AGENDA

REGULAR COUNCIL MEETING
Council Chambers
Thursday, May 18, 2023 – 6:00 p.m.
May 12, 2023 version

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1. Call the Meeting to Order

2. Approval of Agenda
Recommendation
That the agenda for the May 4, 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 - Nil

5. Delegations
a. Blair Ballantyne – Kearney Lions Club re: Lions Park Pavilion
Recommendation: Council receives thanks Lion Blair Ballantyne for his presentation

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. Regular Council Meeting Minutes, May 4, 2023

b. Receive Committee, Agency & Other Reports
i. AHHC Draft Minutes – May 4, 2023 and Progress chart

c. Staff Reports
i. SR-2023-024 – ARIS
ii. SR-2023-025 - Results – Air Quality Testing
iii. SR-2023-026 – Sand Lake Boat Launch
iv. SR-2023-027 – Redesign of Town of Kearney Website
v. Transfer Station Reports – April 11 to April 25, 2023

d. By-laws
i. **By-law No. 2023-32 Zoning By-law Amendment (**Cicchillo)

e. Receive Resolution Report - Nil

Recommendation

That the Consent List for May 18, 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

11. Payment Register

Recommendation
That Council receives the List of Accounts for Cheques #32720 to #32747 in the total amount of $ 94,803.49

12. Correspondence for Information

a. **Township of Joly – Resolution re Algonquin Healthcare Local Share**

Recommendation
That Correspondence Item 12.a. be received as information.

13. Correspondence for Action

a. Parry Sound DSSAB – Board Member Vacancy

Recommendation: That Council supports the nomination of Ryan Baptiste to replace Sean Cotton on the District of Parry Sound Social Services Administration Board

. **14. Notice of Motion**

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

15. Council Announcements

Councillor Sharer
Councillor Pateman
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

a. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose
   i. Clerk/Administrator Vacancy
b. Labour Relations or Employee Negotiations
   i. Recruitment – Part Time Treasurer
   ii. Recruitment – Clerk Administrator
   iii. CUPE Contract Negotiations

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. 2023-33

Recommendation
That By-law No. 2023- 33, being a By-law to confirm the proceedings of Council at its Regular Meeting held on May 18, 2023, be approved.

20. Adjournment

Recommendation
That Council adjourn at _____p.m.

Town of Kearney

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

Telephone: 705 636-7752 **Fax:** 705 636-0527 **Email:** admin@townofkearney.ca

NAME: Blair Ballantyne (Kearney Lions Club)

MAILING ADDRESS: 152 Lakeview Ave. P.O. Box 273
Kearney, P0A 1M0

PHONE NO: 705-788-4440

COUNCIL MEETING DATE: May 18, 2023

GENERAL NATURE OF DELEGATION: The reopening of the Lions Park Pavillion to the public as well as the renovation & maintenance thereof.

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

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

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

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

BB
(Initials)

SIGNATURE: R. B. Ballantyne DATE: May 2, 2023

Entry Details #20

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Terms and Conditions

Accepted

Terms and Conditions

Accepted

Name

Blair Ballantyne

Email

blair.ballantyne@sympatico.ca

Telephone Number

705 788 4440

Address

152 Lakeview Ave PO Box 273

Date of Meeting for Designation

May 18, 2023

Please describe the general nature of your delegation:

This is a Kearney Lions Club delegation to discuss the reopening to the public of the Lions Park Pavilion and the renovation and maintenance thereof.

Submission Notes

Add Note

No Notes found

Minutes

REGULAR COUNCIL MEETING
Council Chambers
Thursday, May 4, 2023 – 6:00 p.m.

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

Staff Present: Cindy Filmore, Acting Clerk

1. Call the Meeting to Order – the meeting was called to order at 6:00 pm

2. Approval of Agenda

Res. No. 79 – 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 April 6, 2023 agenda, be adopted as amended:

- 4.Presentation – David Gray – ACED
- Add 10.a.i. SR-2023-22 Transfer Station Building Replacement
- Add 10.a.ii. SR-2023-23 Air Quality Testing

CARRIED

3. Disclosure of Interest
None noted

4. Presentations
a. David Gray – ACED (Almaguin Committee for Economic Development)
Res. No. 80-23 Jill Sharer, Keven Beaucage
BE IT RESOLVED that Council thanks Mr. Gray for his presentation and acknowledges the important work Mr. Gray and ACED do for the Almaguin Highlands

CARRIED

5. Delegations
a. Zabe MacEachren re: variance application
RES. NO. 81-23 Jill Sharer, Mike Rickward
BE IT RESOLVED that Council receives Ms. MacEachern's information and requests staff to prepare a report outlining Planning invoices.

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 – April 20, 2023
ii. Regular Council Meeting – April 20 2023
iii. Public Council Meeting – April 20, 2023 (Pateman)
iv. Public Council Meeting – April 20, 2023 (Cicchillo)
v. Special Council Meeting – April 25, 2023

b. Receive Committee, Agency & Other Reports
i. Eastholme Financial Report March 2023

c. Staff Reports
i. SR-2023-020 – Boat Ramp Repairs

DRAFT

ii. SR- 2023-021 – Office Space.
iii. Fire Chiefs Information Reports – Training April 25, First Response Boundary changes, housekeeping member addition
iv. Transfer Station Reports – April1 to April 25, 2023

d. By-laws

i. **By-law No. 2023-24** Being a Bylaw to stop up, sell Shore Road Allowance (Boverhof))
ii. **By-law No. 2023-25 Deeming By-law (**Boverhof)

e. Receive Resolution Report - Nil

Res. No. 82 -23 Jill Sharer, Mike Rickward
BE IT RESOLVED that the Consent List for May 4, 2023, and the Recommendations contained therein be adopted as Resolutions of Council, except for items 8.c.iii, which shall be moved out of the consent list for discussion and debate.

CARRIED

9. Items Referred from the Consent List

Fire Chiefs Information Report regarding First Response Boundary

Res. No. 83-23 Keven Beaucage, Mike Rickward
BE IT RESOLVED that Council approves the extension of boundaries for medical calls outside of the Town of Kearney to:

- Hwy 518 East #1102 and higher (Miron Pit)
- Bevan's Rd. #61 and higher (Deer Lake Rd. intersection)
- Kearney Rd.#23 and higher to Rochester Lake Rd.

CARRIED

10. Other Business

a. SR-2023-22 – Transfer Station Building Replacement
Res. No. 84-23 Keven Beaucage, Mike Rickward
BE IT RESOLVED that Council defers choosing a Transfer Station Building until such time as a larger, insulated building can be priced to determine the best option.

CARRIED

b. SR-2023-23 – Air Quality Testing
Res. No. 85 – 23 Mike Rickward, Keven Beaucage
BE IT RESOLVED that Council authorizes Staff to proceed with Air Quality Testing of the King William Street Transfer Station and the Public Works garage/office building at a cost of $1,553.75 (taxes included).

CARRIED

11. Payment Register

Res. No. 86– 23 Keven Beaucage, Jill Sharer
BE IT RESOLVED That Council receives the List of Accounts for Cheques # 32676 to # 32718 in the total amount of $303.671.30

CARRIED

12. Correspondence for Information

a. **Information Release from SPR –** Assessment of Ontario Public Opinion re Bill 23
b. **Township of Perry –** Resolution re commitment of $50,000 towards the "Local Share" of the Muskoka Algonquin Healthcare Hospital Build
c. **FONOM resolution re:** Bail Reform

Res. No. 87 – 23 Mike Rickward, Keven Beaucage
BE IT RESOLVED that Correspondence Items 12.a. through 12.c. be received as information.

CARRIED

13. Correspondence for Action

a. **Almaguin Highlands Secondary School 2023 Prom Committee**

Res. No. 88 – 23 Keven Beaucage, Mike Rickward
Whereas the Town of Kearney has received a request for support for $200 to assist students in holding a Prom for the 2023 graduating class; now

DRAFT

BE IT RESOLVED that the Council determines that following budget talks we will decide if we are able to make a donation.

CARRIED

b. Women's Own Resource Centre Request for Funding

Res. No. 89-23 Mike Rickward, Keven Beaucage

Whereas the Town of Kearney has received a request to financially support the Women's Own Resource Centre; and

Whereas the Women's Own Resource Centre depends on both donations and federal and provincial funding; and

Whereas one of the programs offered by WORC in 2023 is a Travelling Rural Community Kitchen which may travel to Kearney; now

Therefore be it resolved that Council determine that a representative from WORC attend a Council meeting to discuss funding requests.

CARRIED

a. Larocque Elder Architects re Size of Generator

Res. No. 90 – 23 Mike Rickward, Keven Beaucage

WHEREAS Larocque Elder Architects have indicated that the electrical consultants cannot confirm what the future electrical needs of the Kearney Community Centre could be; and

WHEREAS Larocque Elder Architects recommends a 200 kW generator; and

Whereas our Contractor, Bradanick Construction, has indicated a substantial cost savings by utilizing a 150 kW generator, both at installation and in fuel costs; now therefore

BE IT RESOLVED that Council determines the desire to

X move forward with the purchase and installation of the 150 kW generator

CARRIED

14. Notice of Motion

[Members of Council may introduce motions for discussion at the next regular meeting.] None noted

15. Council Announcements

Councillor Sharer

- Working on Swimming Lessons in conjunction with instructor

Councillor Beaucage

- The Library is hosting a Pasta Dinner on September 30th and are looking for donations of prizes or to support the meal
- There is a need and request for CPR & First Aid Training in the community and we would like to book the hall for Saturday, June 16th, 2023 if staff would be available.

Deputy Mayor Rickward

- Discussion is needed regarding Hospital Funding

Mayor Philip

- An open house meeting will need to be established to present the need for Hospital Funding to the public

16. Talk to the Mayor

17. Closed Session - nil

18. Business Arising from Closed Session

19. Confirming By-Law No. 2023-30

Res. No. 91 – 23 Jill Sharer, Keven Beaucage

BE IT RESOLVED that By-law No. 2023-30, being a By-law to confirm the proceedings of Council at its Special Meeting on April 25th, 2023 and at its Regular Meeting held on May 4th, 2023, be approved.

CARRIED

20. Adjournment

Res. No. 92 – 23 Keven Beaucage, Jill Sharer

BE IT RESOLVED that the Regular Council Meeting of the Corporation of the Town of Kearney adjourn at 7:26 pm to meet again at 6:00 pm on Thursday, May 18th, 2023 in the Council Chambers, Kearney, Ontario.

CARRIED

DRAFT

THE CORPORATION OF THE

TOWN OF KEARNEY

_____

Cheryl Philip, Mayor

_____

Cindy Filmore, Acting Clerk

DRAFT

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

Minutes: May 4, 2023, 10:00 am via Zoom and in the Township of Armour Council Chambers

Present: Rod Ward (Chair), Delynne Patterson, Margaret Ann MacPhail, Norm Hofstetter, Brad Kneller, Jim Ronholm, Sharon Smith (Sundridge) Chris Hope, Camille Barr (Secretary)
Regrets: Tom Bryson, Fraser Williamson (Vice Chair), Vicky Roeder-Martin
Guests: Susan Keast (HHR), Shelly Van den Heuvel (BFFHT), Courtney Metcalf (ACED), Cheryl Harrison (MAHC), Dr. Sarah MacKinnon

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

1. 2023-13 Moved by B. Kneller - Seconded by D. Patterson
   THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the minutes from the regular meeting of April 6, 2023 as circulated. Carried.

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

3. **DELEGATIONS**:
   Cheryl Harrison- CEO and President of MAHC
   The new hospital build is in Stage 1.3. Currently there are 16 user groups formed focusing on services needed in the hospitals. The groups are being challenged to look towards the future as they plan as well not just within the physical "four walls" but also within the community. Consultants will take the information provided from the user groups and prepare a design. From there the design will go to the architect. Cheryl encourages Council members to reach out should they have an interest in being a part of the user groups.

   There are three locations being considered for Bracebridge. One of these is a preferred site and is on Muskoka Beach Road. All three will be assessed by the town of Bracebridge for service needs.

   Regarding the 'local share', Cheryl reports she has been sharing the work that Almaguin has been doing by providing assistance and advocacy. The goal is to have shovels in the ground by 2029.

Dr. Sarah MacKinnon- Sundridge & District Medical Centre

Dr. MacKinnon reiterated that the Province has announced funding available for primary care expansion. Both S. Van den Heuvel and S. MacKinnon have been working on this separate applications for Sundridge and Burk's Falls however resources would be shared across the two groups. The goal is to expand primary care and fill the gaps for unattached patients.

The period for expressions of interest will be announced quickly with a short turn around. It is essential to be prepared. Letters of support are required from stakeholders which include the AHHC and Almaguin Councils. Letters of support need to share real examples of how needs are not currently being met in Almaguin communities. They should tell the tale of our area.

S. MacKinnon will provide the Council with talking points highlighting key areas to address in letters of support.

The following is what will be requested in the expression of interest in a phased in approach:

Services for SDMC:
Phase 1: RN, NP, Mental Health Therapist
Phase 2: Administrative Assistant, Team Office Manager, funding for OTN set up

Services for BFFHT:
Phase 1: NP
Phase 2: Mental Health Therapist, Reception/Medical Secretary

Shared services for BFFHT & SDMC:
Phase 2: Social worker/clinic navigator, Physiotherapist

Letters should be prepared sooner rather than later as the turn around will be quick.

Additionally. S. MacKinnon shared that NOHF contributed a significant amount to the renovations at the Sundridge & District Medical Centre and an open house will be planned for the near future. Stay tuned.

Susan Keast- Human Health Recruiter MAOHT

S. Keast shared she attended a job fair in Collingwood where she was able to network and build resources. She notes a lot of Dr's in attendance were at various stages of their careers. She also attended training with Northern Rural Medical Association which focused on northern rural medicine and what is relevant today. Susan continues to build networks and notes that people are starting to know who she is within her role.

Susan was invited to a dinner in Huntsville with doctors which further supported her learning. She inquired as to what attracted them to the area in hopes of building on this.

RESOLUTIONS PASSED:
2023-14 Moved by M. MacPhail - Seconded by D. Patterson
Whereas the Burk's Falls Family Health Team and the Sundridge and District Medical Centre are applying for potential grant funds for Primary Care Expansion through an Expression of Interest,

THEREFORE BE IT RESOLVED that the Almaguin Highlands Health Council will prepare letters of support to be included in the applications. Carried.

4. **ITEMS FOR DISCUSSION**

a) Hospital 'Local Share' Update
R. Ward has attended the majority of the AHHC municipal council tables to speak on local share. He reports that MAHC is now seeing Almaguin as being one and the Council continues to be asked to sit on various groups and committees for MAOHT.

b) Health Care Services in the Township of Armour
R. Ward shared that alot of needs of Armour residents are met by the Almaguin Highlands Health Centre in Burk's Falls. He reports there are still many residents on the wait list for a doctor however BFFHT is making gains in catching up.

c) Progress Report
R. Ward reviewed the May Progress Report with Council. The report will be shared with the draft minutes.

d) Other Business
Home Care Modernization Working Group Update- M. MacPhail attended the most recent meeting. Servicing needs are being reviewed and in order to do so good data must be collected. The group will also engage with stakeholders to understand their personal experiences with the program and how outcomes may be improved. M. MacPhail will share the meeting minutes with AHH Council.

Palliative Care Task Force- MAOHT is looking to the Council for representation. Council felt F. Williamson would be a great fit. S. Smith will reach out to F. Williamson. M. MacPhail will attend the first meeting until F. Williamson is spoken to regarding the opportunity.

Eastholme Medical Transportation Services- As per last meeting, Secretary reached out to Eastholme for general information on medical transportation use. The following general information was shared for the 2022 calendar year for medical related appointments only (not errands) and covers from South River to Novar, including Magnetawan:

Total rides- 2,153

Of those, the following percentages are where clients traveled to for medical:
Huntsville – 40%
Local (South River, Sundridge, Burk's Falls) – 23%
North Bay – 22%
Orillia – 4%
Barrie/Newmarket – 3%
Toronto (GTA) – 3%
Dunchurch/Parry Sound – 2%
Bracebridge/Gravenhurst – 2%
Sudbury - 1%

AHHC Foundation- C. Hope is currently working on a new logo for the foundation and will work with the new Village CAO once in place on how the foundation will operate regarding the acceptance of donations and the charitable status.

2023- 15 Moved by C. Hope - Seconded by J. Ronholm
THEREFORE, BE IT RESOLVED THAT the Almaguin Highlands Health Council adjourn at 11:00 am to meet again on June 1, 2023, at 10:00 am. Carried.

Location will be Village of Burk's Falls Council Chambers followed by a tour of the BFFHT expansion at 12:00 pm

*July meeting tentatively booked in the Village of Sundridge, Council Chambers

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

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

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

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

- AHHC participation in MAOHT Collaboration Steering Committee, Digital Working Group, Health Human Resources Working Group and Home and Community Care Working Group (on-going); **new request to join Palliative Care Task Force (May 2023)**
- Discussions regarding creation of System Navigator or Healthcare Planner role for Almaguin Highlands initiated with MAOHT

- **Additional high-speed announcements for Almaguin Highlands confirmed – April 2023**

- Confirmed additional AHHC funding to assist with OTN / BFFHT renovations
- MAOHT "recruitment funding" complete
- MAOHT Recruiter on board as of February 2023 – assisting with needs in Almaguin

- **MAHC "local share" funding discussions – "Road Show" to all Almaguin municipalities completed**
- **AHHC continues with "local share" committee (MAHC, foundations, municipalities) – next meeting June 12, 2023**
- Local Share Status as of 31-Mar-23 - Approximately $2-million toward MAHC build and $500-k for Almaguin confirmed via resolutions

Town of Kearney

Staff Report

Staff Report No. SR-2023-024
Date: May 18, 2023
To: Mayor, Deputy Mayor and Members of Council
From: Cindy Filmore, Acting Clerk
Subject: ARIS

Recommendation:

That Council accepts the report from Staff and directs Staff to take the necessary steps to obtain access to the Ministry of Transportation Ontario ARIS system.

Background:

In recent months, Staff has been presented with the need for access to drivers abstracts, the Town's CVOR and license plate numbers. This need has been as a result of requests from our insurance provider to produce these documents as well as our By-law Officer's need to address improper parking practices within the Town.

To obtain access to this information, the Ministry of Transportation of Ontario (MTO) has a system available which the Town can "join" which is known as the Authorization for Access to Ministry of Transportation Authorized Requester Information System (ARIS) Program. This access is granted to individuals who have a reasonable and lawful use of the information. The MTO records can be accessed by a variety of organizations for legitimate MTO authorized uses under the AR program. The MTO records often include residential information of drivers or vehicle owners which is not considered part of a public record, and is Personal Information. Only "authorized" requesters who have been approved and have entered into a contractual agreement with the MTO may obtain residence address information for the purposes set out below (subject to the authorized use as set out in the AR agreement):

- Safety recalls by auto manufacturers
- Law enforcement
- Service of documents/legal investigations – i.e. lawyers, paralegals, process servers, private investigators, security guards and for locating *persons for claims/ litigation/ accidents
- Verification of information by financial institutions
- Debt collection
- Road toll collection (i.e., 407-ETR)
- Postal code verification (first 3 digits only)
- Key tag service (War Amps)
- Automobile insurance purposes
- Parking violations
- Government use for program delivery where authorized by statute
- Statistical/Educational (research by education, research organizations)
- Public Interest – e.g. compassionate circumstances to facilitate contacting next of kin individual who is in crisis, injured, ill or deceased, with confirmation by police or doctor

Analysis:

Our By-law Enforcement Officer has often been presented with the opportunity to "ticket" those parked illegally in the downtown core and in other (posted) areas within the Town, especially during snow removal season. While

issuing warnings is an often-used solution, a more direct solution would be to issue actual parking tickets, however the ability to issue a parking ticket hinges on the capability to properly identify the offending vehicle. Other municipalities make use of the ARIS system to accomplish this task.

During a recent review of our Fleet Insurance with the Risk Solutions specialist, the use of ARIS was indicated to allow the Town to obtain drivers license abstracts and CVOR reports in order to assist in keeping insurance premiums to a minimum.

Financial Consideration:

A $250 administration fee is due upon application for access to the system, and a $14 fee is applicable for each search conducted. This per search cost ($14) is less than the cost of a complete driver's abstract ($48) although more than the cost of a CVOR report ($5). There is currently no manner in which we can obtain license plate information.

Conclusion:

Access to the ARIS system would benefit By-law Enforcement by aiding in the ticketing of illegally parked vehicles and would help keep our insurance premiums lower.

Prepared by: Cindy Filmore, Acting Clerk

Town of Kearney

Staff Report

Staff Report No. SR-2023-025
Date: May 18, 2023
To: Mayor, Deputy Mayor and Members of Council
From: Cindy Filmore, Acting Clerk
Subject: Results – Air Quality Testing

Recommendation:

That Council accepts the report from Northern Air Quality Services and requests Staff to

- Prepare an RFP for the remediation of the Public Works building and the Transfer Station Building
- Provide N95 masks to the attendant so that the King William Street Transfer Station for use in the temporary shelter in order that the site can remain open until such time as an alternative building can be arranged OR remediation can be performed on the current Transfer Station building

Background:
Staff obtained the services of Northern Air Quality Services Inc. to determine if there was black mold present in either the King William Street Transfer Station office or the Public Works Garage/Office. The tests were performed on Tuesday, May 9, 2023, and a report has been generated by NAQS as outlined below.

Analysis:
It is apparent that the Transfer Station site office has sufficient mold spore presence to recommend its closure until such time as remediation measures can be taken, or an alternative building installed at the site. The temporary shelter that was installed also has a mold presence which could cause an allergic reaction, and as such should also not be utilized without PPE (N95 masks). Outdoor air quality at the site is not an issue, however staff require shelter to escape the elements (rain, wind, sun, biting flies).

Should staff need to enter **either** transfer station, PPE would be required. While the temporary shelter does not contain grievous forms of mold, PPE is still recommended, and staff have chosen to err on the side of caution and asked the transfer station attendant to not enter either building until further arrangements can be made.

The Public Works Garage also contains mold presence. At this time, the service bay and parts room areas do not warrant closure, however remediation is required to avoid cross contamination and ensure safe occupancy of the building.

IT SHOULD BE NOTED THAT NO TOXIGENIC SPORE SPECIES WERE PRESENT IN ANY OF THE SAMPLE AREAS.

The mold presence at both sites is due to water-loss events occurring. Essentially, due to either a leak (such as around an air conditioner or window seal or eve, etc.) or a structural failure, water damage has occurred or is occurring which does not receive sufficient air flow to allow for drying.

Consideration:

Remediation is recommended in the form of cleaning/removal of all mold and mold contaminated surfaces/structural material (drywall, lower wall plate) as per IICRC S520 Mold Remediation Guidelines, as well as air-scrubbing with HEPA filter equipment once cleaning/clearing of contaminants has been performed, followed by re-testing to assure air quality. Additional remedial work may need to be performed to ensure the water damage does not re-occur. In the Transfer Station, this may include the re-sealing of the air conditioner

unit or creation of a cover to ensure the unit does not leak and the replacement of the office window, along with replacement of paneling, baseboard, etc. as needed. At this time no financial estimates are available.

Staff are currently reaching out to determine possible service providers for remediation work to both sites.

In the interest of staff safety, a few alternatives could be considered for the Transfer Station:

- Closure of the King William Street site until such time as the current building can be remediated
- Keep the King William Street site as is, but only allow the attendant to enter the temporary structure IF wearing an N95 mask
- Installation of an office trailer (staff contacted ATCO trailers, and the cost to have a 10 x 20 office trailer is $715/month, however transportation and set up costs factor in to a total price of $4,955)(earliest available date is June 2, 2023) as either a temporary measure or as a replacement (purchase costs appear to be in the $20,000 range)
- Purchase of a new building / replacement of current building
- Remediation of the current building

Conclusion:

Staff respectfully recommends that Council allow staff to post an RFP for the remediation of both the Transfer Station office and the Public Works garage/office, and recommends that, once proper PPE has been secured (N95 masks), the King William Street Transfer Station be allowed to remain open with staff wearing the N95 mask when using the temporary shelter.

Prepared by: Cindy Filmore, Acting Clerk

Attachments: Air Quality Assessment Report, Quotation from ATCO Trailers

Air Quality Assessment Report
Report Number: A09.05.23.1
Town of Kearney:
149 King William Street,
Garage & Transfer Station Hut

NORTHERN
AIR QUALITY
SERVICES

15 May 2023

5-190 Minet's Point Road, Unit 375
Barrie ON L4N 8J8
(705)241-6940 www.northernaqs.com

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1. Executive Summary

Northern Air Quality Services (AQS) was retained by the Town of Kearney to perform an assessment of air quality within the Public Works Garage and Transfer Station Shelter areas located at 149 King William Street, Kearney, Ontario. The air quality assessment was prompted by the demonstration of due diligence related to concerns about visible mould growth, air quality and due diligence.

The air quality assessment consisted of the following:

- Collection of air samples via spore trap within the Public Works Garage (6), Transfer Station Shelter (2) and an outside reference benchmark sample (1).
- Analysis of the air samples for the presence of airborne non-viable mould spore contamination.
- Swab sampling to using the BioReveal swab sampling system to identify microbial and bacterial contamination on secondary surfaces.
- Measurement of exposure to VOC's (Volatile Organic Compounds).
- Measurement of standard air quality parameters including CO^2, temperature, and humidity.

The sample collection was performed by Lawrence Fisker of Northern AQS. Analysis of the air samples was performed by EMSL Analytical, an accredited, independent third-party laboratory.

An issue with indoor air quality was identified:

- Elevated concentrations of spores of the allergenic mould species Aspergillus/Penicillium were present in Transfer Station Shelter. Long-term exposure to elevated concentrations of Aspergillus/Penicillium has been associated with adverse health effects in some individuals (1).

Observed conditions:

- Visible mould growth was observed in the Public Works Garage service bay and parts room areas. Growth is consistent with roof leaks and while air quality is not yet impacted, remediation is required before cross contamination prevents safe occupancy of the building.
- Significant visible mould growth was observed with rot within the Transfer Station Shelter. The supportive moisture source is leakage where the air conditioner is installed through the wall.

Based on the conditions present, remediation as per IICRC S520 Mould Remediation Guidelines is recommended within the Public Works Garage to remove microbial growth as per IICRC S520 Category 2 guidelines. Occupancy of the Public Works Garage does not represent a significant risk to health based on measured conditions at this time.

Based on the conditions present, remediation as per IICRC S520 Mould Remediation Guidelines is recommended within the Transfer Station Shelter to remove microbial growth as per IICRC S520 Category 2 guidelines. Occupancy of the Transfer Station Shelter does represent a significant risk to health based on measured conditions and is not recommended without PPE prior to remediation.

See section 4 for complete recommendations.

2. Methodology

2.1 Air Sample Collection

Northern AQS utilized a low flow vacuum air-sampling pump with Air-O-Cell Spore-Trap sampling cartridge to collect 150-liter samples of air from the indoor sampling areas as per ASTM D7788-14. A reference benchmark air sample was collected from outside the building envelope, adjacent to the front entrance for comparison of results.

2.2 Air Sample Analysis

The slide impacted air sample is placed on a drop of lactophenol cotton blue on a clean microscope slide and subsequently scanned at X 100 or X 200 magnification to give the analyst an overview of sample deposition and the diversity of the spores present on the slide. The slide is then analysed at X400 or X600 magnification by counting and identifying spores in at least 20% of the sample deposition area. Spores occurring in chains are counted individually. Raw counts are converted to spores/m^3 of air. Spores lacking distinguishing characteristics are reported as "Unidentified spores". Where the analyst is able to identify the group to which the spores belong but not the mould they belong to, the spores may be recorded as "Unidentified Basidiospores or Unidentified Ascospores". Spores of *Aspergillus* and *Penicillium* (and others such as *Acremonium*, *Paecilomyces*) are difficult to distinguish and are reported as *Aspergillus/Penicillium*.

A scale of 0 to 5+ is used to rate abundance of non-fungal material (debris), with 5+ indicating the largest amount. Large amounts of debris may obscure small spores. Therefore, counts from samples with 5+ non-fungal materials may be treated as undercounts. Except for blanks, samples with no detected spores are recorded as "less than the method detection limit" (MDL). Results are not corrected for blanks.

3. Results and Findings

3.1 General Observations

The Public Works Garage located at 149 King William Street, Kearney, is a prefabricated steel building with drywall ceilings with construction methods and materials are consistent with one built within the last 40 years. Heating is via electric baseboard (in office area) and radiant gas-tube heat in the work areas.

The Transfer Station Shelter located at 149 King William Street, Kearney, is a prefabricated construction building on footings with construction methods and materials are consistent with one built within the last 25 years. Heating is via electric baseboard with wall air conditioner.

Multiple water-loss events within the Public Works Garage have occurred (roof leaks), based on the multiple areas with water staining and visible mould growth.

Long-term water intrusion through the wall penetration for the air conditioner has caused colonized mould growth (confirmed by swab sampling) and associated rot along the adjacent lower wall plate and wood paneling.

3.2 Measured Conditions

CO (Carbon Monoxide) was not detected within sample areas.

Measured CO^2 (Carbon Dioxide) levels did not exceed ASHRAE Guidelines in all sampled areas. Counts averaged 433 ppm, not exceeding the ASHRAE recommended outdoor ambient counts + 500 pm.

Public Works Garage:
Outdoor ambient spore counts were low (367 total spores), consistent with seasonal variation (spring) and location. Indoor sample total spore counts were comparable:

Area	
1. Office A	954 total spores
2. Office B	700 total spores
3. Washroom	860 total spores
4. Workshop A	1,020 total spores
5. Workshop B	1,260 total spores
6. Parts Room	710 total spores

No spores of toxigenic spore species were present in sample areas.

Spore concentrations of the allergenic spore species within the indoor samples were all comparable, comparing indoor counts to outdoor counts for same the species.

Transfer Station Shelter:
Outdoor ambient spore counts were low (367 total spores), consistent with seasonal variation (spring) and location. Indoor sample total spore counts were elevated:

Area	
1. Transfer Station Hut A	1,674 total spores
2. Transfer Station Hut B	1,340 total spores

Spore concentrations of the allergenic spore species within the indoor samples were all comparable, comparing indoor counts to outdoor counts for same species, save for the following:

Area	Mould Spore Species	Indoor Conc.	Target
1.	Aspergillus/Penicillium	870 sp/m^3	600 sp/m^3
1.	Cladosporium	100 sp/m^3	0 sp/m^3
2.	Cladosporium	80 sp/m^3	0 sp/m^3

See Section 6 for the Certificate of Analysis.

4. Conclusions and Recommendations

4.1 Assessed Areas

The conditions observed at 149 King William Street, Kearney are atypical for properties of this type and location. The presence of Aspergillus/Penicillium as observed is consistent with conditions where a water-loss event has occurred without effective structural drying.

4.2 Recommendations

Based upon conditions observed, the following actions are recommended to address air quality concerns:

Public Works Garage:

1. Completion of a mould remediation as per IICRC S520 Mould Remediation Guidelines for Category 2 conditions in garage bay and parts room areas including;
    a. Construction of containment to isolate areas with visible mould growth on ceilings. Containments to be maintained under negative air pressure.
    b. Removal of mould affected materials (drywall) at minimum 24" past visible growth.
    c. Vacuum all containment surfaces with HEPA-filter equipped vacuums with soft-bristle brushes.
    d. Wipe all non-porous surfaces with an antimicrobial cleaner dampened cloth or sponge to accumulate and remove settled secondary spores.
    e. Re-vacuum all surfaces with HEPA-filter equipped vacuums.
    f. Perform air scrubbing with HEPA-filter equipped air moving equipment.
2. Complete clearance air sampling to verify successful completion.

Transfer Station Shelter:

3. Completion of a mould remediation as per IICRC S520 Mould Remediation Guidelines for Category 2 conditions in transfer station areas including;
    a. Isolate shelter interior areas under negative air pressure.
    b. Removal of mould affected materials (wall paneling) at minimum 24" past visible growth. Materials with rot (lower wall plate) must be removed where structural integrity is compromised, abraded and encapsulated where rot is superficial.
    c. Vacuum all containment surfaces with HEPA-filter equipped vacuums with soft-bristle brushes.

d. Wipe all non-porous surfaces with an antimicrobial cleaner dampened cloth or sponge to accumulate and remove settled secondary spores.
e. Re-vacuum all surfaces with HEPA-filter equipped vacuums.
f. Perform air scrubbing with HEPA-filter equipped air moving equipment.

4. Complete clearance air sampling to verify successful completion.

5. General Limitations

The services performed and outlined herein by Northern AQS were based in part upon visual observations of the building and its attendant structures. Our opinion cannot be extended to portions of the building structure that were unavailable for direct observation by objects or coverings at the time of our site visit.

The objective of this report was to audit the environmental conditions in the building within the context of our contract with respect to air quality testing. Secondary to this, Northern AQS also recommended some possible solutions that could be undertaken by the property owner to prevent further issues with air quality. The list of recommendations by Northern AQS does not represent a complete list of all possible solutions however.

The conclusions of this report are based, in part, on the information provided by others. The possibility remains that unexpected environmental conditions may be encountered at the building locations not explored. Should such an event occur, Northern AQS should be notified in order that we may determine if modifications to our conclusions are necessary. Reported air sample analysis results are valid for the time of sample collection only; duplication of the results is not guaranteed possible due to constantly changing environmental conditions.

This report has been prepared in accordance with generally accepted environmental study and/or engineering practices. No other warranties, either expressed or implied, are made as to the professional services provided under the terms of our contract and included in this report.

This report has been prepared for the exclusive use of the Town of Kearney and other materially interested parties, in accordance with accepted environmental study and/or engineering practices for an air quality assessment. No other warranties, either expressed or implied, are made as to the professional services provided under the terms of the assessment and included in this report. Any use which a third party makes of this report, or any part hereof, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. Northern AQS accepts no responsibility for damages, if any, suffered by any party as a result of actions based on this report.

We trust that the above report meets with your approval. Should you have any questions, please do not hesitate to contact the undersigned.

Northern Air Quality Services



Lawrence Fisker
Senior Project Manager, Testing

6. Certificate of Analysis: Garage

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5-190 Minet's Point Road
Barrie, ON L4N 8J8

EMSL Order: 552307154
Customer ID: 55AQSC25
Collected: 5/09/2023
Received: 5/10/2023
Analyzed: 5/11/2023

Proj: 149 King William Garage

Test Report: Air-O-Cell(™) Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods MICRO-SOP-201, ASTM D7391)

Lab Sample Number:	552307154-0001			552307154-0002			552307154-0003		
Client Sample ID:	3579 2539			3579 2476			3579 2521		
Volume (L):	150			150			150		
Sample Location:	1. Office A			2. Office B			3. Washroom		
Spore Types	**Raw Count**	**Count/m³**	**% of Total**	**Raw Count**	**Count/m³**	**% of Total**	**Raw Count**	**Count/m³**	**% of Total**
Alternaria (Ulocladium)	-	-	-	-	-	-	-	-	-
Ascospores	1	20	2.1	-	-	-	1	20	2.3
Aspergillus/Penicillium	8	200	21	15	320	45.7	5	100	11.6
Basidiospores	34	720	75.5	18	380	54.3	32	680	79.1
Bipolaris++	-	-	-	-	-	-	-	-	-
Chaetomium++	-	-	-	-	-	-	-	-	-
Cladosporium	-	-	-	-	-	-	2	40	4.7
Curvularia	-	-	-	-	-	-	-	-	-
Epicoccum	1*	7*	0.7	-	-	-	-	-	-
Fusarium++	-	-	-	-	-	-	-	-	-
Ganoderma	-	-	-	-	-	-	1	20	2.3
Myxomycetes++	1*	7*	0.7	-	-	-	-	-	-
Pithomyces++	-	-	-	-	-	-	-	-	-
Rust	-	-	-	-	-	-	-	-	-
Scopulariopsis/Microascus	-	-	-	-	-	-	-	-	-
Stachybotrys/Memnoniella	-	-	-	-	-	-	-	-	-
Unidentifiable Spores	-	-	-	-	-	-	-	-	-
Zygomycetes	-	-	-	-	-	-	-	-	-
Total Fungi	**45**	**954**	**100**	**33**	**700**	**100**	**41**	**860**	**100**
Hyphal Fragment	-	-	-	1	20	-	-	-	-
Insect Fragment	-	-	-	-	-	-	-	-	-
Pollen	-	-	-	-	-	-	-	-	-
Analyt. Sensitivity 600x	-	21	-	-	21	-	-	21	-
Analyt. Sensitivity 300x	-	7*	-	-	7*	-	-	7*	-
Skin Fragments (1-4)	-	2	-	-	2	-	-	2	-
Fibrous Particulate (1-4)	-	1	-	-	1	-	-	1	-
Background (1-5)	-	3	-	-	3	-	-	3	-

++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category.

No discernable field blank was submitted with this group of samples.

Sneha Panchal, M.Sc.,RMCCM Laboratory Manager

Skin Fragment and Fibrous Particulate ratings are based on the percent of non-fungal material they represent: 1 (1-25%), 2 (26-50%), 3 (51-75%), or 4 (76-100%). Background ratings are based on the total area covered by non-fungal particles. 1 (1-25%), 2 (26-50%), 3 (51-75%), 4 (76-99%), or 5 (100%; overloaded, prohibiting accurate detection and quantification). High levels of background will obscure spores and other particulates, leading to underestimation. Present = Spores detected on overloaded samples. Results are not blank corrected unless otherwise noted. The detection limit is equal to one fungal spore, structure, pollen, fiber particle or insect fragment. "*" Denotes particles found at 300X. "-" Denotes not detected. Due to method stopping rules, raw counts in excess of 100 are extrapolated based on the percentage analyzed. EMSL maintains liability limited to cost of analysis. Interpretation and use of test results are the responsibility of the client. This report relates only to the samples reported above, and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. The report reflects the samples as received. When the information supplied by the customer can affect the validity of the result, it will be noted on the report.
Samples analyzed by EMSL Canada Inc. Mississauga, ON AIHA LAP, LLC-EMLAP Accredited #196142

Initial report from: 05/12/2023 11:37:01

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5-190 Minet's Point Road
Barrie, ON L4N 8J8

EMSL Order: 552307154
Customer ID: 55AQSC25
Collected: 5/09/2023
Received: 5/10/2023
Analyzed: 5/11/2023

Proj: 149 King William Garage

Test Report: Air-O-Cell(™) Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods MICRO-SOP-201, ASTM D7391)

Lab Sample Number:	552307154-0004			552307154-0005			552307154-0006		
Client Sample ID:	3579 2526			3579 2518			3579 2536		
Volume (L):	150			150			150		
Sample Location:	4. Work Shop A			5. Work Shop B			Parts Room		
Spore Types	**Raw Count**	**Count/m³**	**% of Total**	**Raw Count**	**Count/m³**	**% of Total**	**Raw Count**	**Count/m³**	**% of Total**
Alternaria (Ulocladium)	-	-	-	-	-	-	-	-	-
Ascospores	1	20	2	4	80	6.3	2	40	5.6
Aspergillus/Penicillium	14	300	29.4	16	340	27	7	100	14.1
Basidiospores	32	680	66.7	37	780	61.9	25	530	74.6
Bipolaris++	-	-	-	-	-	-	-	-	-
Chaetomium++	-	-	-	-	-	-	-	-	-
Cladosporium	1	20	2	3	60	4.8	2	40	5.6
Curvularia	-	-	-	-	-	-	-	-	-
Epicoccum	-	-	-	-	-	-	-	-	-
Fusarium++	-	-	-	-	-	-	-	-	-
Ganoderma	-	-	-	-	-	-	-	-	-
Myxomycetes++	-	-	-	-	-	-	-	-	-
Pithomyces++	-	-	-	-	-	-	-	-	-
Rust	-	-	-	-	-	-	-	-	-
Scopulariopsis/Microascus	-	-	-	-	-	-	-	-	-
Stachybotrys/Memnoniella	-	-	-	-	-	-	-	-	-
Unidentifiable Spores	-	-	-	-	-	-	-	-	-
Zygomycetes	-	-	-	-	-	-	-	-	-
Total Fungi	**48**	**1020**	**100**	**60**	**1260**	**100**	**36**	**710**	**100**
Hyphal Fragment	-	-	-	-	-	-	2	40	-
Insect Fragment	-	-	-	-	-	-	-	-	-
Pollen	-	-	-	-	-	-	1*	7*	-
Analyt. Sensitivity 600x	-	21	-	-	21	-	-	21	-
Analyt. Sensitivity 300x	-	7*	-	-	7*	-	-	7*	-
Skin Fragments (1-4)	-	1	-	-	2	-	-	3	-
Fibrous Particulate (1-4)	-	1	-	-	1	-	-	1	-
Background (1-5)	-	2	-	-	3	-	-	4	-

++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category.

No discernable field blank was submitted with this group of samples.

Sneha Panchal, M.Sc.,RMCCM Laboratory Manager

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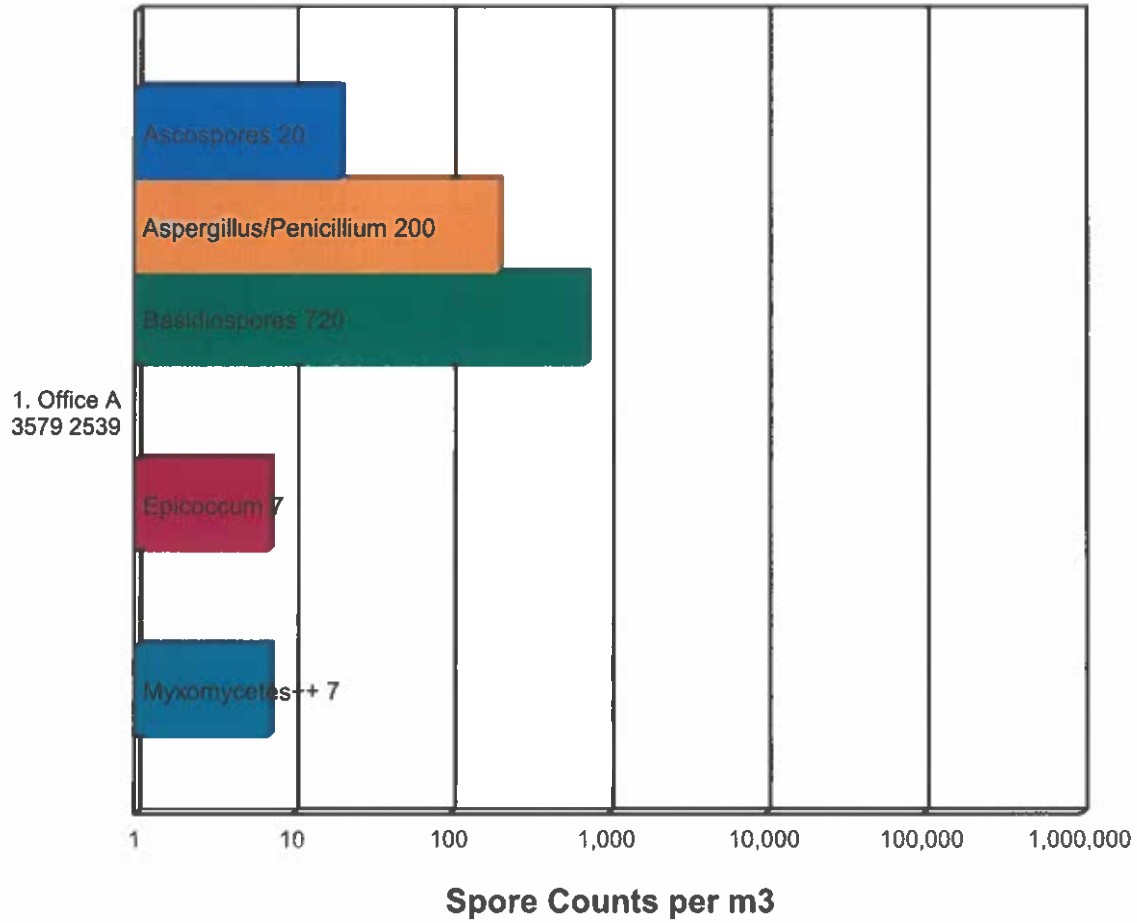
EMSL Order: 552307154
Customer ID: 55AQSC25
Collected: 5/09/2023
Received: 5/10/2023
Analyzed: 5/11/2023

Proj: 149 King William Garage

Spore Trap Report: Total Counts



Ascospores
Aspergillus/Penicillium
Basidiospores
Cladosporium
Epicoccum
Ganoderma
Myxomycetes++

* The chart is displayed using a logarithmic scale. Bar size is not directly proportional to the number of spores.

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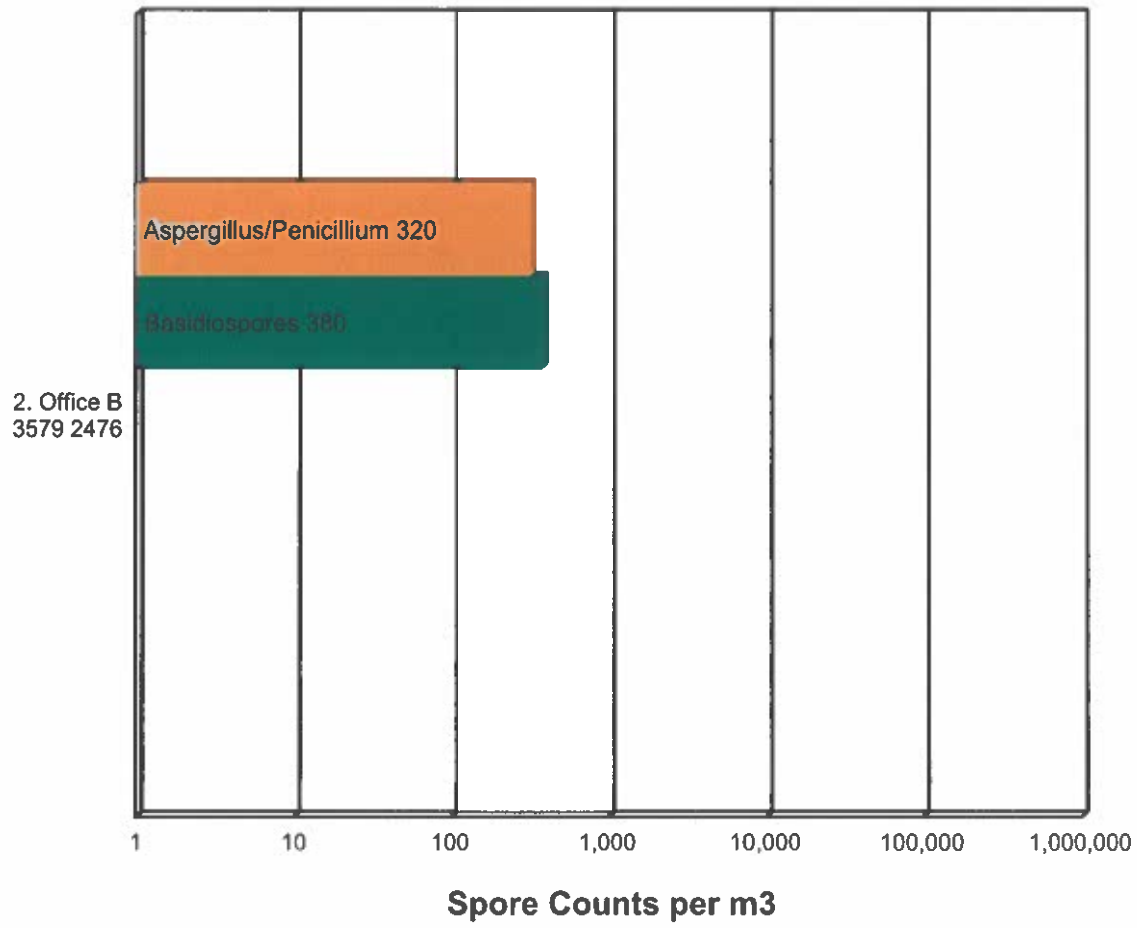

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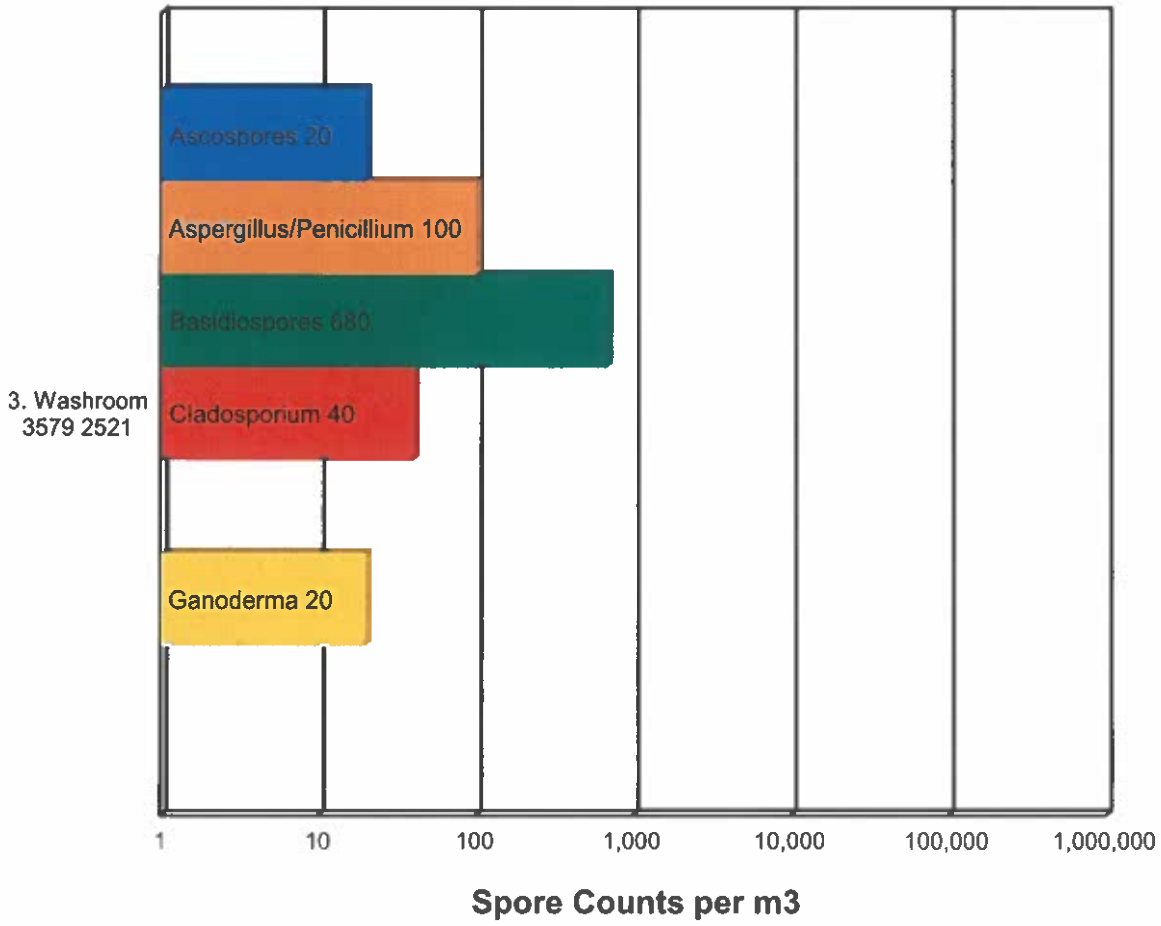
Spore Trap Report: Total Counts



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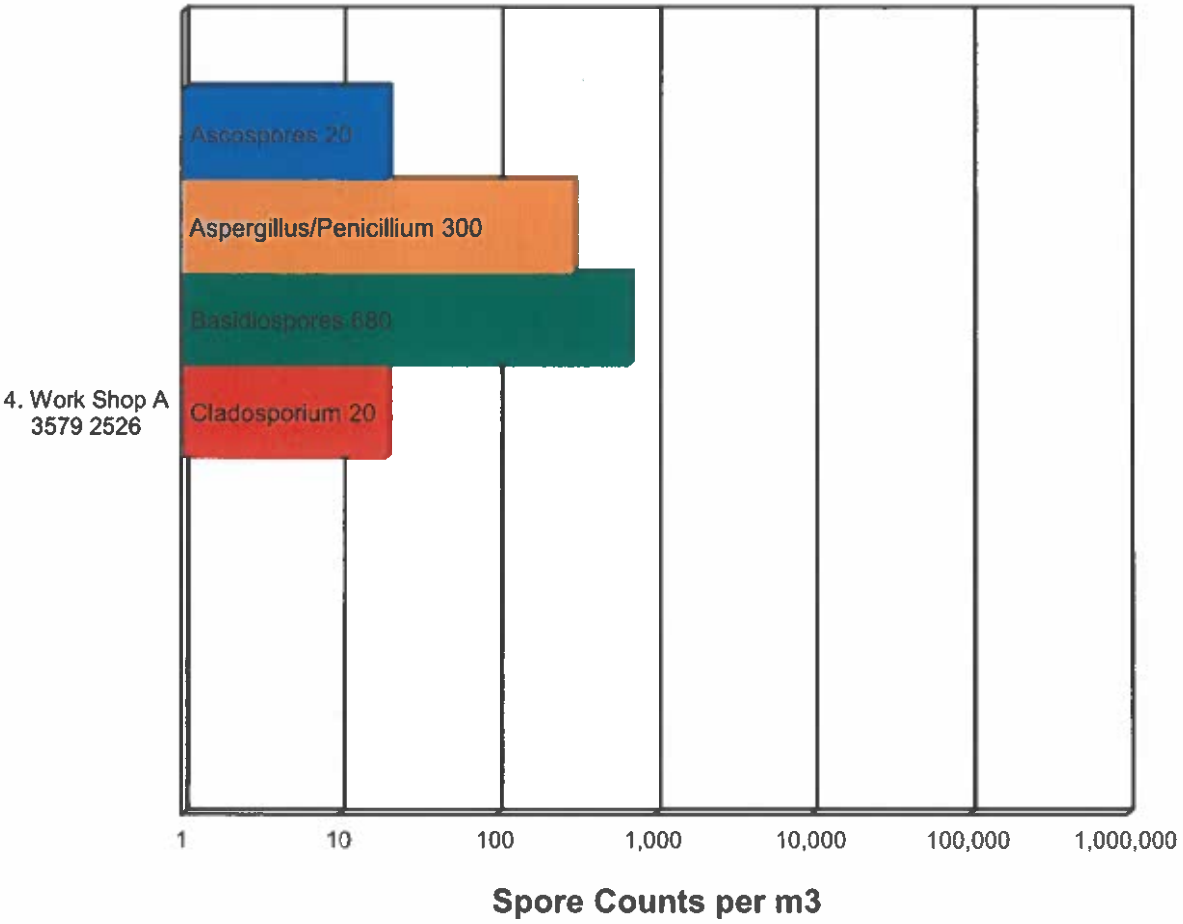

Ascospores | Aspergillus/Penicillium | Basidiospores | Cladosporium
Epicoccum | Ganoderma | Myxomycetes++

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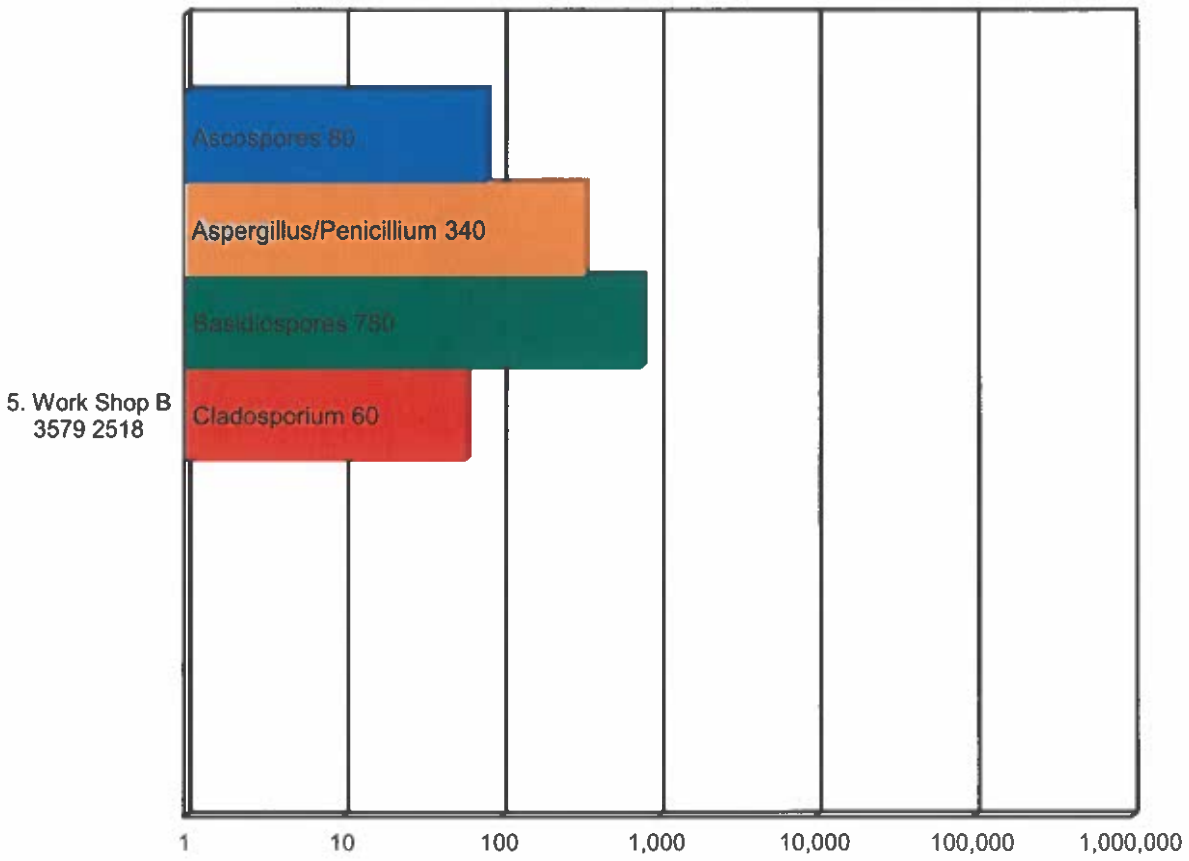

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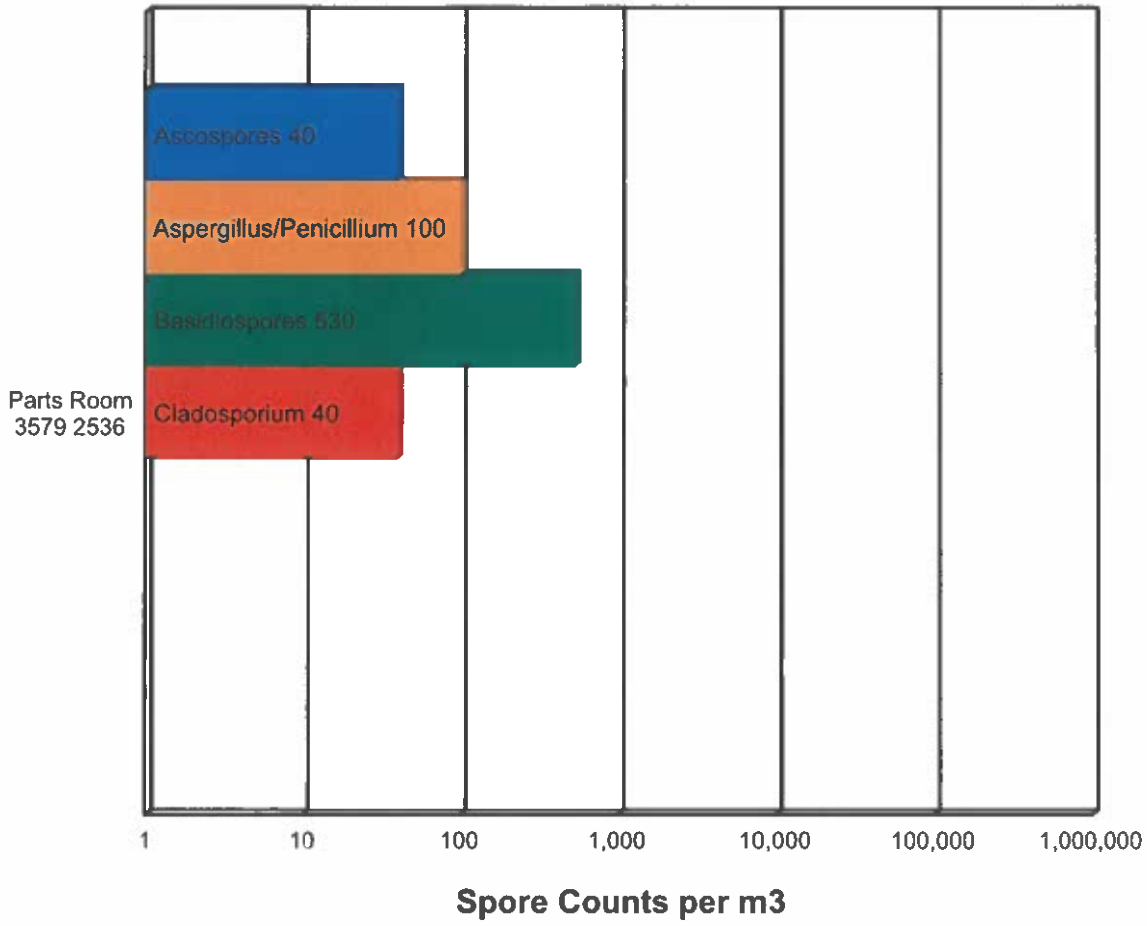
Barrie, ON L4N 8J8

Proj: 149 King William Garage

EMSL Order:	552307154
Customer ID:	55AQSC25
Collected:	5/09/2023
Received:	5/10/2023
Analyzed:	5/11/2023

Spore Trap Report: Total Counts



Ascospores | Aspergillus/Penicillium | Basidiospores | Cladosporium
Epicoccum | Ganoderma | Myxomycetes++

* The chart is displayed using a logarithmic scale. Bar size is not directly proportional to the number of spores.

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EMSL Order: 552307154
Customer ID: 55AQSC25
Collected: 5/09/2023
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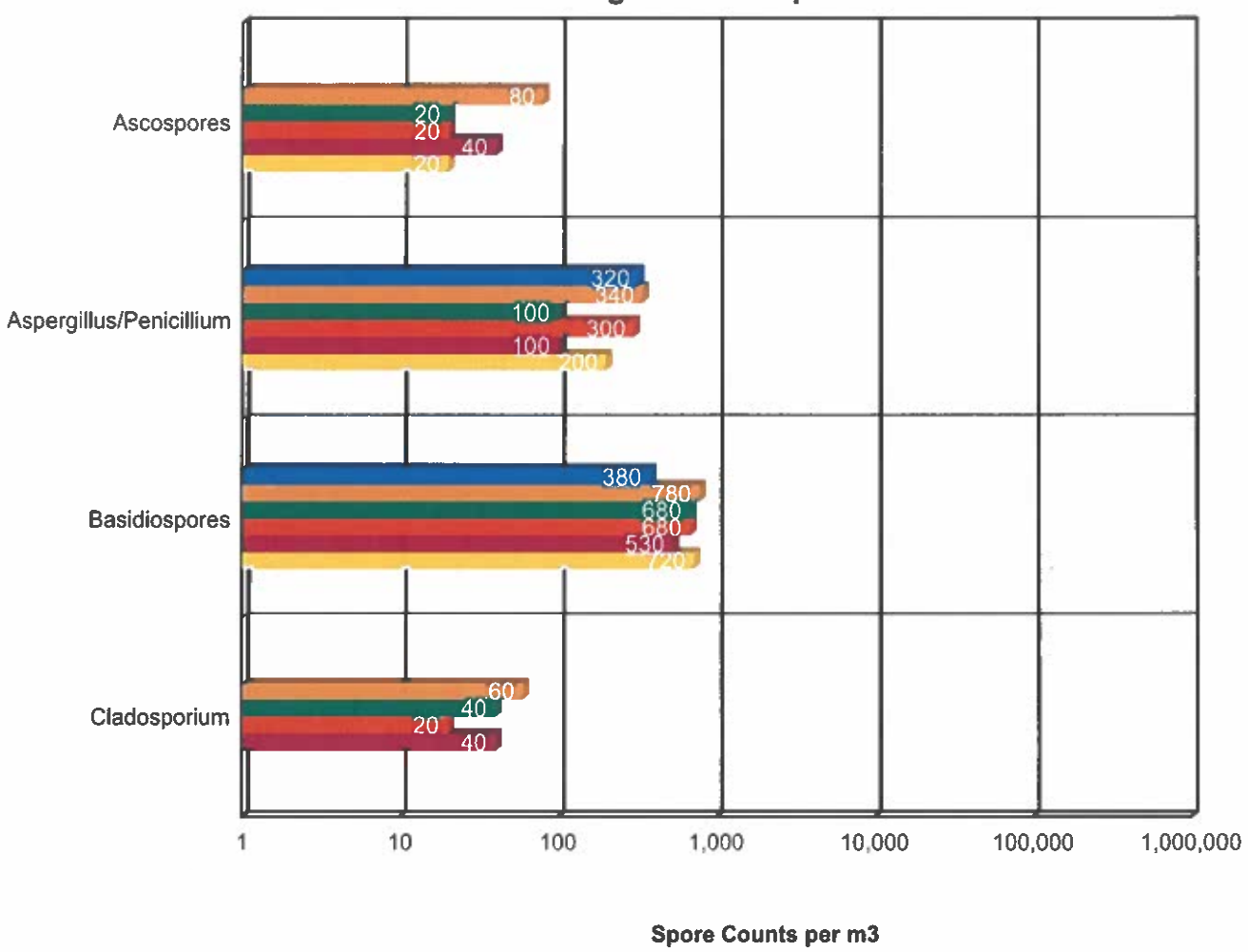
Analyzed: 5/11/2023

Proj: 149 King William Garage

Background Comparison Chart



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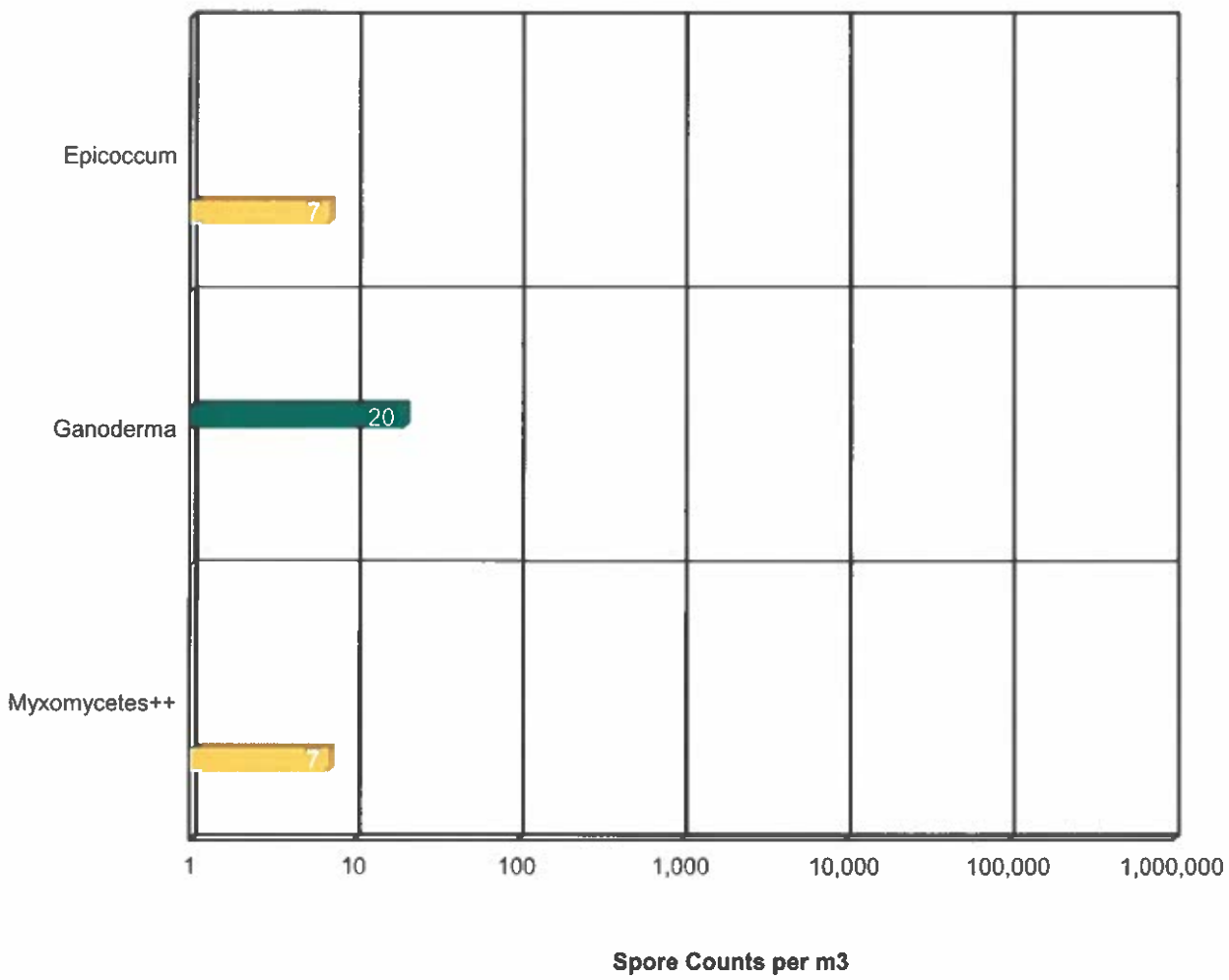

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6. Certificate of Analysis: Transfer Station Hut

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Attn: Lawrence Fisker
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5-190 Minet's Point Road
Barrie, ON L4N 8J8

EMSL Order: 552307158
Customer ID: 55AQSC25
Collected: 5/09/2023
Received: 5/10/2023
Analyzed: 5/11/2023

Proj: 149 King William Transfer

Test Report: Air-O-Cell(™) Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods MICRO-SOP-201, ASTM D7391)

Lab Sample Number:	552307158-0001			552307158-0002			
Client Sample ID:	3595 2361			3595 2349			
Volume (L):	150			150			
Sample Location:	Transfer Hut A			Transfer Hut B			
Spore Types	**Raw Count**	**Count/m³**	**% of Total**	**Raw Count**	**Count/m³**	**% of Total**	
Alternaria (Ulocladium)	-	-	-	-	-	-	
Ascospores	4	80	4.8	2	40	3	
Aspergillus/Penicillium	41	870	52	19	400	29.9	
Basidiospores	29	610	36.4	35	740	55.2	
Bipolaris++	-	-	-	-	-	-	
Chaetomium++	-	-	-	-	-	-	
Cladosporium	5	100	6	4	80	6	
Curvularia	-	-	-	-	-	-	
Epicoccum	1*	7*	0.4	-	-	-	
Fusarium++	-	-	-	-	-	-	
Ganoderma	-	-	-	-	-	-	
Myxomycetes++	1*	7*	0.4	4	80	6	
Pithomyces++	-	-	-	-	-	-	
Rust	-	-	-	-	-	-	
Scopulariopsis/Microascus	-	-	-	-	-	-	
Stachybotrys/Memnoniella	-	-	-	-	-	-	
Unidentifiable Spores	-	-	-	-	-	-	
Zygomycetes	-	-	-	-	-	-	
Total Fungi	**81**	**1674**	**100**	**64**	**1340**	**100**	
Hyphal Fragment	2	40	-	3	60	-	
Insect Fragment	-	-	-	-	-	-	
Pollen	1*	7*	-	-	-	-	
Analyt. Sensitivity 600x	-	21	-	-	21	-	
Analyt. Sensitivity 300x	-	7*	-	-	7*	-	
Skin Fragments (1-4)	-	3	-	-	2	-	
Fibrous Particulate (1-4)	-	1	-	-	1	-	
Background (1-5)	-	4	-	-	4	-	

++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category.

No discernable field blank was submitted with this group of samples.

Sneha Panchal, M.Sc.,RMCCM Laboratory Manager

Skin Fragment and Fibrous Particulate ratings are based on the percent of non-fungal material they represent: 1 (1-25%), 2 (26-50%), 3 (51-75%), or 4 (76-100%). Background ratings are based on the total area covered by non-fungal particles: 1 (1-25%), 2 (26-50%), 3 (51-75%), 4 (76-99%), or 5 (100%; overloaded, prohibiting accurate detection and quantification). High levels of background will obscure spores and other particulates, leading to underestimation. Present = Spores detected on overloaded samples. Results are not blank corrected unless otherwise noted. The detection limit is equal to one fungal spore, structure, pollen, fiber particle or insect fragment. "*" Denotes particles found at 300X. "-" Denotes not detected. Due to method stopping rules, raw counts in excess of 100 are extrapolated based on the percentage analyzed. EMSL maintains liability limited to cost of analysis. Interpretation and use of test results are the responsibility of the client. This report relates only to the samples reported above, and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. The report reflects the samples as received. When the information supplied by the customer can affect the validity of the result, it will be noted on the report.

Samples analyzed by EMSL Canada Inc. Mississauga, ON AIHA LAP, LLC-EMLAP Accredited #196142

Initial report from: 05/12/2023 11:35:45

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Attn: Lawrence Fisker
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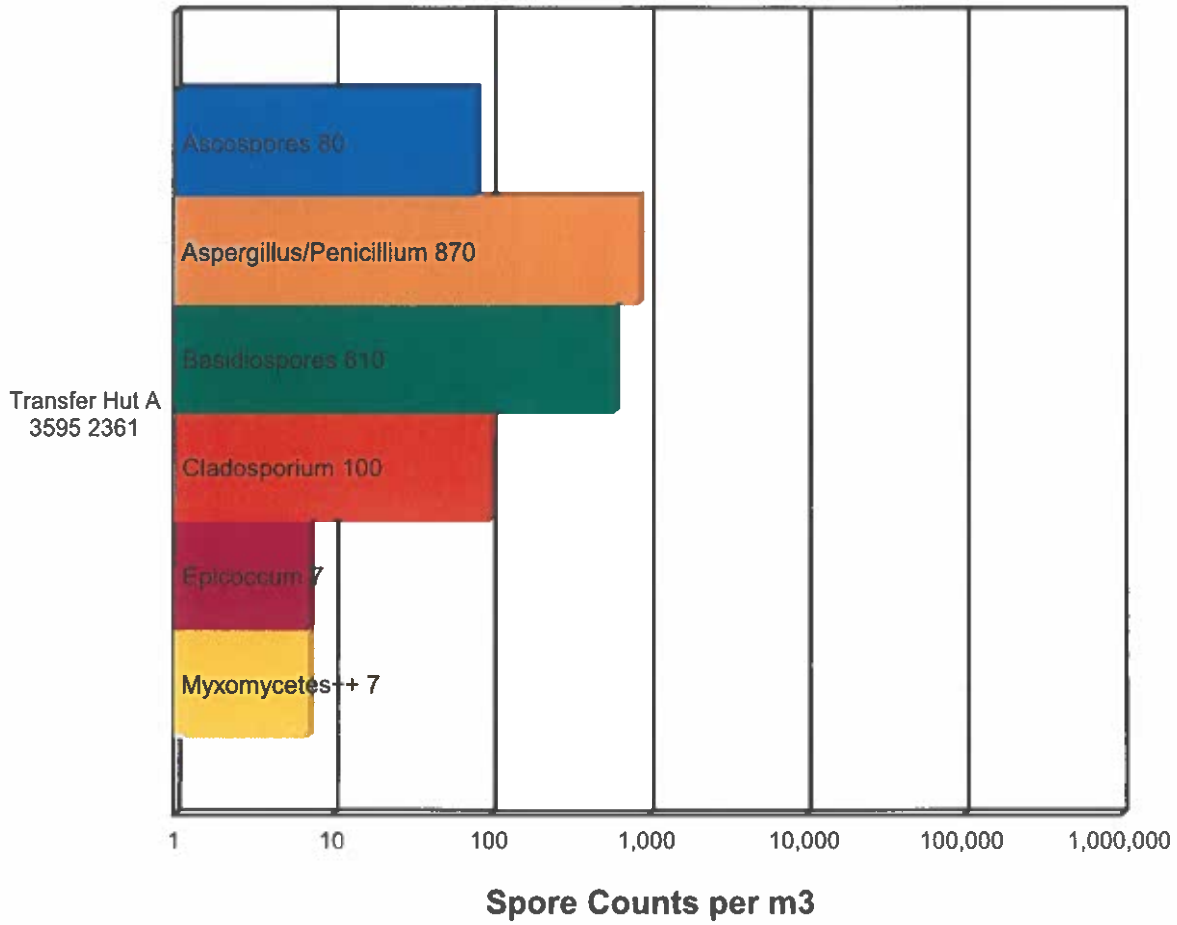
Barrie, ON L4N 8J8

EMSL Order: 552307158
Customer ID: 55AQSC25
Collected: 5/09/2023
Received: 5/10/2023
Analyzed: 5/11/2023

Proj: 149 King William Transfer

Spore Trap Report: Total Counts



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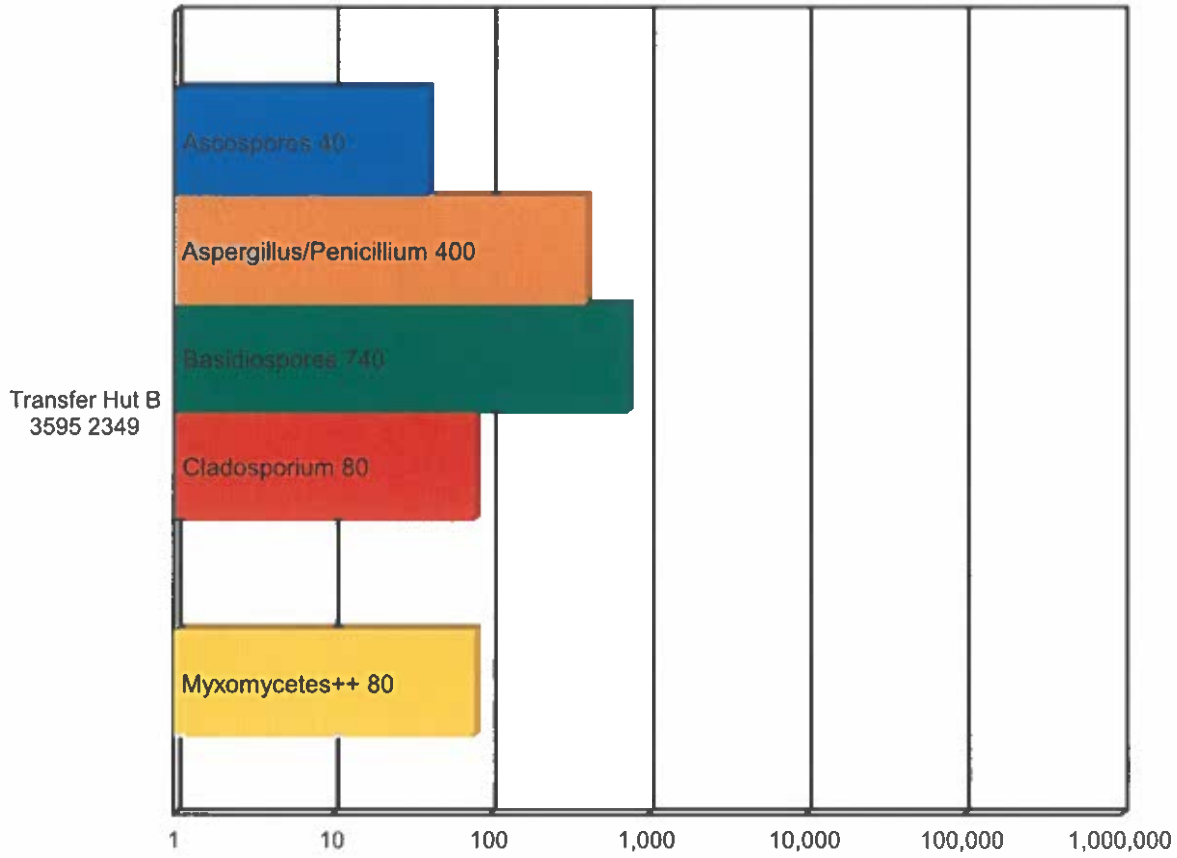
Spore Trap Report: Total Counts



Ascospores
Aspergillus/Penicillium
Basidiospores
Cladosporium
Epicoccum
Myxomycetes++

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Customer ID: 55AQSC25
Collected: 5/09/2023
Received: 5/10/2023
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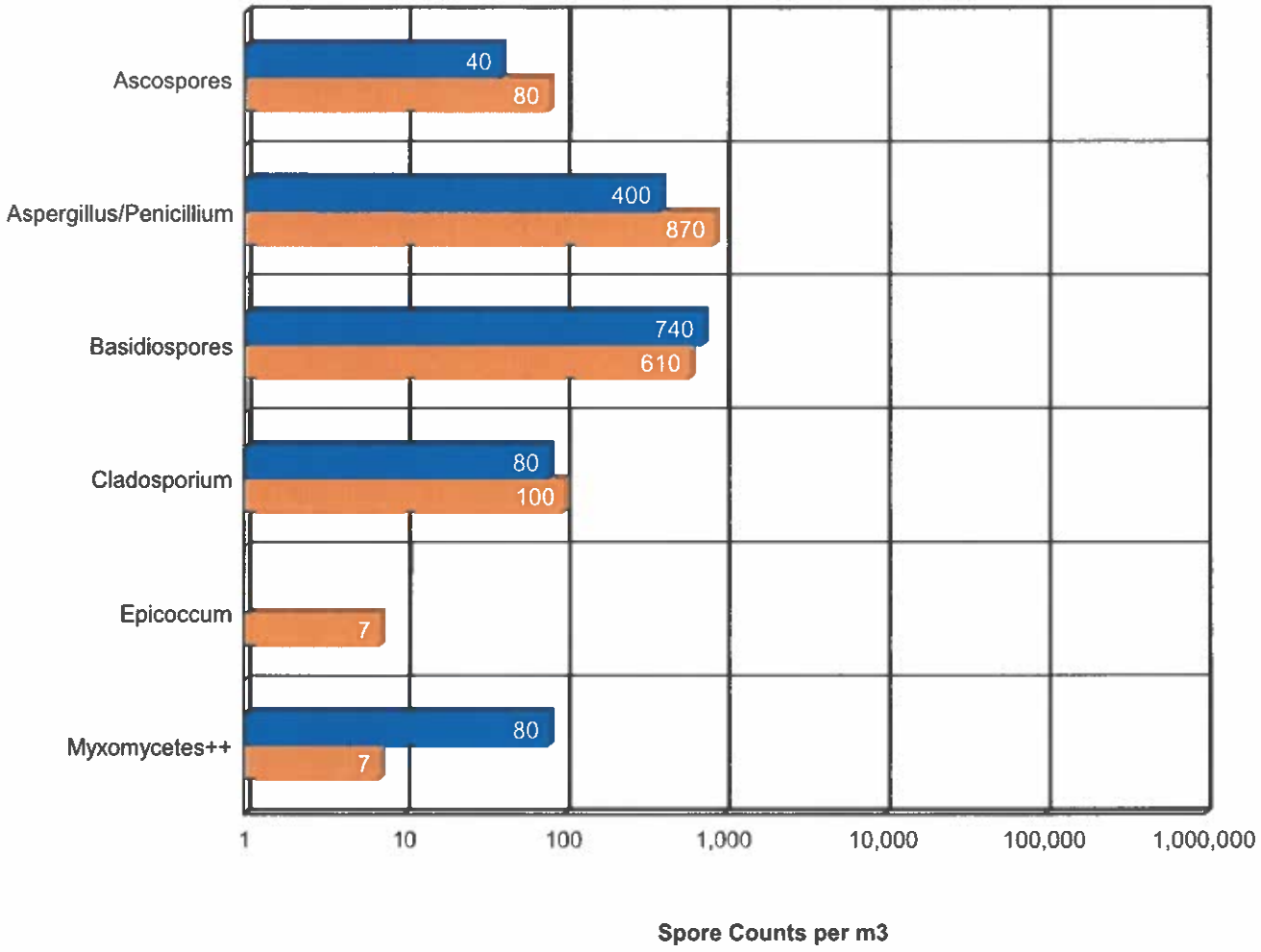
Proj: 149 King William Transfer

Background Comparison Chart



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Attn: Lawrence Fisker
Northern Air Quality (AQS) Inc.
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Barrie, ON L4N 8J8

EMSL Order: 552307160
Customer ID: 55AQSC25
Collected: 5/09/2023
Received: 5/10/2023
Analyzed: 5/10/2023

Proj: Reference

Test Report: Air-O-Cell(™) Analysis of Fungal Spores & Particulates by Optical Microscopy (Methods MICRO-SOP-201, ASTM D7391)

Lab Sample Number:	**552307160-0001**				
Client Sample ID:	**3579 2525**				
Volume (L):	**150**				
Sample Location:	**Benchmark**				
Spore Types	**Raw Count**	**Count/m³**	**% of Total**		
Alternaria (Ulocladium)	-	-	-		
Ascospores	-	-	-		
Aspergillus/Penicillium	3	60	16.3		
Basidiospores	14	300	81.7		
Bipolaris++	-	-	-		
Chaetomium++	-	-	-		
Cladosporium	-	-	-		
Curvularia	-	-	-		
Epicoccum	1*	7*	1.9		
Fusarium++	-	-	-		
Ganoderma	-	-	-		
Myxomycetes++	-	-	-		
Pithomyces++	-	-	-		
Rust	-	-	-		
Scopulariopsis/Microascus	-	-	-		
Stachybotrys/Memnoniella	-	-	-		
Unidentifiable Spores	-	-	-		
Zygomycetes	-	-	-		
Total Fungi	**18**	**367**	**100**		
Hyphal Fragment	-	-	-		
Insect Fragment	-	-	-		
Pollen	3	60	-		
Analyt. Sensitivity 600x	-	21	-		
Analyt. Sensitivity 300x	-	7*	-		
Skin Fragments (1-4)	-	1	-		
Fibrous Particulate (1-4)	-	1	-		
Background (1-5)	-	4	-		

++ Includes other spores with similar morphology; see EMSL's fungal glossary for each specific category.

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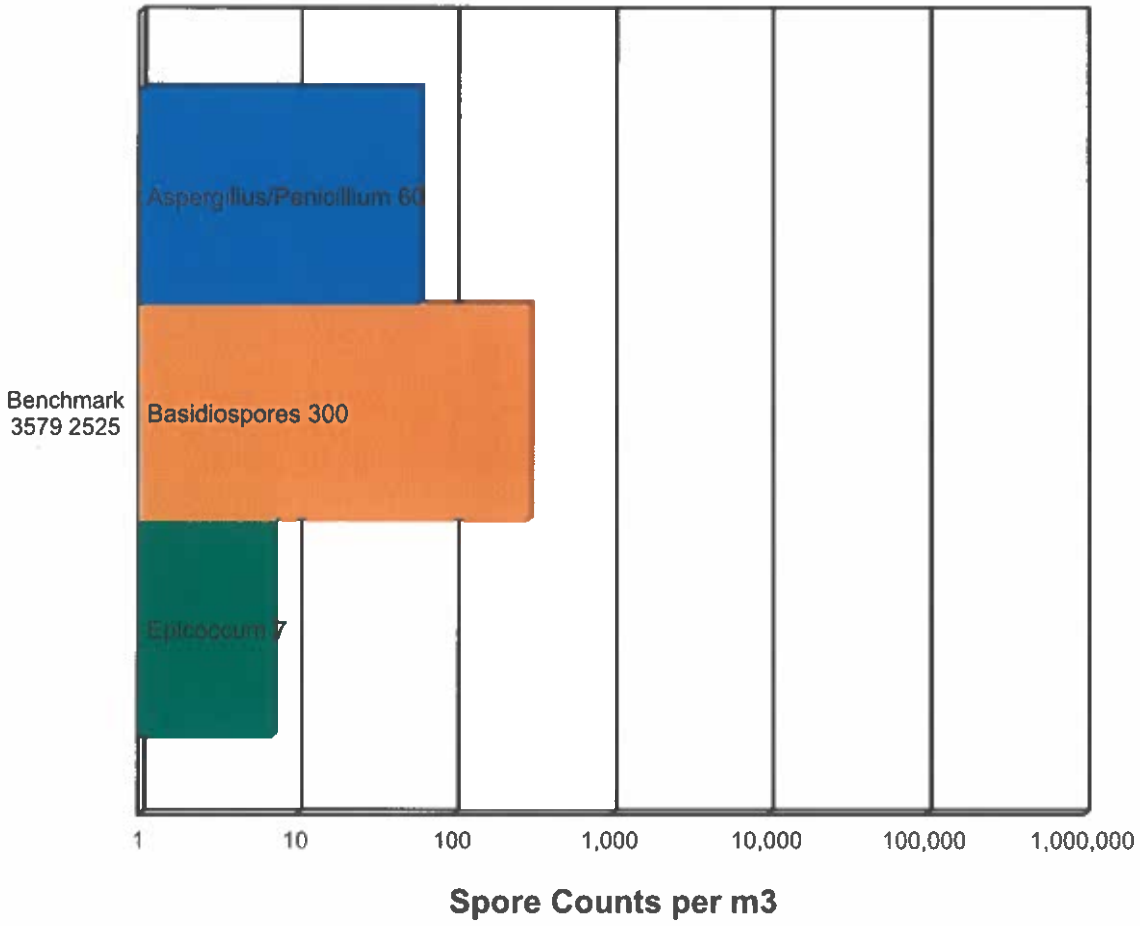

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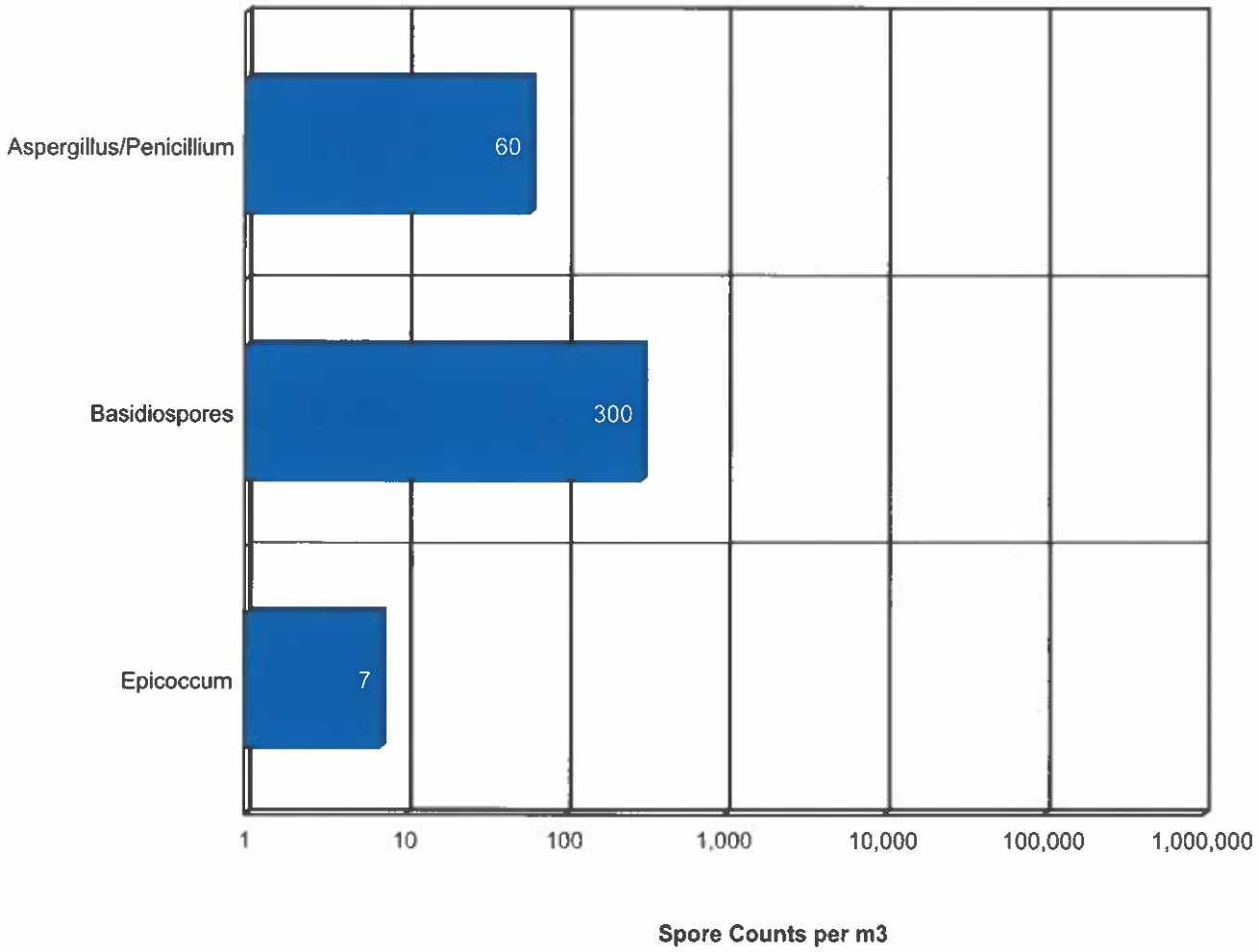
Proj: Reference

Background Comparison Chart



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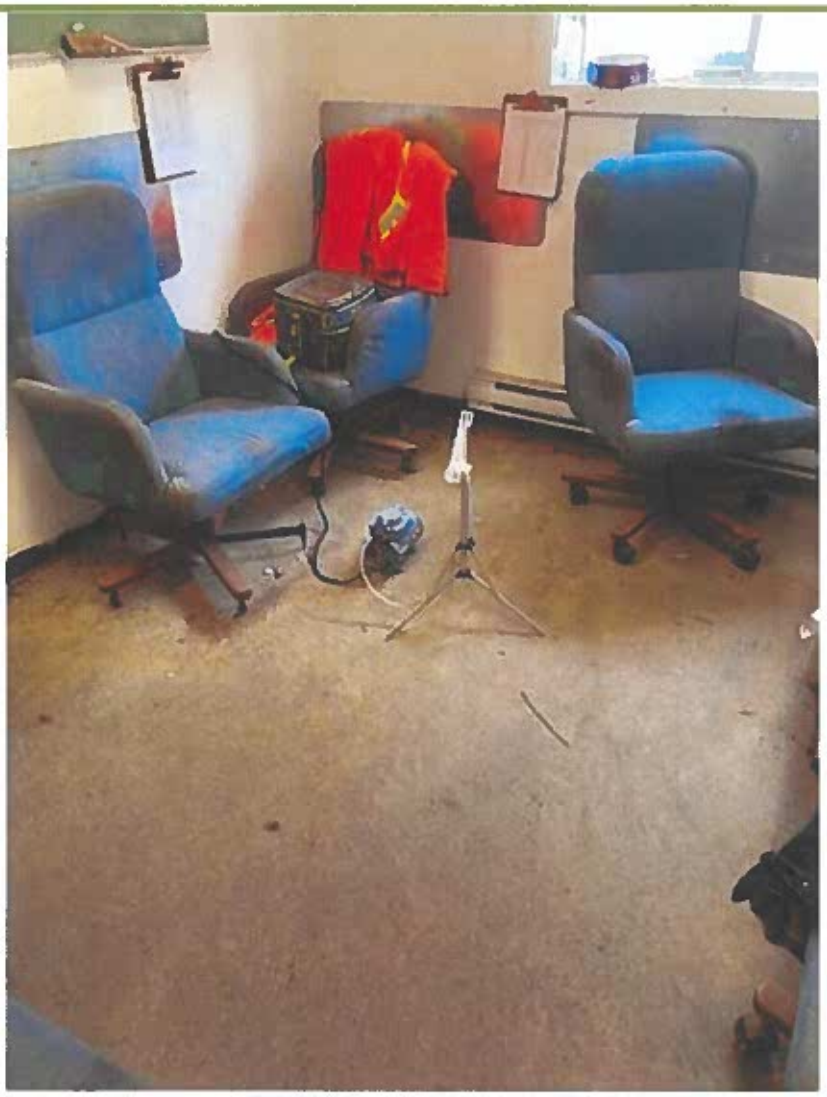
7. References

1. Cooley JD, Wong WC, Jumper CA, Straus DC. Correlation between the prevalence of certain fungi and sick building syndrome. Occup Environ Med. 1998 Sep;55(9):579-84. doi: 10.1136/oem.55.9.579. PMID: 9861178; PMCID: PMC1757636.

8. Reference Photos



Office area during air sample collection.



Evidence of prior water loss event in office bathroom; not yet impacting air quality, but remediation is required.



Visible mould growth observed along ceiling in garage bay adjacent to office area.



Parts Room where water staining is present on ceiling surfaces without visible mould growth; growth is presumed to be present on top surfaces.



Significant mould growth is present on ceiling surfaces adjacent to the attic hatch in the Parts Room.





Mould growth observed in Transfer Station Shelter.



Rot observed on window frames of Transfer Station Shelter.

9. Standard Reference:
ASTM-D7788-14

Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.

Designation: D7338 – 14

Standard Guide for Assessment Of Fungal Growth in Buildings[1]

This standard is issued under the fixed designation D7338; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ε) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This guide provides a compendium of information and a menu of options for assessment of fungal growth in buildings, but does not recommend a specific course of action. Due to the wide variety of fungal problems affecting buildings and their occupants, and the wide variety of buildings, it is not possible to describe a set of uniform steps that will always be performed during an assessment (that is, a standard practice); therefore the user of this guide must decide which steps are appropriate for a given situation or building.

1.2 This guide is specific to fungal growth, which is only one potential problem in a building environment. It may be part of, but is not intended to take the place of, a comprehensive indoor air quality investigation.

1.3 This guide describes minimum steps and procedures for collecting background information on a building in question, procedures for evaluating the potential for moisture infiltration or collection, procedures for inspection for suspect fungal growth, and procedures beyond the scope of a basic survey that may be useful for specific problems.

1.4 Assessments for fungal growth may be useful wherever fungal growth is suspected, excess moisture has been present or when there are concerns regarding potential fungal growth.

1.5 Periodic fungal assessment in buildings may be a component of preventative maintenance programs.

1.6 This guide is applicable to buildings including residential (for example, single or multi-family), institutional (for example, schools, hospitals), government, public assembly, commercial (for example, office, retail), and industrial facilities.

1.7 Recommendations for developing a sampling strategy or methods for the collection and analysis of fungal samples are beyond the scope of this guide. For recommendations for developing a sampling strategy, see Ref (1)[2], Chapter 10.

1.8 Recommendations for remediation of fungal growth are beyond the scope of this guide.

1.9 This guide is not intended to supersede any government regulations governing the assessment of fungal growth in buildings.

1.10 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Referenced Documents

2.1 *ASTM Standards:*[3]

C755 Practice for Selection of Water Vapor Retarders for Thermal Insulation

C1699 Test Method for Moisture Retention Curves of Porous Building Materials Using Pressure Plates

D653 Terminology Relating to Soil, Rock, and Contained Fluids

D4442 Test Methods for Direct Moisture Content Measurement of Wood and Wood-Base Materials

E331 Test Method for Water Penetration of Exterior Windows, Skylights, Doors, and Curtain Walls by Uniform Static Air Pressure Difference

E547 Test Method for Water Penetration of Exterior Windows, Skylights, Doors, and Curtain Walls by Cyclic Static Air Pressure Difference

E631 Terminology of Building Constructions

E1105 Test Method for Field Determination of Water Penetration of Installed Exterior Windows, Skylights, Doors, and Curtain Walls, by Uniform or Cyclic Static Air Pressure Difference

E1186 Practices for Air Leakage Site Detection in Building Envelopes and Air Barrier Systems

E1356 Test Method for Assignment of the Glass Transition Temperatures by Differential Scanning Calorimetry

E2128 Guide for Evaluating Water Leakage of Building Walls

[1] This guide is under the jurisdiction of ASTM Committee D22 on Air Quality and is the direct responsibility of Subcommittee D22.08 on Sampling and Analysis of Mold.

Current edition approved June 1, 2014. Published July 2014. Originally approved in 2010. Last previous edition approved in 2010 as D7338 – 10. DOI:10.1520/D7338-14.

[2] The boldface numbers in parentheses refer to a list of references at the end of this standard.

[3] For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

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E2270 Practice for Periodic Inspection of Building Facades for Unsafe Conditions

2.2 *Non-ASTM Standards:*

ANSI/GEI Standard MMS1001 Mold and Moisture Management Standard for New Construction

3. Terminology

3.1 *Definitions:*

3.1.1 *building envelope, n*—the outer elements of a building, both above and below ground, which divide the external from the internal environments. Commonly included are exterior walls, windows, doors, roofs and subfloors. **E631**

3.1.2 *bulk sample, n*—piece or quantity of bulk material that has been selected by some sampling process. **D653**

3.1.3 *capillary action, n*—(or *capillary migration*), of water, movement of water induced by the force of molecular attraction (surface tension) between the water and the material it contacts. **E631**

3.1.4 *condensation, n*—the process of converting a material in the gaseous phase to a liquid by decreasing temperature or by increasing pressure, or both. **E1356**

3.1.5 *exposure, n*—contact with a chemical, biological, physical, or other agent over a specified time period. **E1356**

3.1.6 *moisture content, n*—mass of water retained in the specimen divided by the dry mass of the specimen. **C1699**

3.1.7 *soot, n*—agglomerations of particles of carbon impregnated with tar, formed in the incomplete combustion of carbonaceous material. **E1356**

3.1.8 *vapor retarder, n*—a material or system that adequately impedes the transmission of water vapor under specified conditions. **E631**

3.2 *Definitions of Terms Specific to This Standard:*

3.2.1 *boroscope, n*—device for internal inspection of difficult access locations such as wall cavities. Its long narrow tube contains a telescope system with a number of relay lenses. Light is provided via the optical path or fiber bundles.

3.2.2 *effloresce, v*—process by which water leaches soluble salts out of concrete or mortar for surface deposit. Also *efflorescence, n,* the name for these deposits.

3.2.3 *enzyme activity, n*—measure of the quantity of active enzyme present. Enzyme activity is essential to metabolism. Specifically, beta-N-acetylhexosaminidase (NAHA) is an enzyme present in all filamentous fungi, the measurement of which has been shown to be directly proportional to the amount of fungal biomass (see (**2**, **3**).

3.2.4 *fungus (s), fungi (pl.), n*—eukaryotic, heterotrophic, absorptive organisms that usually develop a rather diffuse, branched, tubular body (that is, network of hyphae) and usually reproduce by means of spores (**4**). The terms 'mold' and 'mildew' are frequently used by laypersons when referring to various fungal colonization.

3.2.5 *fungal spore, n*—general term for a reproductive structure in fungi. The spore is the structure that may be used for dissemination and reproduction, and may be resistant to adverse environmental conditions.

3.2.6 *hypha, n*—(pl. *hyphae*) tubular filament of fungal cells; the basic vegetative structure of the body of fungi (excluding yeasts).

3.2.7 *fungal growth, n*—vegetative portion of a fungus.

3.2.8 *infrared thermography, n*—thermal imaging, also called thermography, is the production of non-contact infrared, or "heat" pictures from which temperature measurements can be made.

3.2.9 *remediation, n*—to correct a problem. Related to fungal contamination, remediation includes correcting the water and moisture problems and the cleaning, removal, and/or replacement of mold-damaged or -contaminated materials.

3.2.10 *thermal bridging, n*—a phenomenon that occurs when heat is transferred at a substantially higher rate through a component, or assembly of components in a building envelope, than through the surrounding envelope area.

4. Summary of Guide

4.1 This guide presents a framework for locating and evaluating suspect fungal growth in buildings. Topics include background information, a basic assessment strategy and additional or advanced procedures.

4.2 Components of a basic assessment strategy may include (*1*) defining a scope of work, (*2*) collecting background information on the building and building systems, (*3*) formulation of a hypothesis or hypotheses, (*4*) an on-site survey for fungi, moisture dynamics, and heating. ventilating and air conditioning (HVAC) operation, and (*5*) documentation and reporting. Every component of the basic assessment shown below may be considered optional, since even some of the most basic steps may not be needed for certain well-defined situations.

4.3 When the information from the basic assessment is insufficient to support decision-making, additional procedures for a follow-up study may include: (*1*) characterizing site moisture in greater detail to assist in locating suspect fungal growth and controlling excess moisture; (*2*) accessing surfaces likely to harbor hidden fungal growth; and/or (*3*) sampling if necessary to test a specific hypothesis.

5. Significance and Use

5.1 This guide presents options for a systematic assessment of fungal growth in buildings.

5.2 This guide allows for site-specific flexibility and professional judgment in the choice of assessment procedures. It may not be necessary to perform in its entirety the basic assessment presented below to resolve a particular problem, for example, where fungal growth is localized and the source and extent of moisture is readily observable.

5.3 Conversely, no matter how comprehensive the survey, all fungal growth may not be identified or located in a fungal assessment.

5.4 Material removal or destructive investigation may be needed to access suspect surfaces.

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5.5 Using the procedures described in this guide, the investigator may have obtained the data necessary to suggest specific recommendations, for example, how to remediate the observed fungal growth, or how to prevent further fungal growth, but those recommendations are beyond the scope of this guide.

5.6 Precautions may be needed to protect the assessor and building occupants where access may disturb fungal growth.

5.7 It is the user's responsibility to protect information that may be considered confidential, or private, or both, in accordance with project contract, corporate protocol, or local, state, and federal regulations, or a combination thereof.

5.8 It may be necessary to enlist other disciplines or trade expertise to assist in some steps of the assessment, but recommendations of when to enlist and whom to enlist are beyond the scope of this guide.

6. Background Information

6.1 *Fungal Biology:*

6.1.1 *Fungal Growth*—Fungi constitute over 25 % of the earth's biomass and are naturally present in every indoor and outdoor environment. Fungal spores (small propagules emitted from surface growth) are ubiquitous in air and settled dust. Fungal growth requires sufficient available moisture that is sustained for a sufficient time, a suitable food source/substrate, and a favorable range of temperature and pH. Both active and inactive (past) growth are termed "colonization" (5, 6, 7). Fungi can become dormant only to resume growth again in response to changing environmental conditions (for example, during periodic moisture intrusions).

6.1.2 *Fungal Spore Production*—Fungal spores are produced during active growth, but may be released into the air either during active growth or dormancy. Where fungal growth is located behind a wall, wall covering, ceiling, or carpet, spores may, but are less likely to reach the occupied space through this physical barrier (the potential for infiltration depends on pressure differentials, filtration, occupant activities, barrier openings and other pathways, etc.) (8, 9, 10, 3).

6.1.3 *Fungal Variation*—Types and concentrations of airborne or surface fungal spores at a given site as well as colonization vary substantially as they are influenced by many natural and manmade factors. Because of this variability, testing based on a limited number of samples may not be representative (6, 7).

6.2 *Fungal Growth in a Building:*

6.2.1 Indoor fungal growth is generally observed on surfaces subject to one or more of these conditions:

6.2.1.1 condensation;

6.2.1.2 spills, leaks or floods;

6.2.1.3 consistent wetting, such as from landscape sprinklers;

6.2.1.4 sustained elevated humidity;

6.2.1.5 wicking due to capillary action from wet material.

6.2.2 Whether or not fungal growth actually occurs is dependent on:

6.2.2.1 substrate porosity (for example, materials such as carpet tack strip and conventional drywall are highly susceptible),

6.2.2.2 moisture resistance (for example, some drywall, gypsum plaster and sheathing products are modified to resist moisture or to limit water storage and/or are treated with an anti-microbial agent),

6.2.2.3 moisture duration (for example, leaks which are single events or intermittent may dry before fungal growth is initiated; elevated humidity typically does not trigger fungal growth unless it is sustained),

6.2.2.4 air circulation and dehumidification (for example, moisture may remained trapped when sealed behind baseboards, attached furniture or vapor barriers).

6.3 *Detection of Fungal Growth:*

6.3.1 *Fungus grows on an appropriate substrate.* Fungal growth is associated with biodegradable building materials (for example, paper covered gypsum wallboard, wood, ceiling tiles). It will not grow on inorganic materials (for example, masonry, concrete, gypsum plaster, stone, glass, ceramic tiles, grout) except where dust, dirt, grease or oil is present. It usually appears on surfaces which are wet or were previously wet. Fungal growth may pre-exist on wood surfaces not subject to water damage on-site. For example, wood used for building materials often becomes stained during tree growth or milling

6.3.2 *Fungal growth may be detected by simple visual inspection.* Fungal growth may appear as raised, powdery deposits, rings or colored spots which may be black, gray, white, green, red, resembling cotton, velvet, leather, or powder. When rubbed, dried fungal growth tends to spread or smear as a powder.

6.3.3 *Discoloration is not necessarily fungal growth.* The following surface markings should not be categorized as suspect fungal growth: yellow/brown water stains, scuffs, soot, dye, dust, ghosting (dust deposits form an outline on a cool surface), efflorescence, adhesives, and other residues of occupancy, maintenance, or construction.

6.3.4 *Visual detection of fungal growth is not always definitive.* Where the origin of discoloration or staining is not clearly fungal or non-fungal to the investigator, the discoloration should be considered suspect fungal growth. In some cases, an ambiguous appearance may be resolved by comparing the suspect surface with the same material which has not been subjected to wetting to determine if the suspect color or texture was pre-existing. If essential to the assessment conclusions, the discoloration may be confirmed (see below).

6.3.5 *Visual detection of fungal growth may not always be possible even when exposed.* Very early stages of fungal growth may not be visible to the unaided eye. Visual detection of fungal growth may be difficult where substrate color is similar (for example, black on black) or where discoloration is covered by dust or debris.

6.3.6 *Fungal growth may be inaccessible or hidden.* Many surfaces in a building cannot be examined without considerable damage, for example, the back or inside of wall cavities or plumbing chases. It is axiomatic that fungal growth cannot be visually detected on a surface that was not examined. Nearby fungal growth may be hypothesized if surface deposits are

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found to be consistent with settled material generated by fungal growth. In such a case, destructive examination may have to be added to the scope of work in order to find the fungal growth in situ.

6.3.7 *Visually suspect fungal growth may be confirmed.* Microscopical examination, culture or biochemical analysis (for example, enzyme activity-NAHA or ergosterol) can be used to confirm the presence of fungal material or fungal growth. Analytical findings of the presence of spores alone do not demonstrate growth because of the ubiquitous presence of spores in settled dust. Analytical methods differ in their ability to accurately identify fungal types (**6**, **7**, **11**, **12**, **3**, **13**).

6.4 *Building Moisture:*

6.4.1 *Moisture Characteristics*—An understanding of building moisture is generally necessary to help identify the underlying cause of fungal growth and estimate the extent. When evaluating moisture dynamics in a facility, the following potential pathways should be considered (**14**):

6.4.1.1 Rain leakage through the building envelope may involve simple penetration or be wind-driven. Leak points often occur at borders between materials (for example, damage, gaps, deficient flashing), which are generally visible to the naked eye.

6.4.1.2 Brick and concrete block are porous, affording a potential pathway for moisture in buildings.

6.4.1.3 Water flows to lower elevations by gravity.

6.4.1.4 Water may rise against gravity (wick) through a porous material by capillary action.

6.4.1.5 Air infiltration containing water in a gaseous phase occurs.

6.4.1.6 Water vapor migrates to areas of lower air or vapor pressurization (for example, may be driven by molecular diffusion, mechanical system or wind).

6.4.1.7 Evaporation of standing water may increase airborne moisture available to fungi.

6.4.1.8 Water leakage may remain hidden within wall, ceiling or floor systems.

6.4.2 *Common Moisture Problems* (A lack of moisture balance between wetting and drying of building assemblies):

6.4.2.1 *Construction-Related*—During the construction process, the following situations may contribute to fungal growth: (*1*) stockpiled materials which are open to the elements, (*2*) products installed with excessive moisture, (*3*) infiltration of rain or runoff into the unfinished structure (for example, while roof or drainage structures are incomplete), (*4*) structural materials installed over wet surfaces, (*5*) infiltration of hot, humid air before air conditioning is operational, (*6*) ineffective vapor retarder installation and/or crawl space ventilation, and (*7*) insufficient waterproofing of the foundation.

6.4.2.2 *Envelope-Related*—Deficiencies related to construction defects such as improperly installed or missing flashing, weep holes, membranes, and gaps in finishes, sealants or air cavities may result in leaks including: (*1*) roof leaks, (*2*) window leaks, and (*3*) façade leaks (E2128, E331, E2270).

6.4.2.3 *Wind-Driven*—Where the above sources of moisture are wind-driven, damage may tend to concentrate on one side of the building or at different heights (E2128).

6.4.2.4 *Humidity-Related*—Fungal growth may occur when humidity is elevated over an extended period of time when: (*1*) there is excessive natural ventilation with humid air (for example, through open windows, structural penetrations, or crawlspace vents); (*2*) there is localized high humidity promoted by lack of air circulation; (*3*) there is condensation of humid air on cooled surfaces (for example, wall cavities may contain condensed moisture from outside in a hot climate or from inside in a cool climate which reaches its dew point on an assembly which supports fungal growth), (*4*) there is thermal bridging such as exterior walls by the floor; and (*5*) there is moisture movement from crawlspace soil that is not covered by an adequate vapor retarder (C755, (**5**, **14**); and see also HVAC-Related).

6.4.2.5 *Occupancy-Related*—Activities of the building occupants may impact moisture levels as follows: (*1*) laundry (for example, unvented clothes dryer), (*2*) failure to operate exhaust in shower, bath or cooking area, (*3*) cleaning (for example, excess water use or inadequate drying), (*4*) potted plants (for example, over-watering), (*5*) spills or overflows (for example, sink, tub), (*6*) wet contents (for example, damp laundry), (*7*) pools, spas or other water features, (*8*) fire suppression, and (*9*) maintenance (for example, failure to promptly resolve moisture-related incidents).

6.4.2.6 *Plumbing-Related*—Mechanical systems commonly contribute to fungal growth as follows: (*1*) pipe leaks, (*2*) drain backups, and (*3*) pipe condensation (for example, insulation deficiencies).

6.4.2.7 *Drainage-Related*—Water originating adjacent to or under the building may be significant when the following occur: (*1*) flooding from excessive rainfall or snow melt, (*2*) high water table, (*3*) inadequate drainage control, (*4*) moisture wicks through foundation causing basement dampness, (*5*) sump pump failure, and (*6*) blocked French drain (**14**).

6.4.2.8 *HVAC-Related*—Design, operation, and maintenance of building systems may impact moisture levels as follows: (*1*) inadequate condensate drainage (for example, drain pan overflows due to blockage); (*2*) moisture carries over beyond coils; (*3*) excessive humidification; (*4*) system fails to provide adequate humidity control due to design, malfunction, or unrepresentative controls or sensor location (for example, if the outside air exceeds capacity of the system to dehumidify, or if the outdoor air damper remains open to allow continual humid air influx, or if oversized cooling capacity limits the time when dehumidification can take place); and (*5*) moisture becomes entrained on filters or intake (**15**, **14**).

6.4.2.9 See Ref (**16**) for detailed descriptions of typical building moisture problems.

7. Basic Fungal Growth Assessment

7.1 The most important requirement of an assessment for fungal growth is an on-site inspection of the subject building or portion of the building as per the scope of work. The professional performing the assessment may choose or emphasize or minimize any of the topics below during the assessment, as the scope of the project and its quality objectives dictate. Parts of an assessment may include: the collection of background information, the formulation of a hypothesis or

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hypotheses, an on-site inspection including moisture dynamics, an evaluation of the HVAC system, hypothesis testing, site documentation and written report.

7.2 *Scope of Work*—Before attempting an inspection or assessment, a detailed scope of work should be agreed upon by the principals of the investigation (for example, building owner, manager, lawyer, consultant, investigator). Some scopes may be extremely limited (for example, find the extent of the fungal growth resulting from a single event water leak), to virtually unlimited (for example, investigate a case of employee malaise). Topics to be considered before agreeing to a scope of work include but are not limited to: (*1*) the buildings, building or part of a building to be assessed, (*2*) the nature of the problem, including complaints from occupants, if applicable, (*3*) budget, (*4*) building use and occupation (for example, unoccupied, business, residence, hospital, assisted living facility), (*5*) accessibility to the area(s) of concern, and (*6*) a clear statement of the limitations of the assessment. Occupant complaints, often assumed to be attributable to building fungal growth, may be caused in whole or in part by unrelated illness, non-fungal environmental factors, or may be psychosocial in nature. Odors may also originate from sources other than fungi. Where non-fungal factors may be significant, special consideration should be given to expanding or at least sharply delineating the scope of the assessment. The scope of work defines the problem and, just as importantly, which part of the basic assessment and which of the optional procedures, if any, are to be performed.

7.3 *Collecting Background Information*—Collecting background information may be essential for an assessment where the cause of fungal growth is not known or detailed in the scope of work.

7.3.1 *Documentation Review*—Knowledge of structural and mechanical design, historical concerns, and past activities addressing moisture-related issues are useful components of an assessment unlimited by the scope of work. Architectural and mechanical plans can be used in locating potential pathways for water movement, infiltration of humid air and surfaces subject to condensation. Review of HVAC design may indicate its capability to control humidity. Review of the drainage system design will indicate the ability to handle extraordinary precipitation events (E2128). Note how the original design use and occupancy differ from the current conditions.

7.3.2 *Operations and Maintenance*—Knowledge of historical and current facility operations may be useful. Information of interest may include climate history (available from the National Weather Service) and efforts to locate and repair moisture sources. With respect to leaks, maintenance personnel should be interviewed as to their frequency, apparent origin and conditions under which they occur. Service history of the facility may document patterns of leakage and areas impacted, highlighting these for follow-up inspection.

7.3.3 *Building Occupancy*—Building uses should be noted. Review of past occupant complaints and interviews with current occupants may aid in identifying temporal and spatial patterns related to moisture and fungal growth problems

7.4 *Hypothesis Formulation and Testing*—A hypothesis is a tentative assumption tested for logical or empirical consistency (17, 18). Hypotheses may involve a specific area (for example, the cause of a discoloration) or the entire building (for example, the efficacy of the vapor retardation system). A hypothesis should consist of one simple statement. For example, "The tenant complains that the discoloration on a wallpaper is mold that resulted from a water leak" contains two statements. In this case, it would be advantageous for hypothesis testing to split this complaint into two hypotheses: (*1*) The discoloration on the wallpaper is fungal in nature, and (*2*) that same fungal growth was enabled by a water leak. Testing these two hypotheses would involve different observations or actions during the assessment.

7.4.1 *Formulation Before On-site Inspection*—Optimally, a hypothesis should be formulated before the on-site inspection based on the information provided while determining the scope of work, since the scope of work will be affected by the hypothesis being tested during the assessment.

7.4.2 *Formulation During On-site Inspection*—Alternatively, a hypothesis or hypotheses about fungal growth may be developed during the on-site inspection as suggested by the observations, or a new hypothesis may be adopted if the occurrence of fungal growth or water damage seen during the on-site inspection does not support the original hypothesis.

7.4.3 *Hypothesis Testing*—Observations or other information gathered during the assessment should be evaluated as to whether they support or negate the hypothesis or hypotheses. In the discoloration example above, if discolored areas of the wallpaper are found to contain fungal growth, and non-discolored areas are found to not contain fungal material, the data support the hypothesis that the discoloration is fungal in nature.

7.4.4 *Evidence Based Conclusions*—Data or conclusions regarding fungal growth should state whether they apply to the entire building or to a specified area. When there is no evidence to support the presence of fungal growth or its association with a complaint, this should be clearly stated.

7.5 *On-site Inspection:*

7.5.1 *Inspection Boundaries*—At a minimum, the inspection should include, within the scope of work, all areas of visible staining, discoloration, etc., areas potentially impacted by moisture problems of interest and the sites from which the moisture may originate. Studying a restricted area may compromise understanding of overall problems and result in an ineffective response. Ideally, the entire building should be evaluated for moisture and fungal indicators.

7.5.2 *Informed Inspection*—Within the inspection boundary, all surfaces should be inspected to the extent feasible, including above suspended ceilings and inside pipe chases, attics, and crawlspaces. The exterior of the building and adjacent grounds should also be inspected for moisture intrusion sites and air leaks (E2128, (6, 7, 3)).

7.5.3 *Identification of Current Water Damage and Suspect Fungal Growth*—All surfaces within the inspection boundary should be systematically evaluated for indicators of moisture damage and fungal growth. Exposed surfaces (including building materials, furnishings, and contents) should be examined for past and ongoing damage including: (*1*) suspect fungal

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growth, (*2*) standing water (*3*) water stains, (*4*) dampness to touch, and (*5*) blistering, warping, de-lamination, or other deterioration.

7.5.4 *Identification of Potentials for Fungal Growth*—The inspection should identify moisture sources and moisture pathways, including: (*1*) sites where condensation may occur, (*2*) equipment or activities which may release water, (*3*) pathways for water movement and (*4*) areas where leakage is likely. Staining patterns are often useful in identifying moisture sources. Materials or areas susceptible to fungal growth which are likely to remain wet or are isolated from air circulation should be documented. Special attention should be given to areas adjacent to or below past water releases, determining if general surfaces have dried and that moisture has not become trapped behind baseboards, attached furniture, etc.

7.5.5 *Presence of Odors*—Detection of musty odors should always be noted. Sources of such odors should be located. If the source is not apparent, intrusive investigation may be required.

7.5.6 *Classification of Inspection Observations*—Based on the above observations, classify each distinct area or area of interest within the inspection boundary (as detailed as applicable to the scope of work) as one of the following categories: (*1*) no apparent fungal growth and no apparent water damage; (*2*) water damage having no visually suspect or confirmed fungal growth, (*3*) visually suspect or confirmed fungal growth having no apparent water damage, and (*4*) water damage having visually suspect or confirmed fungal growth.

7.5.7 *Disturbance and Migration*—Where fungal growth has been disturbed without containment or enhanced cleaning procedures, settled dust should be noted on adjacent surfaces. Other surfaces with suspect fungal growth should be examined for signs of past or potential disturbance as indicated by erosion, contact marks, or adjacent debris. Such conditions suggest the possible dissemination of fungal spores into the air. Potential disturbance might be associated with scheduled maintenance, renovation, or occupant activities which could cause damage. Fungal growth located in an air stream (for example, in a duct or next to a diffuser) may also suggest a potential for release. Conversely, fungal growth inside structures or covered by furnishings may be protected from disturbance. Pathways for air movement are determined by relative air pressurization and may be observed with smoke tubes, helping to establish the potential for airborne fungi to be circulated into occupied areas. Spore migration from fungal growth inside wall cavities and other hidden sources may be negligible or significant, depending on the circumstances. Pathways may vary based on changes in HVAC operation or weather conditions.

7.5.8 *HVAC Inspection, if applicable per the scope of work*—The interiors of HVAC equipment in contact with ventilation air should be inspected for indicators of excessive moisture or suspect fungal growth. Such areas may include intake and return plenums, filters, coils, condensate pans, fans, housing insulation, and supply ducts immediately downstream from the coils (interior sanitation). HVAC surfaces subject to high humidity or inadequate filtration may be more susceptible to fungal growth. Exterior surfaces of ducts, chilled water pipes, diffusers, and grilles should also be inspected for evidence of condensation or suspect fungal growth (distinguishing this from dust, rust, soot, etc.). HVAC controls affecting humidification and dehumidification should be identified and located. Humidity control should be considered over the range of seasonal operations. All potentially significant moisture-related deficiencies in design, operation, or maintenance should be documented. The location and timing of negative pressure within the building, including air plenums, cavities and chases, may also be of interest in regard to moisture pathways **(17, 18, 19)**.

7.5.9 *Remediated Fungal Growth*—Surfaces identified with fungal growth in the past but that have been effectively remediated need not be considered an ongoing source unless excessive moisture has recurred.

7.6 *Inspection Documentation:*

7.6.1 *Site Map*—A site/floor plan should be prepared showing each inspection classification, as determined in 7.5.6. The plan should be sufficiently detailed to allow each area of interest to the assessment to be unambiguously located.

7.6.2 *Documentation of Suspect Fungal Growth*—Wherever suspect or confirmed fungal growth is identified during the inspection, documentation should include: (*1*) extent (for example, approximate square footage of suspect growth), (*2*) severity (for example, relative darkness or continuity of stain), growth pattern (for example, light versus heavy growth and spotty versus continuous growth), and (*3*) clues to apparent cause (for example, exterior wall, condensation near a HVAC outlet, associated with water staining). Inaccessible areas suspected of harboring fungal growth should be designated for follow-up investigation, especially if near visually suspect fungal growth.

7.6.3 *Documentation of Moisture Damage*—In addition to documenting the location of moisture damage, as above, further documentation should include: (*1*) apparent sources of leaks and other moisture sources, and (*2*) apparent timing and duration (for example, whether the moisture has been resolved, active (currently wet) or the moisture source is likely to reoccur (for example, seasonal)).

7.6.4 *Visual Documentation*—Photographs or videotapes are often helpful in documenting building conditions. Captions should note location, timing, and context.

7.6.5 *Additional Detail*—Start and stop time of the survey could be considered a quality control measure in terms of time spent onsite and ability to witness potential intermittent issues.

7.6.6 *Documentation of Conclusions:*

7.6.6.1 *Hypothesis and Conclusions*—Detail all hypotheses formulated and investigated and whether they were supported by the observations/data, and any conclusions that thereby may be inferred from the investigation. Indicate whether the hypotheses were amended due to the investigation and how they were amended.

7.6.6.2 *Potential for Exposure*—If applicable per the scope of work, the potential for occupant or remedial worker exposure may be qualitatively assessed by considering: (*1*) the location and extent of fungal growth, (*2*) current moisture status (suggesting continuing growth), (*3*) areas where fungal growth has been disturbed without containment or enhanced

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cleaning, (*4*) potential air pathways (including HVAC zoning), and (*5*) whether the affected area has been enclosed or encapsulated using impermeable materials. However, a detailed discussion of exposure issues is outside of the scope of this guide.

7.6.6.3 *Response Measures*—Findings may be reviewed to develop strategies for addressing suspect fungal growth and other water damage (**19**, **20**, **21**). However, recommendations for response actions are outside the scope of this guide.

7.6.6.4 *Further Study Needed*—The investigator should determine if the initial investigation has been sufficient to fulfill the scope of work and thoroughly test the hypotheses. Additional tasks can be defined, where needed, to fill critical data gaps.

7.6.7 *Report*—The written presentation may include: (*1*) background information (for example, who performed the survey, for whom, and why, description of facility and relevant systems; historical documentation including a summary of previous reports), (*2*) methodology including the limitations of the methodology, (*3*) suspect fungal growth (for example, estimated square footage observed by location and/or substrate identified on floor plans), (*4*) moisture issues (sources, pathways, dynamics, observations, chronology), (*5*) non-fungal factors, if applicable, (*6*) conclusions about causation, timing, duration, etc., (*7*) recommendations for site management, moisture control and remediation, if applicable, and (*8*) photographs to illustrate conditions with captions that clearly note location and context. An initial report may be supplemented based on findings from subsequent, more detailed investigations.

8. Additional Procedures

8.1 Depending upon the extent and type of fungal and moisture problems observed during the on-site inspection, additional procedures may be helpful in delineating and documenting those problems.

8.2 *Moisture Diagnostics*—To perform an effective comprehensive building fungal assessment, the sources, pathways, and extent of building moisture problems should be determined. These, in turn, suggest where to look for fungal growth. Quantitative diagnostics may not be necessary where the source and extent of moisture are obvious, but more detailed procedures for moisture should be considered where water damage is widespread or multiple sources are present. Moisture tests may also be utilized to help document the cause and/or responsibility for excessive moisture. See Ref (**16**) for specific procedures on quantitative investigation of moisture issues.

8.2.1 *Air or Surface Moisture Content*—While qualitative observations of moisture indicators are sufficient for many investigations, quantitative tests can be considered for more detailed documentation or problem-solving. Such tests range from measurement of moisture in air or materials to mapping of air infiltration/exfiltration or simulation of moisture sources. While test strategies are site specific, some investigators generally measure air temperature and humidity at representative locations along with surface moisture at susceptible sites. Moisture tests may initially focus either on worst-case locations or on representative areas. Elevated moisture may not be detected in an area with dormant (dry) fungal growth.

8.2.2 *Material Moisture Content*—Moisture content in building materials can be estimated using a moisture meter (see D4442). Scanning-type moisture meters measure radio frequencies to detect areas with elevated moisture. Direct-reading type moisture meters measure electrical conductance between two metal pins inserted in the material. While the latter type is considered more accurate, scanning-type meters can screen a wider area without leaving pin holes. Interpretation of moisture readings may be based on comparison with readings made in dry areas of the facility being evaluated. Elevated moisture readings may indicate proximity to a water entry point or location of a water migration pathway. False positive readings may occur due to the presence of metal in building materials or ventilation system cooled air conveyance pathways.

8.3 *Air Infiltration and Distribution Study*—Tracer gas methods, such as in ASTM E1186, can identify points of air leakage (for example, where humid or cold outside air is introduced into the building) and can therefore indicate the potential migration of fungal spores within the building.

8.4 *Surface Temperature Study*—Surface temperature variations documented by infrared thermography can be used to help evaluate leakage, air distribution, and moisture (E1186).

8.5 *Water Penetration Study*—Building envelope components can be tested for leakage by simulating moisture sources (for example, spraying water from a hose under controlled pressure). Procedures for this are included in E1105-90, E331-86 and E547-86. This type of evaluation can also help identify moisture pathways and be used to verify corrective measures (E331, E547, E1105).

8.6 *Intrusive Inspection for Fungal growth*—Accessing covered surfaces or building envelope assemblies may be necessary where suspect fungal growth or moisture indicators are not visible or moisture pathways potentially impact materials susceptible to growth.

8.6.1 Hidden fungal growth may be concealed in wall or ceiling cavities, on the exterior side of wall sheathing, under carpets, or behind vinyl wall coverings, baseboards, or vinyl base cove, and behind attached furniture. Access to such locations may involve cutting either a small hole for a boroscope or a larger hole for direct viewing (for example, using an inspection mirror and flashlight). Similarly, a section of carpet, baseboard, or wall covering may be pulled back to reveal building materials. In each case, materials should be removed layer by layer to reveal any concealed conditions. Visible discoloration patterns may help confirm sources for repair and surfaces for remedial measures.

8.6.2 Access procedures should avoid exposing occupants to elevated levels of airborne fungi (for example, keep occupants out of the work room while cutting, place drop cloth below cut and clean the work area afterwards). Isolation of the work area from occupied areas may be necessary in some cases.

8.6.3 The presence of lead or asbestos-containing materials should be considered, noting building material types, reviewing past reports and, in some cases, testing to verify the content

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of materials before cutting into them. In accordance with the Occupational Safety and Health Administration (OSHA) and the U.S. Environmental Protection Agency (EPA), suspect materials (that is, not wood, glass, or metal) are assumed to contain asbestos until shown not to contain asbestos by qualified personnel. Additional control measures may be needed where such materials may be disturbed, and may be required by governmental regulations.

8.6.4 Where intrusive inspection would be necessary to draw conclusions, but access is not permitted by the building owner or other responsible person, this should be noted in the assessment report as a limitation of the assessment.

8.6.5 It may be necessary to consult or employ a tradesperson or expert to open or repair areas intrusively accessed to minimize damage. This decision should be made with professional judgment and is beyond the scope of this guide.

8.7 *Air or Surface Fungal Sampling*—The distribution of fungal colonization or of fungal particles on surfaces or in the air may vary widely. Additionally, there are currently no regulations concerning what constitutes safe levels of fungi on surfaces or in the air. Therefore, sampling, if performed at all, should be planned to test a specific hypothesis. If sampling is considered, a competent sampling strategy should be developed (see, for example, Ref (1), Chapter 10) to take into account site conditions, history, statistical significance for the number of samples taken, sampling and analytical uncertainties, and data interpretation.

9. Keywords

9.1 assessment; building inspection; condensation; flooding; fungal growth; HVAC systems; microbiology; moisture evaluation; mold; mycology; visual inspection; water leakages

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ATCO Representative: Hannah Nicholls
Phone: (705) 525-0404
Cell: +12498782355
Fax:
Email: hannah.nicholls@atco.com

Quote #: Q-49881-1
Date: 16/05/2023
Valid Until: 15/06/2023

ATCO Structures & Logistics Ltd.
84 Smelter Road
Coniston, ON
Canada P0M 1M0

Lease Inquiry Response

Lessee:
Corporation Of The Town Of Kearney, The

8 Main St Suite 38
Kearney, Ontario
Canada, P0A 1M0

Contact:
Cindy Filmore
7056367752

cindy.filmore@townofkearney.ca

Ship To Address:
8 Main St Suite 38
Kearney, Ontario
Canada P0A 1M0

Product / Produit

Qty	Item	Insurance Value	Cost Per Unit	Term	Total Amount
1	10 x 20 - Office	$36,000	$715.00	1.00	$715.00
Open Floor Plan					
				Product / Produit TOTAL:	$715.00

Property Insurance Requirement Waiver (PIRW)

Lessee may waive this fee by providing proof of coverage to ATCO listing the unit serial number(s) along with the corresponding Insurance Value and showing ATCO as first loss payee. An Insurance Certificate must be provided to ATCO prior to delivery. Should Lessee accept the PIRW, the Lessee acknowledges that it is responsible for a $1,000.00 deductible per claim. Acceptance of PIRW does not relieve the Lessee from all other Insurance obligations in the Lease Terms and Conditions or as stated on the PIRW.

Special Conditions:

1) Signed Contract required in order to reserve Equipment.
2) Lease Quotation and Contract is in accordance with the Lease Terms and Conditions (attached).
3) Fire Extinguishers, if required, are by Lessee.

Transportation / Transport

Qty	Item	Cost Per Unit	Total Amount
1	Modular Transportation to Site	$1,650.00	$1,650.00
Transportation from ATCO Sudbury - Kearney, ON			
1	Modular Transportation from Site	$1,650.00	$1,650.00
Transportation from Kearney, ON - ATCO Sudbury			
		Transportation / Transport TOTAL:	$3,300.00

NOTE: Transportation beyond delivery to the address listed above and return and/or extra site time beyond [1] hour standby time, as well as applicable fuel surcharges and escort charges, shall be chargeable to the LESSEE at an hourly rate per truck.

Standby Rate [Per Hour Per Truck]	CAD 165.00

Operations / Opérations

Qty	Item	Cost Per Unit	Total Amount
1	Cleaning - Units up to 32'	$440.00	$440.00
Clean and service unit upon return			

ATCO Representative: Hannah Nicholls
Phone: (705) 525-0404
Cell: +12498782355
Fax:
Email: hannah.nicholls@atco.com

Quote #: Q-49881-1
Date: 16/05/2023
Valid Until: 15/06/2023

ATCO Structures & Logistics Ltd.
84 Smelter Road
Coniston, ON
Canada P0M 1M0

Qty	Item	Cost Per Unit	Total Amount
1	Block, Set and Level	$250.00	$250.00
Block and level unit on site			
1	Dismantle Services	$250.00	$250.00
Remove block and leveling and prepare unit for transportation			
		Operations / Opérations TOTAL:	$940.00

TOTAL CONTRACT PRICE	**CAD 4,955.00** All Applicable Taxes Extra

This quotation is intended to provide indicative level pricing per your inquiry. If agreeable, your ATCO Representative will provide a formal Lease Quotation and Contract outlining all terms and conditions of the transaction for your acceptance.

Town of Kearney

Staff Report

Staff Report No. SR-2023-026
Date: May 18, 2023
To: Mayor, Deputy Mayor and Members of Council
From: Cindy Filmore, Acting Clerk
Subject: Sand Lake Boat Ramp

Recommendation:

Whereas the Council had put forth a request for quotations to various companies for the repair or replacement of the Sand Lake Boat Launch and Beaver Lake Boat Launch; and
Whereas quotations were received from both Arenes Construction and Galcon Marine to repair these boat launches; and
Whereas staff have reviewed the quotations and the work required, and
Whereas Council has determined the need to ensure an economical, effective and efficient solution to the current boat ramp situation, now
THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney accepts the quotation from Galcon Marine, in the amount of $133,032.00 + HST for the repair of the Sand Lake Boat Ramp and further that a tender for the repair to the pier/walkway be released to enable this portion of the project to be completed.

Background:
Following the failure in 2022 of the Sand Lake Boat Ramp and docks and the Beaver Lake Boat Ramp, Council had sought quotations for repairs to both these sites.

During the 2022 season, Staff were able to repair the Beaver Lake Ramp to a usable standard, but the Sand Lake Ramp faced numerous challenges.

Staff received quotations for both ramps, with each ramp priced separately.

Analysis:
The quotation from Arenes proposes to re-use the current mat system, the system which failed due to ice and wind conditions. Additionally, this quote reflects the repairs to the dock area, rebuilding and reinforcing the existing "redi wall" and walking surface beside the ramp itself. The total from Arenes for the Sand Lake ramp/dock is $257,775.00 + HST

The quotation from Galcon is for the Sand Lake Boat Ramp alone, with no attention to the dock/walkway, and is $133,032.00 + HST. This quote uses a new cement slab system, similar to the 40+ year old system that had been used previously (prior to the repair which used the failed cable matting)

Financial Consideration:
The difference between the Arenes quotation and the Galcon quotation is $124,743.00.

Conclusion:
While the cost difference is substantial, there is a difference in both the quality/reliability of product AND the spectrum of work. Given the current state of the walk-way/pier at the Sand Lake dock as well as the ramp itself, staff recommends that Council consider accepting the Galcon quotation to have the boat ramp repaired with the product Galcon recommends and a secondary quotation be sought to repair the pier/walkway.

Prepared by: Cindy Filmore, Acting Clerk

Arenes Construction Ltd
PO Box 1085
Cookstown ON L0L 1L0
info@arenes.ca
www.arenes.ca
GST/HST Registration No.:
706633088RT0001

ARENESCONSTRUCTION

Estimate

ADDRESS
Town of Kearney

ESTIMATE # 1109
DATE 10/02/2023
EXPIRATION DATE 10/03/2023

PROJECT
Sand Lake and Beaver Lake

QTY	DESCRIPTION	UNIT	RATE	AMOUNT
	Sand Lake			
1	Environmental protection	**Lump Sum**	11,760.00	11,760.00
1	Remove existing dock/anchors	**Lump Sum**	1,796.00	1,796.00
1	Rebuild/reinforce existing redi wall and replace granular walking surface	**Lump Sum**	9,380.00	9,380.00
1	Remove Cablemats and dispose- Existing apear to be in poor condition- 3 mats into water only. Mats out of water appear in good condition	**Lump Sum**	31,191.00	31,191.00
1	Dredge/grade for cable mats	**Lump Sum**	12,403.00	12,403.00
1	Install new cable mats- 3 mats into the water	**Lump Sum**	42,624.00	42,624.00
1	Install crib dock extending from redi wall- approx 10m long	**Lump Sum**	134,950.00	134,950.00
1	Cleanup and restoration	**Lump Sum**	13,671.00	13,671.00
				$257,775
	Beaver Lake			
1	Cut away asphalt where broken/erosion occured	**Lump Sum**	3,592.00	3,592.00
1	Reinstate granular base/stabilize rock	**Lump Sum**	6,354.00	6,354.00
1	Re-pave damaged portion of ramp	**Lump Sum**	7,089.00	7,089.00
0	Optional- place 2-cable mats into the water to stabilize ramp	**Lump Sum**	38,950.00	0.00

SUBTOTAL	274,810.00
HST (ON) @ 13%	35,725.30
TOTAL	**$310,535.30**

TAX SUMMARY

RATE	TAX	NET
HST (ON) @ 13%	35,725.30	274,810.00

Accepted By

Accepted Date

GALCON
MARINE LTD.
7 ALDEN AVENUE
TORONTO, ONTARIO M8Z 1C4
TELEPHONE (416) 255-9607

May 11 2023

Town of Kearney
8 Main St. PO Box 38
Kearney, ON
P0A 1M0

Attention: Cindy Filmore
Re: Sand Lake Boat Launch

We are pleased to provide you with the following quote

Mobilization/Demobilization	$16,560.00
Materials	$52,302.00
Installation	$64,170.00
Total	$133,032.00 + HST

Notes: Product used is Orillia Precast Launch Ramps
Ramp dimensions 52'L X 13'W X 7"T
Boat Launch slabs will be set on 8x8 timber sleeper
¾ stone leveling bed will be placed on top of geotextile

Should you require any further or additional information please feel free to contact myself at the office 416-255-9607 or cell 416-997-9607

Shaun Gallagher
Galcon Marine Ltd.

ORILLIA PRECAST CONCRETE

SEPTIC TANKS, MANHOLES, CATCH BASINS,
WELL TILES, STEPS, DOCK ANCHORS,
LAUNCH RAMPS, RETAINING WALLS,
TRANSFORMER VAULTS
GROUND SLABS, BUMPERS, CURBS
BENCHES, PICNIC TABLES, FIREPITS
CUSTOM PRECAST CONCRETE

1979 S. Sparrow Lake Rd., Severn Bridge, ON P0E 1N0
Tel: 705-689-8428 Fax: 705-689-1565
Email: info@orilliaprecast.com www.orilliaprecast.com

LAUNCH RAMP1

LAUNCH RAMP



SPECIFICATIONS

- Dimensions – 4000 mm L x 610mm W x 190mm H
- Weight 1800 lb./818kg (approximate)
- Steel hinges c/w 3/4""plated boltes
- Concrete strength – 4600 psi / 32 mpa (minimum)
- Ribbed face for greater traction

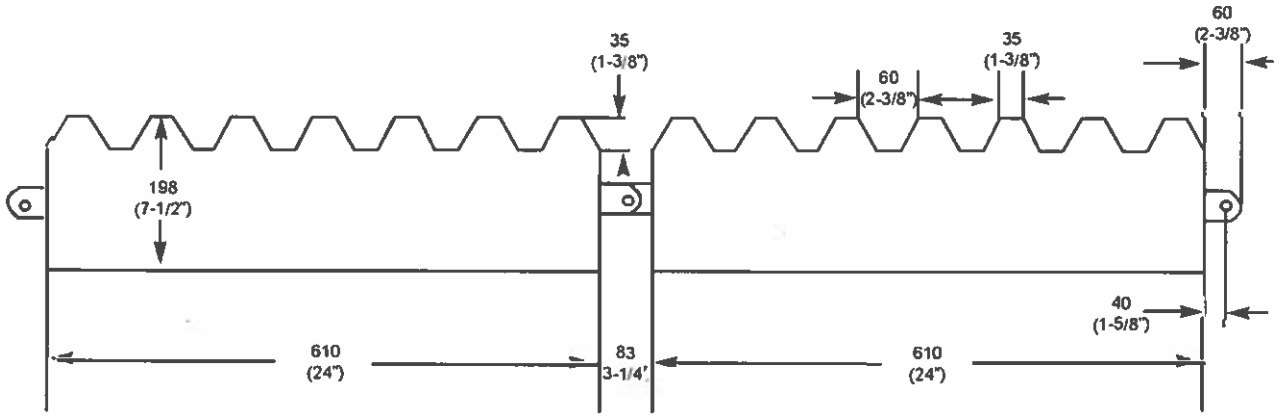
ORILLIA PRECAST CONCRETE

SEPTIC TANKS, MANHOLES, CATCH BASINS,
WELL TILES, STEPS, DOCK ANCHORS,
LAUNCH RAMPS, RETAINING WALLS,
TRANSFORMER VAULTS
GROUND SLABS, BUMPERS, CURBS
BENCHES, PICNIC TABLES, FIREPITS
CUSTOM PRECAST CONCRETE

1979 S. Sparrow Lake Rd., Severn Bridge, ON P0E 1N0
Tel: 705-689-8428 Fax: 705-689-1565

LAUNCH RAMP

LAUNCH RAMP





SPECIFICATIONS

- Dimensions - 4000mm L x 610mm W x 190mm H
- Weight - 1800lb./818kg (approximate)
- Concrete Strength - 4600 psi/32 mpa (minimum)
- Steel hinges c/w 3/4" plated bolts
- Ribbed face for greater traction

THE CORPORATION OF THE TOWN OF KEARNEY

STAFF REPORT

Staff Report No: SR-2023-027

To: Mayor and Council

From: Stefanie Allen, Communications and Public Relations Coordinator

Subject: Redesign of the Town of Kearney's Website

Date: May 11, 2023

Recommendation:

That Council considers the 2 estimates received for the redesign of the Town of Kearney's website and determines that Staff shall proceed with the purchase of

_____ if budgetary considerations allow.

Background:

The purpose of the website project is to redesign the Municipality's website: www.townofkearney.ca including all Municipal departments information as well as the residential and tourism sections of the website. The new website will be redesigned to provide accessibility for its visitors, residents, and staff as well as a more modern experience. The Municipality's website acts as an essential communication tool for the Municipality. For example, residents will have the ability to use the website to access information on municipal services, apply for licences, permits and applications, apply for employment opportunities, register community events on the municipal calendar and file a concern or complaint. Visitors will also benefit from the new website. They will easily be able to access information like where to take their garbage, find trail maps for hiking/snowmobiling/canoeing, have quick assess to a local business directory and view a photo gallery that shows everything our beautiful town has to offer.

Analysis:

The new website redesign will provide the following:

- Quick and easy access to information that can be found in 3 clicks or less.
- Accessibility for residents and visitors that allows users to submit permit applications, apply for employment opportunities, submit forms, etc
- Updated modern design
- A content management system (to update the website) that is easy for staff to use
- Events calendar that is great for displaying Council meetings and community events to attract people to the area
- Showcase local businesses with the use of the business directory and search bar option

- Multi-device friendly including computers, phones, and tablets. The platform allows for reformatting when needed to maintain accessibility
- High level of security that includes real time monitoring and is compliant with all Canadian legislation standards.
- Accessible design to help visually impaired users and the design will also adapt to different browsers making it more user friendly

The timeline for the launch of the website will take approximately 6-10 weeks depending on the content amount. This will allow time for the proper set up, writing of new information and transition of existing information. Once the initial implementation of posting the Municipality's main site is complete, then a phased-in approach would be used for the implementation of other modules.

Both companies have similar features, services, and functionality, however when Staff investigated other municipal websites, and upon review of these sites,
Staff kept coming across the same publisher – Upanup Studios Inc. Upon further investigation, Upanup Studios Inc has designed websites for approximately 30+ municipalities across Canada. Also, other local website designers are using Upanup Studios Inc as well for their website development software.

Upanup Studios Inc in conjunction with Drupal has developed a turnkey municipal website solution called "Civikit". It allows governments of any size to offer their residents and visitors an optimal user experience at a fraction of the cost of a custom website by leveraging templates and user-tested functionality. Upanup also understands the distinct needs from both the public perspective, accessing the website and staff perspective, maintaining the content.

Financial Consideration:

We have received 2 quotes from 2 different companies, and they are as follows:

1. Civikit – Website design, implementation, and content migration fees: $2,500(50% discount) if purchased before May 31st
   $3,750(25% discount) if purchased before June 30th

   $250/month (+ applicable tax), billed quarterly
   $2400/year (+ applicable tax), (receive 20% discount using this option)

Fees are locked in for 3 years and implementation of fees will be invoiced upon agreement.

2. Upnorthwebs – Website re-design fees:
   $8,000-$10,000
   $1139.64/annually (+ applicable tax) for hosting fees, security updates support and third-party software costs

No content migration is included in this quote

Conclusion:

The Municipality's website is currently outdated, hard to navigate, and not very user friendly. Staff would like to see this improved as it will not only be more efficient for Staff, but most importantly provide residents and visitors of Kearney a user-friendly website with all the information they at their fingertips.

Respectfully submitted by: Stefanie Allen

Attachments:

1. CiviKit Information package
2. Preliminary CiviKit Website Agreement from Upanup Studios Inc
3. Preliminary Proposal from Upnorthwebs

Municipal Website Solution

CIVIKIT



Ava Caputo, Product Director 403-589-1339 / **avac@upanup.com**

Aiden Chapiel, Solutions Specialist 403-630-7206 / **aidenc@upanup.com**

Proposed Solution

Our proven government solution sets a strong foundation now and creates the opportunity for cost-effective updates and integrations in the future.

The creation of CiviKit

Meet CiviKit by Upanup! This turnkey municipal website solution was born from our experience developing custom, award-winning websites for municipalities across Canada. Benefiting from tools equivalent to those used by larger municipalities, CiviKit allows governments of any size to offer their citizens an optimal user experience at a fraction of the cost of a custom website by leveraging design templates and user-tested functionality.



Our CiviKit website solution is created on the Drupal content management system (CMS). Drupal is configurable, accessible, flexible, scalable, and highly secure, and an ideal platform for government. It provides a cost-effective solution that achieves your desired functionality by utilizing a vast library of components built and refined by thousands of Drupal developers—including custom modules our team has built for past clients.

Our expert developers have been working with Drupal cumulatively for over 30 years. They are familiar with many versions of the platform and are continuously expanding their knowledge and exploring new trends for the CMS. Over the years, we have tailored and refined our build of the platform to deliver a seamless and intuitive content management experience to our clients.

One of Drupal's biggest strengths is in its scalability and extensibility. Our development of your new site will set the foundation for affordable future updates and integrations, meaning new features and functionality can be easily integrated as needed—without requiring a full site rebuild. Going forward you will have strong support and a highly adaptable platform.

Drupal Benefits

Drupal is a free, open-source content management framework, trusted by governments worldwide. We use Drupal as a powerful foundation for our government websites and configure it to provide tailored functionality, seamless integrations, and long-term value.

Benefits include:

- ✓ Effective site performance tools
- ✓ Easy to use for non-technical staff
- ✓ Forward-thinking platform built to meet future needs
- ✓ Flexible roles and permissions to match your ideal workflow
- ✓ Collaborative platform supported by thousands of expert developers
- ✓ 30-person Drupal Security Team of global leaders in web security
- ✓ Robust, best-practice platform trusted by high-profile governments
- ✓ Long-term value and cost control

Features, Functionality & Services

Functionality

Your new municipal website will be an engaging, reliable, and interactive information source that provides helpful and easy-to-use online service options for your users. The following high-level features are built into every CiviKit website:

- ✓ Content Accordions
- ✓ Document & Media Library
- ✓ Feature & Spotlight Sections
- ✓ Browser Compatible
- ✓ Mobile Responsive
- ✓ Supports Image, Audio & Video files
- ✓ SEO Optimization
- ✓ Quicklinks
- ✓ Site Search
- ✓ Built-in Approval & Review
- ✓ Dynamic Menu Structure
- ✓ Accessibility Compliant
- ✓ Scalable for Future Growth

Content Types

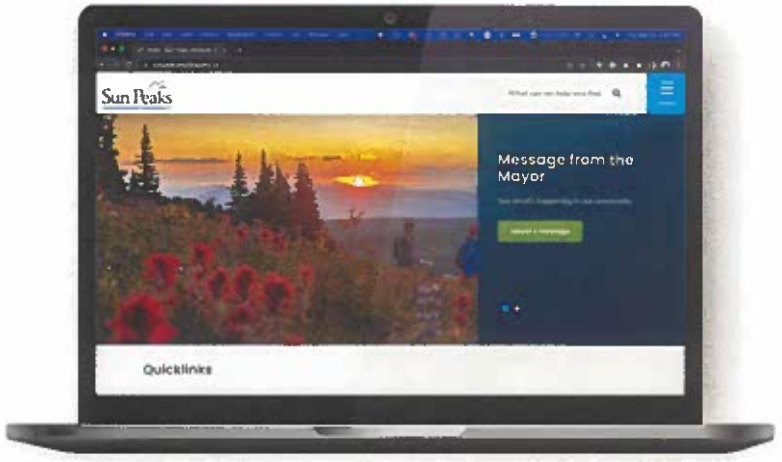
Keep users up to date with government happenings, promote public participation, and connect with your audiences by using the below user-friendly content features:

- ✓ News & Public Notices
- ✓ Meetings, Minutes & Agendas
- ✓ Events & Calendar
- ✓ Directories
- ✓ Emergency Alerts
- ✓ Bid Opportunities
- ✓ Job Postings
- ✓ Webforms
- ✓ Bylaws
- ✓ Council Bios
- ✓ Photo Gallery
- ✓ Survey/Polls

Services

Our expertise paired with a customer service-first approach will set your municipality up for an expert-led and collaborative experience, and ensures the creation of a website that will exceed your expectations. Our services include:

- ✓ Content Migration
- ✓ Sitemap & Content Strategy
- ✓ User Training
- ✓ Online Help Guide
- ✓ Security & Maintenance
- ✓ Site Hosting
- ✓ On-going Support



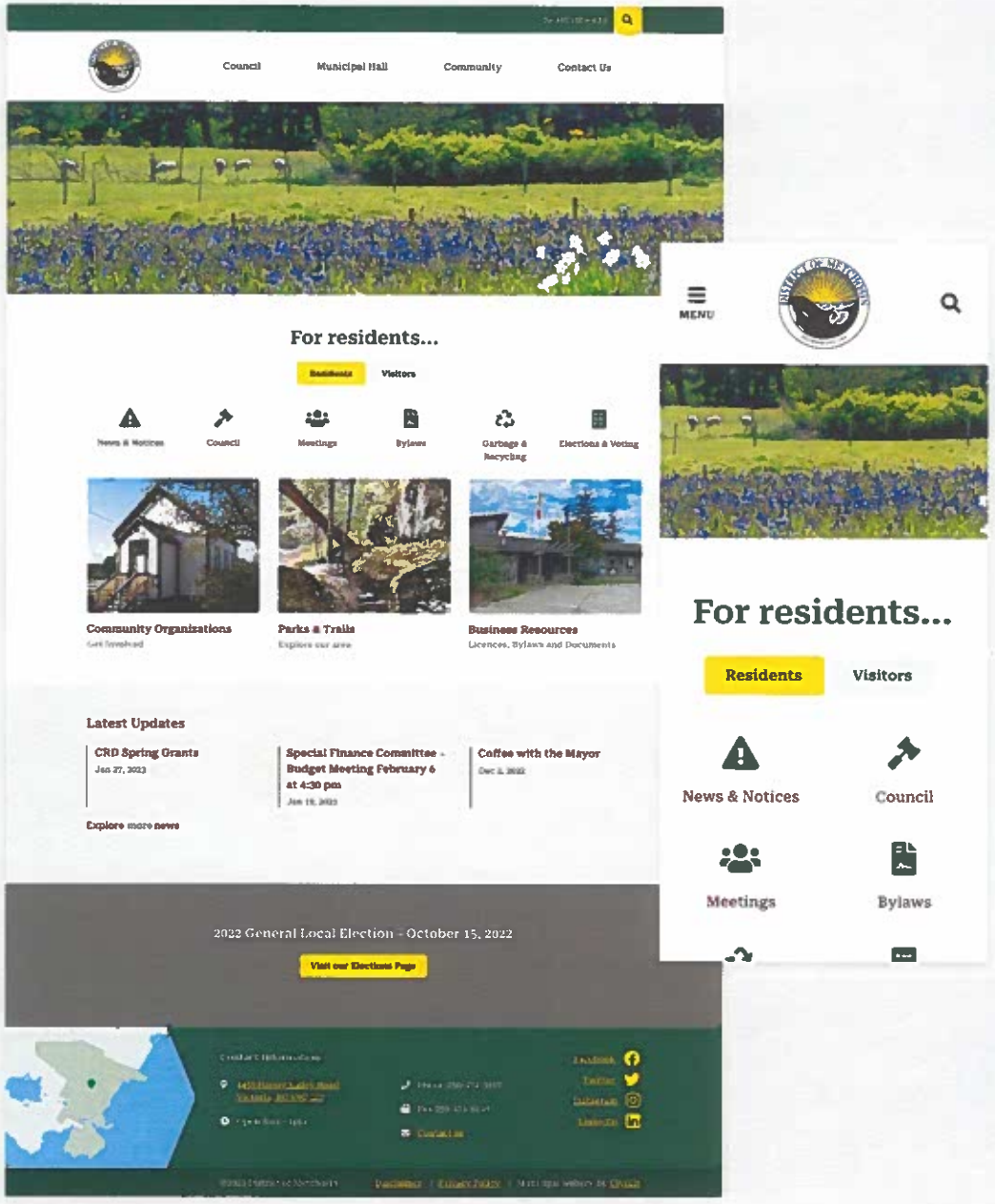
Ponderosa Template

Your municipality can choose from CiviKit templates developed and refined to ensure leading-edge functionality, tools, and features. Our designers will update your chosen template to feature your municipality's logo and brand colours.

This option, the **Ponderosa template**, is easy to navigate with engaging use of photography throughout. It is accessible so it can be used by everyone, regardless of age, ability, or context.

Innovative Approach: Ponderosa features unique menu options, especially for the homepage. The user can select one of three user types. In this example, we show Residents, Business Development, and Visitors. When users select a different user type, different tiles and icons populate on the homepage and lead to popular links. This feature saves users time when looking for information on the site and provides a customized feel that meets their needs.

To view this template live, please visit:
metchosin.ca, oliver.ca or sayward.ca

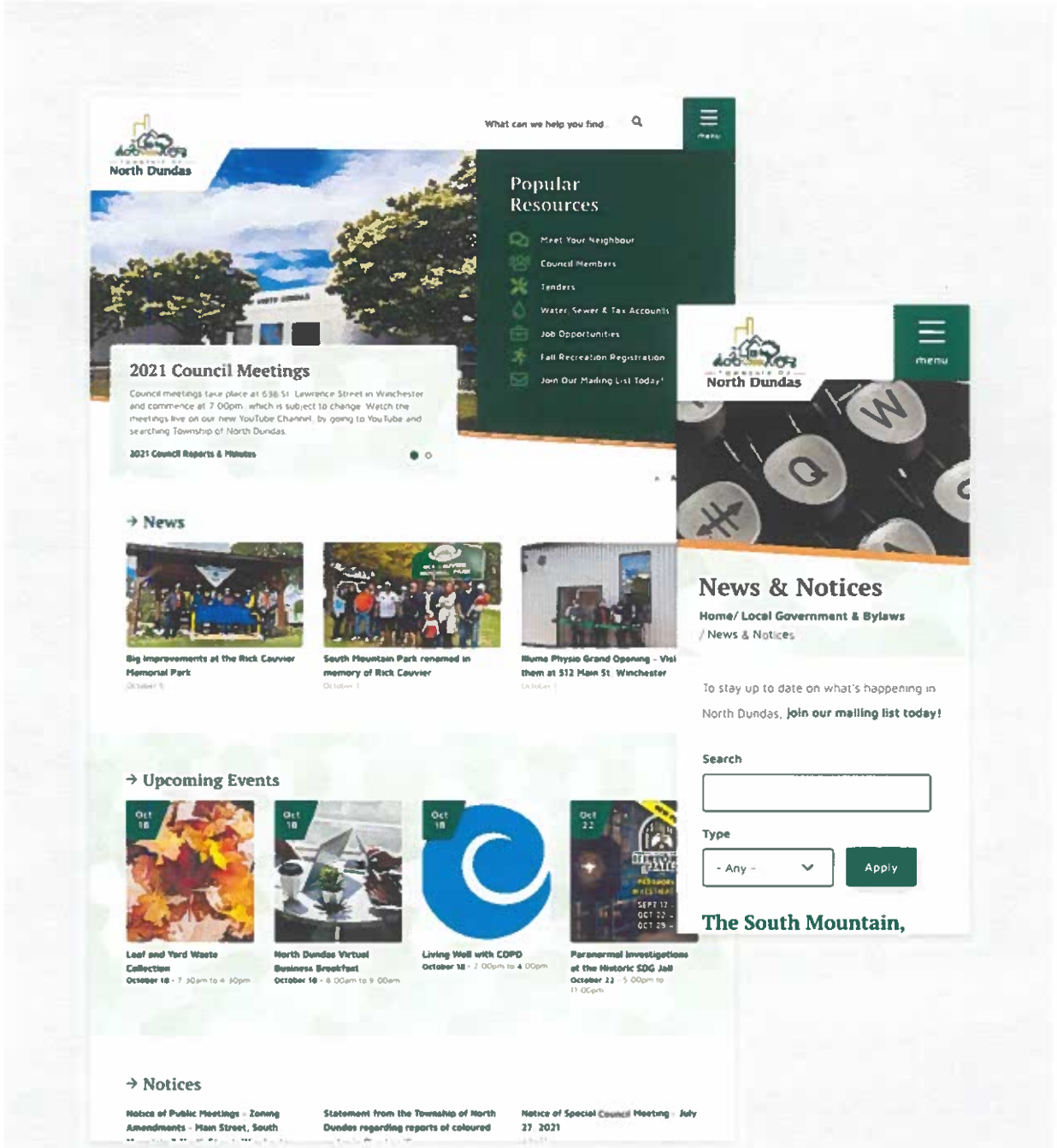


Balsam Template

This second CiviKit option, the **Balsam template**, has an eye-catching design and a clean and user-friendly layout. Our team will update the template to incorporate your municipality's logo and brand colours as well as showcase unique images of your community.

Innovative Approach: Balsam features prominent, clickable icons for frequently accessed services and content which can be customized to match your focus areas. It also includes an accordion-style menu, with intuitive navigation that translates seamlessly to users accessing your website from multiple devices, and a prominent search bar, as well as emergency notifications and up-to-date news to keep your site visitors informed.

To view this template live, please visit:
northdundas.com or northstormont.ca

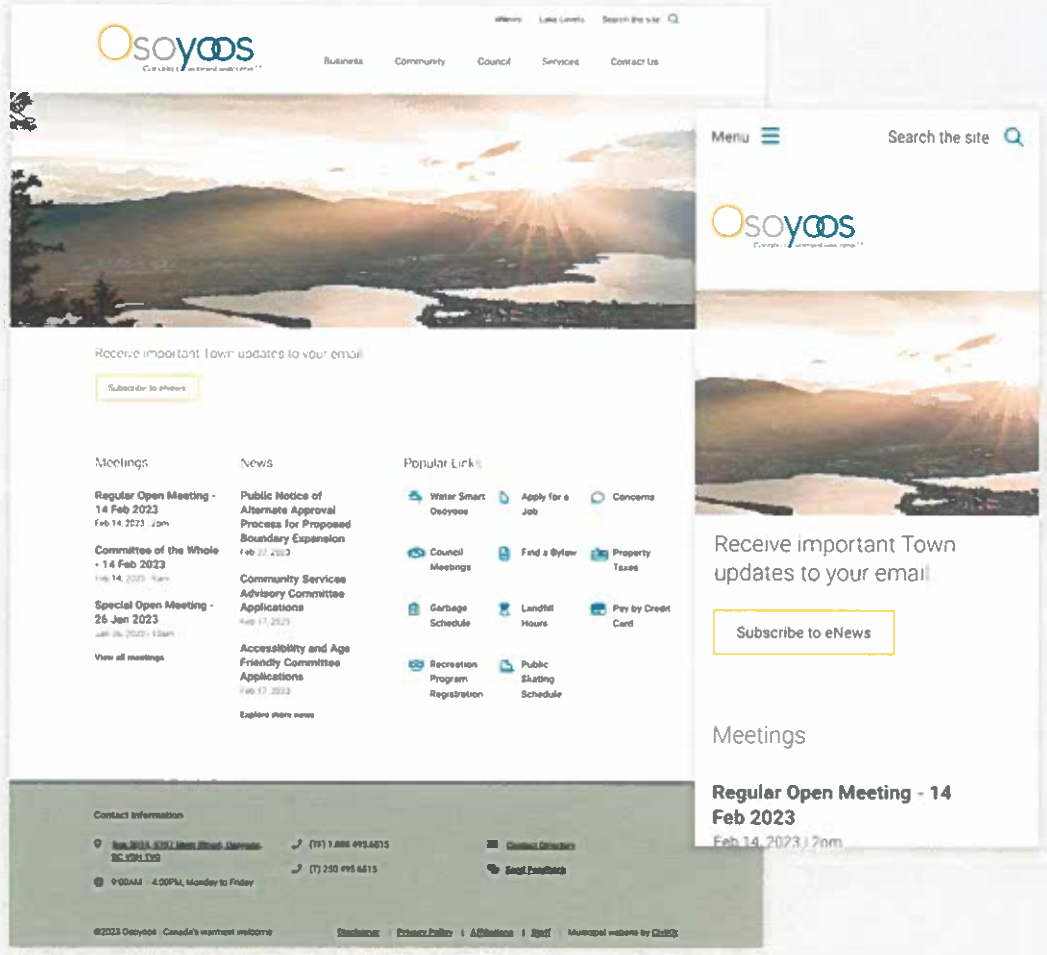


Arbutus Template

Your municipality can also choose from a third CiviKit option: the **Arbutus template**. This design's intuitive, information-first approach ensures that users will find exactly what they're looking for on the homepage. The homepage features a rotating banner area for focused attention, customizable quick links for popular pages, and showcases recent news and events. As with each option, the template will be updated to include your municipality's logo and brand colours.

Innovative Approach: Arbutus features a sleek and minimalist design with various opportunities to highlight local photography in banner areas throughout the website. The design includes a prominent search and "I want to" menu for added user direction.

To view this template live, please visit: lionsbay.ca or osoyoos.ca.

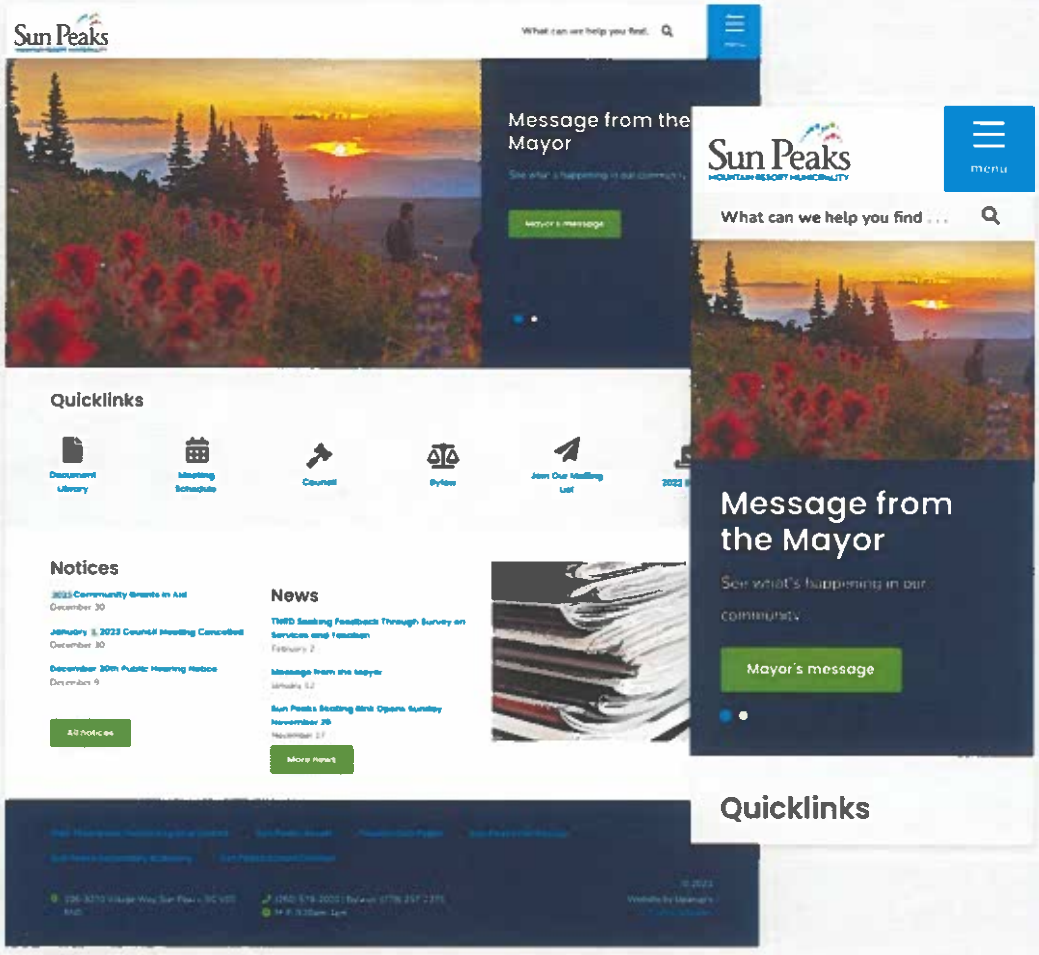


Maple Template

Your municipality can also pick the **Maple template**. This template is feature-rich and easy to navigate with an accordion style menu and prominent quicklinks. The homepage offers several opportunities to spotlight content and direct your users to their intended destination. The simplistic design will be adapted for your municipality with use of logo, brand colours, and textures.

Innovative Approach: The website incorporates best practices for responsive web design, user-experience, and accessibility, as well as all necessary functionality to suit your current and future needs.

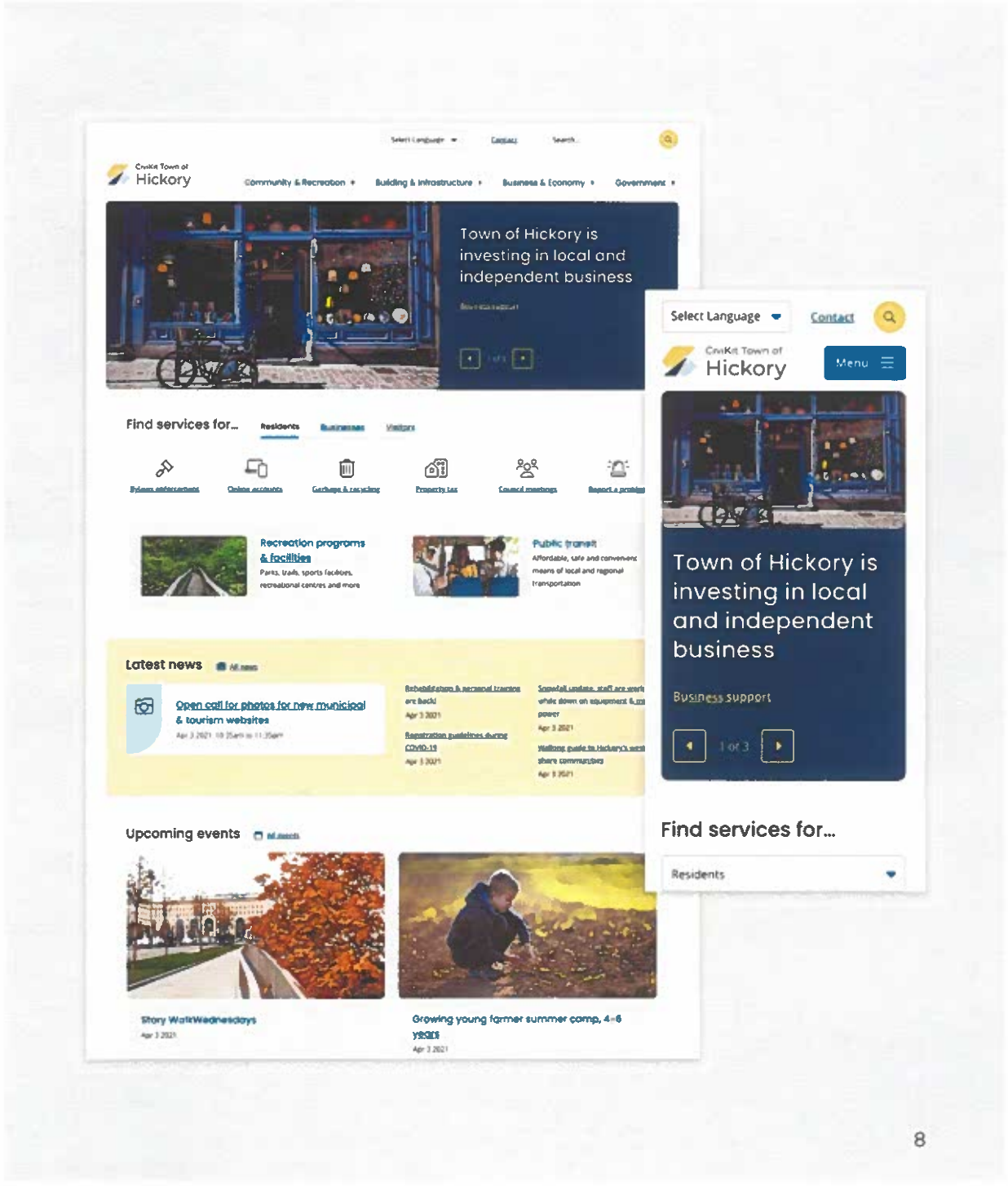
To view this template live, please visit:
sunpeaksmunicipality.ca



Hickory Template

Your municipality can also select the **Hickory template**. This template has been built to maximize customizability, provide your own touch to this template by adjusting the website layout, what content is featured on the homepage, and visual design customizations to reach your desired website look and feel. In addition to your personalization, we will also include your municipalities logo, colours, and fonts to maintain your current branding.

Innovative Approach: With this template's customizability, each municipality using this template can have a unique look and feel, maintaining differentiation while still utilizing the budgetary benefits of a template.

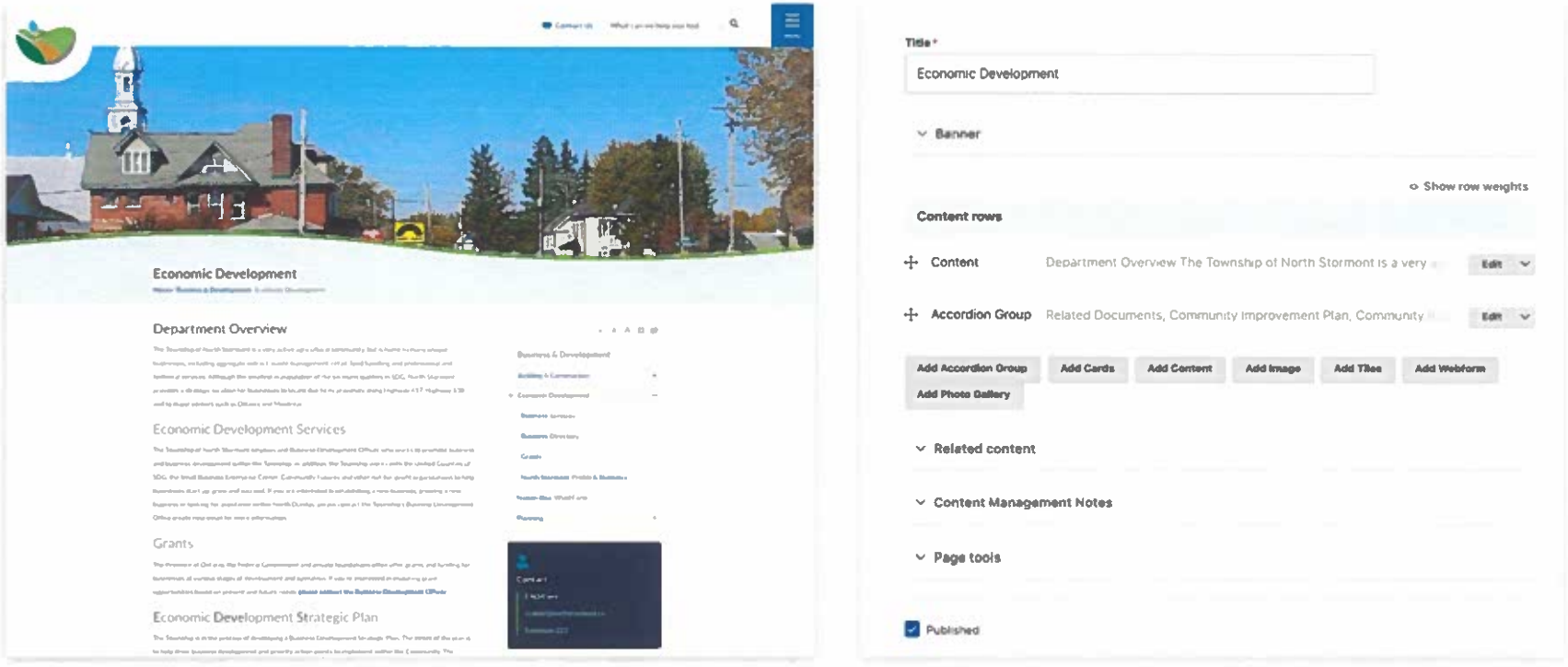


Template Design & Easy Page Layout

Your municipality can choose from one of the templates showcased in this proposal. Your chosen template will be branded to match your municipality with use of logo and complementary colours. While the fundamental template design must stay intact, there are a few aspects to the design that we can refine (such as heading sizes, colours, and fonts).

The back end of our Drupal municipal sites is an incredibly straightforward updating environment, making it easy for non-technical and technical staff alike to create engaging content. CiviKit's CMS page layout tool includes various options for your staff to create dynamic and unique pages that follow a consistent overall look and feel.

Your staff will have the ability to add images, icons, text, accordions, webforms, button tiles, videos, and links—all within the page editing screen. Best of all, you can arrange and re-arrange individual content pieces as needed, with drag-and-drop tools so you can build out content exactly how you'd like to.



Example of page layout in the CMS's what-you-see-is-what-you-get (WYSIWYG) editor.

Training and Content Migration

Our team has extensive experience in facilitating effective website training. Our goal is to **enable and empower your staff** (technical and non-technical alike) to update and maintain your new website, creating internal efficiencies and reducing staff workload. We will show and tell key aspects of the Drupal platform and give your team hands-on training/video/guide to become oriented and gain practical experience.

Training Approach

We will tailor your training schedule to your team's skill levels, needs, and strengths. We will largely focus on ensuring you and your team have a solid understanding of how to update and maintain your new Drupal site. You will be able to make layout changes, edit content, and add links without requiring assistance from Upanup or other parties.

Content Migration

Up to 100 pages of content migration are included with every CiviKit website excluding the following:

- News and Meetings that are older than 2 years.
- Events that are older than 6 months.

During content migration, content porters will:

- Update any linked URLs that direct back to the live site (to prevent future issues with re-directs after launch)
- Ensure all link text is readable and unique, including email addresses
- Edit text to remove any unnecessary formatting (bold text, all caps, italics, etc.) for readability and accessibility
- If necessary, rearrange content to improve information hierarchy, e.g. ensure most important content is at the top of the page
- Add alt text to images

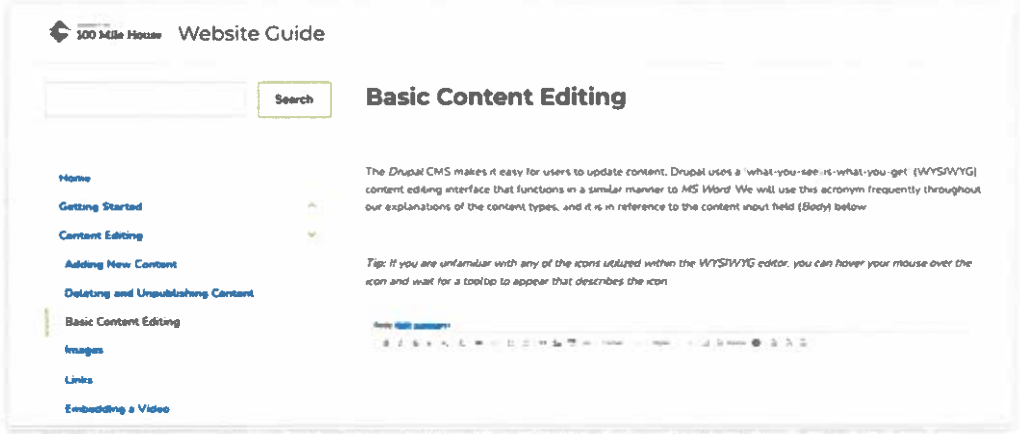
Online Guide

In addition to your training sessions, we provide an online website guide for your staff to use as an ongoing support resource for quick reference and additional training. This step-by-step guide is always accessible online to your team through the back end of your new site.

We also provide screenshots and short videos if needed, in addition to a recording of your online training sessions, to help future hires easily learn the CMS.

Your searchable guide will include:

- Instructions for logging in
- Basics for navigating Drupal
- Content editing, such as editing a page and best practices (e.g., don't put text in images) and how to use the text editor
- Advanced content editing, such as video embedding and webforms
- Document management
- Managing menus



Example of searchable, customized online website guide within the platform for content and site administration.

Accessibility

Due to recent legislation introduced by several provinces and territories, accessibility is fast becoming a legal requirement for municipalities. Our platform, hands-on training, and online website guide are designed to meet the latest web standards and will help your staff create inclusive content that respects users with a diverse range of abilities.

Web Content Accessibility Guidelines (WCAG) 2.0 is becoming the legal standard, and 2.1 Level AA is engrained into every new site we build at Upanup (which includes everything from WCAG 2.0, plus more mobile considerations). To help staff create accessible content, we build accessibility tips and tools right into your CMS and online website guide. A few examples:

- ✓ **Mandatory alt text**: Alternate (alt) text helps screen readers and search engines identify what an image contains
- ✓ **Descriptive link text:** Meaningful link text sets user expectations for what the link offers
- ✓ **Page titles & headings**: Distinct page titles and logical heading hierarchy for better navigation and scannability on screen readers

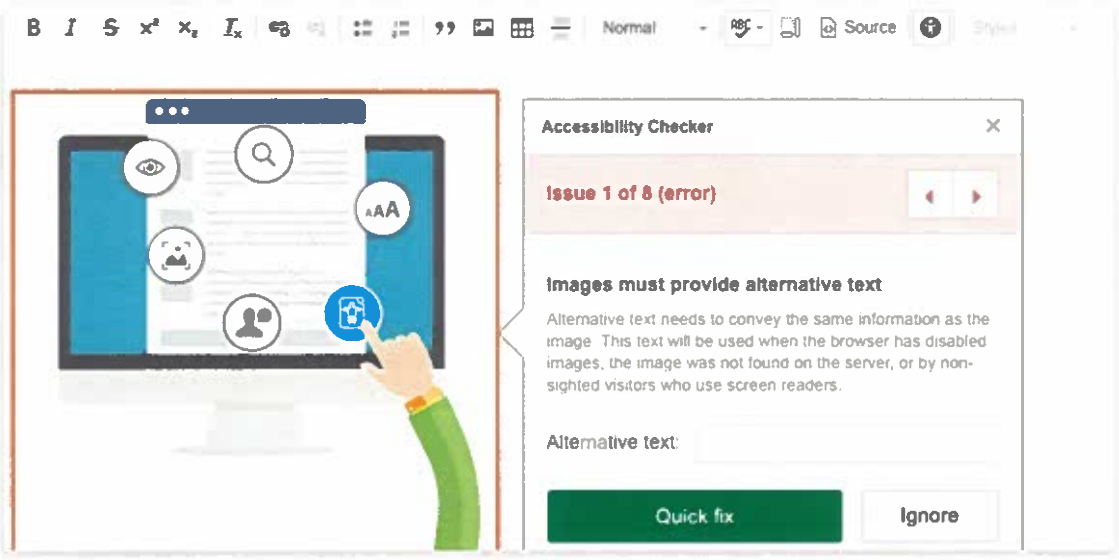
Our websites' extremely high scores in accessibility audits are testament to the care and attention we invest in ensuring your website is inclusive and accessible for everyone.

Accessible Design

To help visually impaired users, your website will work with every browsers' ability to change the point size of text while zooming in and out. Our design templates have been tested in different modes that reflect different impairments (like colour blindness and cataracts) to ensure each element works. Our designs account for colour contrast and are optimized for screen reader technology. Reminders for accessible content are built right into your CMS, with contextual help text to prompt staff.

Accessibility Checker

To help maintain your websites' accessibility over time—and to give editors one less thing to worry about—we have incorporated a variety of tools and features into our Drupal platform to make accessibility an inherent part of content creation. This includes an accessibility checker (see figure below) for your staff to easily inspect the accessibility level of their content. With just the click of a button, content is scanned and any accessibility issues that are found are provided with an immediate solution.



Example of the accessibility checker within the CMS's what-you-see-is-what-you-get (WYSIWYG) editor.

Launch Plan

Upanup's launch plan ensures you are informed during every step of the website process.

CiviKit municipal websites can be released quite quickly. Our typical timelines fall within **6-10 weeks** depending on how much content is on your site, or if there are any add-ons. In the planning phase, we will work with your team to decide on timing that works best.

Phase 1: Strategy & Planning (1 to 2 weeks)

- Initial meeting to discuss goals and process
- Decide on a template design for your new website
- Provide access to all pages being migrated

Phase 2: Content Migration (2 to 4 weeks)

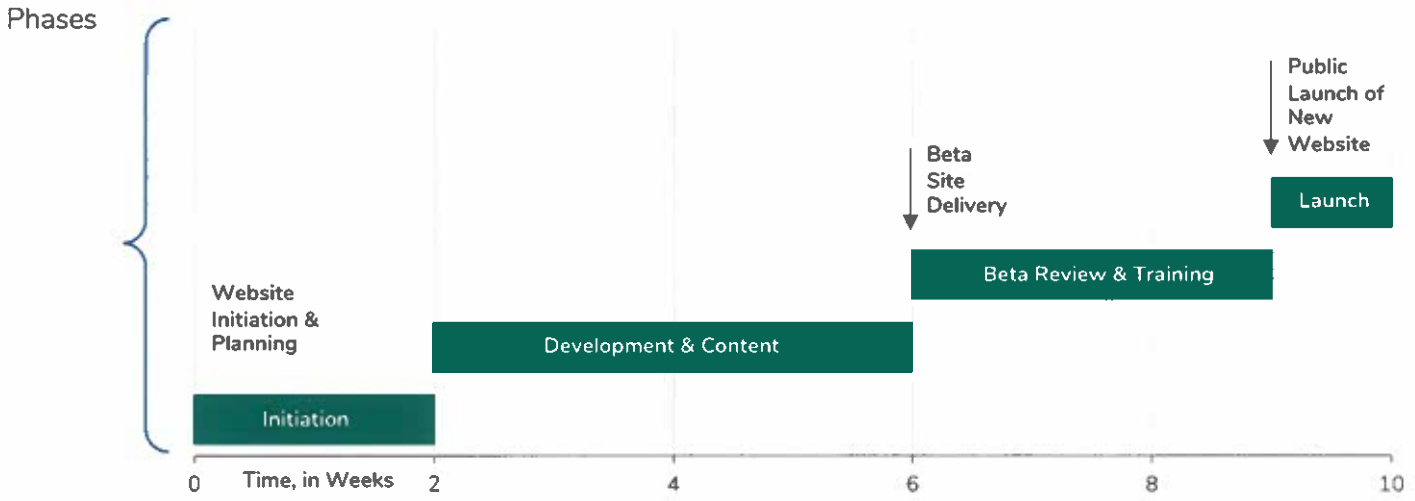
- Install and set up chosen template
- Migrate existing website content using the current sitemap *(including the 3 most recent years of News & Council meetings)*
- Set up staff workflow and user roles with different levels of site access (if needed)

Phase 3: Beta & Training (1 to 2 weeks)

- Delivery of a full, working beta-stage version of the website for review and content finalization
- Provide up to 2 hours of online training and deliver online resource guide
- Adjust all bugs/technical fixes prior to launch

Phase 4: Launch & Stabilization (2 weeks and beyond)

- Complete final pre-launch checklists
- Coordinate launch approval and review process
- Move to ongoing customer support which covers all maintenance and bug fixes (technical errors) discovered



Optional Add-ons

While our CiviKit website solution is built to fulfill your municipality's online needs, we recognize the value in providing options for further customizing your website. These enhancement solutions can be incorporated into your website to ensure we're meeting requirements and exceeding goals.

All options can be added at the onset or considered as future upgrades as your needs grow. This is the added benefit of working with a platform that has long-term flexibility and scalability.

Subscription Services

Integration of third-party subscription service within website framework. Includes:

- ✓ Ability to push email notifications to subscribers of various website content-such as news, newsletters, alerts, and events.
- ✓ Embedded subscription sign-up form on a pre-determined page using iFrame, which will collect user's information and store it within your subscription account.

*Upanup can provide best-practice recommendations for third party software. Municipalities are responsible for software fees.

Cost: $1,500

Public Consultation

Provide a strategy for public engagement opportunities, draft questionnaires including best practices for collecting citizen feedback. This service includes:

- ✓ Draft survey questionnaire (5-10 questions)
- ✓ Host one online survey and provide summary of results
- ✓ Provide recommendations for facilitating additional public feedback events and promoting community engagement

Cost: $1,500

Content Services

If you require additional content services, such as content audits, editing, or writing, we offer specialized content assistance based on your requirements.

Cost:

- 15 hours of content services: $2,325
- 30 hours of content services: $4,650

Translation Tool

This add-on incorporates a tool which allows users to select desired languages for display within the website. Includes up to 3 predetermined languages.

Cost: $500

Council Portal

A password-protected section of the website to store confidential documents and communication. This portal will include:

- ✓ Unique logins specific to user roles
- ✓ Separate and secure link for confidential correspondence

Cost: $1,500

Presentation to Council

Upanup will attend one Council meeting to present proposed our website design.

Cost: $500

Additional Training

Upanup provides one custom training session per site. Additional sessions can be provided for more advanced or specialized training, if desired.

Cost: $500

Technical Support

Technical Support services are optional, and not required for the site to be maintained live. Additional ongoing support could be used for assistance with website updates, additional training or anything you need! Support packages start at $345/month for up to three hours per month. Support services can commence seamlessly post-launch.

Additional CiviKit Products

Staff Intranet

Our turnkey intranet solution offers internal organization at its finest and will streamline your organization's in-house communication and processes. Features include:

- ✓ News & Alerts
- ✓ Staff directory
- ✓ Internal events or vacation calendar
- ✓ Document/forms/media library
- ✓ Classifieds
- ✓ Webforms
- ✓ Secure sign-on and editing access
- ✓ Hosted & maintained by Upanup

Cost: $5,000 setup + $250/month for ongoing maintenance.

Engagement Platform

Provide an engaging online avenue for your community to meaningfully contribute to municipal projects and initiatives. Features include:

- ✓ Customizable timelines, stages and statuses
- ✓ Subscriptions & push notifications
- ✓ Facilitate public comments & questions
- ✓ Surveys & Polls

Cost: $5,000 setup + $250/month for ongoing maintenance.

Online Recreation Guide

Upanup will build an online template for communicating upcoming program information to your community. This includes unlimited versions per year, branded to you, customizable content, links for registration, and more! See example: king.getsactive.com

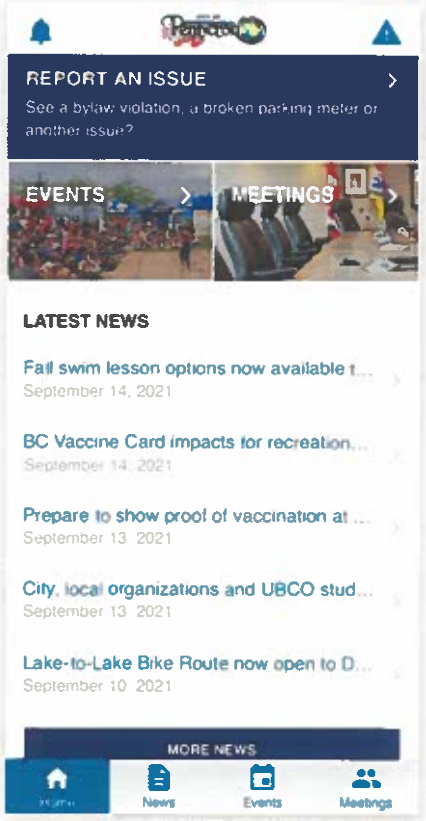
Cost: starts at $5,000 + $250/month for ongoing maintenance.

Community App

CiviKit's App focuses on news, events, meetings, alerts/notices, and other critical information. It provides citizens the ability to subscribe to, sign up for, or submit service requests, increasing engagement opportunities. The app is built to sync with your website, creating internal efficiencies for updating content.

Also, within the App, users can select what they would like to get push notifications for—increasing the ease of use and customization.

Cost: $5,000 for the initial build/setup + $250/month for ongoing maintenance.



The City of Penticton's app, showing the latest news posts and any alerts on the home screen.

Pricing

Website Budget (CAD)	
Implementation Fee	**$5,000**
On-going Platform Fee	
Monthly Platform Service	$250

*Cost is subject to applicable taxes

Flexible Payment Options

We can accommodate various payment options to suit your budget. If you prefer to pay for platform fees for the next three years upfront, no problem! Ask us about our payment flexibility.

Software Purchases

If there are software purchases required for your website, we will guide you through the options and provide a recommendation. We don't believe in surprise billing and will communicate all options and costs ahead of time.

Peace of Mind

If you choose to cease an ongoing website contract with Upanup, a website buyout option is available. More information can be provided upon request.

Platform Services

Drupal is free; however, there are ongoing security updates needed for the core and modules, and the site will need hosting.

Upanup provides secure, Canadian-based hosting services through one of the world's leading web hosting providers, Amazon Web Services (AWS) Lightsail. With its data centre based in Montreal, our hosting solution ensures all data (including backups) is stored on servers in Canada and is compliant with FOIPPA.

This proposal includes the main website plus post-launch hosting, security updates, and any technical errors. Ongoing platform fees are $250 per month, via annual billing, and are inclusive of hosting & security management by Upanup. This service also covers all bug fixes and technical errors, as well as user management support requests and ongoing platform improvements. These yearly platform fees are mandatory to maintain the site live and will commence post-launch.

Additional years would be at the same price of $250/month, locked in at this rate for three years post-launch.

Security & Hosting

We take the security of our sites seriously and set up our production configuration using LAMPP with added security measures for intrusion prevention and detection, along with encryption in transit and at rest (where necessary), including in our backup system. Upanup's robust procedures and offsite backup, along with Amazon Web Services (AWS) Lightsail hosting, provide a high-level of backups, redundancy, and security.

- ✓ Utilizes a Lightsail VPS container at Amazon Web Services (AWS)
- ✓ Linux-based software stack
- ✓ Access to 4 vCPUs and 16 GB of memory
- ✓ Ample SSD storage
- ✓ Plesk power panel license for configurations
- ✓ Optimized hosting tools, including Memcache server-side caching service
- ✓ Fail2Ban and ModSecurity rules for banning/jailing of suspicious user activities
- ✓ Includes Plesk and system updates/maintenance by Upanup
- ✓ Includes Drupal application security updates
- ✓ Shared with other Upanup-managed sites
- ✓ Daily off-site backups are taken on databases and filed daily (overnight, during low traffic times)
- ✓ Upanup is the technical contact with hosting provider, and main contact for upgrades, issues, or changes

Company Background

Upanup is an award-winning digital firm that builds and supports leading-edge, easy-to-use websites for governments across Canada.

Our Mission

Our mission is to make people's lives easier by designing and developing intuitive, user-focused website experiences that help citizens and businesses easily access information and engage with their local governments.

Our Values

We pay close attention to the culture of our organization and have a firm set of values we live by. These values—**quality, integrity, progress, efficiency,** and **friendliness**—describe our approach to work, clients, and each other. They are instilled in everything we do, from internal communications to client contracts, and help guide us to successful completion.

Municipal Experience

Our team has launched more than 300 websites across Canada using a platform that supports thousands of websites worldwide. We will leverage this experience to deliver a superior website that is modern, accessible, and scalable for future growth.

Description of Services

We offer an array of digital services for municipal governments. Our areas of expertise include:

- Visual branding & graphic design
- Accessibility audits & compliance support
- Digital strategy & integrated marketing
- Search engine optimization & marketing
- UX & user interface (UI) strategy, design, testing & implementation
- Content writing, strategy & migration
- Data integration & management
- Website support & maintenance
- Hosting setup & management
- Security, support & maintenance
- Website governance, training & guides
- Intranet design & development
- Mobile app design & development

History

Upanup is a fully Canadian, independently owned and operated company, established in 2012 by Peter Knapp and Richard Hammond. Since launching Upanup, our diverse team has grown to over 30 experienced designers, developers, strategists, and marketing professionals collaborating between our offices in Victoria (BC), Calgary (AB) and Kitchener (ON).

Contact Information

Upanup Studios Inc.
304, 733 Johnson Street
Victoria, BC V8W 3C7
Main: 250-590-1721

Ava Caputo, Product Director
Direct: 403-589-1339



Why CiviKit?

With Upanup you're not just getting a website—you're getting **a long-term partner** that will ensure you have all the tools necessary to effectively communicate and deliver information to your community.

Experience

We're a passionate group of web specialists with over 20 years collective Drupal experience and one common goal: to provide the best possible solutions for our clients.

- 60+ municipal projects
- 300+ websites
- Hundreds of individual user testing sessions

Excellence

We provide our clients with cutting-edge, award-winning websites that they can use for years to come:

- 80+ international awards
- Customer-focused collaboration
- Satisfied long-term clients

Innovation

We leverage current best practices and implement high-quality design and development techniques:

- Accessibility & user experience focused
- Proactive research into evolving communication trends and user needs
- Committed to continued improvement
- Free access to Upanup articles, white papers, newsletters, and webinars



"In a word, amazing. I was impressed by Upanup's professionalism from the moment they first pitched the project. They were very responsive to our needs but were also good at drawing from their experience on other projects to identify issues that we wouldn't have thought of on our own. They were responsive, eager, always a pleasure to work with."

Cameron Mills, Town of Coaldale

CIVIKIT BY UPANUP

Thanks for the opportunity

Confidentiality Disclaimer

This document includes confidential information about Upanup's products, processes and competitive advantages. This is only for internal distribution with the intended recipient and is not to be disseminated to any individual external to Upanup's potential client organization without the express written consent of Upanup Studios Inc.

Thank you.

CIVIKIT

Upanup Studios Inc.
304, 733 Johnson Street
Victoria, BC, V8W 3C7
(250) 590-1721
civikit.com

Town of Kearney
Attn: Stefanie Allen
8 Main St. Kearney, Ontario
P0A 1M0
April 4, 2023

CiviKit Municipal Website Agreement – 2023-145

The following agreement outlines the CiviKit municipal website platform being delivered by Upanup Studios Inc. to the signatory municipality or client. The municipal website platform has been designed and built to provide exceptional online access to information for your community. CiviKit leverages Upanup's experience developing award-winning government solutions to provide an engaging, user-focused website that improves usability and functionality, reduces staff workload, and highlights unique characteristics of a community.

Requested Functionality

- **Showcase local business** – CiviKit websites come standard with a business directory, ideal for listing, categorizing, and building out local business pages as simply or complex as you wish. Your website visitors will have access to a filter and search bar within this directory to easily locate a specific business or businesses by industry.
- **Accessibility for residents / visitors (online forms, permit applications, etc)** – CiviKit websites are equipped with highly robust webforms that can accomplish a wide variety of online services. Users can submit job applications through the website or submit community events for inclusion in the calendar. Forms and permit applications can be built as webforms or can also be provided through attached documents. Accessibility compliance is also important to us. All Upanup websites meet WCAG 2.1 AA standards, which exceed current Canadian standards.
- **Quick access to information** – CiviKit websites utilize several navigation tools to ensure users can access key information quickly and easily. Navigation features include, a search bar, header links, menu with up to 3 tiers, quicklinks, buttons, spotlight sections and footer links. We aim to ensure any piece of information can be found in under 3 clicks, and that all key information can be found as readily as 1 click away.
- **Mobile friendly** – CiviKit websites are optimized to not only scale to fit any device (tablet, mobile, etc.) but will also reformat certain components when needed, to maintain accessibility.
- **Events Calendar** – Our filterable events calendar is great for displaying council meetings and community events. Our Calendar is set up with automations to make the experience for you staff easier when creating events. A new event will be automatically featured in the events calendar, and most current events in the calendar will be displayed on the homepage.
- **High security** – Security is a top priority, so whether you're a municipality of 1,000 citizens, or 1,000,000 you get access to the same dedicated security. Our CiviKit platform is hosted in Canada through Amazon Web Services, with real time monitoring, and is complaint with all Canadian legislation standards.

CiviKit Deliverables

- **CiviKit website setup:** Install and set up chosen CiviKit template. Features include the following:
  - Editable homepage and flexible inside pages
  - Content types for news, alerts, directories, events calendar, job postings, webforms, bid opportunities, bylaws, contacts, meetings, reports/documents
  - Easy-to-use content management system (CMS), with control over page layout, content and menu structure
  - Staff workflow and user roles with different levels of site access
- Programmatically migrate existing site's content using a replica sitemap
  (Up to 50 pages. News & Meeting content will be migrated for the two most recent years)
- Provide up to two hours of remote training for group or individual training sessions
- Provide access to online website support guide
- Launch CiviKit website to your URL/domain (DNS record adjustments will be required)

Ongoing Platform Services – Hosting, Security Updates & Technical Fixes

The CiviKit solution requires ongoing platform services once the site has been made available for launch. The platform services include high-availability and secure hosting managed by Upanup, site backups, CMS updates, guide access and future functionality enhancements.

Platform services include:

- ✓ Security updates with zero-downtime, safe-install procedure (typically 6+ times per year)
- ✓ Bug (technical error) fixes to the site
- ✓ ReCAPTCHA maintenance of webforms, for protection against spam bots
- ✓ Support for user role management, including password resets and new site editors setup (up to 10 times a year included)
- ✓ Support for content changes to normally static content areas such as address in footer (up to twice per year included)
- ✓ Ongoing platform improvements
- ✓ Online help guide to assist site editors with step-by-step instructions for content management of site
- ✓ Industry-leading, Canadian-based third-party hosting infrastructure via AWS
- ✓ Daily snapshot backups to Upanup's protected servers, ensuring continuity in case of compromise
- ✓ Maintenance, ongoing optimization and security of web server hardware, software and databases
- ✓ 24/7 monitoring of site uptime, proactive response and reporting on any disruptions

Budget Requirements

The associated budget requirements for the CiviKit website platform are as follows:

- Website implementation and content migration fees = ~~$5,000~~ $2,500 CAD (+ applicable tax) (50% discount)
- Select your preference of platform service payment interval:
  - ☐ $250 per month (+ applicable tax) (billed quarterly)
  - ☐ $2,400 per year (+ applicable tax) (20% discount)

Implementation fees will be invoiced upon agreement. Platform service fees will be invoiced periodically as selected above upon platform delivery. Fees will be locked in at this rate for 3 years. (You may opt-out of this agreement after the initial term, by providing 30-days written notice. Upanup can provide a buy-out option if interested.)

Upanup looks forward to providing your municipality with an excellent website solution delivered through our CiviKit platform.

Sincerely,

AChapiel

Aiden Chapiel
Upanup Studios Inc.

By signing below, your municipality agrees to proceed with the quoted agreement as per the above.

Signature: _____

Name: _____

Title: _____

Organization: _____

PO (if applicable) _____

Email for invoices _____

Date: _____

Method of Payment:

☐ EFT

☐ Cheque

Approval date:

The implementation discount applies until May 31st 2023, if that date has passed, this document will need to be adjusted before it can be signed.

Upnorthwebs

Preliminary Proposal

Town of Kearney
Website Redesign

Prepared for:
Stephanie Allen
Communications and Public Relations Officer

Prepared by:
Katherine Houlding
Owner, Lead Designer

Date: March 27th 2023

Introduction

We are excited that you ask us about a redesign of the Town of Kearney website.

Throughout the next few pages, we hope to provide you with information that will not only ensure our working relationship, but also give your town a sense of comfort and trust.

The Town requires a major Internet presence to primarily function as a community portal to local permanent residents, seasonal residents, tourists and visitors. Content on the site needs to be updated and reorganized in order to ensure it is web-friendly and that visitors to the site are able to quickly find the information they are looking for using a variety of methods.

The scope of this proposal is based on the current website.

Sincerely,

Katherine Houlding,
Owner, Lead Designer
Phone: 613.661.2717 | Email: kathy@upnorthwebs.com | Website: www.upnorthwebs.com

Vendor Profile

Upnorthwebs have over 350 clients to date of which we manage and maintain 8 municipal websites all of which have been maintained and updated as needed and 4 library websites. Our client retention is at 98%. We have been in business full time since 2002, just over 21 years.

Scope of Work

Client Situation

Town of Kearney requires a new website that is easy to use and presents a fresh presentation of the area.

The preliminary objectives for the new site include.

- The site is mobile responsive so people using smart phones don't have to pinch and zoom to access content.
- Improve the accessibility by designing the site to be WCAG 2.0 Level AA compliant.
- Analysis and consult the existing website
- Sitemap development and site planning
- Provide a content management solution complete with training to enable Town of Kearney staff to update the website content.
- Assist in website visibility via optimizing the site content for the search engines leading to increased inquiries.
- Photo Gallery Modules
- Staff Contact Manager
- News & Notices Manager
- Business Directory
- Form Builder (Stage Two Option)

Proposed Solution

Upnorthwebs proposes to create a custom visual design for the new site that is clean, contemporary, and professional.

Attractive visuals can be incorporated throughout the site to help communicate key messaging, support site content, and create a friendly and professional look that appeals to website visitors.

Accessibility and ease of use will be the foundation for creating the website design, layout and architecture to ensure users are able to locate desired information easily and efficiently. It is recommended that the content featured within the new site is structured from a user's perspective. This will allow us to provide a more user-centric website experience that is streamlined and intuitive for all intended users.

A content management system (CMS), complete with training, will be provided to allow Town of Kearney staff to maintain the new site as desired. For this project, Upnorthwebs proposes to utilize WordPress.

Project Plan and Schedule

Content Implementation & Build Phase

Upnorthwebs will arrange a discussion with Town of Kearney that will result in the creation of an outline that identifies the next steps for the content implementation and build phase of the project.

The development effort encompasses the following:

- Production of section graphics and content graphics.
- Programming of all functionalities.

Testing Phase

We will test the site for browser compatibility, link testing, spelling, etc.

Client Training

Upnorthwebs will then provide 5 hours of content management system (CMS) software training for up to 6 users. As part of the training,

Upnorthwebs recommends that an initial 2 hours training block is scheduled, with a further 2 hours to be used for assistance once the applicable staff members begin making changes to the new website. Typically, organizations will have some initial questions as they start using the content management system, and Upnorthwebs is available to provide telephone and email support on an as required basis.

NOTE: It is expected that Town of Kearney will be responsible for making all applicable content updates once the new site has gone live. If the Town of Kearney requires further assistance with making content updates, additional CMS training sessions can be scheduled on an as required basis, or a quotation will need to be provided by Upnorthwebs to complete the required updates.

Included Features

- ➢ Creative design to home page and interior page templates for the site.
- ➢ Construction of mobile responsive pages.
- ➢ Content Management System (CMS)
- ➢ Auto Generated Sitemap with up to 50 empty pages ready for content.
- ➢ Home Page Urgent Notices Popup that can easily be turned off and on
- ➢ Photo Gallery
- ➢ Business Directory

- News & Notices
- Staff Contact Manager
- Search Engine Optimization
- Online Training & Accessibility Training
- Hosting website and database in a secure, Tier 3 data centre located in Ontario Canada

Support & Maintenance

System Ownership
The municipality owns all files, themes, and plugins.

Ongoing training and support
We offer full training and support from Monday to Friday 9am to 5pm. Weekend support is available for urgent updates.

Availability of continued communication post website implementation
We offer full training and support from Monday to Friday 9am to 5pm. Weekend support is available for urgent updates and maintenance.

Support services for both emergency and non-emergency situations:
We are open Monday to Friday 9am to 5pm. Weekend support is available for urgent updates and maintenance.

Project Pricing Estimate/Cost for Services Outlined

Website Redesign Fees: $8,000 - $10,000

Custom responsive visual design, approximately 50 pages, form builder, photo gallery, news & notices, business directory, home page and sub-page templates, testing and deployment.

All pages will be setup and ready for you to add your content while in development mode. (this estimate does not include migration of content).

We will train you how keep your website accessible and give you any advice if you have questions.

Note: If you would like us to add your content, please let us know. On average this would be about an hour per page at $85 per hour.

Ongoing Annual Fees

Yearly Hosting Fees: $39.99 / month

Security Updates Support: $29.99 / month

Third Party Software Costs: $24.99 / month

Total Annual Fees: $1,139.64 / annually plus HST

Ongoing Website Support: $80 / per hour, billed on a time used basis

Accessibility Monitor: $129.00 / month (optional)

TRANSFER STATION REPORT Josh D.

Date	Bin Pick-up	Kearney	$	Sand Lake	$	Notes
MAY 2				12	75	
MAY 5				37	230	
MAY 6	Kent	41	18	21	125	
MAY 7		44	2	42	420	
MAY 8		30	2	17	75	
MAY 9						
Totals		30	2	129	925	Grand Total Cash 927$

Comments
2 construction bins
1 plastic "
1 furniture "
1 steel "

plus $20 from May 6 & 7 (Total $947.00)

Josh Transfer Station Attendant Date: MAY 10/2023

TRANSFER STATION REPORT Josh D.

Date	Bin Pick-up	Kearney	$	Sand Lake	$	Notes
APR 25				12	40	
APR 28		38	4	15	180	
APR 29		19		11	110	
APR 30		41	6	14	65	
MAY 1		18	2	22	40	
MAY 2		23		~~12~~ 50	~~15~~ 50	
Totals		139	12	74	435	Grand Total Cash 447

Comments

_____ Transfer Station Attendant Date: _____

THE CORPORATION OF THE
TOWN OF KEARNEY

BY-LAW NO. 2023-32

Being a By-law under the provisions of Sections 34 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, to amend By-law No. 2022-20, as amended, the Town of Kearney Zoning By-law, with respect to lands described as PT LT 4 CON 9 BETHUNE; KEARNEY. Being all of the lands described in ARN 4918-020-007-08910, in the Geographic Township of Bethune, now in the Town of Kearney.

WHEREAS By-law No. 2022-20 was passed under the authority of Section 34 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, and regulates the use of land and the use and erection of buildings and structures within the Town of Kearney;

AND WHEREAS the Council of the Town of Kearney conducted a public meeting in regard of the subject application as required by Section 34(12) of the *Planning Act*, R.S.O. 1990, as amended;

AND WHEREAS Section 34 of the *Planning Act*, R.S.O. 1990, as amended, permits Council to pass an amending Zoning By-law, and the Council of the Town of Kearney deems it advisable to amend By-law No. 2022-20 with respect to the lands described in this By-law;

AND WHEREAS the matters herein are in conformity with the provisions of the Official Plan of the Town of Kearney;

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

1. THAT By-law No. 2022-20, as amended, is hereby amended as follows:

    a) Map No. 1 of Schedule "A" of By-law No. 2002-28 is hereby amended by changing the zone category of certain lands located in described as; PT LT 4 CON 9 BETHUNE; KEARNEY. Being all of the lands described in ARN 4918-020-007-08910, in the Geographic Township of Bethune, now in the Town of Kearney from the Rural Exception 7 (RU-7) Zone to the Rural Residential (RR) Zone as shown on Schedule "A" attached hereto and forming part of this By-law.

2. This By-law shall become effective on the date that it is passed by the Council of the Town of Kearney, subject to the provisions of Section 34 of the *Planning Act*, R.S.O. 1990, as amended.

3. The Clerk is hereby authorized and directed to proceed with the giving of notice under Section 34(18) of the *Planning Act*, R.S.O. 1990, as amended.

READ a first and second time this 18th day of May, 2023.

READ a third time and finally passed this 18th day of May, 2023.

_____
Mayor, Cheryl Philip

_____
Clerk, Cindy Filmore

Date Printed
2023-05-11 9:20 AM

Town of Kearney
List of Accounts Report For May 4, 2023.
Batch: 2023-00030 to 2023-00030

Bank Code: AP - GENERAL AP

COMPUTER CHEQUE

Payment #	Date	Vendor Name		Payment Amount
~~32719~~	~~2023-05-04~~	~~VOID - Cheque Printing~~		~~0.00~~
32720	2023-05-04	ABC Overhead Garage Doors	F/D and P/W Repair Bldg. Doors.	1,634.95
32721	2023-05-04	Abell Pest Control	KCC and P/W Monthly Pest Control	201.87
32722	2023-05-04	Bowman Fuels Ltd.	P/W Vehicles Diesel	3,565.07
32723	2023-05-04	Burk's Falls Building Ctr Ltd	KCC Supplies for B/D Wall	19.76
32724	2023-05-04	CRA - Receiver General	Payroll Remittance April 16-30	13,401.62
32725	2023-05-04	Cupe Local 1813	Union Dues April	737.12
32726	2023-05-04	Ecovue Consulting Services Inc	Consulting for Various Consents	16,314.46
32727	2023-05-04	Fetterley's Gas & Convenience	Parks and KCC Vehicle Fuel	518.43
32728	2023-05-04	Fowler Construction	Roads Winter Plowing Agreement	2,833.02
32729	2023-05-04	G.F. Preston Sales & Service	P/W Repairs Trackless/Sweeper	2,155.91
32730	2023-05-04	Hicks Morley	UFCW Negotiations	491.17
32731	2023-05-04	.I.machine services	P/W Backhoe Hydraulic	84.46
32732	2023-05-04	Joe Johnson Equipment	P/W Trackless Rad Hose	107.09
32733	2023-05-04	Kearney Water Shed	Donation from M. Rickwaard	2,850.00
32734	2023-05-04	Kidd's Home Hardware Bldg. Centre	Parks & KCC maintenance Supplies	33.78
32735	2023-05-04	Lake Country Office Solutions	Admin Monthly Photocopy Fees	219.39
32736	2023-05-04	LAS-Local Authority Services	B/D Ergonomic Desks	4,327.88
32737	2023-05-04	Scott McKay	Reimburse Fuel Purchase	127.78
32738	2023-05-04	Min Of Fin-Ontario	OPP LSR Fees March & Sterling Licencing	29,064.00
32739	2023-05-04	Moore Propane Ltd.	P/W Propane	165.82
32740	2023-05-04	Muskoka Springs Inc	P/W and F/D Water Bottles	473.30
32741	2023-05-04	OGRA-Ont.Good Roads Assoc.	P/W T.J. Mahoney Rd. School (S McKay)	1,197.80
32742	2023-05-04	OMERS	Pension Remittance April	11,633.14
32743	2023-05-04	Rickwards Small Motors Inc	F/D Repair Polaris	414.65
32744	2023-05-04	SPCA-Ontario	Animal Control Fees (2nd Qtr Levy)	440.47
32745	2023-05-04	Spectrum Telecom Group Ltd.	F/D Monthly Internet	56.44
32746	2023-05-04	StarMetroLand Media	B/D By-law Legal Notice	982.66
32747	2023-05-04	Three Mile Truck	P/W Vehicle Repair	751.45
			Total Computer Cheque:	94,803.49

Total AP: 94,803.49

8.8 Algonquin Healthcare Local Share
Resolution No: 2023-107
Moved By: Deputy Mayor Budd Brown
Seconded By: Councillor Chris Nicholson

Be it resolved that the Councils for the Village of Sundridge, and Townships of Joly and Strong have discussed the MAHC funding request for Almaguin local share contributions for the construction of two new hospitals in Bracebridge and Huntsville, and:

Whereas, SSJ residents user ship of MAHC hospitals is only about 50%, the remainder seek medical attention in North Bay; and

Whereas, the economic spinoffs of the MAHC hospital builds along with property value increases post construction will be disproportionately smaller for SSJ municipalities than most other local share contributors, putting SSJ municipalities in a competitively disadvantaged position; and

Whereas, in contrast to most other Almaguin municipalities, the SSJ municipalities are already making significant ongoing medical facility investments into the Sundridge District Medical Center; and

Whereas, inflationary pressures and labor issues caused by Covid are presenting unprecedented financial challenges and causing budgetary pressures in maintaining the current level of services; and

Whereas, Provincial Land Use Planning policy and Building Codes continue to frustrate the growth necessary to fund current basic core services, project future revenue streams, and provide the affordable housing needed to support a strong local economy; and

Whereas, its highly conceivable the hospital builds are a foregone conclusion. If the builds are not a foregone conclusion, it does not stand to reason the proposed $12 million Almaguin local share contribution will contribute meaningfully to the shortfall that causes the 1 billion dollar project to fail; and

Whereas, Covid resulted in a larger imbalance of the distribution of wealth, many average working class folks are struggling, MAHC serves a very wealthy constituency, it is felt that MAHC needs to first exhaust other opportunities for funding before asking municipalities with modest financial positions to make such an extraordinary investment; and

Furthermore, given the above considerations, the suggested deadlines to commit to such a large expenditure are unreasonable; and

Therefore be it resolved, that the Township of Joly will make a financial contribution to support the hospital builds and to keep accessible healthcare in our region,

AND FURTHER THAT the amount of the contribution will be determined in conjunction with the preparation of the 2023 municipal budget.

CARRIED

District of Parry Sound
Social Services
Administration Board

May 3, 2023

RE: DSSAB Board Member Vacancy

Dear Mayors, Reeves and Councils of the Municipalities of Armour, Burk's Falls, Kearney, McMurrich-Monteith, Perry and Ryerson,

We have received the resignation of Mr. Sean Cotton as a member of the DSSAB Board representing Area 4. In order to replace this vacancy, a new member must be jointly appointed from the councils of the municipalities of Armour, Burk's Falls, Kearney, McMurrich-Monteith, Perry and Ryerson, which is Area 4 in the *DSSAB Act.*

Mr. Jerry Brandt is the current Board Member representing Area 4 and the *DSSAB Act* allows for two (2) representatives from your area. The term of the Board is to December 31, 2026 and the Board meets on the 2nd Thursday of each month at 6:30 PM.

Should you have any questions, please don't hesitate to reach out to me at 705-746-7777 ext. 5290 or via email at jharris@psdssab.org.

Sincerely,

J. Harris

Jennifer Harris
Administrative Officer

TOWNSHIP OF MCMURRICH/MONTEITH

Resolution

Number: 2023- 185

May 2, 2023

Moved by:

- Currie, Terry ☑
- Dyson, Wesley ☐
- O'Halloran, Daniel ☐
- Roeder-Martin, Vicky ☐
- Robinson, Glynn ☐

Signature:

Seconded by:

- Currie, Terry ☐
- Dyson, Wesley ☐
- O'Halloran, Daniel ☑
- Roeder-Martin, Vicky ☐
- Robinson, Glynn ☐

Signature:

Be It Resolved that Council receives the correspondence from Village of Burk's Falls reporting on the resignation of Sean Cotton from the District of Parry Sound Social Services Administration Board and hereby supports the nomination of Ryan Baptiste to replace him on the Board to represent our Area.

Mayor _____ Carried ✓ Defeated _____

Declaration of Pecuniary Interest by: _____

Recorded vote requested by: _____

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