policy direction from Mayor and Council. Works within the financial and administrative policies and procedures established by Council.

Responsibilities

The primary responsibilities for this position include (but are not limited to) the following:

• Exercises powers, and performs the other duties assigned to him/her under the Municipal Act and all other required legislation;

• Establishes operational policies for the enforcement of the Municipal Act and other legislation, as required, within applicable jurisdiction;

• Performs and oversees the Council secretariat function including preparing or directing the preparation of agendas, correspondence and supporting materials for meetings of Council and Committees of Council, coordinates minute taking and distribution, communicates Council's decisions to applicable parties, and executes agreements, contracts and by-laws on behalf of the Corporation as required by statute;

• Conducts research, drafts policies/procedures, writes by-laws and resolutions, formulates recommendations, and provides advice and guidance to staff and Council on the Corporation's general policies regarding administrative and related matters;

• Prepares for and conducts Municipal Elections in the capacity of Returning Officer pursuant to the Municipal Elections Act;

• Manages all corporate records documents including: by-laws, resolutions, agreements, deeds, agendas, minutes, and other documents that are required to be kept under the Clerk's control on behalf of the corporation;

• Performs duties as MFIPPA Coordinator under the Municipal Freedom of Information and Protection of Privacy Act;

• Acts as Lottery Licensing Officer for the municipality and oversees all licensing functions related to lotteries, marriage, animal tags, special events, etc. including reviewing applications, issuing licenses and ensuring compliance with provincial and municipal by-law requirements;

• Acts as the Local Registrar of Vital Statistics, Commissioner of Oaths, affidavits, etc.;

• Administers and maintains the municipality's Procedure By-law and provides advice to Council regarding procedural matters;

• Receives, reviews, and processes planning applications in keeping with municipal procedures;

• Provides supervision to Deputy Clerk and Administrative Staff, as required;

• Completes budget responsibilities

Working Relationships

With Council

- Receives direction, guidance and encouragement regarding administrative policies
- Discusses plans and priorities
- Discusses operational policies
- Maintains confidentiality where required

With other Staff

- Courtesy
- Co-operation
- Teamwork
- Approachable
- Professional

With the Public

- Courtesy
- Co-operation
- Positive, helpful attitude
- Resourceful
- Open and Engaging

Education, Experience and Qualifications

The successful candidate will have a minimum of:

• Diploma or degree in Public or Business Administration, Political Science, Law, or experience in a related field or education;

• Minimum seven (4) years progressive experience in municipal government including supervisory responsibilities and responsibility for administrative functions;

• Firm knowledge of municipal government processes and administration, including Council and Parliamentary procedure, municipal law and the Ontario Municipal Act;

• Direct experience working with and writing administrative policies and procedures;

• Demonstrated knowledge of corporate records management systems;

• Experience in providing customer service and ability to assess needs to meet effective service delivery standards;

• Demonstrated ability to use good judgment and analytical techniques to problem solve with confidence;

• Detail oriented with ability to conduct research and compile information for presentation;

• Skilled writing to prepare concise reports, correspondence, policy documents and other material as required;

• Strong verbal communication, presentation, and diplomacy skills.

• Ability to work independently and as part of a team;

• Strong work ethic with ability to maintain standards of conduct;

• Proven leadership, providing advice and motivation to staff in a consistent and fair manner;

• Excellent customer service/interpersonal skills with heightened cultural and political awareness.

• Strong organizational skills and a demonstrated ability to prioritize and coordinate work and to handle multiple projects and competing deadlines;

• Proficient computer skills with the ability to utilize e a variety of software applications including word processing, spreadsheet applications, presentation technology, and other electronic applications such as records management systems;

• Ability to work irregular hours, and evenings to attend Council and Committee meetings as required.

Assets:

• CMO (Certified Municipal Officer) and/or AOMC (Accredited Ontario Municipal Clerk) designation.

• Experience preparing for and conducting Municipal Elections in the capacity of Returning Officer under the Municipal Elections Act.

• Experience handling matters under the Municipal Freedom of Information and Protection of Privacy Act.

• Experience acting as the Local Registrar of Vital Statistics, Commissioner of Oaths, affidavits, etc.

• Experience interacting with Collective Bargaining Units.

Working Conditions

- Full Time Permanent Position
- Forty (40) hour week;
- Travel for meetings and training
- Additional hours will be required to attend Council and Committee Meetings as well as other Public functions that are significant to the municipality
- Office environment

Working Location

Town of Kearney Municipal Office, 8 Main Street, Kearney ON

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

10(e)(i)

Date Printed
2023-02-23 10:44 AM

Town of Kearney
List of Accounts for Approval (Summary)
Batch: 2023-00016 to 2023-00016

Bank Code: AP - GENERAL AP

COMPUTER CHEQUE

Payment #	Date	Vendor Name		Payment Amount
32509	2023-02-22	Almaguin Road Super.Assoc	B/O A.R.S.A. 2023 Membership Fee	160.00
32510	2023-02-22	Bell Canada	February Phone Bill	758.31
32511	2023-02-22	Bickley Ford Sales	P/W Ford F-550 Oil Change	185.80
32512	2023-02-22	Bowman Fuels Ltd.	P/W Vehicle Diesel	11,929.40
32513	2023-02-22	Brandt	P/W John Deere Repairs	5,355.85
32514	2023-02-22	Bradanick Construction Services	KCC Kitchen Renovations Payment 4	181,315.81
32515	2023-02-22	Canada Post Corporation	General Govt Tax Mailings	1,513.84
32516	2023-02-22	CRA - Receiver General	Feb. 1-15 Payroll Remittance	12,527.58
32517	2023-02-22	Charbonneau, Charles	Dog Sled - 6 dog sled Race Prize	60.00
32518	2023-02-22	Currie Truck Centre	P/W Shop Supplies & Hydraulic Oil	677.19
32519	2023-02-22	Dist. Parry Sound Soc. Ser.	1st Qtr levy Payment	42,406.29
32520	2023-02-22	Ecovue Consulting Services Inc	Various Consent & ZBA Apps	4,265.80
32521	2023-02-22	Minister Of Finance (EHT)	General Govt Employer Health Tax	21,505.54
32522	2023-02-22	Fetterley's Gas & Convenience	Fleet Vehicles Fuel + Snowmobile Dog Sleds	1,217.88
32523	2023-02-22	Fowler Construction	Roads HWY 518 Winter Maintenance	2,833.02
32524	2023-02-22	Gilroy's Tire	P/W Repair Flat Tire John Deere	77.41
32525	2023-02-22	Kent Harvie	Trans Stn Kalli o Kms Feb 3-20	104.72
32526	2023-02-22	Huntsville Truck Repair	P/W 2019 Freightliner Repairs	67.69
32527	2023-02-22	Impression House	B/O OGOA Magazine (7 copies)	166.64
32528	2023-02-22	Inservus Management Systems	F/D Bunker Gear	407.40
32529	2023-02-22	Jones Motor Lines	Service for Public Toilets x 3	101.70
32530	2023-02-22	Kearney & Area Public Library	Library 1st Annual levy Payment	13,827.00
32531	2023-02-22	Lake Country Office Solutions	Admin Office Photocopier	444.97
32532	2023-02-22	LAS-Local Authority Services	Admin Office Supplies	80.10
32533	2023-02-22	Scott McKay	P/W Reimburse Clothing Allowance	29.38
32534	2023-02-22	David McKean	F/D Reimburse Meal for Fire Call	36.01
32535	2023-02-22	Moore Propane Ltd.	P/W and KCC Propane Fuel	2,498.33
32536	2023-02-22	Munisoft	Admin Webinar Training K. Harvie	123.17
32537	2023-02-22	Near North Industrial Solutions	P/W 420 Cat Maintenance Parts	144.06
32538	2023-02-22	Novexco Inc	Admin Office Supplies	247.92
32539	2023-02-22	Leonard Peacock	P/W Signs & 911 Reflective letters	178.50
32540	2023-02-22	Piccolo Heath LLP	General legal - Magnetawan	1,536.52
32541	2023-02-22	Receiver General for Canada	F/D Radio Authorization Annual Renewal	1,148.90
32542	2023-02-22	Reeder Web Design	Dog Sled Website 1st Qtr Maintenance	126.96
32543	2023-02-22	Royal Bank Visa	Monthly Statement	598.45
32544	2023-02-22	Russell Christie LLP	legal Whites Farm Proposal	940.68
32545	2023-02-22	Schaefer Paul	F/D Reimburse for Office Supplies	121.97
32546	2023-02-22	Dr. Hilary Schwafel	Dog Sled - 1 Dog SKijor Prize	50.00
32547	2023-02-22	Sharer, Jill	ROMA Reimbursements KMS & Meals	417.13
32548	2023-02-22	Mike Sims	KCC Reimburse Clothing Allowance	75.18
32549	2023-02-22	Smellies Copy & Print Shop	General Govt - Print Tax Bills	1,143.60
32550	2023-02-22	Telequip Systems Limited	P/W Monthly Radio Usage	257.07
32551	2023-02-22	Telizon Inc	January Long Distance	4.08
32552	2023-02-22	Three Mile Truck	P/W 2008 Sterling Road Repair	1,412.50
32553	2023-02-22	Toromont Ind. Ltd.	P/W Cat Monthly Maintenance	339.96
32554	2023-02-22	Town Of Parry Sound-Ambulance	2023 hard Ambulance	128,341.57
32555	2023-02-22	Waste Connections of Canada	Trans. Stn Blue Box Recycling	8,928.33
32556	2023-02-22	Wurth Canada Ltd	P/W Shop Supplies	290.27
			Total Computer Cheque:	450,980.48

Town of Kearney
List of Accounts for Approval (Summary)
Batch: 2023-00016 to 2023-00016

Total AP: 450,980.48

Moved by: Seconded by:

Be it resolved that Council have received the 'List of Accounts' report for Cheques #32509 to #32556 in the total amount of $450,980.48

Mayor Clerk/CAO/Treasurer Administrator

Town of Kearney

STAFF REPORT

Staff Report No. SR-2023-001

Date: March 2, 2023

To: Mayor, Deputy Mayor and Members of Council

From: Leslie Harvie, Acting Treasurer

Subject: Additional Expense Cards for Staff

Recommendation:

That Council authorize the issuance of 4 (four) Visa expense cards for the following departments: Fire Department, Roads Department, Facilities and Parks, and Office/Administration, each with a credit limit of $10,000.00; and

That the current limit on the Visa expense card for the Clerk (Acting Clerk), be increased from $5,00.00 to $10,000.00.

Background:

The referenced departments do not currently have expense cards to make necessary or unexpected purchases when they arise. Typically, this has resulted in missed opportunities and delays in getting material and supplies. Credit card purchases also requires administrative staff to become involved in those transactions.

Increasingly, vendors require that purchases be made by credit card. Additionally, when conducting business with a new supplier, an initial payment by credit card is often required to establish an account.

The previous Clerk was in possession of an expense card with a $5,000.00 spending limit. The Building Department is currently possession of an expense card with a $5,000.00 spending limit. Historically, unused credit in one department was sometimes needed by another department to make a purchase during one statement cycle.

Analysis:

Department heads will realize greater convenience and efficiency if they are in control of their own purchases. If purchasing tasks can be undertaken within respective departments, senior administrative and financial staff are then free to concentrate on other tasks.

With more opportunity to make purchases on-line using credit payment methods, staff will be better able to take advantage of price and availability opportunities.

Financial Consideration:

Purchases will be required to fall within the approved operating budget. There is no annual fee for these cards, therefore there is no cost to possess one.

Payment of monthly invoices will be carried by the Treasurer or Deputy Treasurer, as part of the regular payment cycle.

Conclusion:

Custody and control of the card and related purchases will lie with the departmental supervisor, while payment of the monthly statement will lie with the financial administrative staff.

A limit of $10,0000.00 has been requested because of the nature of purchase required by some of these departments.

Payment by credit card is cost-effective, safe, and efficient.

Prepared by:



Leslie Harvie
Acting Treasurer

10(f)(i)

CHIEFS REPORT TO COUNCIL

February 23rd ,2023.

Training

We have had a medical practice and three fire practices. One on the tanker and SOG's and build and deliver the floor prop. The recruit training has been going well with ladder and two ropes and knots training including hoisting.

Fire Prevention

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

Equipment

The tanker has been brought back to Lewis trucks. The issues are not being resolved so we had to bring it back to Brantford for further investigations. All other equipment is working as it should.

We have had three medical calls, two automatic aid fire calls, two snowmobile accidents and a vehicle fire.

SIR reports have been entered for 2022 and refined.

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

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

Budget preparations.

I applied for and received a training grant, this was to go towards books which have been ordered and will go into the training library.

I also applied for the live fire unit from the Fire Marshals office. I was successful so the unit will be in Kearney from October 11th to 15th. I will co ordinate with public works as I planned on having it in their yard. It will be used by our five region departments and opened to Sundridge as well.

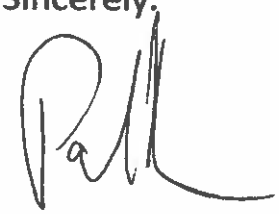
We are having ongoing issues with the firehall internet, the internet has been down for a week now.

Union negotiations are on going.

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

11(b)(i)

Cindy Filmore

From: Jennifer Harris <jharris@psdssab.org>
Sent: Wednesday, February 22, 2023 11:35 AM
To: Clerk; John Theriault (Clerk-Treasurer Administrator)
Cc: 'Nicky Kunkel'; Brenda Fraser; 'Beth Morton (beth.morton@townshipofperry.ca)'; 'Judy Kosowan (clerk@ryersontownship.ca)'; Charlene Watt (Deputy Clerk)
Subject: RE: Supporting Resolution Appointment of DSSAB Member

Thank you very much!

With this final nomination, your two Area reps have been confirmed as Jerry Brandt and Sean Cotton.

Have a great day,
Jen

Jennifer Harris
Administrative Officer
District of Parry Sound Social Services Administration Board
1 Beechwood Drive, Parry Sound, Ontario P2A 1J2
Tel: (705) 746-7777 ext. 5290
E-Mail: jharris@psdssab.org
www.psdssab.org

District of Parry Sound
Social Services
Administration Board

From: Clerk <clerk@mcmurrichmonteith.com>
Sent: February 22, 2023 10:55 AM
To: Jennifer Harris <jharris@psdssab.org>; John Theriault (Clerk-Treasurer Administrator) <clerk@armourtownship.ca>
Cc: 'Nicky Kunkel' <clerk@burksfalls.ca>; Brenda Fraser <brenda.fraser@townofkearney.ca>; 'Beth Morton (beth.morton@townshipofperry.ca)' <beth.morton@townshipofperry.ca>; 'Judy Kosowan (clerk@ryersontownship.ca)' <clerk@ryersontownship.ca>; Charlene Watt (Deputy Clerk) <deputyclerk@armourtownship.ca>
Subject: RE: Supporting Resolution Appointment of DSSAB Member

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning.

At yesterday's Council meeting, the attached resolution was passed in favour of removing support to Ryan Baptiste and supporting Sean Cotton.

I have also attached the original resolution showing support for Jerry Brandt as one of area 4 representatives as well.

Cheryl Marshall,

Ministry of Natural Resources and Forestry

Policy Division

Director's Office
Crown Forests and Lands Policy Branch
70 Foster Drive, 3rd Floor
Sault Ste. Marie, ON P6A 6V5

Ministère des Richesses naturelles et des Forêts

Division de la politique

Bureau du directeur
Direction des politiques relatives aux forêts et aux terres de la Couronne
70, rue Foster, 3e étage
Sault Sainte Marie, ON P6A 6V5

Ontario

February 24, 2023

Hello,

We are writing to let you know that the Ministry of Natural Resources and Forestry is proposing to make amendments to Ontario Regulation 161/17 under *the Public Lands Act* regarding the use of floating accommodations and camping on water over public lands in Ontario. In addition, minor changes (listed below) are proposed for added clarity and consistency in the regulation.

The proposed changes are described in a regulation proposal notice that was posted on Ontario's Regulatory Registry and the Environmental Registry of Ontario (ERO) on February 24, 2023 (ERO number 019-6590).

The proposed changes related to floating accommodations were informed by feedback received by the ministry in response to the March 2022 ERO bulletin titled, "Seeking input about the use of floating accommodations on waterways over Ontario's public lands" (ERO number 019-5119).

We are proposing to amend Ontario Regulation 161/17 to clarify the types of camping units that can be used to camp on water over public land. It is proposed that the definition of 'camping unit' will be clarified to allow for camping on liveaboards and houseboats but will exclude floating accommodations, float homes and barges with residential units or camping facilities.

We are also proposing to change the conditions that must be met when camping on water over public lands in Ontario by:

- reducing the number of days that a person can camp on water over public land (per location, per calendar year) from 21 days to 7 days
- increasing the distance that a person camping on water must move their camping unit to be occupying a different location from 100 metres to 1 kilometre
- adding a new condition to prohibit camping on water within 300 metres of a developed shoreline, including any waterfront structure, dock, boathouse, erosion control structure, altered shoreline, boat launch and/or fill.

In addition, we are proposing to:

- harmonize the conditions for camping on public land so that residents and non-residents are required to follow the same conditions when camping on water over public lands or on public lands
- specify conditions for swim rafts, jumps, ramps for water sports, heat loops and water intake pipes
- clarify that camping on a road, trail, parking lot or boat launch is prohibited
- amend the regulation to add the following to the list of excluded public lands to which section 21.1 of the *Public Lands Act* and Ontario Regulation 161/17 do not apply:
    - lands subject to an agreement authorizing the use of those lands
    - lands subject to an authorization under the *Aggregate Resources Act*.

We encourage you to review the proposal notice (ERO number **019-6590**) and provide feedback through the ERO. The comment period for the proposal closes on **April 11, 2023**.

Online Information Sessions

We invite you to attend an online information session during which ministry staff will present an overview of the regulatory proposal and answer questions. Sessions will be held on the following dates:

Session 1 – Wednesday, March 8: 10:00 am to 11:30 am
Session 2 – Monday, March 20: 2:00 pm to 3:30 pm

If you wish to attend an online information session, please register by emailing public.lands@ontario.ca with the subject line "Regulatory Proposal Information Session" and indicate your preferred session date. You will receive a reply to your email with the session start/end times and information on how to join.

Sincerely,

Peter D. Henry, R.P.F.
Director, Crown Forests and Lands Policy Branch
Ministry of Natural Resources and Forestry

c: Pauline Desroches, Manager, Crown Lands Policy Section
Michelle Dano, Senior Program Advisor, Crown Lands Policy Section

THE CORPORATION OF THE TOWN OF KEARNEY
BY-LAW NO. 2023-17

Being a by-law to Confirm the Proceedings of Council
at its Special Meeting held on February 21, 2023
at its Regular Meeting held on March 2, 2023.

WHEREAS Section 5(3) of the Municipal Act, S.O. 2001, c.25, as amended, requires a municipal Council to exercise its powers by By-law unless specifically authorized to do otherwise;

AND WHEREAS in many cases, action which is taken or authorized to be taken by Council or by a Committee of Council does not lend itself to an individual By-law;

AND WHEREAS Council deems it expedient to confirm the proceedings of Council at its Special Meeting held on February 21, 2023 and at its Regular Meeting held on March 2, 2023;

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

1. That the action of the Council of the Corporation of the Town of Kearney with respect to each resolution and other action passed and taken by the Council at its meeting, is, except where prior approval of the Ontario Land Tribunal is required, hereby adopted, ratified and confirmed as if such proceeding and action were expressly adopted and confirmed by By-law.

2. That the Mayor of the Council and the proper Officers of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and, except where otherwise provided, the Mayor and Clerk, or their designates, are hereby authorized and directed to execute all necessary documents and to affix the corporate seal of the Municipality to all such documents.

READ A FIRST, SECOND AND THIRD TIME, passed, signed and the Corporate Seal attached hereto, this 2nd day of March, 2023.

THE CORPORATION OF THE
TOWN OF KEARNEY

_____
Cheryl Philip, Mayor

_____
Cindy Filmore, Acting Clerk