AGENDA

REGULAR COUNCIL MEETING
Council Chambers
Thursday, April 6, 2023 – 6:00 p.m.
March 31, 2023 version

---

1. Call the Meeting to Order

2. Approval of Agenda

Recommendation
That the agenda for the April 6, 2023, be approved as printed.

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

4. Presentations

a) Trista Porter, Northern Development Advisor, re: NOHFC available programs

Recommendation
That the Council thanks Trista Porter, Northern Development Advisor, for her presentation regarding the Northern Ontario Heritage Funds programs available to the municipality.

5. Delegations - Nil

6. Public Meetings Pursuant to the Planning Act - nil

7. Public Meetings Pursuant to the Municipal Act - nil

8. Consent List
[Items from the Consent List may be moved to item 9, Items Referred from the Consent List, by members for debate/discussion]

a. Adoption of Council Minutes
i. Report – Closed Meeting – March 16, 2023
ii. Regular Council Meeting – March 16, 2023

b. Receive Committee, Agency & Other Reports
i. District of Parry Sound Social Services Board CAO Report – March 2023

c. Staff Reports
i. SR-2023-011 - Tentative Office Renovation for Building Department
ii. SR 2023-012 - Job Description for Permit Clerk Administrator
iii. SR-2023-013 - Tender for Auditor Services
iv. SR-2023-014 - Tender for Engineering Services
v. SR-2023-015 - Request to Waive Fees re: Rezoning 14 Rain Lake Rd.

vi. Fire Chiefs Report – April 6, 2023
vii. Transfer Station Reports – March 7 to 28, 2023

d. By-laws

i. **Memo Regarding By-law 2023-22, 2023-23, 2023-24, 2023-25**
ii. **By-law No. 2023-22 Shore Road Allowance Winteringham**
iii. **By-law No. 2023-23 Deeming By-law (**Winteringham)
iv. **By-law No. 2023-24** Being a Bylaw to stop up, sell Shore Road Allowance (Boverhof))
v. **By-law No. 2023-25 Deeming By-law (**Boverhof).
vi. **By-law No. 2023-26** Transfer of Land (Bennett)

e. Receive Resolution Report - Nil

Recommendation
That the Consent List for April 6, 2023, and the Recommendations contained therein be adopted as Resolutions of Council, except for Items , which shall be moved out of the consent list for discussion and debate.

9. Items Referred from the Consent List

10. Other Business

a. Notice of Motion from March 16, 2023
Sucker Creek Bridge – introduced by Deputy Mayor Rickward
Recommendation:
Whereas a Roads Needs Study has been prepared for the Town of Kearney which identifies certain roads and infrastructure in need of remedial work including timelines for same; and

Whereas the status of Sucker Creek Bridge repair has been outstanding for many years;

Now be it resolved that staff prepare a timely report for Council outlining timelines, costs and details of repairs for this item, as identified in the Roads Needs Study.

b. Notice of Motion from March 16, 2023
Gray Jay Lane – introduced by Deputy Mayor Rickward
Recommendation
That staff be requested to investigate any and all matters surrounding Gray Jay Lane which have recently been brought forward through members of Council, and that a staff report detailing the current situation and options for moving forward be provided as soon as possible, but not later than May 4, 2023.

c. Notice of Motion from March 16, 2023
CEMC Compliance – introduced by Councillor Beaucage
Recommendation
Whereas an update to the Town's Emergency Response Plan has been outstanding since 2011; and

Whereas Council has requested that the Plan and related training be brought into compliance with expediency;

Be it resolved that Council thanks Fire Chief Paul Schaefer for accepting responsibility for this role, and that staff provide a formal letter of thanks to the Fire Chief for his action.

11. Payment Register

Recommendation
That Council receives the List of Accounts for Cheques # 32536 to # 32632 in the total amount of $ 87,688.62

12. Correspondence for Information

a) **Kearney Watershed Environmental Foundation re:** March Newsletter
b) **Memo:** Seasonal Load Restrictions
c) **Memo:** EcoVue Planning Consultant re: SLAPOA concerns
d) **City of Niagara Falls re:** Barriers for Women in Politics
e) **Town of Petrolia re:** Call to Provincial Government to End Homelessness
f) **North Bay Parry Sound District Health Unit re:** Food Insecurity

Recommendation
That Correspondence Items 12 a) through 12 f) be received as information.

13. Correspondence for Action

a) Memo re: Appoint Deputy Mayor for the time period of April 11 to April 17, 2023

Recommendation
That Council appoints _____ as Deputy Mayor

b) Memo re: EcoVue Training proposed date
Recommendation
That Council determines that prior to the Regular Council Meeting of May 18, 2023 Council shall hold a Special Council Meeting for the purpose of participating in Council Training in regards to the Town of Kearney Zoning By-law and Official Plan

c) **Information from Larocque Elder re: KCC Renovations**
Recommendation
That Council , based on the information provided by Larocque Elder Architects hereby determines that

14. Notice of Motion
[Members of Council may introduce motions for discussion at the next regular meeting.]

15. Council Announcements
Councillor Sharer
Councillor Pateman - ACED
Councillor Beaucage
Deputy Mayor Rickward
Mayor Philip

16. Talk to the Mayor
[This open forum provides members of the public a two-minute opportunity to address the Mayor on matters of public interest. Item discussed during this time will not be included in the Council minutes.]

17. Closed Session

Recommendation

Council will enter into a Closed Session for discussion regarding:

1) *Advice that is subject to solicitor-client privilege, including communications necessary for that purpose*
   a) Human Resource Matter

2) *Labour relations or employee negotiations*
   a) Fire Chief contract
   b) UFCW – MOA
   c) CUPE - Clarification
   d) CUPE - Contract Review & Appointment of Negotiating Committee
   e) Recruitment Activites

18. Business Arising from Closed Session

[Resolutions, if any, arising from the closed meeting will be presented here. A closed meeting report will be provided at the next Regular meeting of council]

19. Confirming By-Law No. 2023- 27

Recommendation

That By-law No. 2023-27, being a By-law to confirm the proceedings of Council at its Regular Meeting held on April 6, 2023, be approved.

20. Adjournment

Recommendation

That Council adjourn at _____p.m.

Minutes

REGULAR COUNCIL MEETING
Council Chambers
Thursday, March 16, 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** – the meeting was called to order at 6:03 pm

2. **Approval of Agenda**

Res. No. 22 – 23 **Mike Rickward, Keven Beaucage**
BE IT RESOLVED that the Agenda of the Regular Council Meeting of the Corporation of the Town of Kearney of March 16, 2023 agenda, be adopted as amended:
ADD 10. (a) Staff Report – Job Descriptions
REMOVE: 8.(e) Resolution Report
REMOVE: 14.(a) Notice of Motion
CARRIED

3. **Disclosure of Interest**
Councillor Pateman declared a pecuniary interest with regard to List of Accounts Cheque #32569, the reason being: cheque to my business, Fetterley's

4. **Presentations**

a) **Karen Fraser, Interim Acting Clerk, re: Revised Agenda Format**

Res. No. 23 – 23 **Heather Pateman, Jill Sharer**
BE IT RESOLVED that Council thanks Karen Fraser, Interim Acting Clerk, for her presentation regarding the revised Agenda Format.
CARRIED

5. **Delegations**

a) **Jennifer Dewar, Treasurer, SLAPOA re: Property Development on Mag. River**

Res. No. 24 – 23 **Keven Beaucage, Mike Rickward**
That the Council thanks Jennifer Dewar, Treasurer of the Sand Lake Property Owners Association for the information and directs staff to forward the document to the Town's Planner for further review and comment. And that a response be provided by March 30, 2023
CARRIED

6. **Public Meetings Pursuant to the Planning Act - nil**

7. **Public Meetings Pursuant to the Municipal Act - nil**

8. **Consent List**

a. **Adoption of Council Minutes**
i. Report – Closed Meeting – March 2, 2023
ii. Regular Council Meeting – March 2, 2023

iii. Special Council Meeting – March 8, 2023

b. Receive Committee, Agency & Other Reports

i. Almaguin Highlands Health Centre – March 2, 2023

c. Staff Reports

i. Transfer Station Report
ii. 2022 Council Honoraria and Expenses
iii. Budgetary Control – First Quarter 2023
iv. Fire Chiefs Report
v. Harassment and Violence Policy
vi. Request to Purchase Shore Road Allowance

d. By-laws

i. **By-law No. 2023-19** Being a Bylaw to appoint a temporary Chief Administrator Officer (CAO) for the Corporation of the Town of Kearney
ii. **By-law No. 2023-20 Being a By-law to appoint a CEMC**

e. Receive Resolution Report

Res. No. 25 -23 Keven Beaucage, Jill Sharer
BE IT RESOLVED that the Consent List for March 16 , 2023, and the Recommendations contained therein be adopted as Resolutions of Council
CARRIED

9. Items Referred from the Consent List

10. a. Staff Report – Job Descriptions

Res. No. 26 – 23 Keven Beaucage, Heather Pateman
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby approves the two provisional job descriptions, one for Clerk/Administrator and one for Treasurer in order to expedite any required recruitment action that may arise from the closed meeting
CARRIED

11. Payment Register

Res. No. 27 – 23 Heather Pateman, Keven Beaucage
BE IT RESOLVED That Council receives the List of Accounts for Cheques # 32557 to # 32595 in the total amount of $137,655.72
CARRIED

12. Correspondence for Information

a) **Municipality of Magnetawan resolution re:** Magnetawan River Watershed support of Almaguin Community Hatchery Program
b) **Memo: CEMC Officer Appointment**
c) **Memo: AMO Training**

Res. No. 28 – 23 Mike Rickward, Jill Sharer
BE IT RESOLVED that Correspondence Items 12 a) through 12 c) be received as information.
CARRIED

13. Correspondence for Action

a) Kearney Legion re: Exemption from Noise By-law, August 5, 2023

Res. No. 29 – 23 Mike Rickward, Keven Beaucage
BE IT RESOLVED that Council receives the letter from the Kearney Legion and hereby approves exemption from the Noise by-law for the Kearney Legion on August 5, 2023 for the outdoor live music event on their patio from 8:30 pm until 1 am August 6, 2023.
CARRIED

b) Proposal for A/V Consultation – Novita

Res. No. 30 – 23 Mike Rickward, Keven Beaucage

BE IT RESOLVED that Council receives the correspondence from Larocque Architects regarding the proposal from Novita dated March 7, 2023 and requests that Staff seek additional proposals and report back to Council

CARRIED

c) **District of Parry Sound Municipal Association – 2023 Spring Meeting**

Res. No. 31 – 23 Mike Rickward, Keven Beaucage

BE IT RESOLVED that Council determines the following delegates will attend the 2023 Spring Meeting: Keven Beaucage, Heather Pateman, Jill Sharer, Cheryl Philip on May 5, 2023, all expenses to be paid at the Sprucedale Community Centre, the cost per person $30.00

CARRIED

14. Notice of Motion

[Members of Council may introduce motions for discussion at the next regular meeting.]

Res. No. 32 – 23 Mike Rickward, Keven Beaucage

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby directs staff to provide a report regarding Gray Jay Lane and the purchase of Part 8 including possible pricing and including legal implications of the entire situation.

CARRIED

15. Council Announcements

16. Talk to the Mayor

17. Closed Session

Res. No. 33 – 23 Keven Beaucage, Jill Sharer

BE IT RESOLVED that the Council will enter into a Closed Session for discussion regarding:

1) *Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board*
   a) Legal Representation – Statement of Claim

2) *Advice that is subject to solicitor-client privilege, including communications necessary for that purpose*
   a) Human Resource Matter

3) *Labour relations or employee negotiations*
   a) CUPE
   b) CAO/Clerk/Treasurer Vacancy and Related Matters

4) *Education and Training, Pursuant to Section 239 (3.1) of the Municipal Act, S.O. 2001, c.25, as amended.*
   a) Closed Meetings

CARRIED

18. Business Arising from Closed Session

Res. No. 34 – 23 Keven Beaucage, Heather Pateman

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby reconvenes in Open Session at 9:41 pm

CARRIED

19. Confirming By-Law No. 2023-21

Res. No. 35 - 23

BE IT RESOLVED that By-law No. 2023-21, being a By-law to confirm the proceedings of Council at its Special Meeting held on March 8, 2023 and at its Regular Meeting held on March 16 2023, be approved.

CARRIED

20. Adjournment

Res. No. 36 – 23 Keven Beaucage, Jill Sharer

BE IT RESOLVED that the Regular Council Meeting of the Corporation of the Town of Kearney adjourn at 9:43 pm to meet again at 6:00 pm on Thursday, April 6th, 2023 in the Council Chambers, Kearney, Ontario.

CARRIED

District of Parry Sound

Social Services
Administration Board

Chief Administrative Officer's Report

March 2023

Mission Statement

To foster healthier communities by economically providing caring human services that empower and enable the people we serve to improve their quality of life.

2023 Budget

We were very pleased to have our proposed budget passed in our February Board meeting. Over the past month we have been working diligently to implement the budget and its directions.

66 Waubeek Street, Parry Sound

We are pleased to share that we were successful in obtaining an Official Plan Amendment No.5 as well as a Zoning Amendment for this piece of property. The DSSAB has been working on this for several years and are satisfied with the outcome. This certainly was an endeavor that required effort from various staff, consultants, and our Board Chair. Thank you to all involved and we look forward to further discussion about the future of this property.

Facebook Pages

A friendly reminder to follow our Facebook pages!

- District of Parry Sound Social Services Administration Board
- Esprit Place Family Resource Centre
- EarlyON Child and Family Centres in the District of Parry Sound
- The Meadow View

Social Media

Facebook Stats

District of Parry Sound Social Services Administration Board	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023
Total Page Followers	393	400	409	410	428	446
Post Reach this Period (# of people who saw post)	3,847	3,827	6,431	4,180	8,907	4,645
Post Engagement this Period (# of reactions, comments, shares)	446	406	437	59	234	565

Esprit Place Family Resource Centre	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023
Total Page Followers	121	121	127	127	128	128
Post Reach this Period (# of people who saw post)	49	32	1,155	353	103	75
Post Engagement this Period (# of reactions, comments, shares)	6	1	46	36	1	3

The Meadow View	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023
Total Page Followers	409	479	487	488	493	496
Post Reach this Period (# of people who saw post)	3,041	260	8,588	750	480	251
Post Engagement this Period (# of reactions, comments, shares)	39	31	101	70	4	36

Twitter Stats

Link to DSSAB's Twitter page - https://twitter.com/psdssab

	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023
Total Tweets	5	3	8	1	3	7
Total Impressions	146	63	50	13	178	158
Total Profile Visits	16	11	18	24	66	57
Total Followers	23	23	25	26	27	28

Linkedin Stats - used primarily for HR recruitment & RFP/Tender postings

Link to DSSAB's Linkedin page - https://bit.ly/2YyFHlE

	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023
Total Followers	274	297	377	377	382	395
Search Appearances (in last 7 days)	307	338	225	176	239	318
Total Page Views	132	150	73	45	46	31
Post Impressions	571	397	767	374	266	828
Total Unique Visitors	37	47	29	15	15	16

Out and About in the Community

On March 2, 2023 we attended the YMCA Job Fair at the Bobby Orr Community Centre to promote the DSSAB as an employer of choice, and to promote the Become An ECE Campaign. This event was attended by our Quality Assurance Supervisor and members of our Human Resources team.



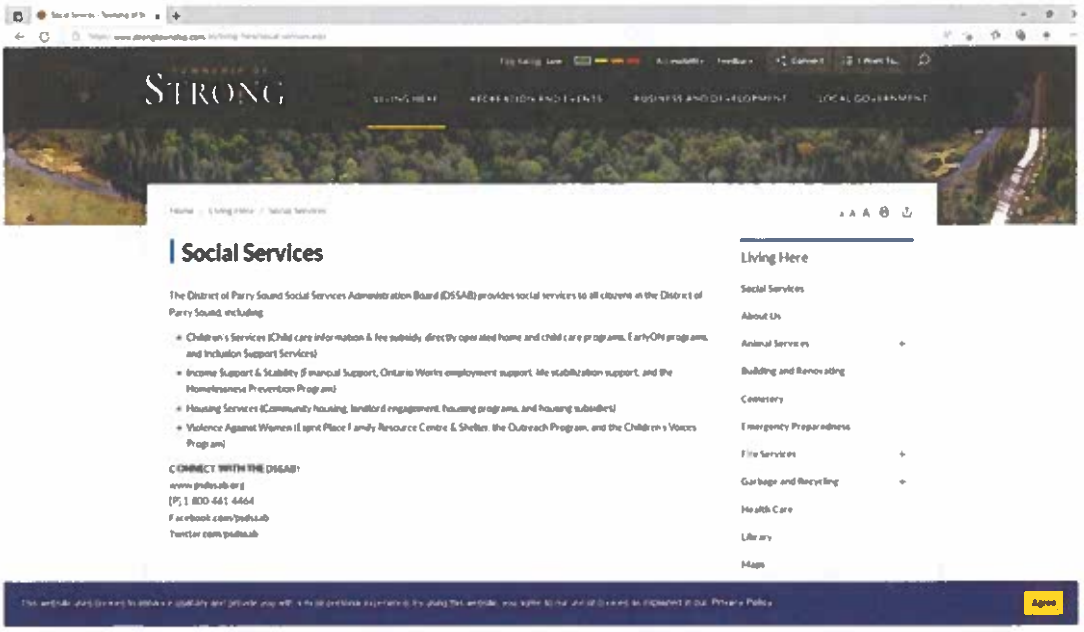




On March 4, 2023 we attended the Pointe au Baril Health Fair at the Community Centre. This event was attended by our Supervisor of Housing Stability.

Municipal Outreach

We have reached out to all Municipalities with requests to add DSSAB info to their websites. All were provided with verbiage to make this a simple task, and were provided with appropriate links to direct viewers back to the DSSAB website. We have also reached out to all municipalities with an offer to provide a presentation of DSSAB services at a future council meeting, upon request.



Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District January 2023

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	0	0	3	1	12	16
Toddler (18-30M)	16	9	13	18	37	93
Preschool (30M-4Y)	20	15	19	41	44	139
# of Active Children	36	24	35	60	93	248

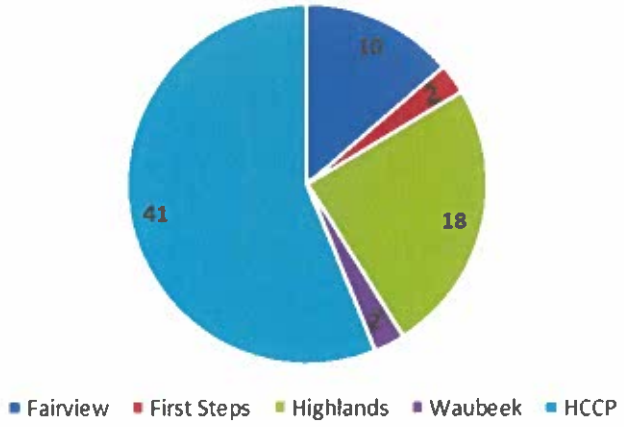
Most child care programs are nearing or are at their enrollment capacity.

School Age Programs

January 2023		
Location	**Enrollment**	**Waitlist**
Mapleridge After School	21	5
Mapleridge Before School	6	
St. Gregory's After School	13	1
St. Gregory's Before School	2	
Sundridge Centennial After School	16	4
Sundridge Centennial Before School	2	
Land of Lakes After School	15	4
Home Child Care	34	5
# of Active Children	109	19

Magnetawan Central After School Program has now closed. St. Gregory's Before School Program has been moved to Mapleridge to ensure family's needs can be met. Sundridge Centennial Before School Program has closed. All After School Programs are at operating capacity and the School Age Program is attempting to secure a second staff member for the Mapleridge After School Program to accommodate the increase in enrollment and waitlist.

Directly Operated Child Care Waitlist by Program January 2023



There has not been a significant increase in program waitlists this past month. The Ministry of Education has requested that licensed child care programs collect and report waitlist data as those children in need of immediate care that cannot be accommodated in program. Licensed programs now house a secondary waitlist of children that may need care in the coming months as parents are scheduling to return to work or attend school.

Total Children by Funding Source
January 2023

Active	# of Children	# of Families
CWELCC*	132	128
CWELCC Full Fee	188	186
Afterschool Fee Subsidy	6	6
Fee Subsidy	34	30
Full Fee	27	22
Ontario Works	8	8
Total	395	380

Funding Source - New	# of Children	# of Families
CWELCC	6	6
CWELCC Full Fee	3	3
Afterschool Full Subsidy	2	2
Fee Subsidy	4	4
Full Fee	3	3
Total	11	10

Funding Source - Exits	# of Children	# of Families
Full Fee	2	2
Total	2	2

* CWELCC – Canada-Wide Early Learning Child Care; eligible for children 0 - 6

Inclusion Support Services

January 2023							
Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	0	0	0	1	0	0
Toddler (18-30M)	2	4	6	6	3	0	0
Preschool (30M-4Y)	5	39	44	44	2	2	0
School Age (4Y+)	2	12	14	14	0	0	1
Monthly Total	9	55	64	-	6	2	1
YTD Total	9	55	-	69	6	2	1

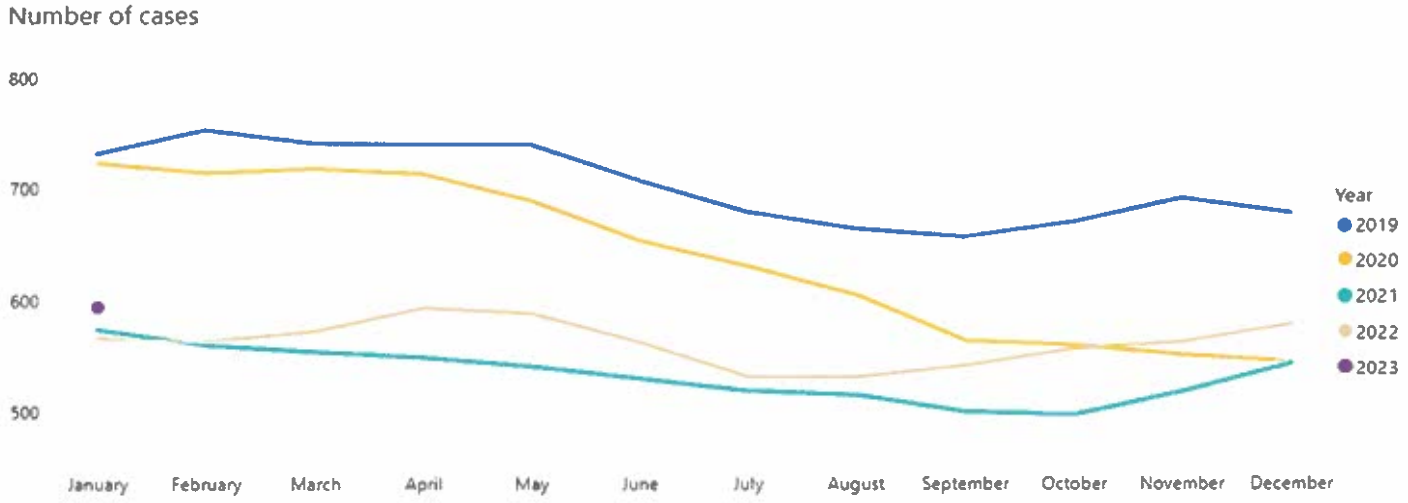
Preschool children continue to make up the majority of the Resource Consultants caseloads, specifically children in licensed child care programs. Social/Emotional development remains the consistent reason for referrals with speech and language development a close second.

EarlyON Child and Family Programs

January 2023		
Activity	**January**	**YTD**
Number of Children Attending	890	890
Number of New Children Attending	42	42
Number of Families Visiting	809	809
Number of New Families Visiting	42	42
Number of Virtual Programming Events	4	4
Number of Family Engagements with Virtual Events	74	74

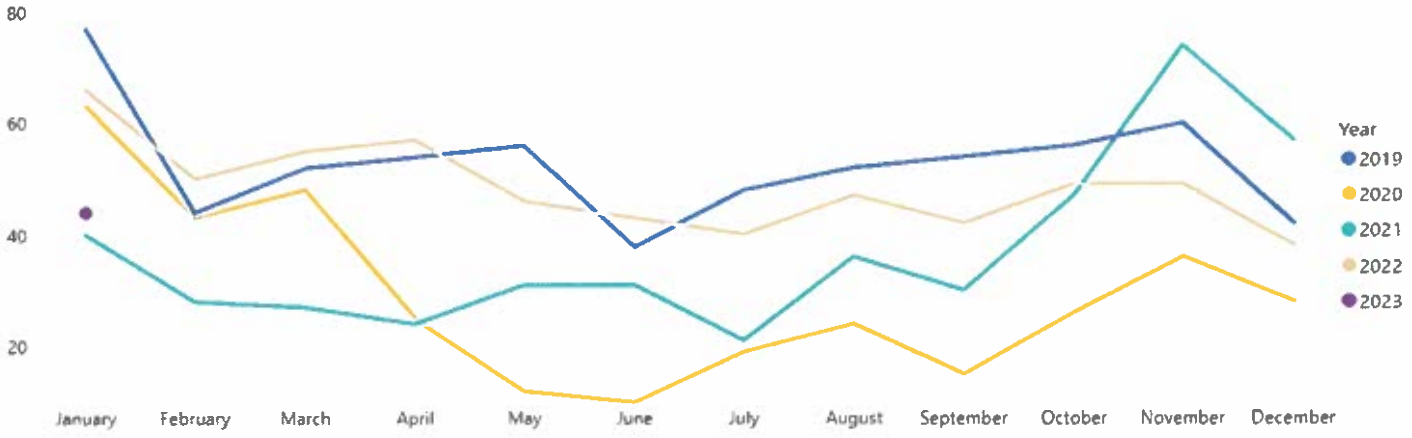
There were a lot of new families attending the EarlyON programs in January and numbers are returning to pre-pandemic levels.

Ontario Works Caseload
January 2023

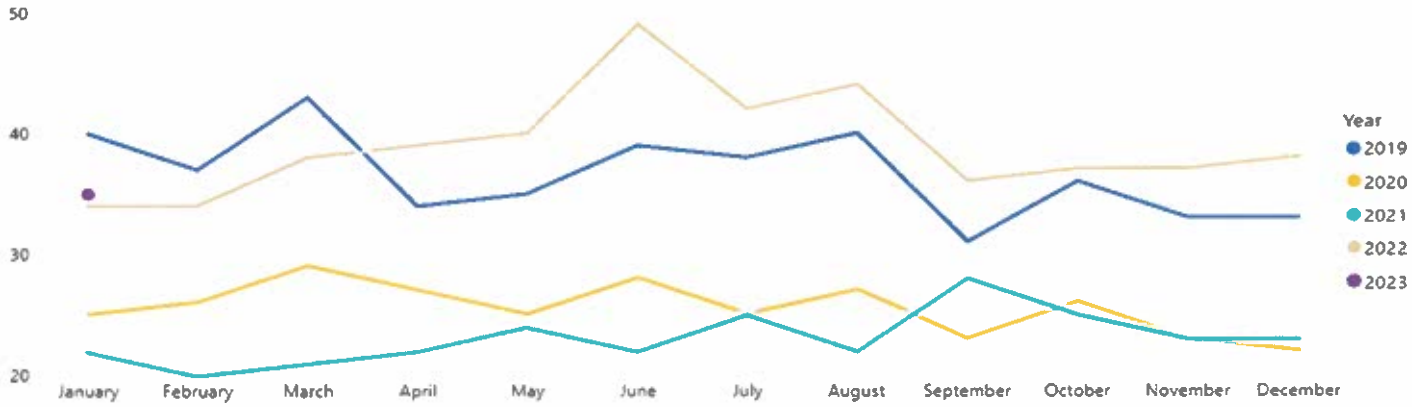


Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office January 2023

Number of applications received



ODSP recipients actively participating in Ontario Works Employment Assistance



Ontario Works applications

2 ▲	45
Average received per business day	Received Jan 2023

Emergency Assistance applications

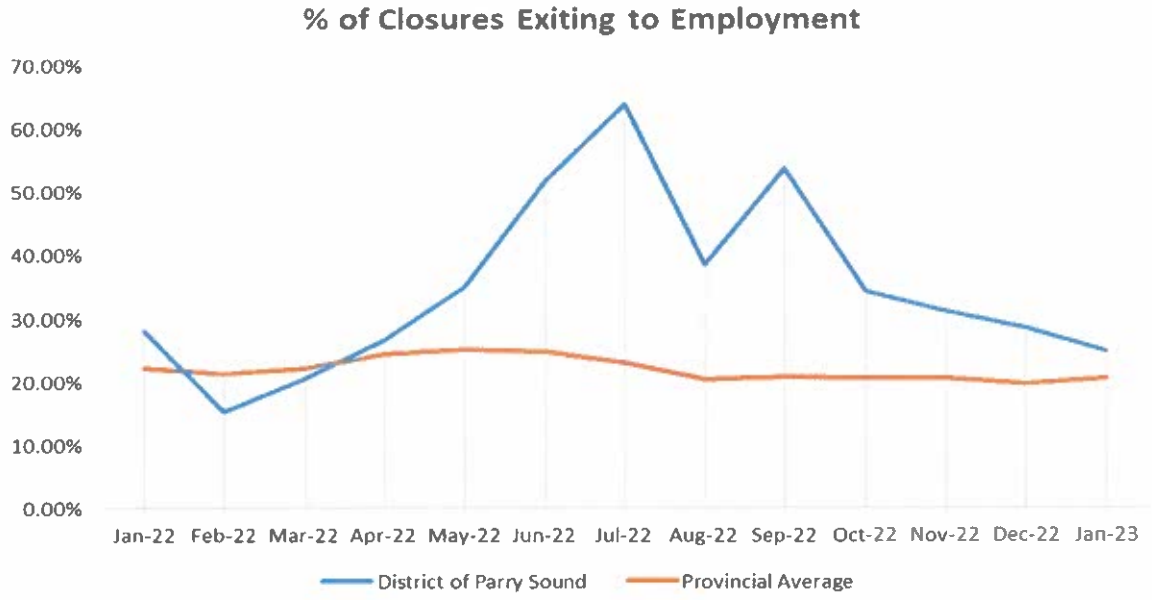
1 ▼	23
Average received per business day	Received Jan 2023

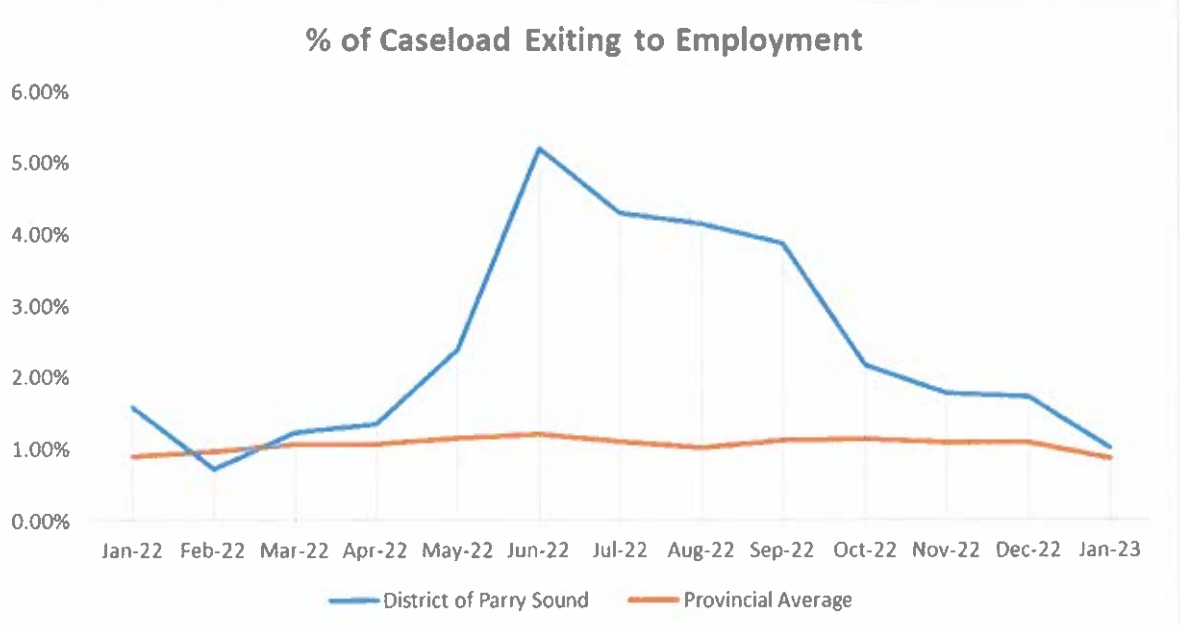
Average number of business days from screening to grant

1.6 ▼	0.8 ▼
Ontario Works	Emergency Assistance

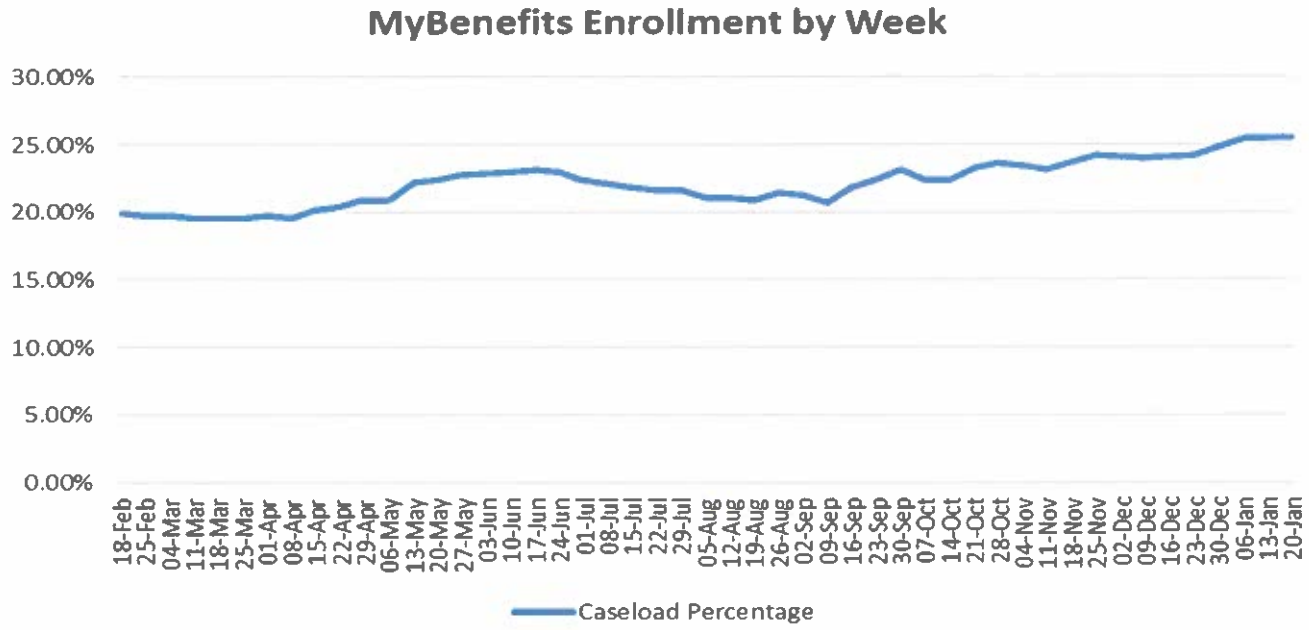
The OW Caseload continues to edge up to **594** (up from 578). This is the highest the caseload has been since the beginning of the pandemic in Spring 2020. We are supporting 35 ODSP participants in our Employment Assistance program. We also have 52 Temporary Care Assistance cases. We also had 45 Ontario Works Applications and 23 applications for Emergency Assistance in January.

Employment Assistance & Performance Outcomes

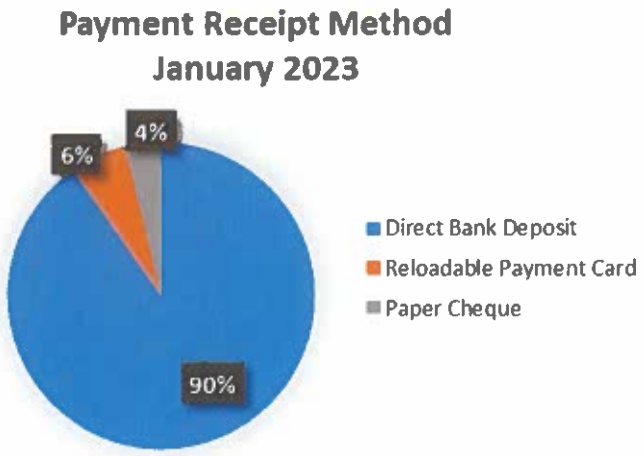




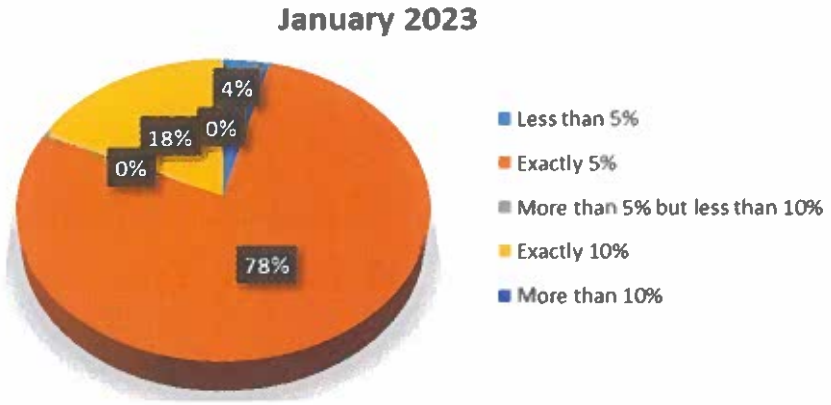
MyBenefits Enrollment 2022/2023



DBD Enrollment



Overpayment Recovery Rate



Housing Stability Program - Community Relations Workers

Support

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

January 2022 Income Source	East	West
Senior	4	5
ODSP	7	22
Ontario Works	3	9
Low Income	8	16

January 2023 Income Source	East	West
Senior	6	16
ODSP	13	36
Ontario Works	4	12
Low Income	17	22

Intense Case Management

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

January 2022 Income Source	East	West
Senior	10	5
ODSP	7	20
Ontario Works	3	6
Low Income	4	9

January 2023 Income Source	East	West
Senior	13	19
ODSP	11	25
Ontario Works	9	14
Low Income	10	37

Contact/Referrals

January 2022	East	West	YTD
Homeless	2	6	8
At Risk	0	9	9
Esprit Outreach	1	0	1
Program Total			18

January 2023	East	West	YTD
Homeless	5	4	9
At Risk	5	7	12
Esprit Outreach Homeless	-	-	-
Esprit Outreach at Risk	3	-	3
Esprit in Shelter		2	2
Program Total			26

Short Term Housing Allowance

	Active	YTD
January 2022	6	6

	Active	YTD
January 2023	15	15

Housing Stability: Household Income Sources and Issuance from HPP & CHPI:

January 2022 Income Source	Total	CHPI
Senior	3	$1,198.99
ODSP	13	$9,612.90

January 2022 Reason for Issue	Total
Rental Arrears	$1,000.00
Utilities/Firewood	$6,614.94
Transportation	$24.00
Food/Household/Misc.	$7,392.82
Emergency Housing	$451.96
Total	$15,483.72

January 2023 Income Source	Total	HPP
Senior	3	$1,900
ODSP	6	$3,611.19
Ontario Works	4	$336.16
Low Income	11	$5,256.65
No Income	0	$0

January 2023 Reason for Issue	Total
Rental Arrears	$4,676.88
Utilities/Firewood	$688.01
Transportation	$148.80
Food/Household/Misc.	$4,559.80
Emergency Housing	$1,030.51
Total	$11,104.00

Ontario Works: Household Income Sources and Issuance from HPP

January 2023 Income Source	Total	HPP
Senior	1	$1,050.00
ODSP	10	$5,643.73
Ontario Works	13	$8,143.70
Low Income	8	$2,872.23
No Income	0	$0

January 2023 Reason for Issue	Total
Rental Arrears	$3,581.00
Utilities/Firewood	$4,822.46
Transportation	$50.17
Food/Household/Misc.	$8,439.20
Emergency Housing	$816.23
Total	$17,709.06

By-Name List
January 2022



January 2023



A By-Name List is a real time list of all people experiencing homelessness in our community who would like to receive assistance to access housing services and supports. This is an ongoing process with people being added to the list as they connect or re-connect.

A people-centered approach to the By-Name List process will consider individual needs and promote safety, including cultural safety and cultural appropriate responses and practices. People and their experiences and stories are vital to conducting both enumeration (Point-in Time Count) and the By-Name Lists.

Housing Programs

Social Housing Centralized Waitlist Report January 2023			
	East Parry Sound	West Parry Sound	Total
Seniors	39	108	147
Families	127	439	566
Individuals	492	214	706
Total	658	761	1,419
Total Waitlist Unduplicated			439

Social Housing Centralized Waitlist (CWL) 2022 - 2023 Comparison Applications and Households Housing from the CWL

Month 2022	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2023	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	5			1		Jan	5	1	13		
Feb	9	1	2			Feb					
Mar	12		5	2	1	Mar					
Apr	12	1	1			Apr					
May	11	1		3		May					
June	15		3	2		June					
July	13	2	10	1		July					
Aug	5		17	2	1	Aug					
Sept	16		10	1	1	Sept					
Oct	14		12	6		Oct					
Nov	12	1	8	3		Nov					
Dec	1			5		Dec					
Total	125	6	68	26	3	Total	5	1	13		

SPP = Special Priority Applicant

- Housing Programs had 5 new applications in the month of January, one was approved Special Priority Program
- There were 13 applicants removed from the CWL in January – 12 were eligible for Canada Ontario Housing Benefit, and 1 was deceased

Parry Sound District Housing Corporation
January 2022

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	3	3
Move in	1	0
L1/L2 forms	0	0
N4 - notice of eviction for non payment of rent	1	1
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	1	1
N6 - notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 - notice of eviction for willful damage to unit	0	0
Repayment agreements	7	7
No trespass order	0	0

Parry Sound District Housing Corporation
January 2023

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	2	2
Move in	3	3
L1/L2 forms	0	0
N4 - notice of eviction for non payment of rent	0	0
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	1	1
N6 - notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 - notice of eviction for willful damage to unit	0	0
Repayment agreements	2	20 (18 carried from 2022)
Tenant home visits	19	19
Mediation/negotiation/referrals	8	8
No trespass order	0	0
Tenant engagement/education	9	9

Maintenance for January 2022

Pest Control	8	8 buildings monitored monthly
Vacant Units	10	family (6); single (4)
After Hours Calls	8	Alarm reset due to outage, leaking hot water tanks, heater repair, flooding, smoke detector battery replacement
Fire Inspections	8	Monthly fire checks at 8 of 8 buildings and 1 fire drill
Incident Reports	0	

Maintenance for January 2023

Pest Control	8	8 buildings monitored monthly
Vacant Units	15	one-bedroom (10); multiple bedroom (5) (not inclusive of The Meadow View)
Vacant Units - The Meadow View	7	one-bedroom market units (7)
After Hours Calls	17	Smoke detector maintenance, leak from window, gas leak, no heat, odd smell from refrigerator, no hot water, toilet overflowing, sink leaking sink plugged, Bell tech needed access, carbon monoxide poisoning, well-being check, fire panel reset
Work Orders	163	Created for maintenance work, and related materials for the month of January
Fire Inspections		A total of 24 units were inspected for fire safety in the month of January
Incident Reports	3	

Property Maintenance and Capital Projects
February 2023

Local Housing Corporation and DSSAB Buildings

- Belvedere retaining wall - waiting on a phase 2 quote from CDCD Engineering (creation of the spec and management bid process, oversight of the contractor)
- Belvedere windows - in the process of organizing a specification and the tendering process
- Beechwood plumbing repair - received a quote from Bernard Rochefort that is above our tendering threshold; in the process of contacting another plumber; potential need to have Suppa engineering manage the tendering process, repair work
- Waubeek HVAC replacement - received 2 quotes and waiting on a third
- BCA's for all buildings - in the process of receiving 3 quotes
- Broadway/Queen renovations - ready for tender; tendering process to begin next month
- Esprit Renovation - waiting on town approval; applying for permit next month
- Investigation report has been completed on a town home; currently in the process of hiring a consultant to manage the remediation process for mould
- 66 Church Street - repair work for fire damage remediation has been awarded

Challenges:
Difficulty securing contractors/labourers as well as materials are often backordered. Obtaining quotes, as per our Procurement Policy, from contractors is presenting a challenge.

Esprit Place Family Resource Centre
January 2022

Emergency Shelter Services	January 2022	YTD
Number of women who stayed in shelter this month	7	7
Number of children who stayed in the shelter this month	1	1
Number of hours of direct service to women (shelter and counselling)	58	58
Resident bed nights (women & children)	192	192
Occupancy rate	31%	31%
Days at capacity	0 (COVID capacity)	12
Days over-capacity	0	0
Phone interactions (crisis/support)	42	42

Outreach Services	January 2022	YTD
Number of women served this month	12	12
Number of women registered in the program	14	14

Transitional Support	January 2022	YTD
Number of women served this month	2	2
Number of women registered in the program	2	2

Child Witness Program	January 2022	YTD
Number of children/women served this month	16	16
Number of children registered in the program	17	17
Number of public ed/groups offered	0	0

Esprit Place Family Resource Centre
January 2023

Emergency Shelter Services	January 2023	YTD
Number of women who stayed in shelter this month	9	9
Number of children who stayed in the shelter this month	10	10
Number of hours of direct service to women (shelter and counselling)	107	107
Number of days at capacity	10	10
Number of days over capacity	7	7
Overall capacity %	75%	75%
Resident bed nights (women & children)	231	231
Phone interactions (crisis/support)	34	34

Outreach Services	January 2023	YTD
Number of women served this month	5	5
Number of NEW women registered in the program	0	0
Number of public ed/groups offered	0	0

Transitional Support	January 2023	YTD
Number of women served this month	6	6
Number of NEW women registered in the program	0	0
Number of public ed/groups offered	0	0

Child Witness Program	January 2023	YTD
Number of children/women served this month	14	14
Number of NEW clients (mothers and children) registered in the program	1	1
Number of public ed/groups offered	0	0

Town of Kearney

STAFF REPORT

Staff Report No.	SR-2023-011
Date:	April 6, 2023
To:	Mayor, Deputy Mayor and Members of Council
From:	Brian Horsman CBO
Subject:	Tentative office space for the Building Department

Recommendation:
That Council support the staff report SR-2023-011, dated April 6, 2023, from the Chief Building Official and direct the transition of office space for the Building Department into the space formerly occupied by MNRF, also provide a scope of work including a budget to permit the renovations to proceed.
And further that an amount of $7,150.00 be included in the 2023 budget to cover expenses associated with the move.

Background:
I understand that the office previously occupied by MNRF will house the Kearney Building Department. In order to expedite the move and reduce the disruption of business we are looking for some direction to make this transition as smooth as possible.

Analysis:
When MNRF move their equipment out of the space our maintenance crew is prepared to move our present office equipment into the space. Other requirements such as Bell Lines, Internet, Electrical, Minor Repairs / Renovations will be required. We have prepared a sketch to show the proposed transition and I assume that we will require Council approval to move forward and determine what parameters will apply.
You will note from our sketch that the existing space Room No. 105 is currently used for our large printer and some file storage. We are proposing to move the general office printer from the other end of the office,(Room No. 101) to Room No. 105 ,which will allow for a more central location for everyone. Two print rooms is not a good use of limited space. This will also provide much needed additional storage space. In addition a proposed doorway from Room No. 106 to allow access to and from our new office space, also remove the existing double glass doors to accommodate more usable space on either side of the door opening.

Financial Consideration:
I have prepared a rough estimate of cost to support the tentative renovations and for budget purposes.

1) Renovations to remove and infill double glass doors with 2x4 studs filled with Roxul insulation c/w 5/8" drywall both sides and painted ---- $400.00
2) Construct new mandoor c/w with frame and hardware from room 106 into room 105 --- $400.00

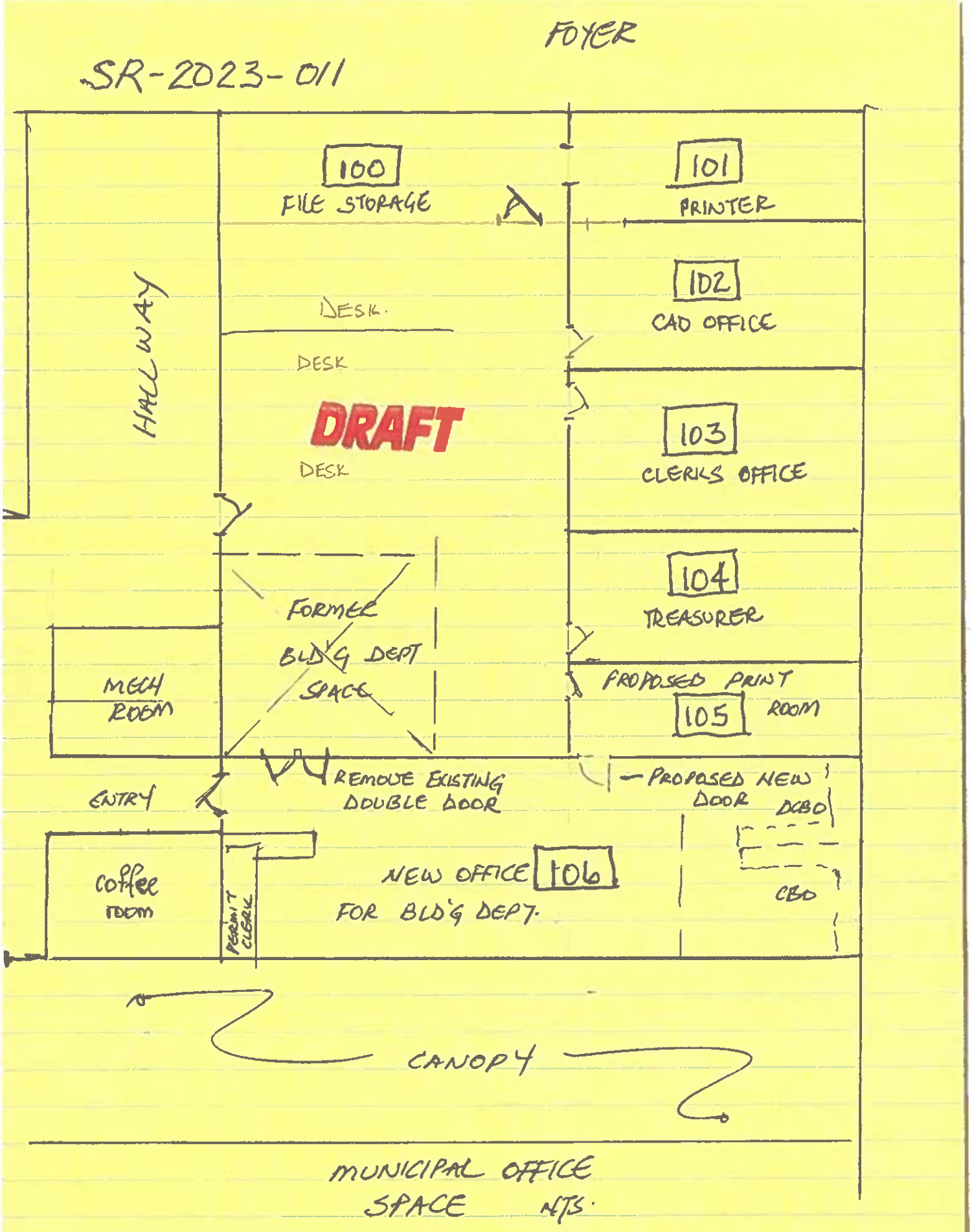
3) Bell / Electrical work to install alterations to connections , wiring , plugs etc. --- #350.00
4) Internet -- to extend cabling to room 106 --- $2,000.00
5) Update furniture (two new work stations/desks) --- $4,000.00 (sale prices subject to change)

Most of the work can be conducted by our Maintenance Crew, I have been informed they can do the work now while time is available. The estimated cost is based on work being performed by the Maintenance Crew.

Conclusion:
Staff requires direction and authorization from Council in order to proceed with the reallocation of office space for the Building Department.

Prepared by:
Brian Horsman CBCO, BCIN 19259
Chief Building Official

SR-2023-011


FOYER
100
FILE STORAGE
101
PRINTER
HALLWAY
DESK.
102
CAD OFFICE
DESK
DRAFT
DESK
103
CLERKS OFFICE
104
TREASURER
FORMER
BLD'G DEPT
SPACE
MECH
ROOM
PROPOSED PRINT
105
ROOM
REMOVE EXISTING
DOUBLE DOOR
PROPOSED NEW
DOOR
DCBO
ENTRY
COFFEE
ROOM
PERMIT
CLERK
NEW OFFICE 106
FOR BLD'G DEPT.
CBO
CANOPY
MUNICIPAL OFFICE
SPACE
NTS.

Town of Kearney

STAFF REPORT

Staff Report No.	SR-2023-012
Date:	March 2, 2023
To:	Mayor, Deputy Mayor and Members of Council
From:	Brian Horsman CBO
Subject:	Job Description for Permit Clerk Administrator

Recommendation:
That Council support the staff report SR-2023-012 and direct the Chief Building Official to proceed to advertise the new job posting for a Permit Clerk Administrator, Non-Union Position.

Background
I appreciate Councils position when the job description for a Permit Clerk was presented at the February 16, 2023 meeting. In order to accommodate the new Council I am providing some documentation to explain how this proposed job description came about. You will find attached the following documentation:

1) **Report to Council, dated February 2, 2018 --- Policy Manual was introduced and "additional resources" was identified.**

2) **Report to Council, dated October 30, 2018 --- Update on Policy Manual, particularly Section 5 of the Manual and to reinforce the requirement for additional resources. Also attached is a draft copy of an excerpt from Section 5 of Policy Manual.**

3) **Report to Council, dated January 30, 2019 --- Options to consider to obtain additional resources.**

4) **Report to Council, dated March 22, 2019 --- Magnetawan declined Kearney's offer to extend the agreement to include a Permit Clerk Administrator and the report also includes a recommendation to hire our own Permit Clerk Administrator.**

5) **Permit Clerk (Administrative Assistant -shared) was hired in 2020, however, as the position was secured by existing staff we had to wait until a replacement was obtained. During the winter months of 2020 and 2021 our new assistant pusued the required training program and completed her academic/regulatory training in the spring of 2021. We had barely started to utilize the additional resources when another career opportunity arose and she transitioned into a new position.**

6) **Report to Council (Magnetawan) dated 2021-04-20 --- update on shared services, fifth year , and an update on Policy Manual and additional staffing.**

7) **In 2022 we pursued Council with a request to hire a permit clerk position which would be dedicated to the Building Department, which resulted in a resolution from Council requesting a new job description.**

8) **Council Meeting of February 16, 2023 the proposed job description was presented and the Deputy-Mayor expressed some concerns that the pay grid may not fit the pay schedule approved by the Union. It was suggested that this item was not a high priority and asked for it to be deferred.**

9) **March 28, 2023 after consideration I have amended the Job Description to read Permit Clerk Administrator and amended the content regarding responsibilities, qualifications, etc.. This particular job will be posted as a Non-Union position.**

Analysis:
This issue has been festering for almost 5 years and the initial requirements for this position has increased substantially. We have gone from some temporary assistance to a shared administrative assistant to a dedicated Permit Clerk Administrator.
My concerns regarding statutory obligations and service levels are very concerning. We have had a number of challenges these past few years with the negative impact from a Shared Service Agreement, COVID-19, medical issues with staff and more. Although Council may not consider this issue a high priority, I as the Chief Building Official and Manager of the Building Department do consider this to be a high priority.

Financial Consideration:
As we all know the Building Department revenues have paid all expenses incurred by the Building Department. Based on our past performance there will be no burden on the municipal budget.. Additionally I have offered to reduce my hours to 3 days a week in support of the Permit Clerk Administrator position. Along with the reduced hours will be a reduced salary which will support approximately 50% of the Permit Clerk Administrators salary.

Conclusion:
We recognize that there are increasing concerns with service levels. The Building Department has struggled to meet the demands of regulatory and economic growth, particularly these past 3 to 5 years. As we grow , new obligations and demands grow and if we do not keep pace with municipal and economic demands Kearney will jeopardize the improvements that have been achieved.
I have identified a significant problem and have a solution to remedy the concerns, the rest is up to Council. If we can not resolve our service level concerns we will have to consider a reduction in some services.

Prepared by: Brian Horsman CBCO, BCIN 19259
Chief Building Official

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 CBCO, CBO / Kearney

DATE: February 2, 2018

RE: Shared Service Agreement with Magnetawan

BACKGROUND: Upon review of our second year of operation and in consideration of the 2018 budget process, I will provide Council with a brief review of our progress to provide a more consistent service level.

In the summer of 2015 Council authorized a Shared Service Agreement with the Municipality of Magnetawan, a succession plan was the foundation of that agreement. The first year was spent creating an office and a presence in both communities, the presence was well accepted and a feeling of confidence began to grow even with the limited service level. Council authorized the next step in our succession plan during the summer of 2016 by hiring a new Building Inspector (Matthew Clouthier). Matthew was quickly accepted by our communities and proved to be a good fit. With the addition of Matthew we improved our service level as well as the performance of our office. (This became very evident this past summer during by absence)

We developed a training program for Matthew as part of our commitment at hiring plus aid him to achieve a Certified Building Code Official (CBCO) designation with the Ontario Building Officials Association (OBOA) and to enhance our goal of succession planning. I am pleased to report that Matthew is well into the second phase of his development and has achieved the designation of CBCO.

Matthew and I have drafted an Administrative and Operational Policy Manual, as required by the Building Code Act (BCA) to establish service levels and performance of the Department. Once we have received some legal advice we will complete our Manuals and present them to our respective communities. These

manuals will reflect the development of the Building Department, compliance with the BCA, service levels, establish procedures and protocols and will also aid in our defence at litigation. Both Manuals are living documents and are required to be reviewed annually and continuously developed to reflect changes to service levels, changes to the BCA and the Building Code, performance changes to the department and other industry and government changes.

Attached is a copy of the Building Activity Report to the end of December, 2017. You will note the number of permits issued representing 4.7 million dollars worth of construction value. (conservative value). We expect the same response for 2018 , if not more, and with added resources we can upgrade our service level and improve our operations.

CONSIDERATION: In consideration of our progress in developing the Shared Service Program and in consideration of my mobility between municipalities I will request through the budget process that Matthew Clouthier be promoted to Deputy Chief Building Official c/w a specific job description. This consideration is in keeping with our succession plan and will improve our ability to perfrom.

FURTHER CONSIDERATION: I am preparing this same report for the Council of Magnetawan.

RECOMMENDATION: 1) That Council accept the recommendations by the CBO and congratulate Matthew Clouthier for obtaining his CBCO designation.

2) That Council accept this report from the Chief Building Official.

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

October 30, 2018

TO: Mayor and Council

FROM: Brian Horsman CBO

RE: Section5 of the Kearney Building Departments Operational & Administrative Policy Manual

Consideration: I am in the final stages of developing an Administrative & Operational Policy Manual for the Building Departments of Kearney and Magnetawan. One particular section (5) deals with Dormant & Incomplete Building Permits. In order to develop a policy I will require some assistance from Council. We will require an evaluation to determine cost vs. level of service , either part of a shared service vs. individual municipal cost , full service vs. modified service (which will significantly impact our ability to defend the municipality at litigation)

All organized municipalities in Ontario have the same concerns about stale dated permits, dormant permit files and incomplete permit files. Kearney has many of these types of files and the development of the Policy Manual will determine how we respond to legal inquiries regarding property transactions and how we defend the municipality at litigation.

The attached policy regarding Dormant & Incomplete Building Permits is a good example of the service level required to meet our obligations. Please note the additional work required will exceed our ability to achieve the level of service being proposed. It would be detrimental not to have a policy and more detrimental to have a policy that can not be enforced. Additional resources will be required to achieve compliance.

It is my intention (subject to Council's determination for the level of service) to move the policy into the upcoming budget deliberations to secure implementation for the 2019 building season.

Background: (1) The development of a Policy Manual is an obligation of the CBO under the Building Code Act (BCA) Section 1.1.(6)(a). (2) In order to defend the municipality at litigation, a Policy Manual is required to establish a reasonable and consistent process of enforcement. (3) The Policy Manual will also be used as a training manual now and in the future, which satisfies one of our requirements for succession planning. (4) Lastly there is an obligation to communicate with the community to provide direction regarding expectation of the community and conversely the communities expectation of the municipal building department.

In the past several years the courts have made it clear that it holds the municipality to a much higher standard and one measure is how we meet our obligations which are legislated under the BCA. A Policy Manual is a major component in our ability to establish a reasonable and consistent process of enforcement.

I am also preparing the same presentation to the Council of Magnetawan for their consideration.

Further Consideration: (1) That Council direct the CBO to develop options to provide the level of service required to meet our obligations for fair and consistent enforcement of the BCA regarding Dormant & Incomplete Building Permits.

(2) That Council direct the CBO to provide a modified policy utilizing existing resources.

(3) That Council direct the Clerk/Administrator to secure a legal opinion regarding the development of a policy to best meet our obligations and protect the municipality.

REOMMENDATION: Option 1 --- That Council direct the CBO to develop options to provide the level of service required to meet our obligations for fair and consistent enforcement of the BCA regarding Dormant & Incomplete Building Permits

SECTION 5 of POLICY MANUAL

TOWN OF KEARNEY	ONTARIO BUILDING CODE STANDARD PRACTICE	BUILDING SERVICES DEPARTMENT

Date Issued		Standard Practice No:	SP.BCA.10.2(1)
Date Effective	March/19	BCA Ref:	10.2(1)
Date Revised		Issued by:	Chief Building Official

Purpose:

This standard practice applies to all buildings with a status of Issued, Issued-Incomplete, Issued-OBC complete and Revokes within 15 years of the date of permit Issuance.

- **To establish policy and practice for maintaining building permit files.**
- **To exercise a reasonable standard of care in the duties of enforcing the Ontario Building Code (OBC).**
- **To minimize the risk of heath and safety to the public and to discharge the duty of care onto the permit holder.**
- **To prevent the accumulation and resulting liability from dormant files.**
- **To identify required inspections that have not been completed or are outstanding and the necessary action for compliance.**
- **To revoke a building permit where construction had not started in the timeframes permitted by regulation.**
- **To implement a protocol for identifying a permit holder and responsibility to provide timely notice and to facilitate inspection.**

5.1 DEFINITIONS:

Building Code Act (BCA)

Ontario Building Code (OBC)

Issued: Proposed construction was in conformance with the OBC and all applicable law- therefor CBO was compelled to issue a permit to authorize the work as per section 8(2) of the BCA.

Issued - Incomplete: Construction has started but has been suspended for more than one year and/or may be occupied an/or there is no record of inspections.

Issued OBC Complete: Means all required building inspection have been completed with no known deficiencies noted and a Final Inspection remains outstanding.

PERMIT FILE CLERK (PFC) person designated by the Chief Building Official (CBO) to assist in the implementation of SP.BCA.10.2(1) for Dormant and Incomplete Building Permit Files.

5.2 STANDARD PRACTICE:

5.2(i) Compliance Letter Request-

- When a request for compliance has been received to research a property and provide a status of building permit(s) with a status of Incomplete and/or OBC complete compliance letter will also include the following:

A Certificate of Occupancy has not been issued for the following permit(s):

BP#_____, 123 Street Name

According to our records, construction as authorized under building permit #_____ is incomplete. To update the incomplete status a building inspection is required and can be requested at 705-636-7757. Please note that a $200.00 fee is required prior to the building inspection.

BUILDING PERMITS: Permit Status Inspections

5,2(ii) A general site inspection is scheduled when a building inspection has not been completed for at least one year from the date of last inspection.

NOTE: Refer to Dormant/Incomplete/Abandoned Permit Files Policy/ Flow Chart c/w Appendix 'A' to follow process of Standard Practice SP-BCA-10.2(1)

Building and Occupancy Permits:

5,2 (iii)

- An Occupancy Certificate is issued where the building inspector has confirmed that that the minimum requirements of 1.3.3.4 or 1.3.3.5, Division C Part 1 of the OBC (as amended) have been satisfied.

NOTE: Refer to the Dormant/Incomplete/Abandoned Permit Files Policy Flow Chart c/w Appendix 'A' to follow process of Standard Practice SP-BCA-10.2(1)

5.2 (v) Dormant Building Permit File Status Procedure:

NOTE: Refer to the Dormant/Incomplete/Abandoned Permit Files Policy Flow Chart c/w Appendix 'A' to follow process of Standard Practice SP-BCA-10.2(1)

5.2 (vi) Incomplete Building Permit Files Procedure

NOTE: Refer to the Dormant/Incomplete/Abandoned Permit Files Policy Flow Chart c/w Appendix 'A' to follow process of Standard Practice SP-BCA-10.2(1)

5.3 REFERENCE and RELATED POLICIES

- The Ontario Building Code

5.4 POLICY CYCLE

- This policy will be reviewed annually by the Chief Building Official

MUNICIPALITY OF KEARNEY

OFFICE OF THE CHIEF BUILDING OFFICIAL Tel. (705) 636-7757

8 Main Street, PO Box 38 Kearney , ON. POA 1MO
cbo@townofkearney.ca

To: Mayor and Council

From: Brian Horsman CBO

Re: Additional resources to implement New Policy for Dormant and Incomplete Building Permit Files.

Date: January 30, 2019

Background: Further to my report to Council dated October 30, 2018 and the direction received at the January 4, 2019 council meeting (Resolution No. 10(a)(i)/04/01/2019), the following is a report outlining various options to achieve our obligations and to provide a reasonable and fair level of service to bring closure to Dormant and Incomplete Building Permit Files.

Consideration: The first consideration should be given to the Shared Service Agreement between Magnetawan and Kearney. Subject to an expression of interest between both Councils a meeting would be appropriate to discuss this option. The initial benefit is cost savings,

another consideration would be a time and cost benefit in training time and a more consistent performance level.

Alternative options would be that each municipality would choose to have a dedicated person with varying terms of employment such as but not limited to:

i) Contract position (2 year with an option to extend contract)
ii) Part-time position (i.e. 3 days a week)
iii) Full-time position (duties to be assigned to various departments by CBO and Clerk Administrator, if there is a demand for additional staff within the municipality)

Another option may be student services , however the downside of this option would be the limited time for training and achieve a production benefit from the time and cost to train them. I am concerned that the position is beyond the scope of a student and may jeopardize our mission to deliver fair , reasonable and consistent level of service required by our obligations under the Building Code Act.

Further Consideration: I have prepared the same report for the Council of Magnetawan.

RECOMMENDATION: 1) That Council select the option to investigate the feasibility of an amendment to the Shared Service Agreement with the Town of Magnetawan to share the services of an administrative assistant in the implementation of the proposed policy regarding Dormant and Incomplete Building Permit Files.

MUNICIPALITY OF KEARNEY

OFFICE OF THE CHIEF BUILDING OFFICIAL Tel. (705) 636-7757

8 Main Street, PO Box 38 Kearney , ON. POA 1MO
cbo@townofkearney.ca

To: Mayor and Council

From: Brian Horsman CBO

Re: Additional resources to implement New Policy for Dormant and Incomplete Building Permit Files.

Date: March 22, 2019

Background: Further to my report to Council dated January 30, 2019 and subsequent to Council Resolution No. 10(a)(ii)/15/02/2019 I have been informed by the Municipality of Magnetawan that their Council has decided to utilize existing staff to support the implementation of the Policy for Dormant and Incomplete Building Permit Files.

Consideration: As a result of the Magnetawan decision I would defer to the Report to Council dated January 30,2019. The report outlined alternative options to achieving support services to implement the new policy.

Further Consideration: Other departments may require additional resources and may wish to share the services of the proposed administrative assistant. The cost could be shared internally between the Administration Budget and the Building Services Department Budget.

RECOMMENDATION: 1) That Council select the alternative option to hire an administrative assistant to assist in the implementation of the Dormant and Incomplete Building Permit Files. In addition to the primary job function other duties may be assigned as determined by the CBO and the CAO/CLERK .

Email CBO@magnetawan.com
Website: Magnetawan.com
Phone: 705 387 4029
Fax: 705 387 1765

Municipality of Magnetawan

P.O. Box 70
4304 Hwy 520
Magnetawan, ON

REPORT TO COUNCIL

TO: Mayor and Council

FROM: Brian Horsman CBCO, CBO/Magnetawan

DATE: 2021-04-20

RE: Shared Service Agreement with Kearney

BACKGROUND: After a review of our fifth year of operation and in consideration of the 2021 permit fee change proposals, we will provide council with a brief review of our progress as a department and our goal to provide a more consistent service level.

While 2020 and early 2021 has provided some unprecedented challenges due to an ongoing global pandemic, our department has become busier than ever. For the first couple months at the beginning of 2020 and intermediately throughout the year the province has created stay at home orders and put halts on non-essential construction. While applications continued to come in, as a department we have placed a hold on issuing permits until the province began re-opening. While this created periodic halts in permit issuances, minor issues with upset rate payers, the permit issuances and inspections continued without any issue. We also had an unprecedented year due to the increase in the amount/quality of the permits coming into the office. More people are building full time dwellings and moving into the area full time.

Succession Planning, and implementation of our Policy and Procedures Manual has steadily moved forward in Kearney with the hiring of front-line staff for the building department. Our new Admin staff has moved forward with adequate training and recently passed her Building Qualification "General Legal," obtaining her BCIN number. With the new admin staff, we hope to gradually move towards

Email: CBO@magnetawan.com
Website: Magnetawan.com
Phone: 705 387 4029
Fax: 705 387 1765

Municipality of Magnetawan

P.O. Box 70
4304 Hwy 520
Magnetawan, ON

a more digital record keeping, implementation of the CGIS CBO module program and provide the department with better record keeping that was missed due to the overwhelming schedule and required due diligence taking priority for both the CBO/DCBO.

Magnetawan Council/staff has chosen to utilize existing staff to assist the Building Department in the implementation of Section 5 of the Policy and Procedure Manual, Internal plans have slowed this process, limiting its implementation until later in the year or possibly next year.

We have also started the hiring process for a third, full time inspector. This was started by putting an ad in the paper and on the OBOA website. Unfortunately, due to the timing of the year with COVID-19, an extremely competitive job market for inspectors, pay differences within the industry, headhunters for other municipalities poaching employees and lack of experienced inspectors in the work force due to many retirements, we have not had many qualified individuals make an application. Unfortunately, upon reference checks of those qualified inspectors who applied, did not meet the vision of the Municpality. We are currently drafting up a proposal to hiring a fresh, out of school graduate, to train from the ground up.

CONSIDERATION:

Attached is a copy of the Building Activity Report to January 1st, 2021, you will note the number of permits issued, while lower than last year at 42. Has a higher revenue vs 2019 due to the quality, type of permits issued at $183,967.00 with a construction Value of $7,262,523.00.

FURTHER CONSIDERATION:

We are creating this same report for the Council of Kearney

Email: CBO@magnetawan.com
Website: Magnetawan.com
Phone: 705 387 4029
Fax: 705 387 1765

Municipality of Magnetawan

P.O. Box 70
4304 Hwy 520
Magnetawan. ON

RECOMMENDATION:

1)That Council Accepts this report from the Chief Building Official.

Town of Kearney

Email: admin@townofkearney.ca
Website: http://townofkearney.ca
Phone: 705 636 7752
Fax: 705 636 0527

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

Additional attachments to Staff Report-SR-2023-012

1) Budget for a Shared Administrative Assistant – 2021 Budget 50% assigned to the Building Department

2) Job Description for a Shared Administrative Assistant dated Revised April 29, 2021 the position was filled.

3) Report from the Chief Building Official dated April 19, 2022 regarding status of the Building Department and requesting a full time Permit Clerk as the shared administrative assistant position did not materialize and the positions criteria has changed.

4) Council Resolution No. 10(a)(i)(b)/27/04/2022 authorized the Chief Building Official to develop a new Job Description for the full time Permit Clerk for Budget consideration.

Prepared by Brian Horsman CBCO, BCIN 19259
Chief Building Official

	B	L	M	O	P	
5	Account #	Description	2020 Budget	2020 Projected	2021 Budget	Budget Increase (Decrease) vs 2020 Projected	Comments
170	40-041	oint Training Officer	16,682	16,682	18,580	1,898	Kearney share of joint training officer based on upset limit in new contract /5
	040-042	Uniforms	4,400	1,581	4,400	2,819	
	040-060	MNR Fire Agreement	7,000	6,958	7,100	142	Fire protection Crown land Agreement with annual CPI increase in place for 2017 2022
	041-021	First Response Medical Supplies	2,000	2,665	2,800	135	Masks, gloves, COVID supplies
	040-100	Vehicle Expenses	14,000	11,842	14,000	2,158	Vehicle operation and maintenance expenses.
		Sub-total	200,400	173,880	204,799	30,919	
		Building, By-Law & Animal Control					
183	044-001	Building Dpt wages and benefits	215,900	210,071	266,200	56,129	Shared with Magnetawan
185	044-002	Building Dpt. wages and benefits administration (TOK only)	22,250	4,575	37,150	32,575	Budget represents 1/2 shared Admin/Building position
186	44 10	Building Dpt staff recruitment / contracted services (shared)		970	2,000	1,030	Building inspector recruitment
187	044-020	Building Department Office Expenses (TOK only)	1,700	1,235	2,080	845	Office supplies, postage specifically related to building dpt. 2021 includes 1,080 re toner for multi-function printer
188	044-027	Building Department - Memberships (shared)	800	302	1,200	898	
189	044-040	Buildin Department Training and miscellaneous costs (shared	10 000	3,744	10,000	6,256	
190	044-041	Building Dep rtmen - TOK adjustment o shared expenses	-	(75)	-	75	
192	044-057	Building Dep artme t egal xpenses shared	5,000	4,967	10,000	5,033	
193	044-058	Building Dep partme t egal xpenses T K on	10,000	409	25,000	24,591	Upcoming court cases
194	044-100	Building Dep partmen Mileage vehicle expenses TOK only	6,000	9,064	14,000	4,936	Purchase of vehicle in 2020. 2021 budget includes mileage (4,000), vehicle mtce/fuel (10,000)
195	045-001	By-Law enfor emen Wages shared	13 530	15,770	54,000	38,230	Budgeted as full-time position commencing July 1, shared with Magnetawan
196	045-020	By-Law Mileage/Expenses (Kearney only)	5,400	2,552	2,000	(552)	Based on 2020 mileage of 1,800
197	045-021	By-Law Property Cleanup/ mpound (Kearney only		-	10,000	10,000	
198	045-023	By-Law Training (shared			4,600	4,600	Shared cost with Magnetawan, 8275
199	046-020	Animal Control	1,657	1,657	1,688	31	Vet unit and SPCA
200		Sub-total	292,237	255,242	439,918	184,676	
201		**Emergency Measurers**					
202	049-020	Emergency Measurers Expenses	1,500	882	1,500	618	911 numbering, CERB
203		Sub-total	1,500	882	1,500	618	
204		SUB-TOTAL PROTECTION	825,730	761,599	967,186	205,587	
205		**TRANSPORTATION**					
206		**PW - Overhead**					

THE CORPORATION OF THE TOWN OF KEARNEY

POSITION DESCRIPTION

2

POSITION TITLE:	Administrative Services Co-ordinator
DEPARTMENT:	Building /Planning/Administration
GENERAL SUPERVISOR:	Deputy Chief Building Official/CAO|Clerk|Treasurer
SALARY GROUP:	
PREPARED BY:	Brenda J Fraser, CAO
REVISED:	April 29, 2021

POSITION SUMMARY

Under the direction of the Deputy Chief Building Official, the Administrative Services Co-ordinator will provide clerical and administrative support to the Building Department for inquiries, permit applications and maintenance of Building Department records.

Under the direction of the CAO|Clerk|Treasurer, the Administrative Services Co-ordinator will provide administrative support for Land Use Planning inquires and applications, including pre-consultations; assist in completing, submitting and administering grant applications; and, assist with waste management administration and reporting.

POSITION REQUIREMENTS AND MAJOR RESPONSIBILITIES

Building

- Primary point of contact for phone and e-mail inquiries from clients seeking information from the Building Department;
- Assist clients in understanding the building permit application process;
- Receive and conduct preliminary assessment of building permit applications for completeness and compliance with the Building By-law;
- Collect applicable permit fees and issue receipt for deposits, permit fees, securities and other monetary application requirements;
- Maintain building permit application working file and record information within the building permit database;
- File hard copy of inspection reports, enter results of inspection(s) in building permit database, upload all building documentation to property files;
- Monitors open files annually, providing applicant with permit status letter;
- Assist with tracking and follow up of incomplete building permits;
- Supports the Town's Records Management System based on TOMRMS protocols, including filing and creation of new records;
- Monitors and provides content on the Departmental web pages on the Town's website and prepares content for distribution through the Town's various social media platforms

to promote public education and awareness around issues of new building code changes, fee changes, safety, etc.;

- Assembles file information in building permit database and prepares various monthly reports for distribution to other government agencies;
- Submit occupancy data to MPAC for assessment purposes on a regular basis;
- Assist with compliance letters;
- Provides general clerical assistance to Building Officials such as filing, photocopying, typing, mailing, etc.;
- Performs other duties as assigned.

Planning

- Primary contact for phone/counter/e-mail inquiries regarding land use planning matters;
- Pre-consults with applicants;
- Provides administrative support for the Town's professional Planner(s) as required;
- Assists with the preparation of maps, charts and other information as may be required;
- Assists with the preparation and circulation of public meeting notices and circulation of applications to appropriate external agencies and internal departments;
- Processes planning application and deposit fees
- Process Zoning Compliance reports
- Maintains a database for the tracking of planning applications
- Liaison with municipal Staff, agencies, consultants, community groups and members of the public for various planning matters

Grants

- Seeks possible grant opportunities
- Completes, submits, processes grant applications
- Liaison with municipal Staff, agencies, and consultants, for information required to complete the application

Reporting

- Assists with administration of the Town's waste management process, including annual reporting
- Energy Conservation and Demand Management reporting

The above generally describes the duties involved with this position. As municipal work is varied in nature, employees will be required to perform duties in addition to the above from time to time.

Education and Experience

- Post-secondary education in business or office administration, building sciences program, Land Use Planning or other applicable program.
- Working knowledge of the Planning Act, the Ontario Building Code Act, Municipal By-laws, policies and standards
- Minimum of two (2) years experience preferably in a municipal or administrative environment, or equivalent experience.

Skills and Abilities

- Excellent verbal and written communication skills.
- Requires a high degree of concentration and attention to detail.
- Judgement and maturity in handling confidential matters.
- Work with the public in a polite and courteous manner, in a service-oriented environment, to transfer technical information to the public with tact and diplomacy.
- Strong computer skills, including knowledge of Microsoft Office and CGIS software with a strong sense of uses/opportunities for technology in a municipal environment.
- Commitment to a team approach and a strong focus on customer relations and customer satisfaction.
- Ability to work independently.
- Demonstrated knowledge and understanding of the Municipal Act, Ontario Building Code Act, Ontario Building Code, Ontario Planning Act and the Towns' By-laws, Official Plan and Zoning By-law.

Safety

- All employees must comply with all health and safety practices as it relates to the work, standard operating guidelines and the Ontario Occupational Health and Safety Act.
- Employees shall understand their: Right to Participate; Right to Know; Right to Refuse Unsafe Work; and, Right to Stop Dangerous Work.

Working Conditions

- Office environment
- Regular Full-Time hours (40 hour work week)
- Travel to seminars or workshops, from time to time
- Occasional additional work outside regular office hours to complete special request or projects

Physical Demands

- Repetitive physical actions (sitting, typing, standing)
- Manual dexterity to operate standard office equipment
- Light lifting of office materials
- Moderate visual demands involving reading
- Exposure to background noise

Environmental Demands

- Strong Communication and public relation skills
- Ability to manage various matters with Staff and Public
- Frequent interruptions
- Busy, noisy, often managing several requests during short intervals of time

Sensory Demands

- Frequent use of a computer, photocopier, printer, other office equipment

Mental Demands

- Minor stress generated by distractions, interruptions, deadlines and conflicting demands
- Occasional exposure to difficult customers
- Must be able to manage potential conflicts that can occur between parties due to the nature of the office work
- Excellent organizational and time management skills needed to complete required tasks

Working Relationships

- Municipal Staff - Assists in the maintenance of a positive team environment by working co-operatively with other employees, using the appropriate processes for handling problems, helping to motivate and encourage peers, contributing ideas and assisting otherers where necessary.
- General Public
- Trades and Construction Professionals
- Consultants/Solicitors

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 classification.

Town of Kearney

(3)

TO MAYOR and COUNCIL

FROM Brian Horsman CBO

DATE April 19, 2022

RE Annual Report on the status of the Building Department

This past 6 months have been volatile , we have terminated a Shared Service Agreement, we have entertained two new shared service agreements without a successful conclusion. We were not successful to attract a new Building Inspector , extreme shortage province wide . The person designated to assist the Building Department has transitioned to another position requiring a higher demand on her available time. Also, Kearney was invited to participate in a pilot program using an e-permitting system called CloudPrint. However, the ongoing difficulties with our internet (or lack of) has me second guessing our decision to move forward. The determination of how we grow or what steps would best serve the municipality in the near future has proven difficult this past six months.

I will identify some issues that require Councils consideration and direction:

1) CloudPermit Program: --- this represents the latest technology in Building Permit and Inspection Services and Administration This will supplement the recent purchase of our scanner/plotter/printer and, except for additional equipment required to utilize the program, we have determined that a small adjustment to the Fee Schedule of the Building Bylaw will pay for the program use. We have budgeted approximately $11,000.00 for additional equipment and upgrades.

   Approximately 70% of our business operation is done electronically CloudPermit is recognized and supported province wide i.e MMAH, MPAC, AMO, OHBA and many others. I believe we still have funds available from the Municipal Modernization Fund which this program definitely qualifies for support.

2) Building Inspector: --- to finalize our Succession Planning Strategy we should continue to pursue the hiring of another inspector. There is funding available through the NOHFC Building Inspector Intern Funding for which we already have approval to pursue. This issue will also impact our ability to consider future shared service agreements. Additionally I am considering some form of retirement or a reduced work load. I would appreciate a discussion with Council and CAO/Clerk before I contemplate this decision.

3) Permit Clerk: --- when considering a new shared service agreement we concluded that a central office operation was the best approach and with that we would require a full time permit clerk. Now, we are participating in a pilot program for e-permitting which will also require the assistance of a Permit Clerk. As noted earlier the administrative assistant that we have been pursuing for the past two years, due to unforeseen circumstances, has transitioned to another position. A full time Permit Clerk is required to help implement a two year old Policy Manual, the new e-permitting process and to assist in providing administrative support in the growth of the Building Department.

   When you consider where we are today and with the ever increasing demand on Building Services we can no longer consider part-time or shared assistance.

4) Pending Budget Considerations: --- as we have not yet started budget talks Council should be aware that the 2021 Budget had included the hiring of a new inspector (partly due to demands from the Shared Service Agreement and partly due to our Succession Planning Strategy) Since then we have been notified by NOHFC that we are approved for funding to hire an Intern Building Inspector c/w a maximum NOHFC contribution of $35,000.00. The funding expires October 2022.

   The additional equipment required to implement the CloudPermit Program ($11,000.00) could be supported by the Municipal Modernization Funding. Also, we have been informed that the cost per permit processed through CloudPermit is approximately $100.00. I will be recommending to Council that we revise the administration fee of $100.00 to be increased to $200.00 in the Schedule of Fees for Building Bylaw 2021-18 to cover the cost of the new program going forward. Changes to the Schedule of Fees will follow in my yearly report on Building Permit Fees for Councils consideration

Town of
Kearney

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

4

COPY

TOWN COUNCIL RESOLUTION

Moved by

Seconded by

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney has received information with regard to adding a Permit Clerk position to our Building Department Staff and authorizes our Chief Building Official to proceed with providing a Job Description and salary range to be discussed further during 2022 Budget considerations.

DEFERRED ☐ WITHDRAWN ☐ DEFEATED ☐ CARRIED ☐

RECORDED VOTE requested by

Member	Yes	No	Absent
PHILIP, Chery			
RICKWARD, Mike			
STERMSEK, Liz			
ZIRALDO, Paul			
BALLANTYNE, Carol Mayor			

Mayor

Date April 27, 2022

Res No 10(a)(i)(b)/27/04/2022

Staff Report

Staff Report No. SR-2023-013
Date: April 6, 2023
To: Mayor, Deputy Mayor and Members of Council
From: Cindy Filmore, Acting Clerk
Subject: Tender for External Auditor Services

Recommendation:

Council receives the submission by Grant Thornton for External Audit Services and hereby awards the tender for External Auditor Services to Grant Thornton for the 2022 – 2024 financial period

Background:

Council had requested that Staff prepare and post a Request for Tender for External Auditor Services in February of 2023. The tender was sent via email to no less than 3 accounting firms based in Northern Ontario on February 9, 2023. These firms included KPMG, Grant Thornton, and Baker Tilly. The tender was also publicized on our website.

At close of tender, on March 16, 2023, only one tender package was received.

Analysis:

In order to ensure all tenders were received, Staff held the results. Marjorie Robinson was asked to review the tender received to determine that the package met all required parameters.

Financial Consideration:

The fee schedule attached to the document should be noted to include a 7% administration fee as is often seen in such documents. This surcharge is declared to include expenses for computer/technology usage, software licensing, databases, photocopies, postage, etc.. and is in addition to out of pocket expenses and per diem rates should on-site fieldwork or meeting attendance be required.

Conclusion:

The need for audit services and the provision of financial statements is fundamental to our operations, our ability to substantiate our equity and provide accountability to the Province and our constituents.

Prepared by: Cindy Filmore, Acting Clerk

Staff Report

Staff Report No. SR-2023-014
Date: April 6, 2023
To: Mayor, Deputy Mayor and Members of Council
From: Cindy Filmore, Acting Clerk
Subject: Tender for Engineer of Record

Recommendation:

Council receives the submission by Tatham for Engineering Services and hereby awards the tender for Engineer of Record to Tatham Engineering for a one year term

Background:

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

At close of tender, on March 16, 2023, only one tender package was received.

In order to ensure all tenders were received, the tender was extended, however only a submission from Tatham was forthcoming, and Council received the information at the February 2 Council meeting.

Due to extenuating circumstances, this RFP is again being brought to the table for Council's consideration.

Analysis:

Tatham Engineering has previously provide the Town of Kearney with the 2020 Roads Needs Study, which staff and Council rely upon for budgetary purposes and asset management.

In reviewing their scope of work, experience and qualifications, they appear to be able to provide the necessary expertise for our projects and to meet our needs.

This proposal covers a one year term (2023).

Financial Considerations:

Tatham has given a thorough breakdown of the services they offer, and the costs associated with those services on a per-hour basis. The firm has provided an extensive list of projects, references from 9 mid-sized municipalities within central Ontario, and a list of hourly rates per staff member classification dependent upon the project type and scope. All fees and charges are on an as-needed, as-used basis and are hourly rates dependent on staff performing the task (i.e. the most Senior P. Eng. + $230/hr., while a Level 1 Eng. Intern is only $90/hr. Inspectors range from $80 to $170/hr, etc.) with hourly rates to be held throughout 2023. Should an extension beyond a one year term be desired, any rate increases would be part of that discussion. Fees for disbursements will be billed at cost, subconsultants will be invoiced at cost + 5%, and invoicing will occur monthly.

Conclusion:

The need for engineering services and the provision of independent review of construction projects is fundamental to our operations, to our ability to ensure the viability of projects and to safeguard the proper disposition of those projects and protect the Town and our constituents.

Prepared by: Cindy Filmore, Acting Clerk

Staff Report

Staff Report No. SR-2023-15
Date: April 6, 2023
To: Mayor, Deputy Mayor and Members of Council
From: Cindy Filmore, Acting Clerk
Subject: Request for Zoning Agreement and Fee Waiver: 14 Rain Lake Road

---

Recommendation:

Whereas Council has received correspondence from Leanne Ziraldo dated February 2, 2022, requesting a Zoning Amendment for property at 14 Rain Lake Road with waiving of fees associated with same;

And whereas the current use for the property is non-conforming which requires a Zoning Amendment, at minimum, to rectify the situation;

And whereas associated costs for undertaking this process are not known and have potential to be substantial;

Now therefore be it resolved that Council, in keeping with the Town of Kearney's established fee schedule and by-laws, requires the applicant to provide all prescribed fees, deposits and costs associated with the process;

And further that the applicant be required to commence the process in a timely manner to address the non-conforming use.

Background:

The Zoning By-law update that ended with the passing of By-law 2022-20 was the result of numerous years work to retrieve and update maps based on Zoning By-law Amendments since the passing of By-law 2002-28 (the former Zoning By-law). Begun by Linda Moyer in 2012, this task was finished by EcoVue Planning Consultants late last year.

The property known as 14 Rain Lake Road served as the St. Luke's Anglican Church from its inception (approximately 1920) until approximately 2007, when it was purchased from the Diocese of Algoma, sold and resold to eventually be purchased by Leanne Ziraldo in 2010 and serves to this day as a self-described Art Gallery. This is in keeping with the zoning as an Institutional property which allows for uses in pursuant to Section 4.12 of the Town of Kearney Zoning By-law, as attached.

At this time, the property is still zoned as Institutional, which allows for an Art Gallery, however it does not allow for a Commercial business venture, such as a store. Further, while Mrs. Ziraldo describes her tax bill as commercial (as for a store) MPAC describes the venue as an assembly hall. Given that there is no record of a change of use from the original Church use, MPAC would continue to describe the building based on this use, but identify that it is not owned by the diocese (thus "commercial"). That being said, Nostalgia has been in operation for a number of years.

In preparing a well-informed report to Council, staff have reached out to all municipal departments for input. Those comments have been incorporated in this report. It is our understanding that the proponent wishes to have the zoning amendment done administratively without the benefit of a planning report and a public process.

Analysis:

This latest version of the Zoning By-law confirms that the zoning remained unchanged from 2002 to present. For clarity, the zoning was not "changed back" from Commercial to Institutional. In fact, it had never been approved by Council for change to Commercial either through a housekeeping amendment or by application. Staff has spoken with Ms. Moyer who confirmed that a housekeeping update can only be ratified by Council.

In this case, the zoning amendment will be to make an illegal use fit current zoning. Housekeeping is not a recommended planning tool and does not appear to be an appropriate solution in this case. It is recommended that we refer to the expertise of the Town's Planner. An exception provision under the Commercial Town Site (CTS) would be appropriate for this property under the current use.

There are many factors to consider in reviewing this request.

- Site plan considerations, including site plan agreements to define structures and parking areas may be necessary
- Potential for future Commercial uses – is it appropriate for the area?
- Staff time has already been incurred in preparation of this report, and the waiver of fees would impact the time and costs of the Planner borne by the Town
- We anticipate additional research to confirm some of the claims and statements made in the applicant's letter. Additionally, staff anticipate significant input from the Town's Planner in this instance. Fees would reflect that input.
- Parking is currently an issue at this site and will need to be addressed to meet the requirements of a commercial designation. The lack of "on-site" parking subjects area residents to increased dangers for both pedestrians and motorized traffic.
- There is no record of a change of use permit (from church use to store), or any recent building permits on this property.
- Fire Inspections will be part of an on-going process, once a change of use has been completed and any building compliance issues addressed
- Heritage/Historical value of a Church may need to be considered.
- Because the uses for Commercial Town Site (CTS) are extensive, an exception zone would be required.
- The required Planning Report costs should be borne by the property owner.

Financial Consideration:

Applicable fees for this application include the pre-consultation fee of $200 and the application fee for a zoning amendment of $650. Additional costs for planning review and administrative costs will be incurred as part of the process for which a $1200 deposit is required. Costs exceeding $1200 will be requested as they occur.

Summary:

Staff recommends that the proponent continue with the pre-consultation process and provide all prescribed fees in this matter. It should be noted that there may be future situations where properties with non-conforming uses are identified within the Town. Council should take this into consideration when moving forward with this request.

Conclusion:

If the application process and fees are waived in this instance, the costs would be borne by the citizens at large and would set a precedent. With the unknown costs and scope of this situation, waiving of fees would be financially irresponsible.

Now that Council has been made aware of the illegal use, Council and staff are compelled to require the application to proceed.

Prepared by: Cindy Filmore, Acting Clerk

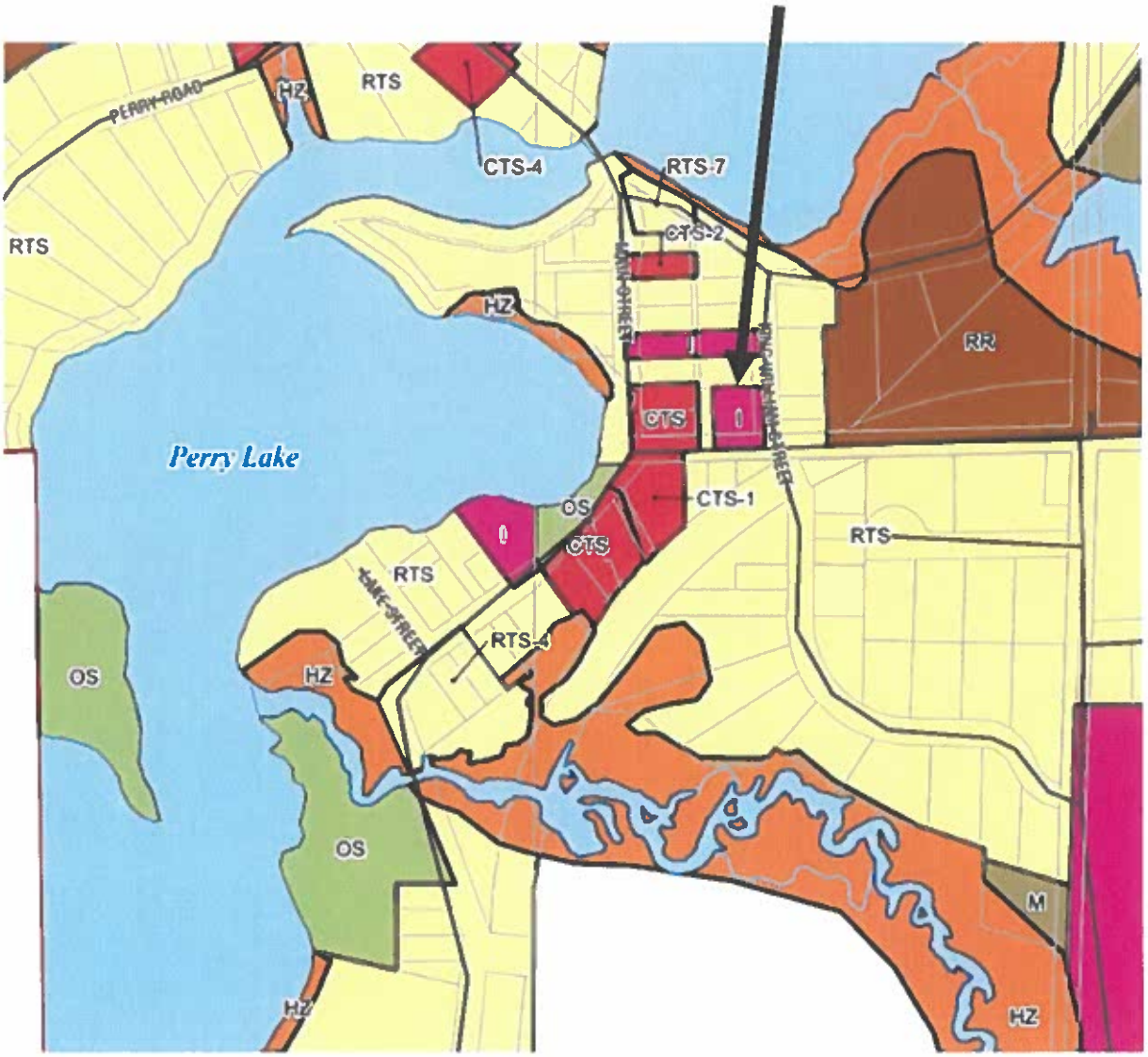
Attachments:

1. Letter from Leanne Ziraldo – February 2, 2023
2. Pre-Consultation Form – Leanne Ziraldo (3 pages)
3. Section 4.5 of Town of Kearney Comprehensive Zoning By-law (3 pages)
4. Section 4.12 of Town of Kearney Comprehensive Zoning By-law (2 pages)
5. Excerpt from Zoning By-law 2022-20

Excerpt from Zoning By-law 2022-20

March 28 2023

Subject Property



4.5 COMMERCIAL TOWNSITE (CTS) ZONE

4.5.1 General

No person shall within a Commercial Townsite (CTS) Zone, use or permit the use of any land, or erect, alter, enlarge, use or maintain any building or structure other than as permitted in Section 4.5.2 and 4.5.3 of this By-law and in accordance with the standards contained in the General Provisions contained in Section 3 and the Special Provisions of Section 4.5.4 of this By-law.

4.5.2 Permitted Uses

- amusement centre
- animal care establishment
- animal hospital
- artist studio
- bakery
- bank, bank machine or financial institution
- banquet hall
- bar
- building supply and outlet store
- catering establishment
- clinic
- commercial school
- community centre
- convenience store
- crisis centre
- day care
- dwelling unit, accessory, on a floor above the first storey or on the first floor beside or behind the commercial use
- emergency services
- funeral home
- garden centre
- hotel
- laundromat
- library
- light equipment sales and rental establishment
- instructional facility
- marine facility
- medical facility
- motor vehicle fuel bar
- motor vehicle repair garage
- motor vehicle sales dealership
- motor vehicle service station
- motel
- nursing home
- office
- parking lot
- personal service business
- pharmacy
- place of assembly
- place of worship
- post office

- printing or publishing establishment
- private club
- recreational and athletic facility
- residential care facility
- restaurant
- retail store
- retail food store
- retirement home
- school
- service or repair shop
- theatre
- tavern
- taxi or bus depot
- tourist information centre

4.5.3 Zone Provisions for Permitted Uses

Lot Area (minimum)	0.4 ha
Lot Frontage (minimum)	30.0 m
Yard Requirements (minimum)	
Front (abutting a municipal road)	6.0 m
Front (abutting a navigable waterway)	30.0 m
Rear	10.0 m
Interior Side	6.0 m
Exterior Side	6.0 m
Lot Coverage (maximum)	60 %
Building Height (maximum)	10.5 m

4.5.4 Special Provisions

1. It should be noted that certain uses may require lot sizes larger than that necessary to meet zone provisions in order to accommodate the servicing systems capable of handling the increased levels of water consumption and sewage generation that may be associated with these uses.
2. Where a Commercial use abuts a Residential Zone, a planting strip in accordance with Section 3.20 shall be required.
3. Required front and corner side yards to be landscaped, except for driveways crossing the front or exterior side yard leading to a parking area.
4. Outdoor storage permitted in interior side and rear yard only; must be screened and concealed from view from abutting streets and from abutting non-commercial or non-industrial zones.

4.5.5 Exceptions

Notwithstanding the Permitted Uses and Zone Requirements of this Section of the By-law to the contrary, within the Exception Zones listed below the following special provisions shall apply. In all other respects the provisions of Sections 4.5.2 to 4.5.4 shall apply.

1. CTS-1 (Main St.; Lot 35, Conc. X, Perry Twp.; By-law 2005-21)

Notwithstanding the provisions of Section 4.5.2 to the contrary, on those lands zoned CTS-1, the following use shall be permitted in addition to those uses permitted under Section 4.5.2:

- A Microbrewery

2. **CTS-2 (Main St.; Lot 35, Conc. X, Perry Twp (Town of Kearney); By-law 2004-38)**

Notwithstanding the provisions of Section 4.5.2 to the contrary, on those lands described as Lot 3, Plan 116 and zoned CTS-2, the following use shall be permitted:

- Single detached dwelling

3. **CTS-3**

Reserved.

4. **CTS-4 (15 Main St.; Lot 34, Conc. XI, Perry Twp. (Town of Kearney); By-law 2011-77)**

a) Notwithstanding the provisions of Section 4.5.2 to the contrary, on those lands zoned CTS-4, the following uses shall be permitted in addition to those uses permitted under Section 4.5.2:

i) Outfitters Store
ii) Dwelling Unit
iii) Tourist Establishment with a maximum of two accommodation units

In addition, the following provisions apply:

i) The maximum number of parking spaces will be 10.
ii) Parking spaces, areas and driveways connecting the parking space or area with a street shall be maintained with a stable surface.
iii) The privacy fence on the abutting lands is permitted between the subject lands and the property to the east, instead of a 3 metre planting strip. It is the owner's responsibility to ensure that a privacy fence is maintained or is replaced with a planting strip as per Section 3.21.

4.12 INSTITUTIONAL (I) ZONE

4.12.1 General

No person shall within a Institutional (I) Zone, use or permit the use of any land, or erect, alter, enlarge, use or maintain any building or structure other than as permitted in Section 4.12.2 and 4.12.3 of this By-law and in accordance with the standards contained in the General Provisions contained in Section 3 and the Special Provisions of Section 4.12.4 of this By-law.

4.12.2 Permitted Uses

- ambulance station
- arena
- art gallery
- assembly hall
- cemetery
- community centre
- community facility
- daycare centre
- emergency service facility
- fitness centre
- fire station
- government office
- group home
- hospital
- library
- long term care facility
- medical clinic
- municipal or provincial maintenance and storage yard
- museum
- nursing home
- place of worship
- private club
- professional and administrative offices
- retirement home
- school
- school, commercial
- tourist information centre

4.12.3 Zone Provisions for Permitted Uses

Lot Area (minimum)	0.4 ha
Lot Frontage (minimum)	50.0 m
Yard Requirements (minimum)	
Front	7.5 m
Front (abutting a navigable waterway)	30.0 m
Rear	7.5 m
Interior Side	7.5 m
Exterior Side	7.5 m
Lot Coverage (maximum)	40.0 %
Building Height (maximum)	12.0 m
Landscaped Open Space	10.0 %

4.12.4 Special Provisions

1. Where an Institutional use abuts a Residential Zone, a planting strip in accordance with Section 3.20 shall be required.

4.12.5 Exceptions

Notwithstanding the Permitted Uses and Zone Requirements of this Section of the By-law to the contrary, within the Exception Zones listed below the following special provisions shall apply. In all other respects the provisions of Sections 4.12.2 to 4.12.4 shall apply.

Reserved.

February 2, 2023

Ms. Cindy Filmore
Deputy Clerk
Town of Kearney
8 Main Street
Kearney, ON P0A1M0

Re: Zoning 14 Rain Lake Rd, Kearney, ON

Dear Ms. Filmore:

Further to our discussion, I am enclosing an application for a zoning amendment regarding my property located at 14 Rain Lake Road for consideration.

I purchased this property in 2010 and opened my Antiques Store & Art Gallery, which I understood, was compliant with the current zoning of the property at that time. Over the past several years, the shop has expanded to included several artisans, both local and international (now more than 30), that create "one of a kind" pieces of art, as well as some giftware and boutique items, along with the antiques and art.

On or about 2017 I was informed by the then current Planning clerk at the Town of Kearney, Linda Moyer, that the Town would be undergoing a Zoning Map change in the near future – and that due to the fact that I had been paying Commercial Property taxes to the Town of Kearney for many years already, that it was as a matter of "housekeeping" and 14 Rain Lake Road would be re-zoned Commercial at that time. I understood that this was done and have been under that impression ever since.

It was brought to my attention by the by-law officer recently that when the re-zoning was done sometime last year – it would appear that the zoning had been changed back to Institutional. I am therefore submitting this application to have the property zoned in compliance with the ongoing use of the property and to satisfy the current zoning bylaw. I also, respectfully request consideration that any fees associated with this rezoning be forgiven if possible. As mentioned, I have been paying Commercial property taxes since at least 2012 (as that is as far back as I can find my tax bills at the moment), and I believe that I was misled by staff with regard to the rezoning process at that time. At no time was I informed by Linda Moyer that I needed to submit any sort of application to have this done, it was simply a "housekeeping matter" by the town as she indicated.

I would appreciate your consideration in this matter to have this resolved as soon as is possible.

Best Regards,

Leanne Ziraldo

Leanne Ziraldo

Town of Kearney

PRE-CONSULTATION Form

- ☐ Official Plan Amendment
- ☒ Zoning By-law Amendment
- ☐ Plan of Subdivision/Condominium (circle)
- ☐ Severance (Consent)
- ☐ Minor Variance
- ☐ Other:

A Pre-Consultation Meeting with Town Staff is required prior to the submission of a Planning Department Application for an Official Plan Amendment, Zoning By-law Amendment, Minor Variance, Plan of Subdivision, Plan of Condominium, Severance or Site Plan. The Pre-Consultation *process* allows the Applicant to present the Pre-Consultation Application and concept plans to the Town and provides Town Staff the opportunity to:

1) Clarify the application process with the Applicant;
2) Identify key issues and provide preliminary written comment (circulated after the meeting);
3) Identify and confirm the necessary plans, supporting studies and any other information that would be required for a Complete Application at such time as a formal Application is made.

Please note: Any technical comments made during the pre-consultation process are preliminary and subject to further circulation and review at the time a complete development application is submitted. Participating in the pre-application consultation process does not allow for construction on the proposed development site.

Pre-consultation does not imply or suggest any decision on behalf of Town Staff or the Corporation of the Town of Kearney.

REGISTERED OWNER INFORMATION:

Name of Owner(s): Leanne Ziraldo
Address: 118 Lakeview Ave
Box 264
Telephone: 705-733-7923
Email: leanneziraldo@gmail.com

AGENT INFORMATION (if applicable):

Name of Agent:
Company/Firm:
Address:
Telephone: Email:

CORRESPONDENCE: Please specify to whom all correspondence should be sent: ☐ Owner ☐ Agent

LOCATION OF PROPERTY:

Lot: Conc.: Township: Plan/Pcl/Etc.#: Plan 116 Pt Lot 14
Property Roll No.: 4918 - 010 - 001 - 09500 - 0000
Civic Address: 14 Rain Lake Rd

PAST PLANNING ACT APPLICATIONS:

Are you aware of any previous *Planning Act* applications on the property? ☐ Yes ☐ No If Yes, please explain:
Type of application(s):
Date(s):

DESCRIPTION OF PROPERTY:

Lot area: .28 Ac Lot Frontage: 100 ft Water Frontage: Lot Depth: 120 ft
Existing Use of Property: Commercial
Existing Official Plan Designation: Townsite Existing Zone(s): Institutional
What buildings are currently located on the property (if any). Please explain:
St. Lukes Church.

Summary of Proposal:

Letter attached

(attach additional pages if necessary)

Return this form and your sketch by: FAX: (705)-636-0527,
MAIL: Town of Kearney, 8 Main St., Box 38 Kearney, ON P0A 1M0
E-MAIL: admin@townofkearney.ca

If proposal involves a Severance, the following information is required:
ADDITIONAL INFORMATION:

	Retained	Severed 1	Severed 2	Severed 3
Dimensions:				
Frontage(m)	100.00			
Depth (m)	120.00			
Area (ha)	0.28 AC			

Property Use:				
Existing				
Proposed				

Buildings or Structures				
Existing	1			
Proposed				

Adjacent Uses	**Farm/Agriculture**	**Aggregate**	**Industrial**	**Other**
(If yes, MDS required) Yes	☐	☐	☐	☐
No	☐	☐	☐	☐

Include SKETCH with the following information:

1. Boundaries and dimensions of subject land. If a severance application, boundaries, dimensions, and area of lands to be severed and retained.
2. Distance from all existing buildings and structures on subject property(s) to nearest lot line.
3. Approximate location of all natural and artificial features on the land(s) i.e. watercourses, drainage ditches, wetlands, wooded areas.
4. Location and name of any roads. Indicate if an unopened road allowance, public travelled road, private road, or right-of-way.
5. Location of waterbodies, including rivers, within or abutting the subject lands.
6. Location and nature of any easements(s) and/or right-of-way(s) affecting the subject land.

Applicant Signature: Reanne Guialdo **Date:** Feb 2/23

For Office Use Only **Pre-consultation Fee Paid** ☐

Certified by _____, that this application has undergone a pre-consultation with the Staff of the Town of Kearney to determine the information required to prepare a complete application.

Staff Initials: _____

Town of Kearney

PRE-CONSULTATION Form

- ☐ Official Plan Amendment
- ☐ Zoning By-law Amendment
- ☐ Plan of Subdivision/Condominium (circle)
- ☐ Severance (Consent)
- ☐ Minor Variance
- ☐ Other:

PERMISSION TO ENTER

I hereby authorize the Elected Members of Town Council and Town Staff, to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this Application. This is their authority for doing so.

Feb 2/23
Date

Leanne Zivaldo
Signature of Registered Owner(s) or Agent

PAYMENT OF FEE AND DEPOSIT (As per the Current Fees and Charges By-law)

- ☐ Application Fee
- ☐ Residential DEPOSIT Fee
- ☐ Commercial/Industrial/Institutional DEPOSIT Fee

COST ACKNOWLEDGEMENT

The DEPOSIT shall be used for all expenses incurred with regard to this Application. I hereby agree to pay for and bear the *entire cost and expense* for Consultants (i.e. planning, legal) and their services required by the Town of Kearney during the processing of this Application, in addition to the Application Fee. An additional deposit shall be required if the deposit is insufficient to complete the Application.

Date

Signature of Registered Owner(s) or Agent

Note: All Invoices for payment shall be sent to the Registered Owner of this Application, unless otherwise requested.

If the Applicant/Owner is a Corporation, the Applicant/Owner shall provide certification that he/she has the authority to Bind the Corporation.

AFFIDAVIT

I, Leanne Zivaldo (print name), registered owner of the subject lands, declare that all of the above information is true and accurate.

Feb 2/23
Date

Leanne Zivaldo
Signature of Registered Owner(s) or Agent

Applicant Signature: Leanne Zivaldo **Date:** Feb 2/23

Return this form and your sketch by: FAX: (705)-636-0527,
MAIL: Town of Kearney, 8 Main St., Box 38 Kearney, ON P0A 1M0
E-MAIL: admin@townofkearney.ca

CHIEFS REPORT TO COUNCIL

March 30th ,2023.

Training

We have had a medical review practice and two fire practices. One was an ice water rescue practice and a water stream and pump practice at the Lions Club Park. The weekend St Johns First Aid course went well with all enrolled having passed.

Fire Prevention

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

Equipment

The tanker has returned from Carrier in Brantford, we have run it through some testing and all seems top work as it should. Truck safeties are underway as required. All other equipment is working as it should.

We have had one medical call and two fire calls, one ice water rescue in Kearney, and one suspected structure fire which was cancelled on route.

Some members attended the Annual Northeastern Fire Conference in Huntsville, as well as I attended a scheduled Chiefs meeting on Friday. I met our VFIS representative at the conference and asked if he could attend our hall for a presentation on coverage. This was an item brought up during negotiations. They no longer attend Fire Departments however have a prepared online presentation to be followed with our

current brochure of coverage. I received this information and have passed this on to all the members of the department for review and comments.

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

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

Starlink has been installed at the hall and to date working well.

We had a guest speaker Dr Lowell Grieb from Sports Lab talk to Kearney and Perry fire departments re tactical fitness and fitness as it relates to fire fighting and medical response. Dr Grieb was well received and a good discussion was had after his presentation. As a result, Kearney Firefighters are participating in a two-month fitness challenge. Donated prices will be awarded to members depending on progress. I believe this will be a fun challenge for everyone.

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

TRANSFER STATION REPORT

Date	Bin Pick-up	Kearney	$	Sand Lake	$	Notes
MAR 21				6	55	
MAR 24		37		12	125	
MAR 25		20		4	25	
MAR 26		23		9	80	
MAR 27		30		8	70	
MAR 28		26				
Totals		136		39	355	Grand Total Cash

Comments 1 garbage

Town Transfer Station Attendant Date: MAR 28/2023

TRANSFER STATION REPORT

Date	Bin Pick-up	Kearney	$	Sand Lake	$	Notes
MAR 14				12	100	
MAR 17		25	25	8	10	
MAR 18		20		6	70	
MAR 19		23	27	8	35	
MAR 20		25		10	60	
MAR 21		28				
Totals		101	52	44	275	Grand Total Cash 327

Comments MAR 23/2023
2 garbage
1 cardboard

JOSH Transfer Station Attendant Date: MAR 21/2023

TRANSFER STATION REPORT

Date	Bin Pick-up	Kearney	$	Sand Lake	$	Notes
MAR 7				13	20	
MAR 10		19		7	135	
MAR 11		27		9	95	
MAR 12		30	6	10		
MAR 13		15		11	45	
MAR 14		31				
Totals		122	6	50	295	Grand Total Cash 301

Comments 1 construction MAR 16/2023
2 plastics
1 cardboard

JOSH Transfer Station Attendant Date: MAR 7/2023

THE CORPORATION OF THE TOWN OF KEARNEY

BY-LAW NO. 2023- 22

A BY-LAW TO CLOSE AND SELL PART OF THE ORIGINAL SHORE ROAD ALLOWANCE IN FRONT OF LOT 11, CONCESSION 10, TOWN OF KEARNEY (WINTERINGHAM)

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. Authorization of Sale – This Council does hereby authorize the sale of the said lands by way of direct sale to Terrance Donald Winteringham and Leona Annette Winteringham for the consideration of $11,393.70 plus HST of $1,481.18.

4. 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 6th day April, 2023.

_____
Cheryl Philip, Mayor

_____
Cindy Filmore, Acting Clerk

READ a Third and Final Time and Enacted in Open Council this 6th day of April, 2023.

_____
Cheryl Philip, Mayor

_____
Cindy Filmore, Acting Clerk

DRAFT

SCHEDULE "A" TO BY-LAW NO. 2023-

OF THE CORPORATION OF THE TOWN OF KEARNEY

Part of the original shore road allowance in front of Lot 11, Concession 10, Geographic Township of Proudfoot, now Town of Kearney; District of Parry Sound; designated as Part 1, Plan 42R-21991.

DRAFT

THE CORPORATION OF THE TOWN OF KEARNEY

By-Law No. 2023 - 23

Being a By-law to deem part of a Registered Plan 42M-528
not to be a Registered Plan of Subdivision (Lot 6)

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

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

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

1. **THAT** the part of the plan of subdivision described as Registered Plan 42M-528, Lot 6, Town of Kearney, District of Parry Sound, is hereby designated to be part of a plan of subdivision which shall be deemed not to be a registered part thereof for the purposes of Subsection (3) of Section 50 of the said Planning Act.

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

READ a first and second time this _6th_ day of __April____, 2023.

_____
Chery Philip, Mayor

_____
Cindy Filmore, Acting Clerk

READ a third and final time and enacted in open Council this _6th_ day of __April__, 2023.

_____
Cheryl Philip, Mayor

_____
Cindy Filmore, Acting Clerk

DRAFT

THE CORPORATION OF THE TOWN OF KEARNEY

BY-LAW NO. 2023- 24

A BY-LAW TO CLOSE AND SELL PART OF THE ORIGINAL SHORE ROAD ALLOWANCE IN FRONT OF LOT 9, CONCESSION 6, TOWN OF KEARNEY (BOVERHOF)

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. Authorization of Sale – This Council does hereby authorize the sale of the said lands by way of direct sale to Rudolf Alex Boverhof and Deborah Ann Boverhof for the consideration of $8,388.00 plus HST of $1,090.44.

4. 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 6th day April, 2023.

_____
Cheryl Philip, Mayor

_____
Cindy Filmore, Acting Clerk

READ a Third and Final Time and Enacted in Open Council this 6th day of April, 2023.

_____
Cheryl Philip, Mayor

_____
Cindy Filmore, Acting Clerk

DRAFT

SCHEDULE "A" TO BY-LAW NO. 2023-

OF THE CORPORATION OF THE TOWN OF KEARNEY

Part of the original shore road allowance in front of Lot 9, Concession 6, Geographic Township of Bethune now in the Town of Kearney; District of Parry Sound; designated as Part 1, Plan 42R-21983.

DRAFT

THE CORPORATION OF THE TOWN OF KEARNEY

By-Law No. 2023 - 25

Being a By-law to deem part of a Registered Plan M-454
not to be a Registered Plan of Subdivision (Lot 26)

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

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

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

1. **THAT** the part of the plan of subdivision described as Registered Plan M-454, Lot 26, Town of Kearney, District of Parry Sound, is hereby designated to be part of a plan of subdivision which shall be deemed not to be a registered part thereof for the purposes of Subsection (3) of Section 50 of the said Planning Act.

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

READ a first and second time this _6th_ day of __April___, 2023.

_____
Chery Philip, Mayor

_____
Cindy Filmore, Acting Clerk

READ a third and final time and enacted in open Council this _6th_ day of __April__, 2023.

_____
Cheryl Philip, Mayor

_____
Cindy Filmore, Acting Clerk

DRAFT

THE CORPORATION OF THE TOWN OF KEARNEY

BY-LAW NO. 2023-26

BEING A BYLAW TO AUTHORIZE THE ACQUISITION OF PAPER TITLE TO LANDS FOR HIGHWAY PURPOSES (BENNETT – ECHO RIDGE ROAD)

WHEREAS pursuant to Sections 8, 9 and 10 of the *Municipal Act, 2001,* a municipality may pass by-laws authorizing the acquisition of land for highway purposes;

AND WHEREAS Council has considered it in the best interest of the Town to accept a transfer from Kenneth Edward Bennett of paper title to certain lands, more particularly described in Schedule "A" hereto, which currently form part of Echo Ridge Road and which are an existing public highway under the jurisdiction of the Town and which are maintained by the Town;

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

1. Authorization of Acquisition - This Council does hereby authorize the acquisition of the paper title to the lands more particularly described in Schedule "A" attached hereto from Kenneth Edward Bennett for nil consideration. This Council does further authorize that the Town will be responsible for Mr. Bennett's surveying and legal costs for the Transfer to be reimbursed to Mr. Bennett upon completion of the Transfer.

2. 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 6th day April , 2023.

_____
Cheryl Philip, Mayor

_____
Cindy Filmore, Acting Clerk

READ a Third and Final Time and Enacted in Open Council this 6th day of April , 2023.

_____
Cheryl Philip, Mayor

_____
Cindy Filmore, Acting Clerk

DRAFT

SCHEDULE "A" TO BY-LAW NO. 2023-

OF THE CORPORATION OF THE TOWN OF KEARNEY

Part of Lot 8, Concession 7, Geographic Township of Bethune now in the Town of Kearney; District of Parry Sound; designated as Parts 1 and 3, Plan 42R-21960.

DRAFT

Memo

Date: April 6, 2023
To: Mayor, Deputy Mayor and Members of Council
From: Cindy Filmore, Acting Clerk
Subject: Shore Road Allowance By-laws and Deeming By-laws

On this Council Agenda, 2 Shore Road Allowance purchases that began under the former Council are being brought to a close. The first was begun in 2021 (Winteringham), the second in 2022 (Boverhof).
Each of these SRA purchases have followed the process and procedure set out, and although there have been delays and occurrences which have caused delays, all necessary steps have been completed.

By-law 2023-22 refers to property situated on Island Lake. By-law 2023-24 refers to property situated on Clam Lake.

In each instance, the applicants' property is considered to be a lot within a Plan of Subdivision. In order to "join" the shore road allowance to the applicants' property, the applicants' property must also be deemed "not" to be a lot within a plan of subdivision. This is done to prevent the sale of the shore road allowance as a "separate" lot going forward.

Prepared by: Cindy Filmore, Acting Clerk

Date Printed
2023-03-29 12:14 PM

Town of Kearney
List of Accounts Report March 29, 2023
Batch: 2023-00020 to 2023-00020

Bank Code: AP - GENERAL AP

COMPUTER CHEQUE

Payment #	Date	Vendor Name		Payment Amount
32596	2023-03-15	ADR Chambers	Integrity Commissioner Annual Retainer	339.00
32597	2023-03-15	Bailey Electrical Services	Refund - Refund unused Oversize permit	226.00
32598	2023-03-15	Keven Beaucage	Refund 2022 Council Nomination Fee	100.00
32599	2023-03-15	Bell Canada (Internet)	February Internet Charges	186.10
32600	2023-03-15	Bowman Fuels Ltd.	P/W Vehicle Diesel	1,149.58
32601	2023-03-15	Boyce, Douglas	Refund 2022 Council Nomination Fee	200.00
32602	2023-03-15	Burk's Falls Building Ctr Ltd	P/W Shop Supplies	21.79
32603	2023-03-15	CRA - Receiver General	Payroll Remittance - March 1-15	12,388.54
32604	2023-03-15	Cedar Signs	911 Posts	204.08
32605	2023-03-15	Cloudpermit Inc.	Building Module April 2023 - March 2024	4,520.00
32606	2023-03-15	DJ's Bar & Grill	Dog Sled Races - Meals	2,118.47
32607	2023-03-15	Downsview Veterinary Hospital	Dog Sled Races - Vet Services	1,000.00
32608	2023-03-15	Eastholme	1st Qtr levy payment	33,471.00
32609	2023-03-15	Fetterley's Gas & Convenience	Dog Sled Races - balance owed	277.34
32610	2023-03-15	Fred Dean	Admin Clerk Webinar	394.37
32611	2023-03-15	Health Sciences North	F/D 2023 Medical Direction/Admin Fees	3,750.00
32612	2023-03-15	Huntsville Truck Repair	P/W 2008 Sterling Repair	140.28
32613	2023-03-15	Jones Motor Lines	Lions Park & Trans Stns Public Toilet Servicing	101.70
32614	2023-03-15	Kearney/Perry Waste Management	Share of 1st Qtr levy payment	21,780.17
32615	2023-03-15	Lake Country Office Solutions	Admin Monthly Photocopy expenses	290.48
32616	2023-03-15	LAS-Local Authority Services	Admin Office Photocopier Paper	333.97
32617	2023-03-15	Lewis Motor Sales Inc.	F/D International 7400 Repair	786.80
32618	2023-03-15	Moore Propane Ltd.	KCC Propane	262.79
32619	2023-03-15	Muskoka Springs Inc	KCC Bottled Water	31.70
32620	2023-03-15	Northern Nerds	Admin Emergency Computer Services	468.95
32621	2023-03-15	Heather Pateman	Refund 2022 Council Nomination Fee	100.00
32622	2023-03-15	Cheryl Philip	Refund 2022 Council Nomination Fee	200.00
32623	2023-03-15	Jaret Wade Philip	Refund 2022 Council Nomination Fee	100.00
32624	2023-03-15	Pro Image Crest	Dog Sled Races - Embroidered Crests	369.50
32625	2023-03-15	Purolator Inc.	P/W Parts Returned to Supplier	8.87
32626	2023-03-15	Michael Rickward	Refund 2022 Council Nomination Fee	100.00
32627	2023-03-15	StarMetroLand Media	B/D Bylaw Pub Notice & SRA Publ Notice (Chause)	774.16
32628	2023-03-15	Telequip Systems Limited	P/W Monthly Radio Usage	257.07
32629	2023-03-15	Top Notch Promotional Prod.Inc	Dog Sled Races - Tall Boy Beer Glasses	656.71
32630	2023-03-15	Voyageur Chapter OBOA	B/D 2023 Membership Renewal	70.00
32631	2023-03-15	Wurth Canada Ltd	P/W Shop Supplies	409.20
32632	2023-03-15	Paul Ziraldo	Refund 2022 Council Nomination Fee	100.00
			Total Computer Cheque:	87,688.62

Total AP: 87,688.62

KWEF
Kearney Watershed Environmental Foundation

Welcome to our March 2023 Newsletter



We hope that everyone had a great winter!
In 2023, the official first day of spring is Monday, March 20.

Included in this issue:

- Floating Accommodations & Restrictions
- Lake Partners Program 2023
- Your Support for 2023

Floating Accommodations & Restrictions

The Ontario government is proposing to amend regulations under the Public Lands Act. The proposed amendments relate to camping on water over public lands. The amendments are intended to reduce the environmental and social impacts of floating accommodations and long camping stays.

Ontario's Ministry of Natural Resources and Forestry is asking the public to weigh in on proposed changes to how floating accommodations should be used on the province's waterways.

There has been an increase in the types of vessels being used for overnight accommodation, including floating structures that resemble cottages buoyed by Styrofoam. These floating accommodations are allowed to moor on provincial land as camping units, but they can't reside on the same tract of public land permanently. They must move every 21 days.

In March 2022, the ministry sought feedback from the public, Indigenous communities, municipalities, and other stakeholders on how floating accommodations should be used on public lands covered by water. The majority of respondents stated that current rules were too permissive, citing concerns over impacts on water quality, wastewater management, noise pollution, and lack of building permits or property taxes, among other concerns.

Based on these responses, the province has proposed making changes to the conditions that must be met when camping on water. The biggest changes include reducing the number of days someone can camp on water in one location from 21 to seven, requiring them to move to a different location at least one kilometre away, prohibiting camping within 300 metres of a developed shoreline, and redefining camping units as watercraft primarily used for navigation, excluding house-like structures on floatation systems.

Currently, municipalities have no authority over the floating accommodations as they're moored on provincial land. And when out on the water, which falls under federal jurisdiction, Transport Canada considers them vessels. As vessels, the floating accommodations must follow small craft construction standards, but they don't require a building permit from the municipality they're being built in. They also aren't required to pay taxes in the areas they're moored. Municipal fire and police services, as well as by-law enforcement and black and grey waste water disposal can become issues with these "vessels".

Public feedback on the provincial government's proposed changes to floating accommodations can be submitted, until April 11. Here is the link to submit feedback: https://ero.ontario.ca/notice/019-6590.

Source: Environmental Registry of Ontario: ero.ontario.ca & Cottage Life. www.cottagelife.com

Lake Partners Program: Spring 2023 Reminder

2023 test kits are on their way!

A reminder to all our readers who are part of the Lake Partner Program run by DESC, (Dorset Environmental Science Centre), which is part of MECP (Ministry of the Environment Conservation & Parks).

If you are expecting a kit this spring and don't receive it, be sure to contact DESC immediately as they may have accidently dropped you from their list. ***Please let us know as well.***

If you decide to retire from the program and haven't recruited someone to take your place, ***please let us know,*** **so that KWEF can find a replacement.** Having an uninterrupted set of readings for each lake is very important when watching for trends. In the fall, we'd would also like to get a copy of the individual secchi disk readings you took during the summer for our records, ***so please keep a copy before sending the readings to DESC.***

DESC just reports the average and we are interested in the actual variations over the summer. ***We would also like to hear of any increases in algae growth and their location that you might see.*** As usual, we will extract the TP (Total Phosphorous) Calcium and average Secchi Depth results for the lakes in the Kearney Watershed from the huge DESC Database and report this information in our WQM (Water Quality Monitoring) Report which you can access via our website, Newsletter or our soon to be set up Facebook page.

Stan Walker heads up this initiative and can be reached at stan.kwef@gmail.com, or (705) 636-9530, if you need to contact him directly.

Thank you for all your help with this valuable program!

Your Support for 2023

We'd love it if you could be a 2023 KWEF supporter - only $10. Every little bit helps!
We accept e-transfers at treasurer.kwef@gmail.com. Please send a separate email with your answer to your security question and please also include your name and email address, so that we can thank you and keep in touch.

~

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

Memo

Date: April 6, 2023
To: Mayor, Deputy Mayor and Members of Council
From: Cindy Filmore, Acting Clerk
Subject: Seasonal Load Restrictions

Seasonal Load Restrictions, also known as "half loads" is recognized each year between March 1st and May 31st. This is a time at which loads of freight (truck loads) are limited in weight to 5 tonnes per axle, and may vary in length due to frost/road conditions. That is, it may start as EARLY as March 1st, and run as LATE as May 31st, but is reliant on conditions to determine the actual dates.

This year, MTO began load restrictions on Hwy 518 on March 20th, 2023.

Our own road restrictions began March 15th, as many of our roads are gravel which typically begin to thaw at a quicker rate (due in part to compaction methods used on highways vs municipal roads).

Staff received various enquiries and requests for extensions, exclusions and exceptions to our Half Loads, and were able to assist in most cases.

Our Public Works Working Foreman is in contact with the Roads personnel from our neighbouring municipalities and ensure continuity with road restrictions where applicable.

Going forward, staff would like to review the possibility of addressing this matter with a Load Restriction by-law and hopes to move forward with report to Council later in 2023.

Prepared by: Cindy Filmore, Acting Clerk

ECOVUE consulting services inc.

311 George St. N. Suite 200
Peterborough, ON K9J 3H3

T 705.876.8340 | F 705.742.8343

www.ecovueconsulting.com

Memo

To: Council for the Town of Kearney

Subject: Letter/Delegation from Sand Lake Area Property Owners Association

Copies File

File: 23-2095-01

Date: March 29, 2023

At the March 16 Regular Council Meeting, Council passed the following resolution in response to a letter received from Ms. Jennifer Dewar, on behalf of the Sand Lake Area Property Owners Association (SLAPOA):

> ***Res. No. 24 – 23 Keven Beaucage, Mike Rickward***
>
> *That the Council thanks Jennifer Dewar, Treasurer of the Sand Lake Property Owners Association for the information and directs staff to forward the document to the Town's Planner for further review and comment. And that a response be provided by March 30, 2023*

As per the direction of Council, the undersigned has reviewed the letter from SLAPOA regarding site alteration taking place on a property adjacent to the Magnetawan River. SLAPOA has expressed concern with the clearing of vegetation and importation of fill on the subject property, which has prompted a request by the association to review the tools available to the municipality to control development and site alteration within the vicinity of shoreline areas.

The letter makes note of Section 3.28.2 of the Town of Kearney Zoning By-law 2022-20, which requires that a vegetative buffer of 30 metres be maintained from a shoreline or watercourse. The letter correctly asserts that this is a general provision that applies to all shorelines of lakes and watercourses within the Town, and not just to those lots zoned Residential Waterfront (RWF). Furthermore, the letter states that the term "vegetative buffer" is not defined, which can lead to various interpretations of how the buffer must be maintained.

Ms. Dewer further notes that the subject property is zoned the Rural Residential (RR) Zone, which does not include the same waterfront-specific restrictions associated with the RWF Zone, namely Section 4.2.4 ii), which states that a "*minimum of seventy-five (75 %) per cent of the front yard of any waterfront lot shall be maintained as a natural vegetation area and shall be used and maintained only for the maintenance and preservation of indigenous trees, shrubs and other vegetation*".

The letter suggests that the Town explore amending the Zoning By-law so that the "75%" provision applies to properties that front onto a lake or watercourse, regardless of the applicable zone, in order to capture those lands that are not subject to the RWF Zone provisions of Section 4.2.4 ii).

The letter further recommends that, in order to control potential issues related to site alteration and vegetation clearing within the shoreline areas, the Town explore the possibility of enacting a Site Alteration By-law.

Response to Comments

- We agree that Section 3.28, as a General Provision, applies to all areas of the Town. Section 3.28.2, specifically, requires that a vegetative buffer of 30 metres shall be maintained adjacent to the shorelines of lakes and watercourses. However, Section 3.28.1 i) further states that a maximum of 25% of the shoreline of lots used for residential development (up to a maximum of 15 metres) may be disturbed for shoreline activity (this includes permitted shoreline structures and uses only).
- This is consistent with the RWF Zone provision (Section 4.2.4 ii) that requires a minimum of 75% of the shoreline be maintained as a vegetative buffer. Although properties with shoreline frontage that are *not* zoned the RWF Zone are not subject to the 75% provision, they are ostensibly restricted in the same manner through Section 3.28.1 i). In any zone, no more than 25% of the shoreline may be used for shoreline activity. The balance of the property within 30 metres of the shoreline shall remain in a vegetative buffer.
- It is acknowledged that there is no definition or further detail in the General Provision (Section 3.28) as to the composition or maintenance of the vegetative buffer. We agree with SLAPOA that Section 4.2.4 ii) provides more detail that would be appropriate within the General Provisions.
- That said, we believe that the description of "natural vegetation area" in Section 4.2.4 ii) would be an appropriate addition to Section 3.28, and would require only a minor amendment to the Zoning By-law. This addition would provide clarity regarding the composition and maintenance of the lands within the 30 metre setback.
- Since the shoreline buffer provisions are essentially only applicable in situations where *Planning Act* applications (e.g. minor variance, Zoning By-law amendment, Official Plan amendment, consent) or building permits are required, we agree that a Site Alteration By-law would be an appropriate tool to control and manage site alteration throughout the Town, and particularly in areas adjacent to sensitive features, such as lakes and watercourses.
- However, Site Alteration By-laws can be difficult to enforce, particularly within municipalities that have large geographic areas and significant remote shoreline development.

Recommendations

Based on the suggestions put forth in the letter from SLAPOA, we recommend the following:

1. Council direct staff and the undersigned prepare a general amendment to the Town of Kearney Zoning By-law related to clarifying the intent of the "75%" provision and shoreline vegetative buffer. This may proceed as:
    a. A standalone amendment that can occur within 1-2 months; or
    b. Part of a general Housekeeping Amendment that will incorporate other changes to the Zoning By-law that are intended to correct errors or eliminate "loopholes" and inconsistencies. Such a Housekeeping Amendment would typically occur

approximately 1-2 years after the Zoning By-law has been in full force and effect. In this case, the Zoning By-law was approved in April of 2022.

2. Council direct staff to explore the effectiveness of Site Alteration By-laws in municipalities with significant shoreline development and provide a recommendation regarding a draft Site Alteration By-law at a later Council meeting.

Yours sincerely,

ECOVUE CONSULTING SERVICES INC.

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

March 6, 2023

Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Attention: Doug Ford, Premier

Sent via email: premier@ontario.ca

Dear Mr. Ford:

Re: Barriers for Women in Politics

Please be advised that the Council of the City of Niagara Falls at its meeting of February 28, 2023 passed the following motion that was forwarded to us from the Town of Grimsby:

> **Ordered on the motion of Councillor Lori Lococo, Seconded by Councillor Ruth-Ann Nieuwesteeg THAT Council endorse the Town of Grimsby's resolution pertaining to Barriers for Women in Politics that reads as follows, reflecting the City of Niagara Falls'support:**

WHEREAS, the City of Niagara Falls values equality and inclusivity in all areas of life, including politics;

WHEREAS, women have historically been underrepresented in politics, and continue to face barriers and discrimination in their pursuit of elected office;

WHEREAS, misogyny and harassment have been identified as significant challenges for women in politics, both in Canada and around the world;

Clerks
Ext 4342 Fax 905-356-9083
billmatson@niagarafalls.ca

WHEREAS, the City of Niagara Falls believes that all individuals have the right to participate in a political environment that is free from discrimination, harassment, and misogyny;

THEREFORE, BE IT RESOLVED, that the City of Niagara Falls expresses its support for women in politics and their right to participate in a political environment that is free from misogyny and harassment, and where everyone feels equal.

BE IT FURTHER RESOLVED, that the City of Niagara Falls commits to taking steps to ensure that our political environment is inclusive and welcoming to all individuals, regardless of gender, race, ethnicity, religion, sexual orientation, or other identity factors.

BE IT FURTHER RESOLVED, that the City of Niagara Falls encourages other municipalities in Ontario and across Canada to join us in supporting women in politics and promoting gender equality in all areas of society.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to all Ontario Municipalities for endorsement, the Premier of Ontario, the Minister of Municipal Affairs and Housing, Niagara Falls' MP and MPP, and the Association of Municipalities of Ontario to express the City of Niagara Falls' commitment to this issue and encourage action at the provincial level to create legislation to ensure equality, safety, and security.

CARRIED UNANIMOUSLY

Thank you for your attention to this matter.

Sincerely,

Bill Matson
City Clerk

cc.
All Ontario Municipalities
Steve Clark, Minister of Municipal Affairs and Housing
Tony Baldinelli, MP- Niagara Falls
Wayne Gates, MPP– Niagara Falls
Association of Municipalities of Ontario

March 14, 2023

The Honourable Doug Ford
Premier of Ontario
Via email: premier@ontario.ca

RE: A Call to the Provincial government to End Homelessness in Ontario

Dear Premier Ford,

During the February 27, 2023 regular meeting of council, the AMO request calling on the province to calling on the province to end homelessness was brought forward and discussed, the following resolution was carried:

Moved: Chad Hyatt Seconded: Debb Pitel

WHEREAS the homeless crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario;
WHEREAS the homelessness crisis is the result of the underinvestment and poor policy choices of successive provincial governments;
WHEREAS homelessness requires a range of housing, social service and health solutions from government;
WHEREAS homelessness is felt most at the level of local government and the residents that they serve;
WHEREAS municipalities and District Social Administration Boards are doing their part, but do not have the resources, capacity or tools to address this complex challenge; and,
WHEREAS leadership and urgent action is needed from the provincial government on an emergency basis to develop, resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario.

THEREFORE BE IT RESOLVED THAT Council of the Town of Petrolia calls on the Provincial Government to urgently:

a. Acknowledge that homelessness in Ontario is a social, economic, and health crisis;
b. Commit to ending homelessness in Ontario;
c. Work with AMO and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal.

AND FURTHER THAT a copy of this motion be sent to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health; to the Association of Municipalities of Ontario; County of Lambton Social Services.

Carried

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694
411 Greenfield Street, Petrolia, ON, N0N 1R0
www.town.petrolia.on.ca

Town of PETROLIA
you'll be surprised!

Kind regards,

Original Signed
Mandi Pearson
Clerk/Operations Clerk

cc: file
Minister of Municipal Affairs and Housing minister.mah@ontario.ca
Minister of Children, Community and Social Services MinisterMCCSS@ontario.ca
Minister of Health sylvia.jones@ontario.ca
MPP Bob Bailey, Sarnia-Lambton bob.bailey@pc.ola.org
County of Lambton Social Services melissa.fitzpatrick@county-lambton.on.ca
Municipalities of Ontario

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694
411 Greenfield Street, Petrolia, ON, N0N 1R0
www.town.petrolia.on.ca

Town of PETROLIA
you'll be surprised!

North Bay Parry Sound District Health Unit
Bureau de santé du district de North Bay Parry Sound

March 14, 2023 **SENT ELECTRONICALLY**

Mayor Cheryl Philip
Town of Kearney
8 Main Street
P.O. Box 38
Kearney, ON P0A 1M0

Dear Mayor Philip:

RE: Food Insecurity

The Board of Health for the North Bay Parry Sound District Health Unit (Health Unit) recently passed motions related to food insecurity and income, informed by the Health Unit's 2022 Cost of Eating Well report. We encourage you to join us in calling on the Province of Ontario for income-based policy action by:

1. Reviewing and passing municipal resolutions relating to food insecurity (see attached proposed draft motion).
2. Sending a letter to the Province of Ontario to support the recommendations made to the province by the Health Unit relating to income-based policy action (see attached draft letter from the Health Unit to Premier Ford, Minister Jones, and Minister Fullerton.)

Food insecurity

Food insecurity is the inadequate or insecure access to food due to financial constraints, meaning a household does not have enough money for food. It is a serious public health problem that impacts all levels of government. The magnitude of food insecurity in Ontario is shocking. Most recent estimates report that **almost 1 in 6 households in Ontario are food-insecure, amounting to 2.3 million Ontarians, with 1 in 5 children living in a food-insecure household.** Food insecurity greatly increases the risk of having a wide range of physical and mental health problems including chronic and infectious diseases, chronic pain, poor oral health, anxiety, and depression. This increased risk results in high healthcare costs for food insecure households.

Ensuring people have enough money for food improves health, reduces demands on health care services, decreases health care costs, creates more equitable communities, reduces social isolation and stigma, supports economic development, and improves community connectedness. There is strong evidence showing food insecurity can be addressed through policy changes that improve the incomes of low-income households.

Municipalities can take action on food insecurity

.../2

Municipalities are dealing with the realities of funding and delivering public and social services that are strained by the increasing number of residents struggling to make ends meet. Low-income households are becoming increasingly vulnerable to poverty and food insecurity due to the increased costs of living, income insecurity and record high inflation rates, particularly impacting food prices.

Local governments can take action to support public policy that puts more money in the hands of community members living with low incomes.

In addition to advocating for improved provincial and federal income-based policy action through requests such as this one from the Health Unit, municipalities can take action to increase income by:

- **Supporting free income-tax filing programs for low-income households.** Many people with low incomes are missing out on cash transfer payments they are eligible for because they have not filed their taxes. Tax refunds can be the single largest cash infusion low-income households receive each year.
- **Becoming a Certified Living Wage Employer and encourage local businesses and organizations to become Certified Living Wage Employers.** This improves the availability of local employment opportunities that offer better incomes that reflect the cost of living.
- **Increasing investments in local public programs and services that make life more affordable for community members.** This includes increasing affordable housing, transit and recreation programs, and subsidized childcare that support low-income households.
- **Providing leadership and support to community coalitions.** Municipalities can provide leadership and support for local coalitions that work to address food insecurity, and collaborate with community partners from various sectors, including public health, to determine local priorities to address food insecurity and poverty.

We would be pleased to meet with you to discuss food insecurity and the ask to join us in calling on the Province of Ontario for income-based policy action. We have attached a few resources to support your local action; however please don't hesitate to contact us should you require any clarification.

Sincerely yours,

James Chirico, H.BSc., M.D., F.R.C.P. (C), MPH
Medical Officer of Health/Executive Officer

/sb

Enclosures (3)

Copied to:
Health Unit Member Municipalities
The Association of Municipalities of Ontario
The Federation of Canadian Municipalities

References

Tarasuk V, Li T, Fafard St-Germain AA. (2022). Household food insecurity in Canada, 2021. Toronto: Research to identify policy options to reduce food insecurity (PROOF). Retrieved from https://proof.utoronto.ca/

Ontario Basic Income Network. (2022). The Case for Basic Income and Municipalities. https://www.obin.ca/bi_and_municipalities

PROOF. (2016). The Impact of Food Insecurity on Health [Fact sheet] https://proof.utoronto.ca/resource/the-impact-of-food-insecurity-on-health/

PROOF. (2022). Food insecurity: A problem of inadequate income, not solved by food [Fact sheet] https://proof.utoronto.ca/resource/food-insecurity-a-problem-of-inadequate-income-not-solved-by-food/

PROOF. (2021). Provincial Policy Lever to Reduce Household Food Insecurity [Fact sheet] https://proof.utoronto.ca/resource/provincial-policy-levers-to-reduce-household-food-insecurity/

Ontario Dietitians in Public Health. (2020). Position Statement and Recommendations on Responses to Food Insecurity. Available at: https://www.odph.ca/odph-position-statement-on-responses-to-food-insecurity-1

Kearney Legion Branch 276

58 Park Road

Kearney Ontario, P0A 1M0

705-636-5889

To Whom it May Concern:

We are looking for prize donations for our 1st annual Kearney Legion Car Show silent auction. The event will be held on Saturday July 29, 2023, at 58 Park Road, in the Kearney Baseball Diamond. Gates open at 9AM, the show will start at 10AM – 3PM.

We are seeking any donations for this event that you or your company would be willing to donate for the silent auction. We would greatly appreciate your support and we will gladly mention your business and contributions before and at the event.

Advertising will be done on Facebook, News paper and flyers.

Should you be able to donate please contact me at lisalahn2006@gmail.com or 705-380-0715 or at the Legion 705-636-5889 and leave a message.

Thank you in advance for all your help and support. We look forward to making this an annual attraction at the Kearney Legion Branch 276 Kearney.

Sincerely,

Lisa Lahn

Kearney Legion Branch 276

Events Coordinator

North Bay Parry Sound District Health Unit
Bureau de santé du district de North Bay-Parry Sound

March 3, 2023

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Room 281
Queens Park
Toronto, ON M7A 1A1

The Honourable Sylvia Jones
Minister of Health / Deputy Premier
777 Bay Street, College Park, 5th Floor
Toronto, ON M7A 2J3

The Honourable Merrilee Fullerton
438 University Avenue, 7th Floor
Toronto, ON M5G 2K8

Dear Premier Ford, Minister Jones, and Minister Fullerton:

RE: Food Insecurity in Ontario

On behalf of the Board of Health (Board) and staff of the North Bay Parry Sound District Health Unit (Health Unit), we are expressing our concerns about the high rates of food insecurity in Ontario. Most recent estimates show that one in six households experience food insecurity, and one in five children live in a food insecure household. This is not acceptable. The magnitude of the problem, paired with the severe health consequences associated with experiencing food insecurity, make this an important and pressing public health issue that requires attention from all levels of government.

Food insecurity means a household has inadequate or insecure access to food due to financial constraints. Not being able to afford food has profound adverse effects on people's physical and mental health, and their ability to lead productive lives. The health consequences of food insecurity are also a large burden on our healthcare system.

As per the Ontario Public Health Standards, health units are required to monitor food affordability. We recently released our local 2022 Cost of Eating Well report, which draws attention to the inadequacy of current social assistance rates. It highlights that households with social assistance as their main income do not have enough money for the costs of living, including food. An excerpt from the report is included as **Appendix A**. It is important to note the scenarios presented include very modest estimates of both food costs and rent. Local data from the Canadian Mortgage and Housing Corporation is used for rent estimates which may or may not include utilities. Food costs are based on the Nutritious Food Basket (NFB). Grocery stores are surveyed locally to determine the cost of the NFB, which provides an estimate of the cost of following Canada's Food Guide. Examining food costs and rent rates alongside household income scenarios determines if food is affordable. For those receiving social assistance, it is clear they do not have enough money for the costs of living.

.../2

As record high food inflation rates persist, there is no doubt the financial situation is increasingly dire for these households. While the Ontario Disability Support Program (ODSP) was increased by 5% in 2022 and will be indexed to inflation going forward, the current rates are not based on the costs of living. Further, Ontario Works (OW) has not been increased since 2018 and is not indexed to inflation.
Last week, our Board passed a series of motions demonstrating collective support from Health Unit staff, leadership, and Board members, to call on the province for income-based policy action to reduce food insecurity. The complete list of resolutions and motions are attached as **Appendix B**. To summarize, our Board is urging the Province of Ontario to:

- Legislate targets for the reduction of food insecurity as part of the Ontario Poverty Reduction Strategy.
- Increase social assistance rates to reflect the costs of living, and to index Ontario Works rates to inflation going forward.
- Resume investigating the feasibility of creating a guaranteed living wage (basic income) in the Province of Ontario.

Income is an important social determinant of health (SDOH) that greatly impacts other SDOHs, including food security. Income support programs are recognized globally as important and effective population health interventions, meaning they can impact the health of the whole population. Ensuring low-income households have enough money to meet their basic needs is essential for health.

Food insecurity in Canada is a persistent and highly prevalent problem that has not improved since systematic monitoring began in 2005. Our Health Unit has been vocal in the past about the importance of adequate income to reduce food insecurity. Most recently, we called on the federal government to consider the importance of a basic income program for all in light of COVID-19 pandemic response benefits, and we called on the province to establish a Social Assistance Research Commission to advise on strengthening social assistance in Ontario. We will continue to monitor food affordability and follow the evidence on this issue, as health units are required to 'assess and report on the health of local populations describing the existence and impact of health inequities and identifying effective strategies that decrease health inequities.'

The Province of Ontario holds the power to reduce food insecurity and extreme poverty among households receiving social assistance. From a public health perspective, our Board urges you to take action. Please consider the motions our Board passed on this important issue and thank you for reviewing this information.

Sincerely yours,

Original Signed by Rick Champagne

Rick Champagne
Chairperson, Board of Health

Orignial Signed by Dr. Chirico

James Chirico, H.BSc., M.D., F.R.C.P. (C), MPH
Medical Officer of Health/Executive Officer

Original Signed by Dr. Zimbalatti

Carol Zimbalatti, M.D., CCFP, MPH
Associate Medical Officer of Health

/sb

Enclosures (2) – Appendix A and B

Copy to:
Vic Fedeli, MPP, Nipissing
Graydon Smith, MPP, Parry Sound-Muskoka
John Vanthof, MPP, Timiskaming-Cochrane
Hon. Anthony Rota, MP, Nipissing-Timiskaming
Hon. Scott Aitchison, MP, Parry Sound-Muskoka
Hon. Marc Serre, MP, Nickel Belt
Ontario Boards of Health
Association of Local Public Health Agencies (alPHa)
Association of Municipalities of Ontario (AMO)
Federation of Canadian Municipalities (FCM)
Health Unit Member Municipalities

References:
Tarasuk V, Li T, Fafard St-Germain AA. *Household food insecurity in Canada, 2021.* Toronto: Research to identify policy options to reduce food insecurity (PROOF). 2022. Retrieved from: https://proof.utoronto.ca/
North Bay Parry Sound District Health Unit. *2022 Cost of Eating Well: Monitoring food affordability in the North Bay Parry Sound District.* 2023. Retrieved from: https://www.myhealthunit.ca/en/health-topics/HU_FoodInsecurity_Report22-(1).pdf
Ministry of Health. *Ontario Public Health Standards: Requirements for programs, services and accountability.* 2021. Retrieved from: https://www.health.gov.on.ca/en/pro/programs/publichealth/oph_standards/docs/protocols_guidelines/Ontario_Public_Health_Standards_2021.pdf
World Health Organization. *Closing the Gap in a Generation: Health Equity through Action on the Social Determinants of Health*. Geneva: WHO. 2008. Retrieved from: https://www.who.int/publications/i/item/WHO-IER-CSDH-08.1

Appendix A



Single man receiving Ontario Works

This person does not have enough money to cover rent and food in a month, or their other costs of living. Current social assistance rates in Ontario are not based on the real costs of living. There are few income supports in place for working aged adults without children, leaving them in extreme poverty should they be unemployed.

**Income is based on OW basic allowance and maximum shelter allowance, GST/HST credit, Ontario Trillium Benefit, and the Ontario Climate Action Incentive Payment.*

Monthly income:*	$876
Rent (bachelor apartment):	$650
Food:	$404
	-$178



Single woman with 2 kids receiving Ontario Works

It is highly unlikely that the $688 remaining after paying for rent and food will be enough to cover this family's monthly expenses. Parents in Canada are eligible for the Canada/Ontario Child Benefit (CCB), which provides a seemingly significant amount of money monthly for low-income households. Yet, 1 in 5 children in Ontario live in a food insecure household, suggesting the CCB does not provide enough money to protect against food insecurity.

**Income is based on Ontario Works basic allowance for one recipient and two dependents and maximum shelter allowance for a family size of three, Canada and Ontario Child Benefit, GST/HST credit, Ontario Trillium Benefit, and the Climate Action Incentive Payment.*

Monthly income:*	$2548
Rent (2 bedroom apartment):	$1032
Food:	$828
	$688

Appendix B

Board of Health Motion: **#BOH/2023/02/04** – February 22, 2023
Moved by: Marianne Stickland Seconded by: Jamie McGarvey

***Whereas**, the Ontario Public Health Standards require public health units to monitor food affordability, as well as assess and report on the health of local populations, describing the existence and impact of health inequities;*

***Whereas**, it is well documented that food insecurity has a detrimental impact on physical and mental health;*

***Whereas**, adequate income is an important social determinant of health that greatly impacts food security;*

***Whereas,** 67% of households in Ontario with social assistance as their main source of income experience food insecurity;*

***Whereas**, the 2022 Nutritious Food Basket Survey results show that households reliant on social assistance do not have enough money for the costs of living, including food;*

***Therefore Be It Resolved,** That the Board of Health for the North Bay Parry Sound District Health Unit continue to support the efforts of staff and community stakeholders to raise awareness about, and work to reduce, health inequities, including food insecurity; and*

***Furthermore Be It Resolved,** That the Board of Health call on the Province of Ontario to legislate targets for the reduction of food insecurity as part of the Ontario Poverty Reduction Strategy; and*

***Furthermore Be It Resolved,** That the Board of Health call on the Province of Ontario to increase social assistance rates to reflect the costs of living, and to index Ontario Works rates to inflation going forward; and*

***Furthermore Be It Resolved,** That the Board of Health urge the province to resume investigating the feasibility of creating a guaranteed living wage (basic income) in the Province of Ontario; and*

***Furthermore Be It Resolved,** That the Board of Health provide correspondence of these resolutions to district municipalities, Ontario Boards of Health, Victor Fedeli, MPP (Nipissing), Graydon Smith, MPP (Parry Sound-Muskoka), John Vanthof, MPP (Timiskaming-Cochrane), the Honourable Doug Ford (Premier), the Honourable Merrilee Fullerton (Minister of Children, Community and Social Services), the Honourable Sylvia Jones (Minister of Health) and the Association of Local Public Health Agencies (alPHa), MP Anthony Rota, MP Scott Aitchison, MP Marc Serre, the Association of Municipalities of Ontario (AMO), and the Federation of Canadian Municipalities (FCM).*

***Whereas**, improved financial stability allows municipal residents to participate, contribute, and invest in their local economies and communities; and*

***Whereas**, poverty puts additional pressure on municipalities, who are responsible for delivering necessary and strained public and social services to support residents who are struggling with the consequences of inadequate income; and*

***Whereas**, food insecurity has a detrimental impact on physical and mental health; and*

***Whereas**, adequate income is an important social determinant of health that greatly impacts food security and other social determinants of health such as mental health, housing and transportation; and*

***Whereas**, the 2022 Cost of Eating Well report shows that households reliant on social assistance do not have enough money for the costs of living, including food; and*

***Whereas,** 67% of households in Ontario with social assistance as their main source of income experience food insecurity.*

***Therefore Be It Resolved,** That the (municipality) support efforts to raise awareness about, and work to reduce, health inequities, including food insecurity; and*

***Furthermore Be It Resolved,** That the (municipality) endorse the letter from the North Bay Parry Sound District Health Unit and call on the Province of Ontario to:*

- *legislate targets for the reduction of food insecurity as part of the Ontario Poverty Reduction Strategy; and*
- *increase social assistance rates to reflect the costs of living, and to index Ontario Works rates to inflation going forward; and*
- *urge the province to resume investigating the feasibility of creating a guaranteed living wage (basic income) in the Province of Ontario; and*

***Furthermore Be It Resolved,** That the (municipality) provide correspondence of these resolutions to the North Bay Parry Sound District Health Unit, neighbouring municipalities, Victor Fedeli, MPP (Nipissing), Graydon Smith, MPP (Parry Sound-Muskoka), John Vanthof, MPP (Timiskaming-Cochrane), the Honourable Doug Ford (Premier), the Honourable Merrilee Fullerton (Minister of Children, Community and Social Service), the Honourable Sylvia Jones (Minister of Health) and the Association of Local Public Health Agencies (alPHa), MP Anthony Rota, MP Scott Aitchison, MP Marc Serre, the Association of Municipalities of Ontario (AMO), and the Federation of Canadian Municipalities (FCM).*

date

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Room 281
Queens Park
Toronto, ON M7A 1A1

The Honourable Sylvia Jones
Minister of Health / Deputy Premier
777 Bay Street, College Park, 5th Floor
Toronto, ON M7A 2J3

The Honourable Merrilee Fullerton
Minister of Children, Community and Social Service
438 University Avenue, 7th Floor
Toronto, ON M5G 2K8

Dear Premier Ford, Minister Jones, and Minister Fullerton:

RE: Food Insecurity in Ontario

The (municipality) is writing to you to echo the concerns raised by the North Bay Parry Sound District Health Unit about the important public health issue of food insecurity. They shared that recent estimates show that **one in six households experience food insecurity, and one in five children live in a food insecure household**. The scale of this problem is concerning, and it is not acceptable that so many households in Ontario do not have enough money for food.

The Health Unit's 2022 Cost of Eating Well report highlights the severe health consequences of food insecurity, and draws attention to the need for adequate incomes to address this issue. Further, it emphasizes the inadequacy of current social assistance rates. It is clear households receiving social assistance do not have enough money for the costs of living, including food. With ongoing record high food inflation rates, the financial situation is increasingly dire for these households.

Municipalities feel the impact of poverty at the local level, struggling to adequately support citizens who are unable to make ends meet. Funding and administering public and social services, including targeted supports for low-income households is challenging at the best of times, but even more-so now in the current state of COVID-19 recovery and inflation rates. Ensuring low-income households have enough money to meet their basic needs is essential for their health.

As a result of the correspondence received from the Health Unit, which provides the local context of food insecurity in our community, the (municipality) has passed a series of motions calling for policy action to reduce food insecurity in Ontario. The complete list of resolutions and motions are attached (include resolutions). To summarize, our council joins the Health Unit in calling on the Province of Ontario to:

- Legislate targets for the reduction of food insecurity as part of the Ontario Poverty Reduction Strategy.

- Increase social assistance rates to reflect the costs of living, and to index Ontario Works rates to inflation going forward.

- Resume investigating the feasibility of creating a guaranteed living wage (basic income) in the Province of Ontario.

The Province of Ontario can help reduce food insecurity and poverty, especially among households receiving social assistance. From a municipal perspective, we urge you to take action for the health of our citizens and to ease the burden of poverty on our municipality. Please consider the motions our council has passed on this important issue. Thank you for reviewing this information.

Sincerely,

(signatures)

References:

Tarasuk V, Li T, Fafard St-Germain AA. *Household food insecurity in Canada, 2021*. Toronto: Research to identify policy options to reduce food insecurity (PROOF). 2022. Retrieved from: https://proof.utoronto.ca/

North Bay Parry Sound District Health Unit. *2022 Cost of Eating Well: Monitoring food affordability in the North Bay Parry Sound District*. 2023. Retrieved from: https://www.myhealthunit.ca/en/health-topics/HU_FoodInsecurity_Report22-(1).pdf

Knox B. *The case for basic income and municipalities*. Ontario Basic Income Network. 2022. Retrieved from: https://www.obin.ca/bi_and_municipalities

MEMO

Date: April 6 2023

To: Mayor, Deputy Mayor and Members of Council

From: Karen Fraser, CAO

Subject: Appointment of Deputy Mayor

For the period of April 11th to April 17th inclusive, the Mayor and Deputy Mayor will both be unavailable. It is recommended that an alternative authority be appointed to look after any issues that may arise during that time.

To that end, staff provide the following recommendation for Council's considerations as follows:

That _____ be appointed Deputy Mayor (Interim) for the period of April 11, 2023 to April 17, 2023, inclusive, during the absence of the Mayor and Deputy Mayor;

Prepared by:

Karen Fraser
Chief Administrative Officer

Memo

Date: April 6, 2023
To: Mayor, Deputy Mayor and Members of Council
From: Cindy Filmore, Acting Clerk
Subject: EcoVue Proposed Training Date

Council had previously requested that EcoVue Consulting Services provide training to Council in regards to Planning matters, and specific to the Town of Kearney Official Plan and Zoning By-law.

EcoVue Consulting Services is available to provide this training on Thursday, May 18th, 2023 in the afternoon. This date could allow Council to complete both a Special Meeting (for training) and the Regular Meeting on the same day.

Prepared by: Cindy Filmore, Acting Clerk

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

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.

Cindy Filmore

From: Jeff DeDecker <jdedecker@leaainc.com>
Sent: March 29, 2023 3:00 PM
To: Cindy Filmore
Subject: 21044 Kearney - Quotation for Gymnsium Flooring Work
Attachments: CN-15 Gym Floor R1.pdf

Good afternoon Cindy,

For your review and consideration, please find attached the quotation as received for the new community hall / gymnasium wood sports flooring. In reviewing the attached, please note the following:

- Three (3) quotations were provided from subcontractor's for the gym flooring work. The apparent low-bidder's quotation was not carried by the General Contractor as this bidder priced a floor system with a 45mm overall thickness and not 60mm as we require to suit existing site conditions.
- The General Contractor carried Gym-Con for the wood flooring work as they can provide the required 60mm overall floor thickness. Note that this overall thickness cannot accommodated a parquet-style floor as we originally suggested and strip-maple floor has been allowed for.
- Gym-Con has allowed for floor sockets. These were not requested in the Change Notice and diameters and types would need to be confirmed / coordinated.
- In our opinion, the overall cost to grind the concrete floor slab, at $33,519.99 is in our opinion quite high. Should you wish to proceed with this work, we would recommend requesting the General Contractor consider this to be an upset-limit cost and that they proceed on a time and material basis. If the overall cost of the work is less then you would only pay this lower value and the General Contractor's mark-up would also be reduced accordingly.
- As noted on the General Contractor's quotation, in their opinion, based on scheduling and availability, this large additional scope of flooring work will add 40 work days to the schedule. Associated insurance costs have been included for this and the community hall / gym space will definitely not be available at the end of May.

Per our discussion, and my e-mail from yesterday, hopefully we can coordinate a meeting with Mayor and Council next week and can further discuss this quotation and make a decision accordingly.

Regards,

Jeff De Decker
Senior Project Manager
Lic.Tech.OAA, BCIN, B.A, Dip.Arch.Tech.

L E A
LAROCQUE ELDER ARCHITECTS, ARCHITECTES INC.

188 Fifth Avenue East
North Bay, ON P1B 1N6
T (705) 497-9191 ext. 229
W: www.leaainc.com
E: jdedecker@leaainc.com



Bradanick
Construction Services Inc.

March 29, 2023 **Quotation 22057-15 Gym floor R1**

Project name 21044-50 Kearney
Consultant LAROCQUE ELDER ARCHITECTS, ARCHITECTES INC.

As per CN-15 regarding the new gym floor, we submit this proposal by GymCon who is the only supppiier/installer in Ontario for the Bio-Channel system specified. We have included two other companies that can supply/install and claim their floor system is equal. Their specifications are attached as well. As discussed the existing floor will be removed but any grind and preparation to the existing floor cannot be quantified until the floor is exposed, as such we have included an allowance to complete this work.

Breakdown

Materials	Hunter Electric		$ 916.00
	Insurance premium		$ 3,828.00
	GymCon		$ 123,300.00
	Floor grinding allowaance		$ 33,519.99
	Overhead	5%	$ 8,078.20
			$ 169,642.19

The contract sum is increased by the sum of **$ 169,642.19** **(HST extra)**

Please review the above and contact our office with any questions. This proposal will add 40 work days to the schedule.

Yours truly,

Wade Snoddon

Wade Snoddon
Estimator
Bradanick Construction Services Inc.
WS: ws

C.c. James Goodreau, Bradanick Construction Services Inc.

Cindy Filmore

From: Jeff DeDecker <jdedecker@leaainc.com>
Sent: March 28, 2023 3:26 PM
To: Cindy Filmore
Subject: 21044 Kearney - Recommendation for Site Meeting

Categories: Red Category

Good afternoon Cindy,

Thank you again for your time on the phone this afternoon. As discussed, we expect to be on site in the very near future to review the progressing construction work (and the Contractor's next billing) and therefore recommend trying to again organize a brief meeting with Mayor and council as this proved to be very effective last time. The proposed agenda of items for discussion would be as follows:

- Septic system design relative to existing plumbing fixtures.
- Location of the propane tanks and new diesel-fired generator.
- Review of quotations for the new gymnasium flooring and painting work (as you will be receiving before the end of this week).
- A/V scope of work (if any) and associated consulting services.
- Other items or questions you, the Mayor or council may have.

Given next week is a short week, based on our current schedules, Jean and I are available on Tuesday (April 4) or Wednesday (April 5) of next week. Please let me know if we can coordinate a meeting for one of these dates.

If you have any questions please do not hesitate to contact me.

Regards,

Jeff De Decker
Senior Project Manager
Lic.Tech.OAA, BCIN, B.A, Dip.Arch.Tech.

L E A
LAROCQUE ELDER ARCHITECTS, ARCHITECTES INC.

188 Fifth Avenue East
North Bay, ON P1B 1N6
T (705) 497-9191 ext. 229
W: www.leaainc.com
E: jdedecker@leaainc.com

This email is intended for the use of the addressee(s) only and may contain privileged, confidential, or proprietary information that is exempt from disclosure under law. If you have received this message in error, please inform us promptly by reply email, then delete the email and destroy any printed copy. Larocque Elder Architects, Architectes Inc. makes no warranty that by electronic media this email is free of viruses, and shall have no liability for any corruption to data that may occur as a result of such transmission.

Cindy Filmore

From: Jeff DeDecker <jdedecker@leaainc.com>
Sent: March 31, 2023 11:57 AM
To: Cindy Filmore
Subject: RE: 21044-Kearney Meeting date?

Hi Cindy,

Thanks for the follow-up. Though the agenda would be better discussed with the Mayor and the majority of council, meeting with a smaller group is definitely preferred over including all of the items we would like to discuss as part of the regular council meeting. There are a number of items to follow-up on and we feel very strongly that a regular council meeting, with an already defined agenda, is not the venue to productively discuss these planning and construction related items.

We could be available Wednesday and I will leave it to you to advise if meeting then is Mayor and Council's preference, or if an alternate arrangement (either in person or by video call) is suggested. Unfortunately, given the time frame it is taking to address a number of items, you should certainly be advising Mayor and Council that the construction work should no longer be expected to be complete by May 31.

I will be out of the office this afternoon however back on Monday. I would ask that you confirm a preferred meeting date, time and venue (either in person or by video call) then so that we can schedule accordingly.

Enjoy your weekend.

Jeff De Decker
Senior Project Manager
Lic.Tech.OAA, BCIN, B.A, Dip.Arch.Tech.

L E A
LAROCQUE ELDER ARCHITECTS, ARCHITECTES INC.

188 Fifth Avenue East
North Bay, ON P1B 1N6
T (705) 497-9191 ext. 229
W: www.leaainc.com
E: jdedecker@leaainc.com

This email is intended for the use of the addressee(s) only and may contain privileged, confidential, or proprietary information that is exempt from disclosure under law. If you have received this message in error, please inform us promptly by reply email, then delete the email and destroy any printed copy. Larocque Elder Architects, Architectes Inc. makes no warranty that by electronic media this email is free of viruses, and shall have no liability for any corruption to data that may occur as a result of such transmission.

From: Cindy Filmore <cindy.filmore@townofkearney.ca>
Sent: Friday, March 31, 2023 11:43 AM
To: Jeff DeDecker <jdedecker@leaainc.com>
Subject: 21044-Kearney Meeting date?

Hi Jeff,